



Council Agenda

Council Chambers
Windsor Town Hall
March 17, 2025



Zoom Instructions

Dialing in by Phone Only:

Please call: **309 205 3325 or 312 626 6799**

1. When prompted for participant or meeting ID enter: **814 8779 4928** 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/81487794928>

When prompted for participant or meeting ID enter: **814 8779 4928**

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 \$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
- 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
- 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

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Eleveld
3. PLEDGE OF ALLEGIANCE – Councilor Eleveld
4. PROCLAMATIONS/AWARDS



5. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

6. COMMUNICATIONS FROM COUNCIL MEMBERS

7. REPORT OF APPOINTED BOARDS AND COMMISSIONS

- a) Commission on Aging & Persons with Disabilities
- b) Metropolitan District Commission

8. TOWN MANAGER'S REPORT

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Approve 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)
- b) *Approve 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)
- c) *Approve 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)

12. NEW BUSINESS

- a) *Approve an appropriation of \$150,000 from the Capital Projects Fund for the River Street Culvert and Stream Bed Design Project (Town Manager)
- b) *Receive Memorandum from Board of Education relative to Public Act 13-60 (Town Manager)
- c) *Introduce an ordinance creating a tax abatement benefit for First Responder Line of Duty Death (Town Manager)



-
- d) *Set a public hearing for April 7, 2025 at 7:15 p.m. for an ordinance creating a tax abatement benefit for First Responder Line of Duty Death (Town Manager)
 - e) *Approve the local option concerning Motor Vehicle depreciation schedule for October 2024 Grand List (Town Manager)
 - f) *Authorize Town Manager to negotiate and execute power purchase agreements for potential solar facilities at Windsor High School, Sage Park Middle School and Poquonock Elementary School (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the March 3, 2025 Public Hearing
- b) *Minutes of the March 3, 2025 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: March 17, 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.

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 was held on March 12, 2025. There were no objections or concerns raised by the few property owners in attendance. 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 cost for this project is \$915,000 including contingency.

The project costs are as follows:

Construction	\$ 745,000
Inspection, testing & survey	\$ 80,000
Contingency	\$ 75,000
Bonding	<u>\$ 15,000</u>
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.”

Approve an Ordinance

“MOVE to approve 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.’

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	_____ 3/7/25
Public Hearing	_____ 3/17/25
Adopted	_____
Advertised	_____
Effective Date	_____

Agenda Item Summary

Date: March 17, 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 are \$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.”

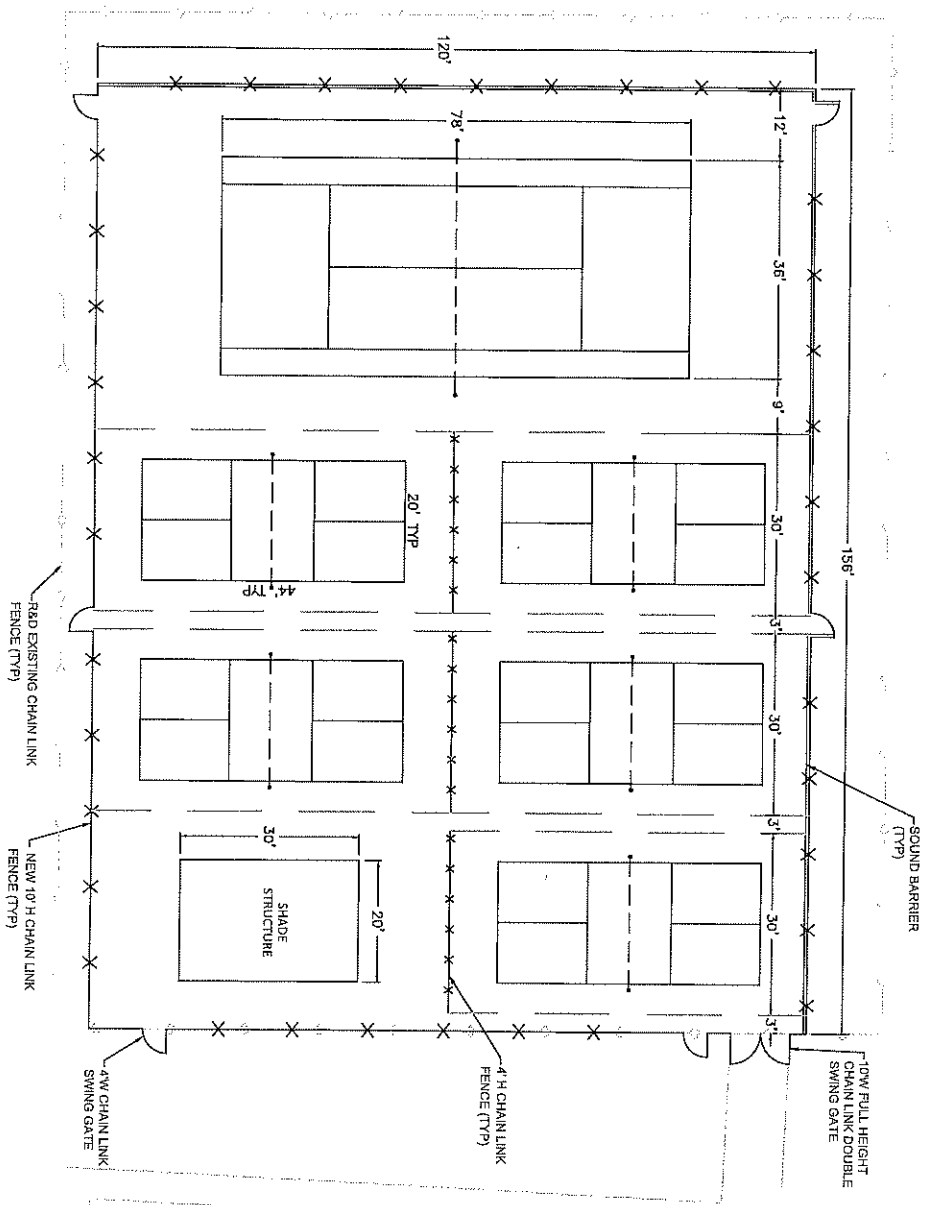
Approve a Bond Ordinance

“MOVE to approve 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.”

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	_____ 3/3/25
Public Hearing Advertised	_____ 3/7/25
Public Hearing	_____ 3/17/25
Adopted	_____
Advertised	_____
Effective Date	_____

Agenda Item Summary

Date: March 17, 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.

Town Council is respectfully requested to consider authorizing funding for Phase 2B of the overall project at this time.

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 are \$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.

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.”

Approve an Ordinance

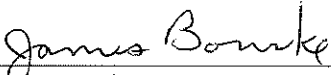
“MOVE to approve an ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,805,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2B HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$1,330,000 BONDS AND NOTES, AND \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION.”

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	_____ 3/7/25
Public Hearing	_____ 3/17/25
Adopted	_____
Advertised	_____
Effective Date	_____

Agenda Item Summary

Date: March 17, 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: River Street – Repair Culvert and Stream Bed

Background

The adopted FY 2025 – FY 2030 CIP includes the design and construction of a project to repair a large culvert carrying a stream under River Street. The CIP allocates funding for design services in FY 2025 and construction funding in FY 2027. At this time town staff is respectfully requesting the Town Council approve funding for design and permitting activities from the Capital Projects Fund assigned fund balance.

Discussion/Analysis

The culvert carrying a stream under River Street near Strawberry Hill is a large 72-inch asphalt-coated corrugated metal pipe which was installed in the 1970's. It is showing signs of corrosion commensurate with its age. Additionally, the pipe has sediment built up toward the outlet end. The downstream drainage area has filled with sand/silt over the years. The proposed project scope includes clearing the pipe, lining it with polyethylene and dredging the downstream area.

The project design includes survey, wetland delineation, hydraulic and geotechnical analysis. A construction approach and method for repairs/rehabilitation will be decided based on criteria such as hydraulic adequacy, safety, cost, constructability, and recurring maintenance cost. Design consultants will also prepare and submit permitting applications with local, state and federal agencies.

If funding is approved, the design is expected to commence in the spring and be substantially complete, including permitting, within 12 to 18 months.

Financial Impact

At this time, staff is seeking funding for the design and permitting services. The FY 2025 CIP has a planned allocation of \$92,400 for the project from Other Funding. Our recent RFP process has resulted in higher than expected design costs due primarily to the greater than previously anticipated amount of work related to permitting. \$150,000 is requested to be appropriated from the Capital Projects Fund Assigned Fund Balance. The available balance in the Capital Projects Fund Assigned Fund Balance is approximately \$875,000.

Other Board Action

None

Recommendations

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

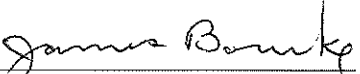
“MOVE to approve an appropriation of \$150,000 from the Capital Projects Fund Assigned Fund Balance for the River Street Culvert and Stream Bed Design.”

Attachments

Area Map

Certification

I hereby certify that \$150,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.


James Bourke, Finance Director

River Street – Culvert Project Area



Agenda Item Summary

Date: March 17, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Public Act No. 13-60 – An Act Concerning the Consolidation of Non-Educational Services

Background

In 2013 the General Assembly adopted PA 13-60, which requires the local Board of Education (BOE) to annually submit an itemized estimate of maintenance expenses to the town's appropriating authority at least two months prior to the authority's annual budget meeting. This act defines “itemized estimate” to mean an estimate in which broad budgetary categories are divided into one or more line items, including salaries, fringe benefits, utilities, supplies and grounds maintenance.

The Public Act allows a town's appropriating authority (Town Council) to make spending recommendations and suggestions to the school board regarding consolidation of non-educational services by no later than 10 days after the school board submits its annual itemized estimate. The school board may accept or reject the suggestions.

The Finance Committee reviewed this item on March 10th and recommended the Town Council acknowledge receipt of the memo in accordance with PA-13-60. No formal vote or action is required.

Discussion / Analysis

The town's general government departments and school department have a long history of collaborating both formally and informally. For example, the town's public works department for many years has been responsible for grounds maintenance and snow removal at school facilities. We have a combined risk management function staffed by one person. Through this formal arrangement, we combine administrative functions related to property and causality liability insurance, worker's compensation and safety training.

Working in partnership with the Public Building Commission, our respective facilities management staff (2 town and 1 BOE) coordinate the planning, designing, and implementation of major building projects at the various school facilities. We have worked together on procuring utility contracts and renewable energy. The town's defined benefit pension plan includes non-certified BOE staff and is managed by a committee comprised of representatives from both entities. We have also worked closely with the school administration in transitioning both entities to self-insured health and prescription drug programs.

Attached is a memorandum from the Director of Business Services outlining the Physical Plant Services for the FY 26 proposed budget.

Recommendations

The Finance Committee reviewed this item on March 10th and recommended the Town Council acknowledge receipt of the memorandum. No formal action is required.

Attachments

Memo from Director of Business Services

Memo

To: Peter Souza, Windsor Town Manager
From: Danielle Batchelder, Chief of Operations
Date: February 19, 2025
Re: **PUBLIC ACT PA 13-60**

Effective October 1, 2013, the General Assembly enacted Public Act No. 13-60 - AN ACT CONCERNING THE CONSOLIDATION OF NONEDUCATIONAL SERVICES.

This act mandates each local board of education to prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city.

The board or authority that receives such estimate shall make spending recommendations and suggestions to such board of education as to how such board of education may consolidate non-educational services and realize financial efficiencies.

Such board of education may accept or reject the suggestions of the board of finance. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education.

An estimate of the maintenance costs is reflected on the attached document - Windsor Public Schools Physical Plant Services FY 2026 Budget.

Please contact me should you have any questions. Thank you for your consideration.

Attachment

Windsor Public Schools
Physical Plant Services
FY 2026 Budget

Labor (Substitutes)	\$	36,050
Labor (Overtime)	\$	200,000
Salaries	\$	2,710,175
Benefits	\$	464,237
FICA/MED	\$	225,386
Major Maintenance	\$	423,000
Utilities	\$	1,949,500
Contracted Srvs	\$	637,500
Supplies	\$	473,700
Equipment	\$	98,000
Dues & Fees	\$	1,500
TOTAL	\$	7,219,048

Physical Plant	Proposed 25.26 FTE
Custodian II	20
Custodian I	2
Head Custodian	6
Maintenance Worker	6
Director	1
Supervisor	1
Administrative Assistant	1
Total	37

Agenda Item Summary

Date: March 17, 2025

To: Honorable Mayor and Members of the Town Council

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

Reviewed by: Peter Souza, Town Manager 

Subject: Line of Duty Death Surviving Spouse Exemption

Background

State law allows municipalities the option to provide an abatement of taxes for the surviving spouse of a Connecticut police officer, firefighter or emergency medical technician who has died in the performance of their duties. Windsor has not adopted this local option. The Finance Committee discussed this item in December 2024, as well as in January 2025 and most recently on March 10th.

The Finance Committee recommends the Town Council favorably consider introducing and adopting an ordinance that would provide a property tax abatement to the surviving spouse of a line of duty death.

Discussion/Analysis

CGS Sec. 12-81x enables the legislative body of a municipality to establish, by local ordinance, a program to abate all or a portion of the property taxes due with respect to real estate that is owned by the surviving spouse of a police officer, firefighter or emergency medical technician who has died during the course of the performance of such officer's, firefighter's or technician's duties, so long as it is also occupied as their principal residence.

The statute provides no further guidelines regarding the amount of the abatement. The Town Council could decide to establish an abatement program for a flat dollar tax benefit, or for a fixed percentage tax benefit. Several towns have adopted this local option including Southington, Berlin, and Groton along with a few others (see attached).

Staff researched eight municipalities who have adopted this local option and developed a proposed ordinance for review and discussion with the Finance Committee. Below are key highlights of the ordinance that is attached.

- Exemption provides an abatement of 100% of municipal real residential property taxes.
- Remains in effect so long as the surviving spouse occupies the residence as their primary residence.
- Exemption continues if the surviving spouse remarries.
- If surviving spouse maintains a fractional ownership in the primary residence, exemption is prorated accordingly.
- If the spouse subsequently purchases another residence in the town, and all qualifying criteria remain, then the tax abatement shall apply to the new residence.
- If the property is a multiple family or multiple use dwelling, such relief will be prorated to reflect the fractional portion of such property occupied by the qualifying spouse.
- Establishes an annual application process for the abatement.

Other Board Action

There was consensus amongst the Finance Committee to recommend adopting the attached ordinance.

Recommendation

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

Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, TO ADOPT CONNECTICUT GENERAL STATUTES SECTION 12-81X TO PROVIDE PROPERTY TAX ABATEMENT FOR LINE OF DUTY DEATH SURVIVING SPOUSE” 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 AMENDING CHAPTER 5, TO ADOPT CONNECTICUT GENERAL STATUTES SECTION 12-81X TO PROVIDE PROPERTY TAX ABATEMENT FOR LINE OF DUTY DEATH SURVIVING SPOUSE.”

Item 12 d) Set a Public Hearing

“RESOLVED, that a Public Hearing be set for Monday, April 7, 2025 at 7:15 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to hear an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, TO ADOPT CONNECTICUT GENERAL STATUTES SECTION 12-81X TO PROVIDE PROPERTY TAX ABATEMENT FOR LINE OF DUTY DEATH SURVIVING SPOUSE.”

And

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

Attachment

Proposed Ordinance

CHAPTER 5

AN ORDINANCE AMENDING CHAPTER 5, TO ADOPT CONNECTICUT GENERAL STATUTES SECTION 12-81x TO PROVIDE PROPERTY TAX ABATEMENT FOR LINE OF DUTY DEATH SURVIVING SPOUSE.

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

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

Section 1.

Sec. 5-10. Abatement from property tax for line of duty death surviving spouse.

- (a) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

For the purposes of this section, "firefighter" is defined as any person who is a duly designated member of the Town of Windsor Volunteer Fire Department.

For the purposes of this section, "police officer" is defined as a duly sworn member of the Town of Windsor Police Department.

For the purposes of this section, "ems personnel" is defined as any member of the Town of Windsor EMS

Surviving spouse means the person who was a resident of the town and married to the police officer or firefighter at the time of the police officer's or firefighter's death.

- (b) In accordance with C.G.S. § 12-81x, there is hereby established effective for the Grand List of October 1, 2024, and subsequent Grand Lists, an abatement of 100% of municipal real residential property taxes due with respect to real property and the improvements thereon owned by the surviving spouse of a police officer, firefighter or EMS personnel who suffers a line of duty death while a resident of Windsor. The abatement only applies to Town taxes due to the Town of Windsor and does not apply to any district or other political subdivision taxes that may be due.
- (c) The tax abatement will remain in effect so long as the surviving spouse occupies the residence as their primary residence, or until the spouse conveys (transfers) their fee interest in the subject residence (property). If the spouse subsequently purchases another residence in the town, and all qualifying criteria remain, then the tax abatement shall apply to the new residence.

For any property that is in a Trust, a copy of the Trust agreement must be provided to the assessor for review. The terms of the trust agreement must provide that the claimant is the primary beneficiary of the trust.

- (d) Upon the death of any person entitled to tax relief pursuant to this section, the tax relief hereunder shall end the following June 30.
- (e) If any person who is entitled to a tax abatement hereunder conveys their fee title in the property with respect to which the tax abatement hereunder has been granted, the tax relief shall be suspended as of the date of conveyance and the nonqualifying grantee of such

property shall pay the town a prorated share of taxes thereby due and owing as provided by state statute § 12-81a.

- (f) The property tax relief provided for in this section shall, in any case where title to real property is recorded in the name of the qualifying surviving spouse and any other person or persons, be prorated to reflect the fractional portion of such qualifying spouse. If such property is a multiple family or multiple use dwelling, such relief be prorated to reflect the fractional portion of such property occupied by the qualifying spouse.
- (g) The Tax Collector and Assessor shall prescribe with regard to their respective duties under this section such forms and procedures as may be necessary to implement this section. The Assessor, in addition, shall take such steps necessary to satisfactorily establish the facts as to the qualifying surviving spouse's interest in the property, by requesting such documents as the Assessor deems necessary. Such documentation will be required yearly to continue the tax abatement. Eligibility shall be determined by the Assessor and/or their designee, and such determination shall be final.
- (h) No later than November 1 of each year, the surviving spouse shall complete and file with the assessor an application for the abatement and shall attest annually that they remain otherwise qualified under the terms of this article.

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

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

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

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date

Agenda Item Summary

Date: March 17, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Municipal Option – Motor Vehicle Depreciation Schedule

Background

New legislation effective in 2024 by the Connecticut General Assembly requires assessors to value vehicles using the manufacturer's suggested retail price (MSRP) and a depreciation schedule, rather than using a publication such as the J.D. Power pricing guide. Under this new methodology, a new vehicle is appraised at 85% of MSRP, and then depreciates down in 5% increments until a floor of 15% of original MSRP, or an assessment of not less than \$500, is reached. Legislation recently adopted and signed into law by Governor Lamont, allows for a local option that increases the depreciation table such that a new vehicle is appraised beginning at 90% of MSRP.

The Finance Committee met on March 10, 2025 to discuss the local option and recommends that the Town Council adopt the local option allowing for the alternative depreciation schedule beginning at manufacturer's suggested retail price (MSRP) .

Discussion/Analysis

Legislation recently adopted by the General Assembly and signed by Governor Lamont, allows for a local option that increases the depreciation table such that a new vehicle is appraised beginning at 90% of MSRP and depreciates down in 5% increments until a floor of 20% of original MSRP, or an assessment of not less than \$500, is reached. The local option can be retroactively effective for the October 1, 2024 grand list, but would need to be formally adopted by the Town Council, and notification sent to State of CT, Office of Policy & Management no later than 14 days after adoption. Assessors then have until April 15th to adjust and republish grand lists.

Financial Discussion

The October 1, 2024, the motor vehicle grand list decreased \$29.1M in assessed value, primarily as a result of the State-mandated change to the MSRP valuation methodology and 85% depreciation schedule. If the 90% depreciation schedule were to be adopted, approximately \$28M in assessed value would be added back onto the motor vehicle portion of the 2024 grand list.

Other Board Action

There was consensus amongst the Finance Committee to recommend the Town Council adopt the local option to utilize the 90% depreciation schedule.

Recommendation

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

“MOVE that the Town Council adopt the local option as allowed under CGS Section 12-63 (b)(7) for use of the 90% depreciation schedule related to motor vehicle valuation effective with the October 2024 Grand List.”

Agenda Item Summary

Date: March 17, 2025

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Potential Solar Facilities at Windsor High School, Sage Park Middle School and Poquonock Elementary School

Background

Solar arrays have been installed and placed in operation at eight facilities – Police/DPW at 110 Addison Road, Fire/EMS at 340 Bloomfield Avenue, Poquonock Fire Station, L.P. Wilson Community Center, John F. Kennedy Elementary School, Oliver Ellsworth Elementary School, 330 Windsor Avenue Community Center, and 20 Williams Street. These installations have increased the use of renewable energy and mitigated annual operating expenses at these buildings through power purchase agreements.

A few months ago, Eversource announced a Non-Residential Renewable Energy (NRES) Program geared to school facilities. This competitive program would provide renewable energy credits towards the project and the town/schools would purchase power at a reduced rate based on the amount of electricity the panels produce. Staff recently issued an RFP for the installation of solar panels at several school locations including Sage Park Middle School Roof (roof top install), Poquonock Elementary School Roof (roof top install), along with solar canopies over the parking lots at Sage Park Middle School and Windsor High School with the assistance of Titan Energy. Titan Energy was selected through the Connecticut Conference of Municipalities procurement process to assist municipalities with the new program. A site visit was conducted for interested vendors along with town and school staff.

At this time, staff is respectively requesting authorization to enter into a power purchase agreement (PPA) with Greenskies for both the Windsor High School solar canopy and Sage Park Middle School solar canopy. We are also requesting authorization to enter into a power purchase agreement (PPA) with Verogy for the rooftop solar at Poquonock Elementary School. Both of these private sector vendors have provided the best projected long-term savings for these solar array installations.

Discussion/Analysis

The purchase and installation of all equipment would be the responsibility of Greenskies and Verogy and would be funded through use of a variety of renewable energy credits as well as a power purchase agreement between the Town of Windsor and each vendor.

The proposed plan is for Greenskies to install solar canopies at both Windsor High School and Sage Park Middle School at their cost, with Verogy to install rooftop solar at Poquonock Elementary School at their cost, with the Town of Windsor paying the firm on a monthly basis for the electricity generated as a part of a power purchase agreement. Greenskies and Verogy would be responsible for maintenance of all equipment installed.

Rooftop solar was also explored at Sage Park Middle School but is not being recommended as this combined with a solar canopy would generate more electricity than needed for the site which

would not be feasible under this program. There are also multiple challenges with rooftop solar at this facility with the varying roof elevations and a significant amount of roof top HVAC equipment. Both private vendors will be required to meet all applicable building codes related to the installation of the solar arrays and associated equipment and connections for both the rooftop solar as well as the solar canopies.

The preferred vendors still need to apply for and secure the renewable energy credits this spring through the Non-Residential Renewable Energy (NRES) Program offered by Eversource, which is expected to be a very competitive process. Eversource requires a signed PPA be in place prior to applying for the credits. If credits are successfully secured, we plan to complete additional due diligence tasks and initiate project design and local permit approval. It is expected that the size of the solar arrays will not meet the entire electrical needs of these facilities. Some electricity will still need to be purchased from the grid.

It is anticipated that construction would be in the summer of 2026 for both the Windsor High School and Sage Park Middle School. Construction at Poquonock Elementary School would be in the summer of 2027 as the roof is scheduled to be replaced in the summer of 2026.

Financial Impact

The private vendor would fund the project through use of a variety of renewable energy credits as well as the payments from the town/schools for the power generated. There are no capital or annual maintenance expenses on the town's part. Annual savings to the town over the life of the project for the proposed facilities could range from \$12,000 at Poquonock, \$35,000 at Sage Park using carport canopies to \$119,000 at Windsor High utilizing carport canopies. Based on a 20 year period, this amounts to approximately \$4,500,000 in savings and 47,000,000 kWh of solar energy produced. The amount of clean energy generated each year compared to conventional utilities would be the equivalent to approximately 216 homes' electricity use for one year.

Greenskies and Verogy would recoup their costs through the power purchase agreement with the town, as well as through the use of Eversource Renewable Energy Credits and other financing sources.

The agreement with Greenskies and Verogy would be for a 20-year period, with the ability for the town to purchase the systems after that period based on a fair market appraisal completed by a mutually agreed upon appraiser. If the town elects not to purchase the equipment, 120 days after the contract ends, Greenskies and Verogy will remove the entire system at no cost to the town and return the facility to its original condition.

Other Board Action

None

Recommendations

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

“MOVE to authorize the Town Manager to negotiate and execute an agreement and other related documents with Greenskies for the installation of solar canopies at Windsor High School and Sage Park Middle School and with Verogy for the installation of rooftop solar at Poquonock Elementary School.”

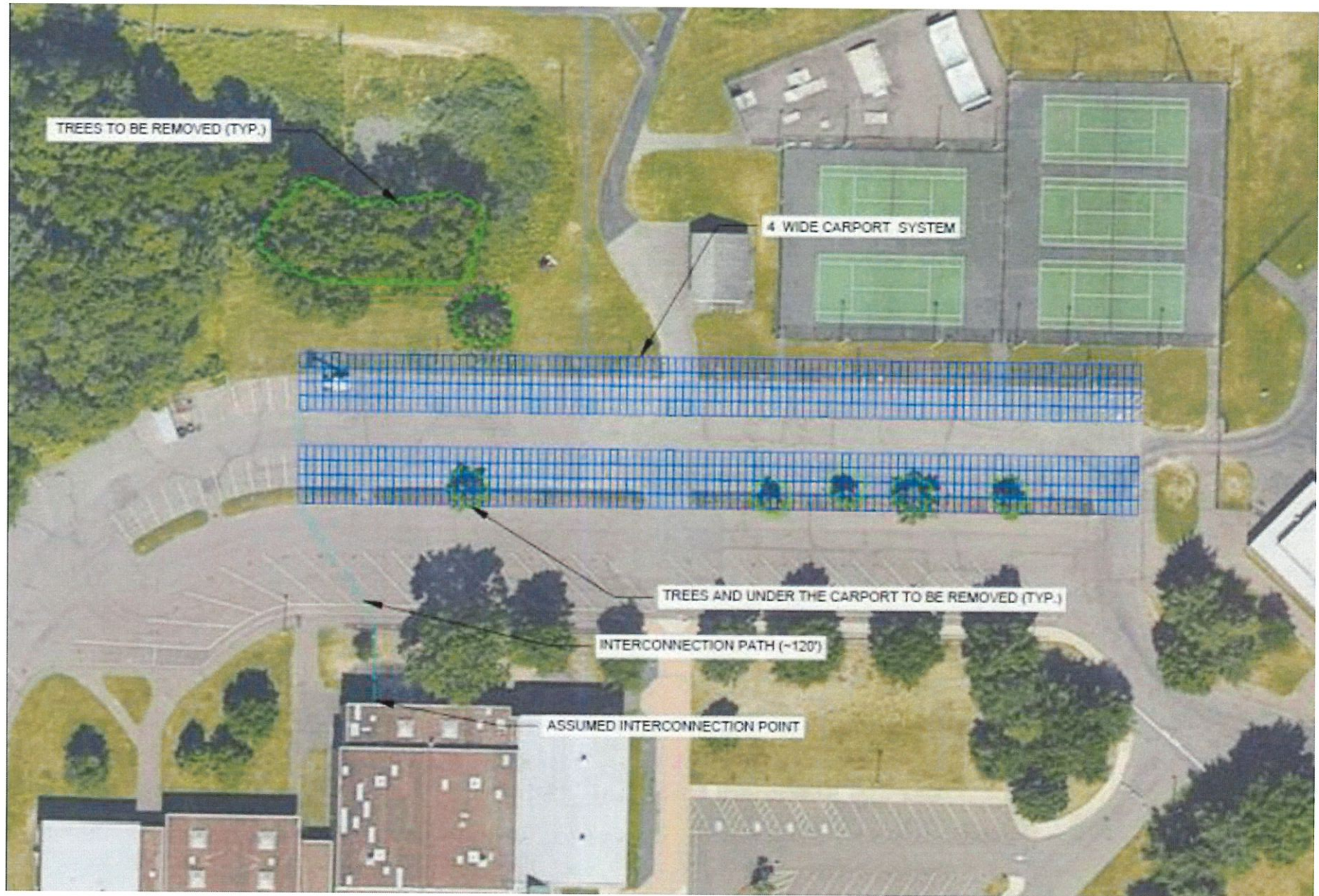
Attachments

Conceptual Plan - Windsor High Solar Canopy
Conceptual Plan – Sage Park Solar Canopy

Conceptual Plan – Windsor High School Solar Canopy



Conceptual Plan – Sage Park Middle School Solar Canopy





Town Council
Resignations/Appointments/Reappointments
March 17, 2025

Resignations

None

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

None

Names submitted for consideration of appointment

None



**TOWN OF WINDSOR
TOWN COUNCIL
COUNCIL CHAMBERS
HYBRID MEETING
MARCH 3, 2025
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

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

- 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

2) PUBLIC COMMENT

Joel Herman, 107 Rood Avenue, stated he'd like to discuss two issues, Windsor Sanitation and the results of the vote on March 11th. Mayor Black-Burke explained to Mr. Herman that at the moment they are only taking comments on the two ordinances that were read aloud; however, he can speak later on during the regular meeting when public comments are being heard.

3) ADJOURNMENT

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

Respectfully Submitted,

Helene Albert
Recording Secretary



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
March 3, 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

Mayor Black-Burke led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Mayor Black-Burke led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

a) Proclamation honoring Leroy Smith

Councilor Eleveld stated that he did not know Councilor Smith that well, but he seems to be pretty much a straight shooter, which is what we always want from our leaders and elected officials. He wished Councilor Smith the best going forward. He knows he has some challenges ahead and he is in his thoughts and prayers.

Councilor Naeem stated it has been such a pleasure working with Councilor Smith. She will miss their lively debates and conversations when it comes to our finances and our economic development. She'll be praying and wishes the best for him, hoping that he'll be back to having more of those conversations with them soon.

Councilor Pelkey said he knows he and Councilor Smith have had a few conversations. You know we're not lifelong friends, but we've had more than a few conversations. He has found him to be a very down to Earth individual. There is no pretension and you care in your heart for the right reasons. That's exactly the type of person that should be trying to serve the community in particular. You will definitely be missed. He wished him well, and he hopes very much to be able to see him back up here at the dais at some point in the future, serving this community.

Councilor Armstrong stated that serving with Councilor Smith has been a pleasure. Your compassion, concern, and dedication will always be remembered. Thank you for being a colleague on this dais, and for serving as an elected official with the best interest of this community always on your heart and on your mind as you served diligently to do what you were elected for. We will remember you and keep you in our prayers.

Councilor Gluck-Hoffman said you're going to be missed greatly. We're going to miss your smile around this dais for sure, and your humor, and you've just always been just a true, consummate gentleman and kind to all of us. You're in my prayers every day.

Councilor Walker stated that they've known each other for quite some time. Even though he may not be here as a councilor on the dais in the future, they will forever be friends outside of politics. From my family to yours, he wished Councilor Smith Godspeed, and all the best that life has to offer. Best of luck, my friend, and outside of this meeting we will continue to speak as friends.

Deputy Mayor Klase said she just wanted to say thanks for all Councilor Smith's dedication and hard work. There are very few of us who can tie one accomplishment that we alone had responsibility for, so she will give him the tree lighting, which brought great joy to the whole town. Thank you for always thinking about community development and the community. She will miss him dearly, but she knows she will see him soon.

Mayor Black-Burke stated there is a saying that says, people come into your life for a reason, a season, or a lifetime. We met in 2018. From that time until now, you have been an asset and truly a hard worker in our Democratic Town Committee, as well as while you took your seat here on the Council. As you embark on this new chapter, I do want to take a moment to say thank you, express my heartfelt gratitude. Your leadership, vision and commitment has made a lasting impact. As the Deputy Mayor referenced, folks are already asking, are we doing the tree lighting again? Absolutely, and we've all been fortunate to benefit from your wisdom and guidance. Thank you for everything that you've done for our town, for the Council for the Democratic Town Committee, and know that we are lifting you up in prayer. We'll continue to do so, and praying that when all is said and done, you will have an opportunity to continue to serve in whatever capacity that looks right for you. Thank you so much Councilor Smith.

Councilor Smith stated he would like to take this time to express his gratitude for the incredible opportunity and journey the Town of Windsor has allowed him to experience as a member of the Town Council. It has been an honor serving the residents of Windsor, Connecticut, and to work alongside each of you. Thank you for your acknowledgement, and for the countless moments when your wisdom, humor, and friendship made all the difference. Your support has inspired me to take on the new challenges he faces. It has been an honor and privilege to serve as a town councilor. I look forward to serving in other capacities with a renewed sense of gratitude.

Mayor Black-Burke read the proclamation aloud.

Mr. Lawrence Jaggon said Councilor Smith is a legend, a person who speaks his mind, tells you as it is. He thanked him for all he has done for Windsor. They all appreciate what you do on behalf of the West Indian community.

Mayor Black-Burke stated that Councilor Smith is still a Councilor at this time.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Jeremy Halek, 1890 Poquonock Avenue, (virtual caller) is calling in as a Windsor resident and not as a member of the Board of Education. He wanted to talk about the open Council vacancy tonight. This is nothing against Mr. King or Councilor Smith, but technically speaking, there is no vacancy at the moment. Councilor Smith's resignation does not take effect until some point tomorrow on March 4th. Also, he feels that it was a bad precedent for Councilor Smith to vote on his replacement this evening. He would ask him to recuse himself from that vote. He wished Councilor Smith the very best moving forward. I'm sure that this was a very tough decision for him. But he feels that the process has to take place, and this is something that you should take up at your next meeting, not this evening.

Adam Gutcheon, 19 Mechanic Street, said he is the Democratic town chair for the Town of Windsor and he was so honored to accept or to be Leroy's surrogate for receiving his plaque. Leroy was very dedicated to the Democratic party and to their values. As the Democratic Town Committee chair, the position is largely a recruiting effort. We lift people up who love this town and who believe in this town and let them show their quality. He thinks the results speak for themselves. He was very excited for Leroy Smith to bring his knowledge and expertise, especially around economic development to the Town Council. He was so excited to have him on the Council for any heterodox voice. He is a straight shooter, groupthinker and no-nonsense man. He was heartbroken to hear about Leroy's illness. He leaves us now to recover and fight another day, and that is a day he looks forward to.

Susan Miller, 130 Palisado Avenue, said she had two things she'd like to speak about tonight. She also wanted to say thank you to Councilor Leroy Smith for his time, his energy, and his dedication in making Windsor a better place. She really appreciates all the work he has done, and she will miss his unique perspective up here, especially his concern for residents and regarding warehouses and safety. So, thank you so much, Councilor Smith. You are in our hearts. Secondly, she just wanted to offer her full support for the nomination of Anthony King for Town Council. Anthony is creative, resourceful, hardworking, generous, and passionate about this town. He has this great way of getting people excited about projects and drawing them in. And I think that's exactly what we need at this time as a bonus. He makes people laugh, and he's a huge asset to nightmare on Broad Street. I think it'll be a great addition to the Town Council team. Thank you very much.

Joel Herman, 109 Rood Avenue, said he'd like to discuss two issues with the Town Council tonight. The first is Windsor Sanitation and the second one is the vote on March 11th. On

February 1st, Windsor Sanitation required payment for trash removal for the New Year. As he looked around his neighborhood, he saw dozens of green tags on trash cans that had him ponder why. Is it the price increase year after year? Or is it the fact that Windsor Sanitation is a monopoly. One and two person households pay the same for trash pickup as families of 5 or more with tipping fees being a large part of the trash removal system which doesn't seem fair and equitable. A senior that doesn't even produce a bag of trash pays the same as a family of 5. It may be time to reevaluate our relationship with Windsor Sanitation and investigate other options. Possibly smaller cans or bi-monthly pickup. With Windsor Sanitation being the exclusive trash service provider does the Town of Windsor benefit from this relationship? For example, does the town get free trash pickup or reduced rate on the pickup? The second thing I would like to discuss is the vote on March 11th. He listened to months of discussion on this project, and saw how this option was pushed. His question to the Council is if the vote is 'no' on March 11th, is this project to be scrapped, or is it your intention to attempt to resurrect it in a different form. Thank you.

Leonard Lockhart, 57 Columbia Road, said he wanted it to be public and on the record to say thank you to Councilor Smith for his service to the town. He has known Leroy through the Windsor, Democratic Town Committee. As all have stated, he is definitely a no-nonsense individual that has a true spirit of serving humanity within the Town of Windsor. He's very good with the economic development piece, and he's a very straight shooter in politics. Councilor Smith, we will miss you. We thank you, we pray, nothing but complete restorative healing over you, and we look forward to you coming back to the Town of Windsor, and serving as you so hardily earned. He would like for this Council to support the appointment of the new person that hopefully will replace Councilor Smith. Mr. King has a very sharp mind and is very professional. He has a very candid concept about economic development. He's very collaborative. He definitely knows how to stand on his own on certain points, and he also knows how to reach across the aisle to find collaboration, which I think is something that we should all be striving for. He believes that Mr. King will fit in and will be a good replacement. You can't replace Councilor Smith, but he will be a good substitute for Councilor Smith as he finishes out the term. Thank you for your consideration.

Anthony King, 435 Palisado Avenue wanted to thank Councilor Smith for his service. He's grown to know Leroy over the last year and a half. He is a tremendous individual that he doesn't think they'll ever unfortunately be able to replace. But he did want to thank him for his service. He hopes he heals up and comes back to the fight.

Audrey, 1022 Palisado Avenue, captain of the FTC Robotics team here in Windsor, and Bethany at 15 Center Street said they are here to thank the Council for their support to the robotics team and giving them a build site where they can teach kids on how to learn about robotics. We just wanted to show one of the ways that they've helped is in giving them a space where they can hold their build site and build their robots. This year they won the State championship, and they have the really exciting opportunity to be able to go to Houston this year to compete in the world championship. They are also hosting a fundraiser on the 10th of March at Barts from 3:00 PM – 6:00 PM, if you'd like to show up and help support us even

more. It helps us get to Houston. 15% of the proceeds from the Bart's fundraiser goes to our team and we thank you all for your support.

David Furie, 37 Lighthouse Hill Road, said they're very excited in Windsor robotics for the Blazing Spirits success. I was away on vacation, so I didn't get to go to the Connecticut Championship. Just to see immediately afterwards the text, the emails, the excitement of these students. This is the first time we've won the Connecticut championship. Thank you for your support, and the support the town gives to have a great building where we can showcase the talent that we have in Windsor. We're all excited. I also wanted to speak about Councilor Leroy Smith. I served with him on the town committee, but also paralleling as president of the Board of Education. We'll miss him very much. I worked for HUD and housing and knew a lot of his work in economic development for the State of Connecticut, and we'll miss that expertise. We're also going to be missing Mr. King as he steps down from the Board of Education. He brings immediately to the board a quick study, a quick learn, which I think is very important, especially if you're entering in the middle of a session. I think he'll be ready, willing, and able, and will do a great job on the Council.

Michele Vannelli, 1152 Poquonock Avenue stated she views the current plan of two rotaries and reducing Broad Street to one lane north and south, being a recipe for disastrous gridlock. Pressuring voters with the lure of free grant construction money is unwise. She feels this plan is more about a money grab than actually giving a hoot about pedestrian safety. She feels the mentality of turning our downtown into a parking lot fosters the ill-conceived idea of a captured audience and actually will back-fire as potential shoppers will go elsewhere to avoid the hassle that our downtown will represent if this plan is enacted. She says with what we know. A) gridlock detracts from business growth by making it too difficult to get to. B) Windsorites, in general, don't have the disposable income that West Hartford folks have, therefore supporting high-end boutiques and restaurants in the immediate future seems highly unlikely. Passing this plan for the sake of free money and the gridlock it creates, means we will live with this mistake for many years to come. When it's been deemed a failure, ask yourself, where's the grant money to tear it all out coming from? My guess, you and me. For this reason, she urges Windsor voters to VOTE NO on MARCH 11th.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld said Windsor in Progress and the POCD events were both very interesting, and it allowed some of the community members to come out and speak. He congratulated the Blazing Spirits team on winning the State championship. He brought up the passing of Gene Hackman only to say that we should keep an eye out for our neighbors. Give them a phone call, watch if their car has left the house, etc.

Councilor Smith stated he is just trying to encourage all of us as we approach the summer break to find some time to do some volunteer opportunities with the school system. This would provide some assistance to the young people and the kids that are out during the summer. This is in case they need assistance with anything in terms of their school work or

any kind of advice or internship. It would be great if individuals could do something like that. Just support the school board and reach out to the Superintendent to see what opportunity there may be for you to help. Maybe you can volunteer in the school system.

Councilor Pelkey stated he's been able to see the new park that's going up in Wilson. He was a part of the Windsor Deerfield Advisory Committee when that went through. He certainly wants to call out Al Bingham, who's a member of that committee. He was a very strong leading voice, and making sure that it wasn't just a flat lot and that it had some sort of topography to it. It'll make that park that much nicer. So, he just wanted to recognize Al for making sure that his voice was heard and speaking for others as well in that capacity. He was asked by Matthew, who is our special Olympics ambassador, to promote the Tip a Cop event that will be at Buffalo Wild Wings in Windsor which will happen on March 12, 2025 from 5:00 PM – 9:00 PM. Dine in or takeout where our finest will be helping to serve, take orders and welcome guests in the restaurant. Ten percent of the revenues will go towards their efforts with special Olympics in Connecticut. If you or anybody you know, might be interested, or just want to know more about joining our illustrious volunteer fire department go to windsorfire.org. You can also call Town Hall and ask or reach out to any one of us.

Councilor Naeem started off by thanking everyone that came out to speak tonight. It's very important that we hear from you all, so thank you for your continued engagement. The Mayor touched on the Windsor in Progress event that she was not able to attend. Luckily though, she was able to watch the recording. It's great to be able to have a moment to reflect on all the great work that's been done in Windsor and to rouse up some energy for what's to come, especially tied with the work that's happening with the POCD. She congratulated the Blazing Spirits team for their win. Congratulations! That's really exciting to see and she wished them continued success as they continue moving forward on this.

Councilor Gluck Hoffman said it was wonderful to see everybody out. It was really fantastic to see the Blazing Spirits team mates here, especially young ladies focusing on science and math. She congratulated them and wished them the best of luck in their next steps. This Friday night is the Shad Derby gala. We have 12 candidates this year. We're very excited. Keeney Park is hosting. We have a couple events coming up with Shad Derby. The Kickoff is March 14th. There will be a bowling tournament on March 16th up in Windsor Locks. We'd love for folks to come out, especially folks from the Board of Education to come and support our kids. All the civic groups are involved. All the funds that they make for these events goes back to scholarships for our kids here in town. Therefore, it's really important.

Councilor Armstrong stated it's good to see those that came out tonight. Thank you for that. And those who are virtual. And I do want to say again, congratulations to our young people that we can support. It's great when they can come out and we can encourage them. They will have a remarkable future. She wanted to say again it was a great turnout for the Windsor in Progress event. It was remarkable, and it's always good to see what staff can put together so people can know what's going on in Windsor. In saying that she just encouraged people

to support the small businesses and the businesses that are in the Town of Windsor. They have a lot to offer for everyone. It's time for self-care, so take care of yourselves. Councilor Walker said he knows we all thank Councilor Leroy Smith and all his contributions to the Town of Windsor. However, Councilor Smith is also very active in the greater Hartford community. His contributions to the West Indian Social Club, with long term strategic planning and financial stability planning is much appreciated. On behalf of the West Indian Social Club and the West Indian community, Councilor Smith, they say thank you. We know that you might not be in person at the meetings, but we expect to see you about at some point. He congratulated the Blazing Spirits on their victory. Lastly, he wanted to touch briefly on Windsor Sanitation as it was mentioned tonight. Since I have been on this Town Council for a few years, I can tell you how long Windsor Sanitation has been an issue, and it continues to be an ongoing issue. We've talked about it at length, but it's not a simple solution, because if Windsor sanitation goes, will any other company replace them? His experience in writing to them trying to communicate with them has not been a simple task. Many residents in this town have been complaining about the customer service, amongst other things. Most of the councilors up here share my sentiments that maybe we need to revisit Windsor Sanitation again for the umpteenth time, because we're just kicking this can down the road, and it's not getting solved.

Deputy Mayor Klase just wanted to remind everybody that the referendum is on March 11th regarding the traffic calming. So, please, we would love to hear your voice in that, and understand where everybody is coming from. The other item she wants to talk about is a point of personal privilege. Her daughter, who attended the junior ROTC program at Windsor High, was just made staff sergeant this weekend. She grew up in Windsor all her life and Windsor was very critical in that decision.

Mayor Black-Burke said she'd like to say thank you to everyone that came out tonight to speak. She's always excited when she sees students that come out to speak, so shout out to the team, thank you again. She also wanted to take a moment just to say thank you to our town staff this past week. They were able to host two community events starting on Wednesday with Windsor in Progress, which was a well-attended event. Thank you to the councilors who attended the Windsor in Progress event which was definitely an enlightening experience for those who attended. Thank you for making that happen as well as the Windsor 2035 event that took place on Thursday evening, and again councilors were here. It was great to see the community out and engaged, and wanting to learn more about what's to come. Thank you for making that happen. Mayor Black-Burke wished every woman a Happy Women's History month.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

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

- The Windsor Board of Education recently passed their 2025-2026 budget with a 5.88% increase over the current year's budget. It is no longer now the Superintendent's budget but rather the Board of Education's budget. If people have any questions about what is going on, it is the Board of Education's budget that was approved and being sent to the Town Council for consideration.
- Registration for the 2025-2026 school year opened on March 1, 2025. Please visit the district website for more information.
- Due to budgetary constraints, Windsor Public Schools will no longer be able to offer the full-day Smart Start Pre-K Program. Beginning August 2025, Pre-K services will only be available for students who are identified with special needs through the Planning and Placement Team (PPT) process. We understand this change may impact families, and we encourage parents to explore alternative early childhood options in the community.
- Summer Camp Treehouse registration is now open. Windsor Public Schools is now enrolling for Camp Treehouse 2025. We also offer before and after school care programs, non-school day, snow day, half day and vacation camps. Please see the district website for more information.
- For the ninth straight year, our Windsor Girls Indoor Track and Field team are the State Champions! The boys' team put up an incredible fight, finishing as state runners-up. Senior Lucas Pearce made history this season, breaking the indoor 1600 meter and 1-mile records, adding to his Cross Country 5000m and outdoor 1600m records. The State Open was held on March 1, 2025.
- Congratulations to Coach Ken Smith on reaching an incredible milestone - 700 career wins! With Windsor's opening-round CCC tournament victory at East Hartford, Coach Smith joins elite company in Connecticut basketball history alongside Vito Montelli (St. Joseph) and Nick Augelli (Crosby). Coach Smith's dedication, leadership, and impact on Windsor basketball is unmatched and this achievement is a testament to his hard work and the countless athletes he has inspired over the years.
- Governor Ned Lamont recently visited Clover Street School and read books about Black History Month. The Governor's visit offered third and fifth-grade students an inspiring opportunity to connect classroom learning with real-world experiences. He was joined by Windsor Mayor Nuchette Black-Burke and Connecticut State Representative Jane Garibay, who read alongside him, emphasizing the importance of literacy and the richness of Black History.
- On February 14, 2025, for the third year in a row, Clover Street School came alive with the power of storytelling, culture, and community as it hosted its annual African American Read-In. This event, spearheaded by Humanities Instructional Coach TaLoria Wilson, has become a cornerstone of Windsor Public School's commitment

to representation and cultural enrichment. Each year, men of color from the Windsor community step into classrooms to read works by Black authors, amplifying voices and stories that reflect the rich history, resilience, and brilliance of Black culture. With each turn of a page, these guest readers engage students in narratives that celebrate identity and belonging, fostering an environment where children can see themselves in the literature they read. As this tradition continues to grow, the vision remains clear, to celebrate Black voices, elevate student engagement, and create an enduring space where literature, identity, and empowerment intersect. Mr. Lockhart added that he was able to read to his grandson for the first time. He's a 3rd grader at Clover School now. Being able to read to him was enriching for him, and exciting and embarrassing for his grandson.

- Dr. Hill's next Coffee Talk will be on Tuesday, March 18, 2025 from 10:00 - 11:00 AM in the Board Room at the L.P. Wilson Community Center. Please RSVP on the district website.
- The next regular meeting of the Board of Education will be on Tuesday, March 18, 2025 at 7:00 PM in the Board Room at the L.P. Wilson Community Center.
- Please remember to check our website, www.windsorct.org, for the most updated information, athletic schedules and academic calendar. Snow day information will be located on a banner on the website as soon as possible, if inclement weather should affect the school day. In addition, the district will send out a communication about schools being closed, delayed or early dismissal through our notification system. Families should make sure their child's school has their most up-to-date contact information.

Councilor Gluck Hoffman asked what is the process for suspension of a student in the public school system here at Windsor? Mr. Lockhart answered that the process is something that's usually administratively handled by the principals within the building. It can also be delegated with the assistance of their vice principal or assistant principals, if the principal is not within the building. Suspensions take place at the building level.

Councilor Gluck Hoffman asked if the Board of Education gets notified? Mr. Lockhart said the Board of Education does not get notified of suspensions.

Councilor Gluck Hoffman asked if during any time they were notified. Mr. Lockhart said during his time on the Board of Education, since January of 2012, he does not recall them being notified.

Mayor Black-Burke added that suspensions are handled at the building level and the rationale behind that per Connecticut education law is that that is a management function versus a governance function.

b) Board of Ethics

Sonia Worrell-Asare, Board of Ethics, gave the following report:

She gave accolades to Councilor Smith. She stated she doesn't know anyone in Windsor who does not know Commissioner Smith. They worked together for a number of years with the West Indian Foundation, which is a separate arm from the social club that does fundraising scholarships and community engagement through our volunteer efforts as well as our fundraising efforts. Working with Councilor Smith was such a pleasure. He's always extremely insightful and engaged. He always speaks up and speaks his mind, but does so with just a sense of commitment to serving the community, and does his work selflessly to support all those involved. She wished him well.

The Board of Ethics is a five member, appointed body established in May 1970 to "render advisory opinions and make recommendations with respect to amending the Code of Ethics."

In addition, at the request of the town manager, a member of the Windsor Town Council, the superintendent of schools, or member of the Board of Education, the Board of Ethics renders advisory opinions concerning the actions of a town official or employee with respect to the Code of Ethics.

The board meets at the call of the chairperson, with regular meetings scheduled quarterly.

The Board of Ethics did not have any advisory opinions during the year of 2024. We continue to look forward to serving in 2025, and supporting Windsor, and remaining ethically and adhering to the code of ethics.

Councilor Armstrong asked why there have been no advisory opinions? Ms. Worrell-Asare stated the board gets requests for advisory opinions. We have not received any requests, in the year of 2024, so no issues were brought before the board. Therefore, we did not render any opinions.

8) TOWN MANAGER'S REPORT

Traffic Calming and Pedestrian Safety Project Referendum

All seven Windsor polling locations will be open on Tuesday, March 11, 2025 from 6:00 AM to 8:00 PM for the Traffic Calming and Pedestrian Safety Project Referendum. The Traffic Calming and Pedestrian Safety Project proposes a reduction from two lanes of travel to one for both directions of travel on Broad Street from the intersection with Palisado Avenue and Poquonock Avenue to Batchelder Road area. The project also includes dedicated on street parking, bump outs to promote additional safety for pedestrians, bike lanes and the replacement of three traffic signals with roundabouts at the northern end of the project area. For more project information, go to www.townofwindsorct.com.

Absentee ballots are available through the Town Clerk's Office. More information on absentee voting can be found at <https://townofwindsorct.com/townclerk/elections/>.

Phenomenal Women 2025 Award Ceremony

Windsor's Human Relations Commission will be sponsoring the award ceremony for the "Phenomenal Women of Windsor" on March 8, 2025 from 2:00 PM – 4:00 PM at Matthies Hall, Oliver Ellsworth Homestead, 778 Palidado Avenue. This event will celebrate the many women within the community who have positively contributed towards making a change in Windsor. All are welcome to attend. Snacks and refreshments will be served. For more information, call 860-285-1984.

Eversource Tree Removal and Pruning

Eversource has a regular ongoing program to complete tree trimming and a removal program. The goal of the program is to assist in maintaining reliable electrical service and to protect the power distribution infrastructure network.

In 2025 Eversource plans to conduct tree trimming and pruning work in the northern sections of Windsor. Please click to see map <https://bit.ly/2025-tree-trimming>. They anticipate beginning this work in late spring or July.

The tree trimming and removal program is regulated by the Public Utility Regulatory Authority (PURA) Below is a high level recap of the regulations.

- When trees or vegetation are located on town property or in the town's right of way, the town's Tree Warden has the authority to determine the scope and method of vegetation management. The CT DOT has that authority when the vegetation is on State property or ROW.
- On private property, only the property owner may give consent for the work unless it is deemed an immediate threat (e.g. tree branches are touching wires.) A home owner can request information / consultation, object to the planned work, or request a modification of the work.
- On Town property, only the trees must be posted for removal 10 days before removal unless they are in contact with an energized wire or are determined to be in such a hazardous condition they need to be removed. If a tree is being removed on Town property, the utility company must notify the abutting property owners.
- On State property if a tree is over 18" and is selected for removal, the municipality must be notified. This provides the opportunity for the town to review and discuss the selection.

Journey's End Exhibit

The Windsor Art Center is proud to present Journey's End, a juried photography exhibit in the gallery at 40 Mechanic Street. The exhibit runs from March 15 to April 26 with an opening

reception from 5:00 PM – 7:00 PM on March 15th. The show explores who we become after conflict and where we end up as our journeys draws to a close. The exhibit is entirely selected by award-winning artist and Senior Photographer at Yale University Art Gallery, Alexander Harding. For more information contact the Windsor Art Center at windsorartcenter.org or 860-688-2528.

Summer of 10,000 Flowers – Promoting POCD Update

We are pleased to roll out the *Summer of 10,000 Flowers* initiative. The goal of the initiative is to provide a fun way for community members to celebrate and stay connected with the Plan of Conservation and Development (POCD) process. Seed packets containing sunflower seeds include information including:

- what the Plan of Conservation and Development is
- how to get involved in the POCD process
- a call to action for residents to plant the seeds and share photos of their plants to be featured on town social media platforms and entered for prizes
- a QR code leading to the POCD website and detailed information about the Summer of 10,000 Flowers initiative. <https://plan.windsorct.com/#flowers>

We will be partnering with various community groups to assist with distribution of Summer of 10,000 Flowers and sponsoring a float in the Shad Derby parade to promote the POCD update.

Please go online at <https://plan.windsorct.com/> to take a survey and share your thoughts on how to shape Windsor's future.

Town Manager Souza stated that he'd like to send out his sympathies to Ann Beaudin's family. She was a longtime resident in the Poquonock neighborhood. She recently passed away. She was the Chair of the Conservation Commission for many, many years and my condolences and thoughts go to her family.

Town Manager Souza thanked Councilor Smith very much for his time and effort that he put into the community over the years and he looks forward to seeing him soon.

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

- 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."

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

Town Manager Souza stated 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.

Motion Passed 9-0-0

- 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' 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.

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 Gluck Hoffman 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."

Town Manager Souza, stated 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.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Approve appointment to fill Town Council vacancy

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to temporarily suspend section 18 of the Town Council's Rules of Order to allow for an appointment to the Town Council be considered.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to appoint Mr. Anthony King to the Town Council effective Tuesday, March 4, 2025 to fill an unexpired term.

Mayor Black-Burke stated 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 that vacancy. Councilor Smith, per the *Town Charter*, his affiliation is that of the Democratic party, so the same political party as the person vacating an unexpired term. We, as a Democratic caucus, are presenting the name of Mr. Anthony King to fill that vacant, unexpired term for consideration, and respectively requesting the appointment of Mr. King to be made tonight. Per our *Town Charter* Section 6.1, it states, "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 a vote of not less than 5 members. Additionally, the appointee shall be of the same political party as the person creating the vacancy."

We are presenting the name of Mr. Anthony King to fill the vacant, unexpired term for consideration. We did suspend the rules for this to be made on March 3rd. A little bit about Mr. King is that he 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 had a successful 17-year career in marketing. Currently he is a marketing professional at the Lego group, and he has served on the Windsor Board of Education since 2023.

Councilor Naeem stated she wholeheartedly supports this appointment. She's gotten to know Anthony over the last few years as a member of the Democratic Town Committee. As a member of this community, she thinks he brings a lot of great energy. He really engages folks, brings them in, builds community, and makes sure to listen on all sides of an issue before coming to a conclusion. She knows he's done a great job on the Board of Education. She's very excited to see him sitting up here with her soon. We're happy to have him and she wholeheartedly endorses it, and is looking forward to seeing him on the dais.

Councilor Pelkey said to him this is an interpretation of the *Town Charter*. We currently don't have a vacancy, and the vacancy won't exist until tomorrow. I think if this were the 17th and a vacancy actually existed, I would have no problem voting yes. So again, this is nothing about Mr. King. It's against what could potentially be problematic if, for some reason, at some point, somebody wanted to claim that. Based on strict interpretation of the *Town Charter*, I know we can talk about perspective all you want, but this is where we have even fights at the Supreme Court about how do you interpret something? Is it looser? Is it strict? I'm just concerned that somebody might be able to have standing, and then any vote that's cast tonight could be nullified. So again, this isn't anything about Mr. King whatsoever. This is wholly about interpretation of the process. He just wants to protect the interests of the town. But on this particular thing, for that reason, and only that reason, he is going to be a no vote.

Mayor Black-Burke said she would be more comfortable to ensure that our viewing audience is aware that we are not doing something outside of scope or sequence. So if she may, Town Attorney Deneen, if you could speak to the question of the vacancy being in existence, and

the effective date of that resignation and the effective date of the Council's appointment. Town Attorney, Kevin Deneen, stated he has gone through the *Town Charter* in terms of provisions. Section 7-103 of the *CT General Statutes* sets out the process for an elected municipal official to resign his or her position. It allows and provides that the resignation can be effective on the date specified in that letter. It does not provide for a rescinding of it or a pulling of it back. There is a vacancy effective in this case which is effective March 4th as stated on the letter. So it's his read on both of the *CT General Statute* and of the *Town Charter* that the Council is empowered to fill that position. You don't have to wait until the effective date has gone by.

Motion Passed 7-1-1 (Councilor Pelkey opposed, Councilor Walker abstained)

b) Approve amendments to Caring Connection Manager job description

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman that the job description for the position of Caring Connection Manager be approved as presented.

Sophia Castellanos, Human Resources Manager, said 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.

Motion Passed 9-0-0

c) Introduce a bond 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."

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

Motion Passed 9-0-0

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

Suzanne Choate, Town Engineer, stated 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.

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.

Motion Passed 9-0-0

- d) Set a Public Hearing for March 3, 2025 at 7:20 p.m. on 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."

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

Motion Passed 9-0-0

- e) 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."

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

Motion Passed 9-0-0

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

Suzanne Choate, Town Engineer, stated 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.

Councilor Eleveld stated if he remembers correctly, it cost \$1,000,000 to do the job over at L.P. Wilson or close to it around \$900,000. Why is this less? Is it smaller? Ms. Choate answered, yes, it is smaller. L.P. Wilson has 6 pickleball courts and 2 tennis courts. Councilor Eleveld asked are we looking at other locations in town? Town Manager Souza stated that at this point in time we are not.

Councilor Pelkey asked are we planning on filling this with water and having an ice-skating rink? Ms. Choate answered no.

Councilor Gluck-Hoffman asked how did we get to a point where it's so deteriorated? Town Manager Souza stated that we have done some preventive maintenance over the years filling in the cracks, resurfacing. But basically, it's we're looking at least a 30 year, probably even a 40-year surface that is there. Over the years, water does not go well with asphalt.

Councilor Gluck-Hoffman asked with the product that they have now to build the courts will it last longer? Town Manager Souza stated that it is completely different material. Ms. Choate added that the existing courts are bituminous, concrete, much like the roadways and the post-tension concrete is intended for this purpose. It will last a lot longer.

Motion Passed 9-0-0

- f) Set a Public Hearing for March 17, 2025 at 7:20 p.m. on 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."

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, that a Public Hearing be set for March 17, 2025 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.

Motion Passed 9-0-0

- g) Introduce a 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 THE USE OF \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Klase, Seconded by Councilor Pelkey, that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$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" 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 Eleveld, to introduce a 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 THE USE OF \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION."

Marco Aglieco, Facilities Manager, stated 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. Total estimated project costs for this phase is \$1,805,000 including contingency.

Town Manager Souza stated that, 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 and we would most likely borrow this over a 12 or 15 year period. That will be at a 5% interest rate at approximately \$125,000 on average for a 15 year term.

Councilor Eleveld asked if this project will take care of the BOE central office as well? Marco Aglieco, Facilities Manager, stated yes, the carpet area in the administrative area in the central section. The ceiling tiles have already been done, but the carpet and flooring have not.

Councilor Eleveld asked about if the air conditioning was done? Marco Aglieco, Facilities Manager, stated yes, it is done. Town Manager Souza stated that was done in the most recent phase.

Motion Passed 9-0-0

- h) Set a Public Hearing for March 17, 2025 at 7:20 PM 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 THE USE OF \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey, that a Public Hearing be set March 17, 2025 at 7:20 p.m. (prevailing time) for a 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 THE USE OF \$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.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck-Hoffman, to add item 13 a 'recission of an appointment' to the agenda.

Motion passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, to accept the resignation with regret of Julie Henry from Conservation Commission, accept the resignation of Harry Freeman with regret from the Windsor Housing Authority, and to rescind the appointment of Danette Brown from the Windsor Housing Authority for a five year unexpired term to expire July 31, 2027.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the February 18, 2025 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, to approve the minutes of the February 18, 2025 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Joe McAuliffe, 20 Capen Street, wanted to thank Mr. King for stepping up and for all his service so far for the town. He believes that he will be a very good addition to the Town Council. He also wanted to thank Councilor Smith for all of his service he has done for the town and to let him know he will be missed.

Lucas Eddy, 43 Poquonock Avenue, stated that the business at the beginning of Wilson Avenue (13 or 11) had been causing a lot of problems. There's dumping of cars, doing



mechanical work, and trash everywhere. There is also dog breeding there as well and most of the residents on the first half of the Wilson Avenue have complained to the police and nothing has been done.

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld, to enter into Executive Session at 9:17 p.m. for the purpose of:

- a) Strategy and Negotiations in respect to collective bargaining (Windsor Police Dept. Employee Association)

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager and Assistant Town Manager, Scott Colby

Guests: Amelia Bliss, Director of Human Resources and Donald Melanson, Police Chief

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck-Hoffman to exit Executive Session at 9:40 p.m.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Armstrong, seconded by Deputy Mayor Klase, to adjourn the meeting at 9:40 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary