



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
March 17, 2025
Regular Town Council Meeting
Council Chambers**

APPROVED 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 Anthony King, Councilor Ojala Naeem, Councilor William Pelkey and Councilor Walker

2) PRAYER OR REFLECTION

Councilor Eleveld led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Eleveld led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS- None

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor King stated he doesn't have many communications to share because he is new but thanked everyone for welcoming him and he is looking forward to working on behalf of the town.

Councilor Eleveld said that we are getting close to Spring time and to keep an eye out for the kids. Shad Derby events are coming up. They had the Shad Derby kickoff event at Back East and the family bowling event at Spare Time that was well attended. He suggested that residents keep an eye open for the activities related to the Shad Derby. It's going to be a good year and it's not going to rain or be cloudy that day.

Councilor Naeem wanted to thank everyone who came out to speak and share their concerns and thoughts on what there is on the agenda tonight. She welcomed Councilor King again. She asked people to be careful in terms of driving around. Kids are out playing and there's still plenty of speeding happening around town. So, please be careful and watch



out for the kids. She wanted to remind everyone that this Saturday, Northwest Park is hosting its annual pancake breakfast from 8 AM to 11 AM.

Councilor Pelkey said he wanted to thank everyone that came out to vote in the referendum. It was very nice to have 3,000 people show up but he would have loved to have more people. He wanted to remind people that when we do our referendums, that absentee ballot voting is available. He mentioned about volunteering at the Shad Derby as well as the Windsor Volunteer Fire Department. He welcomed Councilor King. He asked everyone to please be mindful because not only are kids outside, a lot of adults are out walking their dogs as well. Also, if you see flashing lights on a school bus, please don't drive by the school bus when they are flashing.

Councilor Armstrong stated that it is good to see those who came out tonight as well as virtual. She attended the Women League of Voters event and it was very informative. Many questions were answered and opinions were received by our residents. She said that it is still flu season so hopefully everyone will take care of themselves and others by getting their immunizations. She said Happy St. Patty's Day to everyone.

Councilor Gluck Hoffman said that she wanted to mention that the Shad Derby event that took place Sunday was great and the rotary did a great job. That event was in honor of Vincent Scully here in town. She wanted to thank everyone that came out to speak tonight.

Councilor Walker dittos everything that the councilors have said. He also wanted to thank the residents for coming out speaking about the costs for the tennis courts, etc.

Deputy Mayor Klase wanted to talk to everyone about speeding. There have been quite a few complaints around speeding, not in just the major arteries, but in the neighborhoods as well. People often tend to blame the teenagers, but it's actually a lot of adults. So, we need to really be careful. She also wanted to bring to everyone's attention not just to the pancake breakfast, but to Northwest Park and the nature center and all the activities that go on over there. Activities are posted on their Facebook page and on their webpage. She thanked everybody who came out to speak tonight.

Mayor Black-Burke said thank you to all the voters that came out to vote on the referendum. That's exactly what the Council wanted to see. We wanted to hear from the community. She thanked everyone that worked at the polls and to those that made that happen. The schools participated in Read Across America week. She noted that many people were able to stop by the schools for that. She thanked the administrators as well as the school leadership in making that happen. She congratulated all the Phenomenal Women of Windsor recipients. She thanked the Councilors for attending all the various events in town. The Windsor Education Foundation held a very nice event at the Birdcage. It was well attended.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Commission on Aging and Persons with Disabilities

Kathy Roby, Chair of the Commission on Aging and Persons with Disabilities, gave the following report:

In calendar Year 2024, the commission provided a variety of programs and added a new member to the group, Danette Brown, which brought them up to an active group of seven. This made it easier to maintain their quorum.

Allowing the IT department to continue to give them a hybrid meeting is really important as two of their members are unable to drive after dark and use that service. It also allows the group to have a quorum. They also welcomed Joe McAuliffe as a new member to the group.

In 2024, it was again a very busy time for the members of the Commission as follows:

- Focused on our Public Relations/Recruitment projects and our annual review/publication of the "Resource Manual."
- Recorded a video for WIN-TV describing the Commission, its goals, our activities and programs we have presented.
- Resource Manual was carefully reviewed for accuracy, detail, and inclusion of appropriate programs. A total of 350 booklets were printed (75 Spanish and 225 English).

In the spring, we had a speaker from the State of Connecticut State Comptroller's office present the ARRAY RX program which is a tremendous prescription benefit that reaches all ages and members of the community.

Three programs were scheduled for the fall of 2024.

- Representative Garibay came to discuss a follow up to her 2023 presentation on the activities of the Public Health Committee. In September, Representative Garibay presented a program on how legislation is developed from the concerns raised by voters, how they can make their concerns known to her and took questions on various topics.
- A program was presented in October that was a direct response to a question that many of us hear in an older/disabled population: "I want to stay here in my home in my community. How can I do that?" Our panel of speakers included NCAAA, CCCI, and the Caring Connection. This was very informative and well received.
- The final program was presented by our own Town Clerk, Registrars of Voters and the League of Women Voters. It focused on Voters Rights and Services for older and/or disabled persons, addressing absentee ballots, accommodations for the blind/deaf or otherwise impaired persons. Everyone attending came away truly amazed at the options and services available.

The Commission ended its 2024 by planning a “Preparing for your 2025 AARP Tax Appointment” to be held in January. Our presenter was a trained AARP volunteer preparer and provided excellent information and advice.

Throughout the fall of 2024, one other concern did occupy the focus of the Commission. In 2013-14, the Commission worked closely with the Police Department and the Town Manager’s office to put into place the Handicapped Crossing Flags in two locations in the center to improve pedestrian safety. Over the summer, the flags were noted to be missing from the crossing at the Geissler’s parking lot. The Commission worked with the Town Engineering Department to have these restored and they are again in active use. We wish to thank the Engineering Department for their attention to this as these flags do serve a critical safety purpose.

In 2025 some of the items we’ll be pursuing include:

- Print the Resource Manual – 100 in Spanish and 300 in English
- Increase our membership by advertising
- Continue to hold meetings with our elected representatives on topics they are pursuing
- Offer a CPR/First Aid program
- Currently working on scheduling a program with the Ombudsman representing people who are currently residing in facilities short-term and long-term rehab and the community Ombudsman that is responsible for those in their homes and in assisted living.

Councilor Pelkey asked when the meetings for the Commission take place? Ms. Roby stated they meet the first Tuesday of each month at 7:00 PM in the conference room in the senior center.

8) TOWN MANAGER’S REPORT

Broad Street Traffic Calming and Pedestrian Safety Project

As a follow up to the project referendum, town staff and I are meeting with project consultants this week to review possible paths forward relative to traffic calming and pedestrian safety along Broad Street in town center.

Budget Information meeting

A public information meeting regarding the Town Manager’s proposed FY 25 - FY 26 budget will be held on Thursday, March 27, 2025 at 6:30 PM in the Council Chambers at town hall.

Zoning and Parking Complaints on Wilson Ave

Since last September 2024 and in response to neighborhood complaints on Wilson Avenue, both the Zoning Enforcement Officer and the Police Department have been working to resolve a number of zoning and parking issues at 11 Wilson Avenue. The activity briefly subsided but soon resumed. The Zoning Enforcement Officer issued a cease and correct order in October of 2024. In December of 2024, a citation was issued. The property owner



has failed to remediate the violations. The Town Attorney has been involved and there is a preliminary court hearing scheduled for April.

State Project to Repair Culvert Under Palisado Ave at Pleasant Street

As previously reported, the CT DOT is coordinating a project to repair a culvert under Palisado Avenue at Pleasant Street. The state's contractor is expected to start tree work on the week of March 24th. A relatively large area of trees along Pleasant Street and a smaller area on the east side of Palisado will need to be cleared. Pleasant Street at Palisado will need to be closed for one or two days the week of March 24th. Construction on the culvert is expected to start after July 1st and be completed by the end of October. Palisado Avenue is expected to remain open during construction, but Pleasant Street will be one lane only.

Day Hill Corporate Area Planning Study Public Information Meeting

On Monday, March 24th at 7:00 PM in the Town Council Chambers there will be a Public Information Meeting on the Day Hill Corporate Area study. The consultant, Camoin Associates, will present its recommendations for the corridor. To learn more or to zoom into the meeting, please visit the town's website at www.townofwindsorct.com.

Summer Construction at Bradley Airport to alter air traffic patterns

The CT Airport Authority has informed us they will be rehabilitating Runway 6/24, BDL's primary runway, this construction season. (Runway 6/24 runs from Route 75 at the northeast end of BDL to Route 20 to the southwest.) This major project must be completed approximately every 15-20 years once the pavement has reached its useful life. During construction, Runway 6/24 will be closed and operations will continue at the airport exclusively on Runway 15/33, BDL's secondary runway. This will result in more air traffic over Windsor and Windsor Locks. Runway 6/24 is scheduled to close on May 1st, and it is expected to reopen in November.

Northwest Park Pancake Breakfast

Join the Friends of Northwest Park for the 38th Annual Pancake Breakfast on Saturday, March 22, 2025, from 8:00 AM to 11:00 AM.

After breakfast, explore the Sugar House to see how maple syrup is made, visit the nature center, tobacco museum, and animal barn, or take a leisurely walk on the park's scenic trails.

Tickets are \$6.00 for adults, \$4.00 for children under 12, and free for children 3 and under; please note this is a cash-only event. All proceeds benefit projects at Northwest Park. For more information, call Northwest Park at 285-1886.

The Windsor Senior Center Vintage Radio Play

The Windsor Senior Center Players are returning for another exciting performance at the Vintage Radio & Communications Museum on Thursday, March 27, from 3:00 PM to 5:00 PM.



This time, the troupe will present the 1946 radio skit Baby Snooks, The Ugly Duckling, a comical and nostalgic production that promises to transport audiences back in time.

Registration is required by calling the Senior Center at 860-285-1992, and Dial-a-Ride seating is available for those needing transportation.

Teen Center Open House & March Madness Bash!

Windsor teens are invited to our grand open house at the Teen Center at the 330 Windsor Avenue Community Center on March 18, 2025 from 6:00 PM – 9:00 PM.

There will be a March Madness viewing party featuring both men's & women's tournament games on the big screen.

Join us for free snacks, free throw competitions, and activities promoting health awareness and positive social interaction.

Pre-registration is required. For more details, please visit www.townofwindsorct.com/recreation or call the recreation office at 860-285-1990.

Youth Service Partnership with Windsor High School

The Youth Services Bureau and Windsor High School have partnered to launch a five-week youth development program starting Monday, March 31.

This supportive environment will help participants develop essential communication, self-awareness, and respectful interaction skills. To participate in the program, please contact the Youth Services Bureau at 860-285-1990.

Pierson Lane Sewer Work

The MDC is planning on resuming work on the Pierson Lane sewer line installation project as early as next week. The work will take one to two weeks.

There may be detours for through traffic for part of that time period otherwise they will utilize alternating one way traffic. No overnight work is planned. Pavement milling and repaving will be at a later date.

Councilor Pelkey asked for a high-level overview of the 'adopt a spot' program in Windsor. Town Manager Souza stated that it's an opportunity for residents, businesses, or civic organizations to 'adopt a spot.' People can contact the Public Works Department or Town Manager's Office and they will be able to provide information on locations that have not been adopted. The town will supply the basic tools, materials and supply some safety vests. This opportunity encourages individuals to 'adopt a spot' in their neighborhood or in their business park and be able to do a minimum of 3-4 cleanups per year. This is on top of what the Wilson/Deerfield Advisory Committee does where they have a clean up in the Wilson and Deerfield neighborhood. You can go to the town's website to get more information on the 'adopt the spot' program.



Mayor Black-Burke said the littering is a concern. Town Manager Souza stated that this is just like speeding. It's those people that are not taking care and respect to be able to deposit their litter or trash in a proper location. The Public Works department has 10 or 12 different groups that they regularly have folks assigned to for clean up. We also work closely with the State of Connecticut Department of Transportation on this issue. We encourage them to send their crews out to do the sides of the highway and the on and off ramps. We do need everyone to chip in and spend a little bit of time picking up.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – nothing to report.

Finance Committee – Councilor Naeem – There was a Finance Committee meeting about two weeks ago and those agenda items are on tonight's agenda. The committee discussed the process for the community grant funding that is reviewed during the budget cycle each year. It was an effective and efficient meeting.

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 \$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 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 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 \$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 Souza stated this is subject to a public hearing and was presented two weeks ago to the full Council. This project entails rehabilitating the portion of Pigeon Hill Road from the vicinity of Lamerton Road, west to Marshall Phelps. Part of this roadway will be full depth reconstruction essentially with drainage installed. The other portion will be a mill and overlay. There'll be no expansion of the road, except for one small area, where there will be a slight widening there, but this will only be a couple feet to the roadway.

The lane width ultimately will be 10 to 11 feet inches striped and 10 to 11 feet in width. We did hold a neighborhood meeting last week on the 12th. There were no objections or concerns raised by the few property owners that were in attendance.

The CIP that the Town Council approved a year ago allocated \$916,000 for this project. So we are bringing this project with the engineer's estimate of \$915,000 that includes a contingency. He noted that this project is subject to the State's prevailing wage law, which does unfortunately increase the cost of projects. If this is to be approved this evening, we would be formally bidding this project later this spring, early summer with construction expected late summer into the fall.

Deputy Mayor Klase asked for clarification on the difference between paving a parking lot or a driveway versus a roadway. Ms. Choate responded typically, a driveway is one layer of pavement. It handles a lot less traffic. It's basically the more traffic it gets, the heavier the pavement structure needs to be so that means more material. A driveway would be the least, parking area would be the next, and then roadways are going to be a heavier, thicker pavement section. Even if you look at highways, it would be even a more robust section. Therefore, it costs more money.

Councilor Eleveld said Ms. Choate mentioned prevailing wage. Davis Bacon is the federal law and he believes the State follows that law. That increases the cost of doing things markedly. Part of the reason is, there's a lot of administrative aspects to applying that law and making sure it's being administered properly. Would that be correct? Town Manager Souza responded that there are additional administrative responsibilities that the contractors need to adhere to in prevailing wages. It depends greatly on the trade, in the discipline in terms of the difference relative to the wages. There are definitely administrative costs on both the town side as well as the general contractor or subcontractor's side.

Councilor Eleveld asked if that's part of the reason why projects that the town does costs markedly more than those in the private sector. Town Manager Souza stated that is definitely a contributing factor.

Councilor Eleveld asked if the prevailing wage rules relative to the size of the project and bidding the project has changed? He thought at one point it was like a quarter of a million dollars, and you had to go prevailing wage. Do you remember? They did make adjustments

several years ago, especially for new construction. He believes they've indexed it to the inflation for construction related projects.

Motion Passed 9-0-0

- 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."

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$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 being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

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

Town Manager Souza, stated this item was presented to the full Council at the last meeting, but he will provide a brief overview. This project will construct five pickleball courts and one tennis court. There's been a significant increase in the popularity of pickleball over the last 8 to 10 years. This would take those tennis courts that are currently there and renovate them. This is definitely a different type of construction than what is there now. Ms. Choate described the construction method and the reason why they were doing it in this way which is similar to what they did at the High School and L.P. Wilson. If this project is approved by the Town Council, this project has already been bid. We have received four respondents. This is the cost based upon the lowest responsive bidder and qualified bidder. The project will be started late this spring, early summer, and completed in the fall.

Councilor King asked if there have been any studies made on the use of the courts over at L.P. Wilson? Is there any data to support that and why we are doing this? Town Manager Souza replied he does not have the data with him but we know anecdotally, there's been significant usage both during day hours and night hours, as those are lit. These courts at Welch will not be lit. The senior center has hosted a number of organized tournaments, if you will. We don't have that specific data, but we certainly could get that information if you'd like.

Councilor Naeem said she wanted to reiterate that this includes sort of the removal of how the courts are right now, so it would entail cleaning everything up and starting from scratch almost. Is this a complete overhaul? Ms. Choate responded that is correct. It includes fencing, sound barrier, and drainage improvements as well. Councilor Naeem then stated that there's also the replacement of the nearby sidewalk ramp and the shade structure as well. It is a little bit more than just a just a single tennis court. She thinks that with sort of the prevailing wage requirements of the State it cost makes sense to her.

Deputy Mayor Klase said she thought when she last went to the courts, that they weren't even playable. Are they playable? The Councilors stated they are not. Deputy Mayor Klase asked when they were last playable? Town Manager Souza replied that it's been a minimum of four years. There's significant cracking that has developed. Probably close to 10 or 15 years ago, we filled those cracks and resurfaced the court to gain additional life. But I would say it's probably been four plus years where it's been less than desirable playing conditions.

Councilor Gluck Hoffman said as follow up to that, one of the questions she asked is why we hadn't paid attention to it and that it was obviously because there are other things in town that are more important to cover. Town Manager Souza had mentioned that at the last meeting. The other point she would like to point out is that there was an information meeting back in December of 2024 for this court. A few years ago, when we did L.P. Wilson, this room was full of people who wanted that pickleball court. Where are they tonight? She would have liked to have seen more individuals from the public here tonight supporting this project. She agrees with the amount we are going to spend for it because we are putting in a shade structure, but she would have liked to see more people at the meeting tonight, so she is not for voting on this tonight.

Councilor Armstrong asked if there are any safety issues involved with the current court? Ms. Choate stated none that she is aware of. Town Manager Souza added that the cracks on the court are numerous and essentially makes it unplayable in its current condition. So it just continues to deteriorate. Water and pavement are enemies. It's just going to continue to deteriorate. If there are not safety concerns now, there certainly could be. But it's certainly an unplayable condition at this point.

Mayor Black-Burke stated that in regards to the public hearing meeting that was held in December, those were individuals from that immediate neighborhood which attended the meeting and they were in favor of that. She's just trying to get to Council Gluck Hoffman's piece which she does understand. If that's their mind set on the project I'm wondering if that is why individuals didn't come.

Councilor Gluck Hoffman felt that all the information was put out there and that the public was well informed.

Councilor Pelkey asked how many pickleball courts do we currently have that are usable in town? Is it just at L.P. Wilson? Town Manager Souza stated L.P. Wilson is the formal courts that we have.

Councilor Pelkey asked with this project if we weren't to actually build anything and we let it go to nature, what percent of this ask would be that tear out? Because at this point, we are doing the tear out and the redo. Ms. Choate stated she could get him that number but not off the top of her head at this moment.

Councilor Pelkey stated that even if you were to let the space go back to grass, some of that is getting rid of what is a deteriorating structure that ultimately could lead to some sort of safety issues or problems if left for much longer at its current condition. So, out of the \$745,000 we would still be spending some money just to get rid of the problem. Ms. Choate said that was correct.

Councilor Eleveld stated that the construction cost is \$610,000 and that includes ripping out everything, the fencing and so on that's currently there, just not remediating it back to basically green grass. Would that be correct? Town Manager Souza stated that yes the \$610,000 includes removing the existing asset, including all the fencing, repairing, rebuilding the base for the courts, and then putting in the post tension concrete and adding new fencing, sidewalk approach as well as the sun shade structure and then sound barriers on two sides of the facility.

Councilor Eleveld asked prior to its current deterioration over the last several years, was there use of the facility? Do you know? Town Manager Souza responded that his recollection is prior to the current condition, there was use of the facility. From a tennis perspective, he does not have the numbers. Tennis is still being played, but pickleball has gained popularity tremendously, so that is what we're trying to accommodate at this point.

Motion Passed 8-1-0 (Councilor Gluck Hoffman opposed)

- 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 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 Naeem to approve 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."

Town Manager Souza stated the L.P. Wilson Center has been around for a few years. It was built in 1958, with an addition added in 1972. Much of the existing heating, ventilation and air conditioning systems are original to those construction periods. This project is more than a HVAC project. This is a multi-phase project to replace and upgrade the HVAC system. This project here also includes replacing basically fin tube radiation systems installing those in several classrooms and corridors in the northern end of the building. Within the Board of Education Office areas there's new flooring and ceiling tiles that will be installed as well as includes a factor for hazardous materials remediation as needed.

This funding source is of two parts, \$475,000 of existing project funds in cash from the previous projects that were done at the facility over the last 3 construction seasons. Then bonds and notes in the amount of \$1.3 million dollars. This would be on the predominantly northern end of the building which completes that portion of the building. It would also include rooftop units that serve the gymnasium area. We do have future projects in the CIP to do the southern end of the building, similarly with HVAC units, as well as replacing some flooring, and finishes in the southern half of the building.

Councilor Pelkey said the breakdown for the Hazmat abatement is \$183,000. Is that just a projection based on other work that we've done in the building? Or is that just an estimate and we can exceed that cost? Town Manager Souza said it's an estimate based upon the square foot basis that we've had, that we've done in that building in the last couple of years. Complete testing has not been completed. That will be the contractor's responsibility as they start to get into the project. But that's the engineering estimate on the \$183,000.

Councilor Pelkey said the project would start relatively soon. But since this is the north end of the building, we would be able to get this done before school comes back. There might be kids around or in the building and all that, just from a timeline perspective, assuming we don't have rain every single day of the summer. Town Manager Souza stated that the finishes in terms of the flooring and ceiling will be completed by this summer.

Councilor Walker said we have residents who came out to question costs on some of these projects. His question is how many people bid on this HVAC project? Town Manager Souza said the HVAC portion of the project has not been put out to bid yet. These are the consulting engineers, cost estimates, and so we will be bidding this project here in the next coming weeks.



Councilor Eleveld asked how many requests for proposal do we normally send out on a project of this size. Town Manager Souza responded that we notify contractors that we have done work with or those that have responded to bids in recent years. But we also put this on the Statewide Department of Administrative Services website as well as ours. We're required to do that. We put a legal ad in the Hartford Courant as required by our purchasing policy, and unfortunately, when it comes to these large scale projects, we have not seen a large number of respondents to our bid solicitations. In the last 2-3 major projects, we've only received two or three bids from general contractors for HVAC work. So, it's been very limited.

Motion Passed 9-0-0

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

MOVED by Deputy Mayor Klase, seconded by Councilor Walker to approve an appropriation of \$150,000 from the Capital Projects Fund Assigned Fund Balance for the River Street Culvert and Stream Bed Design.

Suzanne Choate, Town Engineer, stated 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.

The fiscal year 2025 CIP has a planned allocation of \$92,400 for the project from other funding. The design proposals for this project are higher than initially anticipated, due to a larger scope of work related to the permitting.

Motion Passed 9-0-0

- b) Receive memorandum from the Board of Education relative to Public Act 13-60



Town Manager Souza stated 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 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.

The Finance Committee reviewed this item on the 10th of March and recommended the Council acknowledge receipt of the of the memo with no formal actions required.

Councilor Armstrong asked what are the dues and fees? What does that consist of? Town Manager Souza stated he cannot specifically answer that question. He asked if Councilor Armstrong was talking about the letter from Ms. Batchelder. Councilor Armstrong replied it was. Town Manager Souza stated he'd have to talk to Ms. Batchelder to get the specifics regarding that \$1,500.

- c) Introduce an ordinance creating a tax abatement benefit for First Responder Line of Duty Death

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

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld, 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.”

Scott Colby, Assistant Town Manager, stated 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.

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 if this were a multiple family or multiple use dwelling.

Councilor Naeem wanted to share that this was pretty thoroughly reviewed. There have been multiple meetings with discussions on this subject in the Finance Committee. She feels this is a well balanced approach to the ordinance. This puts Windsor on the map for doing what's right for those that are serving here. She's looking forward to seeing this through.

Deputy Mayor Klase said she just wanted to thank the Finance Committee as she knows it was a lot of work going into this and that this is a financial decision. I appreciate erring on the right side of things and the work that you all did on this.



Councilor Pelkey stated he certainly hopes we never have to use this. One question is you would have a proration if a surviving spouse remarries, they would put their new spouse's name on the documentation for the house. Do you automatically get prorated down 50%? Assistant Town Manager Colby replied that upon the next application cycle for the following grand list year, that property would then be prorated to 50% if there were one additional person put onto that.

Mayor Black-Burke stated that she agrees with Councilor Pelkey that she hopes we do not have to use this, but we do need to have it in place. She thanked everyone that worked on this.

Motion Passed 9-0-0

- d) Set a Public Hearing 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."

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

Motion Passed 9-0-0

- e) Approve the local option concerning Motor Vehicles depreciation schedule for October 2024 Grand List

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

Town Manager Souza stated this item was discussed at the Finance Committee meeting on March 10th and effectively, as the motion states, Connecticut State law allows for the municipality to adopt a different depreciation schedule for a motor vehicle.

Town Manager Souza said a few years ago, the State had changed the methodology that was to go into effect with the July 1, 2025 fiscal year. They changed it from using the JD

Power pricing guide to a straight depreciation based upon 85% of MSRP for a new vehicle and then depreciating down at 5% increments each year until a floor or 15% of the original MSRP or an assessment of not less than \$500 was reached. The legislation that was recently adopted and assigned it into law allows for this local option that begins a depreciation schedule at 90% and then declines at 5% increments down until it's 20% or \$500 in assessed value. So what this respectfully does is maintain the grand list at levels slightly less than the October of 2023 grand list because there's smaller trailers, camp trailers, small personal trailers that are no longer taxable. So there is a slight decrease in our grand list relative to motor vehicles if we were to use the 90%. If we were to stay at 95% schedule, the motor vehicle grand list would drop approximately \$29 million in assessed value between October 23 Grand list and the October 24 Grand list.

Councilor Pelkey said just for clarification, if you have one of those classic antique plates, another Statute applies and you are only hit with the \$500. So if you have a 15-20 year old car that started at \$120,000 it would otherwise be hit. Once you hit 20 years or have that classic plate, you're back down to the \$500. Town Manager Souza said he believes there are two separate things. There's the classic plate but then there's also where you'll be at that 20%. It's going to be very unique to each individual. So he doesn't want to say it's a blanket but if you're at 20, your 20% is your lowest appreciation or \$500 whichever is not less than \$500.

Councilor Pelkey asked we're not automatically raising the tax on their vehicle just by adopting this new local option correct? Town Manager Souza said he believes it would be similar if you had the 85/15 law.

Motion Passed 9-0-0

- 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

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

Scott Colby, Assistant Town Manager, stated 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 respectfully 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.

Eversource does require a signed power purchase agreement to be in place prior to applying for these credits. If the credits are successfully secured, we plan to complete additional due diligence tasks and initiate project design and local permit approval.

It's also anticipated that if we were to be awarded these credits, that construction would not occur until summer of 26, for both the high school and middle school and construction of Poquonock Elementary school wouldn't take place until summer of 2027, as the roof is scheduled to be replaced next summer.

Mayor Black-Burke wanted to make sure that, especially because it's solar canopies, that the homeowners that are facing that canopy will be a part of whatever conversations will take place. She just wants to make sure that's going to be addressed for them. Somebody might have concerns that need to be addressed.

Councilor King asked if the schools currently have solar in one of the facilities that's had issues? Assistant Town Manager Colby replied there is solar at L. P. Wilson, JFK and Oliver Ellsworth. He believes there's a small array at the high school. Councilor King said to correct him if he is wrong, but he believes the one at Oliver Ellsworth and JFK are not functional, right? Assistant Town Manager Colby said he would have to look into that.

Councilor King asked what it would mean for the budget if those facilities have non-functioning solar? Are we locked in at a higher rate with the supplier and we are still paying it? Even if we're not generating it, what happens in that case, because we had significant issues with that with the Oliver Ellsworth. He wants to make sure there is some kind of

resource in place if the panels don't work. It's just something that if maybe that could be looked into, that would be fantastic. Assistant Town Manager Colby said that can certainly be looked into.

Councilor Naeem stated her question was kind of similar along those lines. Do we have caps put on? What can they charge us to purchase electricity over that 20-year period? What if there's a higher demand for solar? Do they have the ability to really just skyrocket our rates? Assistant Town Manager Colby replied that we would be purchasing the solar from the solar that's generated at a fixed rate for that 20-year period.

Councilor Naeem asked does it increase year after year? Or is it just fixed for all 20 years? Assistant Town Manager Colby said it would be fixed for the 20 years.

Councilor Armstrong stated there would be contact with the neighbors prior to this installment, and would there be public comment, or anything like that? Assistant Town Manager Colby said we would certainly look to keep the public engaged in the process as we go through any sort of design at the high school facility.

Councilor Armstrong asked would this equipment be leased? Assistant Town Manager Colby stated the equipment is owned and maintained by the vendor at their cost. The town is just purchasing electricity at a discounted rate.

Councilor Armstrong said if it were removed, they would be the ones to come and remove it right? Assistant Town Manager Colby said that's correct.

Councilor Pelkey said if we have some sort of adverse event that causes a canopy to break, fall and smash cars underneath and have snow that breaks the actual panel. Are we liable for any of that? Town Manager Souza said as owners of the equipment, they would be responsible, not us. It is our understanding from past agreements that as owners they would have that liability.

Councilor Eleveld stated the trees at Windsor High School along the Capen Street side are tired. You can almost see through them. Are we looking at putting in new trees that would help block the view of the new solar rays? Assistant Town Manager Colby replied if those trees were to be removed, then they would look to replace those with a significantly smaller arborvitae style tree.

Councilor Eleveld said relative to the removal of all of this equipment, should we choose not to buy it, how do we know that they'll be able to cover the cost of the removal? Is there any bond that might be issued or purchased to cover that? Town Manager Souza said from his recollection he doesn't think there are any bonds in place. It's contractual. Assistant Town Manager Colby said that's correct, that there's no bond. However, it's written into the contract



that at the end of the term that they are subject to remove those items, should that be requested of the town within that 120-day period.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the March 3, 2025 Public Hearing

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

Motion Passed 9-0-0

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

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

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

Mayor Black-Burke thanked the Town Council for all their volunteer service.

17) ADJOURNMENT

MOVED by Councilor Pelkey, seconded by Councilor Armstrong, to adjourn the meeting at 9:15 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary