



Council Agenda

Council Chambers
Windsor Town Hall
May 5, 2025



Zoom Instructions

Dialing in by Phone Only:

Please call: **646 931 3860 or 301 715 8592**

1. When prompted for participant or meeting ID enter: **872 7191 0413** 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/87271910413>

When prompted for participant or meeting ID enter: **872 7191 0413**

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.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor King
3. PLEDGE OF ALLEGIANCE – Councilor King
4. PROCLAMATIONS/AWARDS
 - a) Proclamation designating May 4 – May 10, 2025 as Small Business Week in Windsor
 - b) Proclamation designating May as Older Americans Month in Windsor
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Economic Development Commission
 - c) Board of Assessment Appeals
8. TOWN MANAGER'S REPORT



9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Set a Public Hearing for June 2, 2025 at 7:20 p.m. to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit Program (Town Manager)
- b) *Consideration of the Memorandum of Agreement between the Windsor Board of Education and the Windsor Education Association (Town Manager)
- c) *Authorize submittal of an application to the State's Emergency Management Performance Grant program (Town Manager)
- d) *Authorize submittal of an application to the State's Cybersecurity Infrastructure Grant program (Town Manager)
- e) *Introduce an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS." (Town Manager)
- f) *Set a Public Hearing for May 19, 2025 at 7:20 p.m. for an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the April 7, 2025 Public Hearing (FY 26 budget)
- b) *Minutes of the April 7, 2025 Public Hearing (Line of Duty Death ordinance)
- c) *Minutes of the April 7, 2025 Regular Town Council Meeting
- d) *Minutes of the April 9, 2025 Special Town Council Meeting
- e) *Minutes of the April 21, 2025 Special Town Council Meeting
- f) *Minutes of the April 22, 2025 Special Town Council Meeting
- g) *Minutes of the April 23, 2025 Special Town Council Meeting
- h) *Minutes of the April 28, 2025 Special Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION



17. ADJOURNMENT

★Back-up included

Proclamation

*Designating May 4, 2025 – May 10, 2025 as
Small Business Week in Windsor*

WHEREAS, from storefront shops, restaurants and personal services in downtowns and neighborhood commercial villages to high tech firms that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and,

WHEREAS, small business owners and Main Street business have energy and a passion for what they do; and,

WHEREAS, when we support small business, jobs are created and local communities preserve their unique culture; and,

WHEREAS, because this country's 33 million small businesses create nearly two out of three net new jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and,

WHEREAS, Windsor is enhancing its entrepreneurial ecosystem by partnering with First Town Downtown, the Chamber of Commerce, Windsor Arts Center and creative businesses, Windsor Public Library and its makerspace, CT Small Business Development Center, Windsor Worx, the Collective Space, Regus, and small business financing entities; and,

WHEREAS, the Town of Windsor supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

***NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF
THE TOWN OF WINDSOR THAT:***

The week of May 4, 2005 - May 10, 2025 be recognized as Small Business Week in Windsor.



Nuchette Black-Burke, M.Ed.
Mayor of Windsor
May 5, 2025

PROCLAMATION

Designating May as Older Americans Month in Windsor

- Whereas,** May is Older Americans Month, a time for us to recognize and honor Windsor's older adults and their immense influence on every facet of American society; and,
- Whereas,** through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and,
- Whereas,** older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and,
- Whereas,** communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and,
- Whereas,** Windsor must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness.

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

The month of May be designated as Older Americans Month in Windsor. This year's theme, "Flip the Script on Aging," focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions.

We call upon all residents to join us in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.



Nuchette Black-Burke, M.Ed.
Mayor of Windsor
May 5, 2025

Agenda Item Summary

Date: May 5, 2025

To: Honorable Mayor and Members of the Town Council

Prepared by: Flavia Rey de Castro, Community Development Specialist

Reviewed by: Peter Souza, Town Manager 

Subject: 2025 Neighborhood Assistance Act (NAA) Tax Credit Program

Background

The Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn a 100% tax credit.

A municipality's role in the program is limited to: 1) marketing the program, 2) holding a public hearing to allow for comment on all applications, 3) having the town's governing body act upon all applications, and 4) submitting all approved applications to the Department of Revenue Services.

Discussion/Analysis

Organizations that have participated in the recent past include CRIS Radio, Windsor Police Cadets, Saint Gabriel School and Madina Academy.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct email and press releases. Projects for the 2025 application round must be submitted to the Office of Community Development by close of business on May 21, 2025. Applications must be approved by the governing body of the town after conducting a public hearing. Therefore, staff is requesting the required public hearing be set for the evening of June 2, 2025 and that the list of submitted and eligible applicants be placed on the Council agenda for consideration on the same evening. Approved applications will then be submitted to the Department of Revenue Services by July 1, 2025.

Financial Impact

The cost to the Town of Windsor to participate in the NAA program is minimal. Costs are limited to mailings, copies, a legal notice and minimal staff time.

Recommendation

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

“MOVE that a Public Hearing be set for June 2, 2025 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services.”

Attachments

None

Agenda Item Summary

Date: May 5, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Board of Education & Windsor Education Association Agreement

Background

Attached is the contract between the Windsor Board of Education and the Windsor Education Association. The agreement was officially received at the Town Clerk's Office on April 23, 2025.

Discussion/Analysis

Connecticut General Statutes provides that "the terms of such a contract shall be binding on the legislative body of the local school district, unless such body rejects such contract at a regular or special meeting called and convened for such purpose within thirty days of the filing of the contract" in the Town Clerk's office. The highlights of the negotiated agreement include:

1. Three years in length (7/1/25 until 6/30/28)
2. Reimbursement rate for continuing education course will increase to \$350 per credit in year 1 and to \$400 per credit as of July 1, 2025.
3. Employee premium cost sharing for health insurance coverage increases to 22% in year 1 through 3.
4. Increases in employee cost share for health insurance and prescription coverage equal \$13,533.
5. Stipend amounts increase 1.50% in FY 2026, FY 2027 and FY 2028.
6. Top pay step increases 2.50% in FY 2026, 2.75% in FY 2027 and 3.00% in FY28. All pay steps under maximum increase 1.25% each year.

Financial Impact

The projected net financial impact of wage and benefit changes is \$1,317,558 for FY 2026, \$1,531,941 for FY 2027, and \$1,719,092 for FY 2028.

Other Board Action

The Board of Education approved the contract on April 22, 2025.

Recommendation

As per state law, the specific motion regarding the contract is required to be in the negative. (A no vote equals a vote to approve contract.) The Town Council may also choose not to take action within the thirty-day time frame and the terms of the negotiated contract would go into place. If action is desired, the following motion would be in order:

"MOVE to reject the Memorandum of Agreement between the Windsor Board of Education and the Windsor Education Association."

Attachments

Executive summary
Settlement Recap
Proposed contract

Executive Summary

Windsor Education Association (WEA)
July 1, 2025 – June 30, 2028
(Three Year Agreement)

Executive Summary

Legend	
New Language	Bold
Delete Language	Red Font and Cross Out

Language Changes

Article 7 – Work Year - New Language

7.5 - In addition to the basic work year, Pupil Service Staff and Special Education Teachers may be required to work one (1) additional day (at their per diem rate) prior to the first teacher workday of the school year to attend professional development unique to their responsibilities, such as legal compliance updates and special trainings. During the first year of this agreement, the parties shall determine by mutual agreement whether one (1) or two (2) additional days shall be required of these employees. These days shall be scheduled by May 15 of the previous school year.

Article 8 – Work Day

8.2 Teachers are required to attend a total of four (4) faculty, subject, field, grade level, and special group meetings as well as general staff meetings outside the basic teaching day each month. Such meetings shall be one (1) hour in length. All Professional Learning Community (PLC) meetings shall be held during this time. One (1) of these monthly meetings shall be teacher-directed preparation time.

8.4.2 (c) - Teachers that are assigned to a sixth class shall receive a stipend for such sixth class of ~~five thousand dollars (\$5,000)~~ five thousand and five hundred dollars (\$5,500) per semester, which amount shall be prorated when the assignment is for less than the full semester.

Article 11 – Reduction in Force – New Language

11.3 The Superintendent may override districtwide seniority to retain in employment teachers in the following special programs as defined by the Superintendent (ABA, TAP, PEAK, and SPARK).

Article 12 – Sick Leave - New Language

12.3 Sick leave taken for the purpose of incidental illness in the family may be utilized for the first forty (40) hours of sick leave taken per year in accordance with State law (Connecticut Public Act 24-8, C.G.A. Sections 31-57r to 31-57w, inclusive).

12.4 Staff may request reimbursement for up to five (5) unused sick days at sixty dollars (\$60) per day, up to three hundred dollars (\$300) annually in the year following a year in which the teacher took two (2) or fewer days of sick leave. The Board reserves the right to terminate this provision if it determines that this provision did not have the intended effect to reduce sick leave utilization.

Article 16 – Childrearing Leave

16.1 Childrearing leave of absence may be granted for one (1) year by the Board based upon the recommendation of the Superintendent of Schools. ... In the case of adoption **or foster-to-adopt care**, the written request must be submitted to the Superintendent within five (5) days of the agency approval of the teacher as an adopting **or foster-to-adopt parent**.

Article 21 – Salary

21.3 Teachers shall be paid in 22 installments which shall be equal ... installments.... ~~The final check shall be paid on the last day of work.~~ Teachers may elect in writing, by June 1 of the previous school year or upon employment if newly hired, to be paid in twenty-six (26) equal installments, which shall be paid on the same paydays. On the twenty-second (22nd) payday, teachers electing twenty-six (26) pays shall be paid the balance of salary owed for the year.

Article 24 – Educational Benefits

24.1 The course reimbursement rate will increase from \$350.00 per credit to \$400.00 per credit and as of July 1, 2025.

Article 27 – Substitutes

27.2 Principals shall have the authority in emergencies to assign teachers to substitute during their planning periods on a per period rotation basis. No teacher during a planning period shall be required to cover another teacher's class except as his/her turn appears on the rotation list. **Principals shall maintain the rotation list on a Google Doc to which teachers and the Association President(s) shall have access.**

COST SUMMARY FOR SALARY & BENEFITS

Salary:

2025-2026	Teachers not yet on maximum shall advance 1 Step 2 is removed and the first step is now Step 3 A penultimate step 13 was added. All steps under maximum increased by 1.25% The max step increased by 2.5%
2026-2027	Teachers not yet on maximum shall advance 1 step All steps under maximum increased by 1.25% The max step increased by 2.75%
2027-2028	Teachers not yet on maximum shall advance 1 step All steps under maximum increased by 1.25% The max step increased by 3%

Stipends	2025-2026	1.50% Increase
	2026-2027	1.50% Increase
	2027-2028	1.50% Increase

Curriculum Rate/Extra Pay:

Increase from \$44/hr. to \$45/hr. for all three years.

Insurance

2025-2028	HDHP \$2000/\$4000 50% of employer funding on September 1 50% of employer funding on October 1 (currently 100% of employer funding is on September 1 st) Rx after deductible \$5/\$25/\$40 HRA for those ineligible for HSA 22% employee premium cost sharing (currently 21.5%)
-----------	--

Settlement Recap

**Windsor Public Schools
WEA Settlement Recap
Contract Negotiations 07/01/2025-6/30/2028**

	Fiscal Year 2025/2026	Fiscal Year 2026/2027	Fiscal Year 2027/2028	
<u>BASE SALARY</u>	<u>\$31,934,034</u>	<u>\$33,256,532</u>	<u>\$36,439,816</u>	
GW COST	\$178,831	\$302,634	\$561,173	
GW %	0.56%	0.91%	1.54%	
STEP COST	\$1,143,238	\$1,233,817	\$1,162,430	
STEP %	3.58%	3.71%	3.19%	
Total Wage Cost	\$1,322,069	\$1,536,452	\$1,723,603	
%	4.14%	4.62%	4.73%	
<u>Medical & RX Changes</u>				
EE Cost Share Increase	\$4,511	\$4,511	\$4,511	
Total Cost Containment	\$4,511	\$4,511	\$4,511	
TOTAL NET COST	\$1,317,558	\$1,531,941	\$1,719,092	
TOTAL %	4.13%	4.61%	4.72%	13.45%

Notes:

FY 2025/2026 Step below maximum, GWI 1.25% on Steps and 2.50% increase to maximum steps; 0.5% increase to employee cost share (22%)

FY 2026/2027 Step below maximum, GWI 1.25% on Steps and 2.75% increase to maximum steps.

FY 2027/2028 Step below maximum, GWI 1.25% on Steps and 3.0% increase to maximum steps.

Proposed Contract

AGREEMENT
BETWEEN THE
WINDSOR BOARD OF EDUCATION
AND THE
WINDSOR EDUCATION ASSOCIATION

July 1, 2025 through June 30, 2028

TABLE OF CONTENTS

	Page
ARTICLE 1 PREAMBLE	1
ARTICLE 2 RECOGNITION.....	1
ARTICLE 3 BOARD RIGHTS AND RESPONSIBILITIES	1
ARTICLE 4 NO STRIKE CLAUSE	2
ARTICLE 5 GENERAL	2
ARTICLE 6 GRIEVANCE PROCEDURE.....	3
ARTICLE 7 WORK YEAR	8
ARTICLE 8 WORK DAY – JOB SHARING	9
ARTICLE 9 ASSIGNMENT, TRANSFER AND PROMOTION.....	13
ARTICLE 10 PERSONAL INJURY BENEFITS	15
ARTICLE 11 REDUCTION IN FORCE	15
ARTICLE 12 SICK LEAVE	18
ARTICLE 13 PERSONAL AND OTHER LEAVE.....	18
ARTICLE 14 SABBATICAL LEAVE - RULES AND REGULATIONS	20
ARTICLE 15 CHILDBEARING LEAVE	24
ARTICLE 16 CHILDREARING LEAVE	25
ARTICLE 17 MILITARY LEAVE	25
ARTICLE 18 ASSOCIATION LEAVE.....	26
ARTICLE 19 PROFESSIONAL LEAVE.....	26
ARTICLE 20 ASSOCIATION USE OF SCHOOL FACILITIES	27
ARTICLE 21 SALARY	27
ARTICLE 22 INSURANCE BENEFITS	28
ARTICLE 23 EXTRA PAY FOR EXTRA DUTY	31
ARTICLE 24 EDUCATIONAL BENEFITS	32
ARTICLE 25 SPECIAL SCHOOL PROGRAMS	33
ARTICLE 26 PAYROLL DEDUCTIONS	34
ARTICLE 27 SUBSTITUTES	35
ARTICLE 28 CONSULTATION PROCEDURE	35
ARTICLE 29 AMENDMENT	36
ARTICLE 30 DURATION	36
ARTICLE 31 MISCELLANEOUS.....	36

ARTICLE 32 NON-DISCRIMINATION	37
Signature Block	37
Appendix A-1 Salary Schedules	38
Appendix A-2 Salary Differentials	41
Appendix A-3 Salary Stipends	43
Appendix A-4 Insurance Benefits – Medical, Dental, Vision	52
Appendix A-5 Insurance Benefits – Life, Disability	62
Appendix A-6 Flexible Spending Accounts.....	66

THIS AGREEMENT MADE AND ENTERED INTO by and between the WINDSOR BOARD OF EDUCATION (hereinafter called "Board") and the WINDSOR EDUCATION ASSOCIATION (hereinafter called "Association"), affiliated with the Connecticut Education Association and the National Education Association.

ARTICLE 1

PREAMBLE

WHEREAS, the Board and the Association recognize the importance of sustaining a high level of morale among the professional staff, and maintaining a harmonious relationship between the Board and said staff, and encouraging responsible participation by said staff in the improvement and development of the Windsor Public Schools, and assuring necessary, usual and beneficial communications between the Board and said staff;

NOW, THEREFORE, in consideration of these premises and other good consideration, the Board and the Association agree as herein set forth.

ARTICLE 2

RECOGNITION

2.1 The Board recognizes the Association as the exclusive representative of the teachers' unit as defined in Chapter 166, Section 10-153b through 10-153f of the Connecticut General Statutes as amended, which includes persons holding durational shortage area permits (DSAPs).

2.2 Unless otherwise specifically defined, the term "teacher" when used in this Agreement shall mean all employees in the above-noted group.

ARTICLE 3

BOARD RIGHTS AND RESPONSIBILITIES

3.1 It is recognized that the Board retains and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the Windsor Public Schools in all its aspects including but not limited to the acquisition, control, and regulation of all property, the employment and supervision of all employees, and the organization and administration of the program of the Windsor Public Schools.

3.2 These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance provisions of this Agreement.

ARTICLE 4

NO STRIKE CLAUSE

4.1 The Association agrees that, in an effort to effect a settlement of any disagreement with the Board, it shall not engage in any strike or concerted refusal to render services for the duration of the contract.

ARTICLE 5

GENERAL

5.1 This Agreement has been entered into by virtue of negotiations under Chapter 166, Section 10-153b through 10-153f of the General Statutes of the State of Connecticut, as amended, in order to fix for its term the salaries and other conditions of employment provided herein.

5.2 If there is any previously adopted policy, rule or regulation of the Board which is in conflict with any provision of this Agreement, said provision shall govern during the term of this Agreement. No such provision shall operate retroactively unless expressly so stated.

5.3 During negotiations, the Board and the Association shall exchange points of view and proposals and counterproposals. Either party may, if it so desires, utilize the services of outside bona fide consultants; provided, however, that if such consultants are to be present at negotiations the other party shall be advised beforehand.

5.4 It is understood that this Agreement is subject to, and shall operate within the framework of, the Statutes of the State of Connecticut.

5.5 It is understood that teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administrative policies, rules and regulations.

5.6 There shall be no reprisals of any kind taken against any teacher by reason of membership in a professional organization or participation in its activities.

5.7 Teachers shall have the opportunity to review and discuss any evaluation reports with their supervisors, and to review the contents of any evaluation reports originated in this system which are contained in their official personnel files as maintained by the Central Administrative Office.

5.8 When it is necessary for official representatives of the Association to engage in Association activities directly relating to the Association's duties as representative of the teachers, during the school day, they may be given such free time, without loss of pay, as is necessary to perform any such activities, provided such activities and free time have been approved by the Superintendent or a designated representative in accordance with established administrative regulations. The Association and its officers recognize and agree that this privilege should not be abused.

5.9 If any portion of this Agreement is ruled invalid for any reason, the remainder of the Agreement shall remain in full force and effect.

5.10 Teachers shall not encourage or participate in student protests or knowingly violate the official position of the Board or the administration regarding the operation of the school system during the basic teaching day in which students are in attendance.

5.11 The cost of duplication of the contract shall be divided equally between the Association and the Board.

5.12 Part-time teachers with full-time benefits assigned a teaching load of fifty percent (50%) or more shall be responsible for the same professional activities (in-service meetings, faculty and department meetings, etc.) as are full-time teachers (provided that such meetings take place on their regularly scheduled work day). Such part-time teachers may be excused from such activities for cause, including scheduling issues.

5.13 Each staff member who, having completed at least twenty (20) years of continuous and unbroken service in Windsor, except for leaves defined in Articles 12 – 19, may submit to the Superintendent in writing an irrevocable resignation for purposes of retirement on or before February 1, of the year prior to retirement, and such staff members shall receive a two thousand (\$2,000) payment in their final paycheck.

5.14 The Association President(s) shall be provided with a list of new hires and their contact information prior to the start of the school year. The Superintendent or his/her designee shall inform the Association President(s) within a reasonable time of any teacher hired after the start of the school year. The Association President(s) shall be notified within a reasonable time when a long-term substitute has been in any assignment for forty (40) consecutive days.

5.15 After consultation with the Association President(s), the Superintendent shall provide the Association with at least sixty (60) or more consecutive minutes to address newly hired teachers during a new teacher orientation prior to the start of the student school year.

5.16 The Association President(s) may use teacher mailboxes and district email accounts to conduct Association business with the understanding that confidential Association business should be conducted through other means.

ARTICLE 6

GRIEVANCE PROCEDURE

6.1 Purpose

6.1.1 The purpose of the grievance procedure shall be to resolve at the lowest possible administrative level issues which may arise from time to time with respect to the provisions of this Agreement.

6.1.2 A member of the group who feels aggrieved shall attempt to resolve the issue through administrative channels before following the below-noted grievance procedure.

6.1.3 In the case of multiple grievances on the same issue, the parties may by mutual agreement designate a representative grievance to adjudicate, which shall resolve the related grievances.

6.2 Definitions

6.2.1 A "grievance" is a claim that a specific provision of this Agreement has been misapplied or misinterpreted. A "working condition claim" is a claim regarding working conditions of significance to the Association, excluding the evaluation procedure or practice. Working condition claims shall be processed in accordance with this procedure, but shall not be processed beyond Level Three, and the decision of the Board on such claims shall be final.

6.2.2 An "aggrieved person" is the member or members of the group making the claim.

6.2.3 A "party in interest" is the person or persons who, in addition to the aggrieved person, has a recognized and reasonable interest in the grievance or in its resolution.

6.2.4 The term "days" means teachers' work days. After June 20, the term "days" means "business days" as established by the Board's twelve month calendar. Either party may request extensions of the time limits because of vacations or other scheduling conflicts, consent to which shall not be unreasonably withheld.

6.2.5 "Board" shall mean the Board or a designated committee of the Board. At least three (3) members of the Board must be present to hear a grievance.

6.3 Procedure

6.3.1 Informal:

A member of the group with a grievance shall have the right to discuss it with the immediate supervisor involved accompanied by one (1) member of the Association with the object of resolving the matter informally.

6.3.2 Formal:

(a) Level One

If the aggrieved person is not satisfied with the disposition of the problem through the informal procedure, or if the problem is not resolved through the informal procedure, he/she shall have the right to present the grievance to the immediate supervisor involved accompanied by the Association. Such grievance shall be in writing and set forth the specific section of the contract in question, the nature of the misapplication or misinterpretation, and the specific relief

requested, and must be filed within twenty (20) days of the act or omission complained of.

(b) Level Two

(1) If the grievance is not resolved at Level One, or if no decision is rendered within five (5) days of its presentation under Level One, the aggrieved person shall have the right to present the grievance in writing to the Association; provided, however, such grievance shall be presented within five (5) days of a decision under Level One, or within ten (10) days of its presentation under Level One if there is no decision.

(2) Within five (5) days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools. Prior thereto, the Association shall review the grievance and determine the position of the Association in the case.

(3) Within ten (10) days after receipt of the written grievance, the Superintendent with the supervisor involved shall meet with the aggrieved person in an effort to resolve the grievance.

(4) A maximum of three (3) representatives of the Association shall have the right to attend and participate in the meeting of the Superintendent with the aggrieved person relating to the grievance.

(c) Level Three

(1) If the grievance is not resolved at Level Two, or if no decision is rendered within five (5) days of the meeting with the Superintendent under Level Two, the aggrieved person shall have the right to notify the Association of same; provided, however, such notification shall be in writing and shall be made within three (3) days of a decision under Level Two, or within eight days of the meeting with the Superintendent under Level Two if there is no decision.

(2) Within three (3) days of the notification, the Association shall refer the grievance in writing to the Board. Prior thereto, the Association shall review the grievance and determine the position of the Association in the case.

(3) Within ten (10) days after receipt of the written grievance or at the next regularly scheduled meeting (whichever is later), the Board with the Superintendent shall meet with the aggrieved person for the purpose of resolving the grievance.

(4) A maximum of three (3) representatives of the Association shall have the right to attend and participate in the meeting of the Board with the aggrieved person relating to the grievance.

(d) Level Four - Impartial Arbitration

(1) If the grievance is not resolved at Level Three, or if no decision is rendered within ten (10) days of the meeting with the Board under Level Three, the aggrieved person shall have the right to request the Association to submit the grievance to arbitration; provided, however, such request shall be in writing and shall be made within five (5) days of a decision under Level Three, or within fifteen (15) days of the meeting with the Board under Level Four if there is no decision.

(2) Within fifteen (15) days after receiving the request, the Association shall decide whether to submit the grievance to arbitration.

(3) If the Association decides to submit the grievance to arbitration, it shall notify the Board in writing.

Within ten (10) days of notification, the Board and the Association shall seek to select a mutually acceptable and available arbitrator. If the parties are unable to agree upon or to obtain a mutually acceptable arbitrator within the time period specified, a request for a list of arbitrators shall be made to the American Arbitration Association by either party and the parties shall be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

(4) The arbitrator so selected shall confer promptly with representatives of the Board and the Association, shall hold hearings with the aggrieved person and such other parties in interest as the arbitrator deems requisite, shall review the record of prior hearings and, unless extended by mutual agreement, shall issue a decision not later than twenty (20) days from the date of the closing of the hearings. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning and conclusions on the issues submitted.

(5) The parties recognize that the Board is legally charged with the responsibility of operating the school system. The sole responsibility of the arbitrator shall be to determine whether the terms of this agreement have been misapplied or misinterpreted, and the arbitrator shall have no power or authority to make any decision which violates, modifies, or amends any then-established terms of this Agreement. The arbitrator's judgment shall not be substituted for that of the Board where the Board's action is not unreasonable except in the following circumstances:

(a) where an issue to be determined by the arbitrator is an issue of fact;

(b) where the issue before the arbitrator involves the interpretation of the terms of this Agreement.

(6) The decision of the arbitrator shall be rendered to the Board and to the Association and shall be binding upon both parties during the life of this Agreement unless the same is contrary to law.

(7) The costs for the services of the arbitrator, including per diem expenses if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association.

6.4 Miscellaneous

6.4.1 The Board and the Association agree that these proceedings shall be kept as informal and confidential as possible. All documents dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.

6.4.2 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort shall be made to expedite the process. The time limits specified, however, may be extended by mutual agreement in writing, except the initial filing of the grievance.

6.4.3 Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal a decision within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered, and such decision shall thereafter be binding upon the aggrieved.

6.4.4 Forms for filing and processing grievances shall be prepared by the Superintendent and distributed to the parties in interest and the Association so as to facilitate operation of the grievance procedure. The forms will make provision for noting the date for response or appeal based on the timeline specified in this article. Hand delivery is an acceptable alternative to a registered letter, and in such a case the form will provide for acknowledgment of receipt and the next date determined by the timeline.

6.4.5 Commencing with Level One, decisions rendered at all levels of the procedure shall be in writing setting forth the decision and the reasons therefor.

6.4.6 It is understood that the aggrieved person or persons shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board and Administration until such grievance and any effect thereof shall have been fully determined.

6.4.7 The Board and the aggrieved person or the Association may utilize the service of a bona fide professional consultant at levels three (3) or four of this procedure.

6.4.8 The Association shall send a copy of any communication with the Board involving levels three (3) and four of this article to the Superintendent.

ARTICLE 7

WORK YEAR

7.1 The basic work year covered by the Teachers' Salary Schedule of all members of the group, shall include no more than 187 days. One (1) of the 187 days shall be a work day, and four days shall be scheduled for professional activities, including at least three (3) days of in-service presentations, devoted to professional development activities, planned with the advice and assistance of the teachers, including representatives of the Association. Staff members shall report to their building on work days or in-service days and are required to participate in Board-sponsored in-service programs when scheduled. The scheduling of the non-instructional days shall be annual and shall be by mutual agreement between the Board and the Association.

7.1.1 In addition to the basic work year, three (3) days may be scheduled for the orientation of new personnel.

7.1.2 There shall be six (6) early release days at the elementary level only for parent teacher conferencing. Three (3) days shall be scheduled in the fall for conferences and three (3) days shall be scheduled in the spring for conferences. Pre-Kindergarten teachers assigned to two (2) Pre-Kindergarten sessions on one (1) day shall have three (3) early release days in the fall and three (3) early release days in the spring for the purpose of parent teacher conferences. Conferences on one (1) day in the fall and one (1) day in the spring shall be scheduled in the evening following an early release day, and an administrator shall be present in the building during such scheduled conference time, which shall conclude by 7 p.m. There shall be two (2) days during the school year at the middle and high school level for parent conferencing. These conferences will be held in the afternoon following an early release day for students and staff from 3 p.m. to 5 p.m. and in the evening from 6 p.m. to 8 p.m. All elementary and secondary teachers, regardless of assignment, are expected to be present at teacher conferences.

7.1.3 Each teacher shall engage in at least one (1) family/student/community engagement meeting/event planned by the teacher either individually or collectively with a group of teachers working towards the same engagement goal. The goal of the family/student/community engagement meeting/event is to promote and facilitate family engagement or the community in the educational process. Teachers will submit notification of the family/student/community engagement meeting/event to administration for approval, and it will be scheduled by mutual agreement between the teacher(s) and the principal.

7.2 The Board reserves the right to change the work year set forth above. Should the Board change the length of the work year, Appendix A-1 shall be subject to reopening for the year in which such change is effective, and the Board shall negotiate with the Association over the impact of such change, if any, on the members of the bargaining unit.

7.3 All high school faculty shall be required to attend graduation exercises. If the high school faculty votes to wear gowns, they shall be provided at Board expense.

7.4 In addition to the basic work year, guidance counselors shall be required to be available to work on the three (3) days prior to the first teacher work day of the school year. Notification of such assignment shall be provided by May 15.

7.5 In addition to the basic work year, Pupil Services Staff and Special Education Teachers may be required to work one (1) additional day (at their per diem rate) prior to the first teacher workday of the school year to attend professional development unique to their responsibilities, such as legal compliance updates and special trainings. During the first year of this agreement, the parties shall determine by mutual agreement whether one (1) or two (2) additional days shall be required of these employees. These days shall be scheduled by May 15 of the previous school year.

ARTICLE 8

WORK DAY

8.1 The Board and the Association recognize and agree that the teachers' responsibility to their pupils, the school system and their profession entails the performance of duties and the expenditure of time beyond the time period scheduled for pupil attendance, but that the teachers are entitled to regular time schedules on which they can rely in the ordinary course and which will be fairly and evenly maintained to the extent possible throughout the school system. Therefore, except in emergencies and instances of staffing exigencies, and without prejudice to voluntary professional service above and beyond contract requirements, the following shall apply:

8.1.1 The basic teaching day of all members of the group shall include the time period scheduled for pupil attendance plus a minimum of fifteen (15) minutes before and a minimum of twenty (20) minutes following this period. Five (5) minutes of the time before and after school may be reallocated by the principal after consultation with the staff in that school. The time before and after school refers to the time of mandatory attendance. With the agreement of the WEA, the Superintendent or his/her designee may require any teacher to be in attendance up to two (2) hours before or after the time scheduled for pupil attendance, provided that the length of that teacher's working day remains unchanged. When a teacher chooses to be present at school beyond these minimum periods is a matter for the professional discretion of that teacher.

8.1.2 In addition to the basic teaching day, the work day of all members of the group shall include time for supervising pupils, assigned supervisory duties (generally ten (10) minutes of additional supervisory responsibilities), advising and supervising pupil activities, improving the educational program, and conferring with parents. Attendance at scheduled Board-sponsored in-service programs shall be mandatory.

8.1.3 Teachers will be assigned to more than one (1) school only when necessary because of district needs. In such cases, teachers assigned to more than one (1) school will be relieved of extra duties before and after school on days they have a split assignment, and the required time for before and after school attendance

described in Article 8.1.1 above will be modified, so as to minimize the impact of the split assignment on such teachers. Such assignments will be rotated among available staff members. When assigning duties, the Board will take into account the impact of responsibilities at more than one (1) school.

8.1.4 The teacher work day on professional development days shall have the same number of hours as regular work days.

8.2 Teachers may normally be required to attend faculty, subject, field, grade level, and special group meetings as well as general staff meetings outside the basic teaching day. No member of the group shall be required to attend more than a total of four (4) such meetings monthly. Such meetings shall be one (1) hour in length on Tuesdays or Wednesdays in accordance with a schedule provided at the beginning of the year. All Professional Learning Community (PLC) meetings shall be held during this time. One (1) of these monthly meetings shall be teacher-directed preparation time.

8.3 All teachers shall have a duty-free period for lunch daily of at least thirty (30) minutes duration and this shall include the right of teachers to leave the building provided that the teacher informs the principal of their destination, time of departure and time of return prior to leaving.

8.4 Reorganization of School Day - The Board shall also have the right to divide the school day on other than a school length basis in order to accomplish education goals such as, but not limited to, modular scheduling. When the day is divided into other than school length periods, the following provisions shall apply:

8.4.1 All elementary school teachers shall be scheduled preparation time that shall be no less than four hundred fifty (450) minutes over a two (2) week cycle with a goal of forty five (45) minute blocks per day. Should elementary school teachers lose their scheduled preparation time because of the absence of a special teacher, they shall receive a payment equivalent to the supervisory hourly rate specified in Article 25.4. Payment, if any, because of the absence of a special teacher under this Section shall be required only when such teachers are part of the established schedule.

8.4.2 (a) Secondary teachers may be assigned duties for no more than six-sevenths (6/7) of the instructional day or the equivalent over the period of a week. Preparation time shall vary with teaching time within a ratio of 1:6 provided that in no event shall preparation time for such regular full-time teachers be less than one-seventh (1/7) of the instructional day or the equivalent over the period of two (2) weeks, with such preparation time prorated for part-time teachers.

(b) Secondary teachers may be assigned to cover a class for an absent teacher, provided that such coverage shall first be assigned (1) to teachers on duty assignments, where reasonably possible, (2) to teachers who have previously signed up to volunteer to provide such coverage. Should secondary teachers, including such volunteers, lose their scheduled preparation time because of the absence of another teacher, they shall receive a payment equivalent to the hourly rate specified in Article 25.4. Up to two (2) times per month, administration may schedule a meeting during a

high school teacher's preparation period; such meetings shall not last more than one (1) hour in duration.

(c) If it is necessary to assign a teacher at the secondary or middle school level to a sixth class, such assignments shall be voluntary to the extent practicable and shall be made in lieu of the teacher's supervisory period. Should no teacher voluntarily accept such assignment, the Superintendent (or designee) shall consult with the WEA President(s) before assigning a teacher. Teachers so assigned shall receive a stipend for such sixth class of five thousand and five hundred dollars (\$5,500) per semester, which amount shall be prorated when the assignment is for less than the full semester.

8.4.3 In the event the instructional day is divided on other than a seven (7) period basis, the foregoing ratios shall be satisfied to the nearest fifteen (15) minutes of assigned time.

8.4.4 Instructional day, as used above, is defined as that part of the day when pupils are scheduled for instruction.

8.4.5 Preparation time is to be used generally for self-directed professional activities, that include, but are not limited to, preparation for instruction, student/parent meetings, and evaluations. On occasion (once or twice monthly), it may also be used for administrative activities at the discretion of the Building Principal/Supervisor to be scheduled by mutual agreement between the teacher and the Building Principal/Supervisor.

8.5 The Board reserves the right to change the work day set forth above. Should the Board change the length of the work day, Appendix A-1 shall be subject to reopening for the year in which such change is effective, and the Board shall negotiate with the Association over the impact of such change, if any, on the members of the bargaining unit.

8.6 Emergency Procedures - Should an emergency situation occur which affects the safety of the students and/or employees of the Windsor Public Schools, the following guidelines are set forth to govern an orderly resolution of the emergency.

8.6.1 The Board delegates all responsibility for development and implementation of emergency procedures to the Superintendent of Schools.

8.6.2 The Superintendent has the responsibility to determine and implement emergency procedures which may result in a shortened school day for students and employees.

8.6.3 Should the emergency situation result in an adjustment to the regularly scheduled and published school day schedule, the Superintendent or his/her designee will authorize teachers to be dismissed from their assignments after the last student has safely departed from the school.

8.6.4 The principal of the school, as authorized by the Superintendent or his/her designee, will determine when the last student has safely departed and that all

of the staff responsibilities have been met in order to safeguard the welfare of the students. The principal will then dismiss teachers from that school site.

8.6.5 Should students not be able to leave the school, the principal may designate staff remain with their students to provide appropriate supervision until the emergency situation has passed or parents have assumed responsibility for their children. In such situations, the Superintendent or his/her designee shall notify the Association president.

8.6.6 In the event of an extreme emergency situation, the Superintendent or his/her designee may deviate from the aforementioned procedure when in the best interest of the safety of students and/or staff. He/she will attempt to notify the president of the Association as soon as possible after the emergency situation has passed to apprise the Association of the circumstances surrounding the deviation from the procedure.

8.7 Job sharing is a voluntary annual arrangement between two (2) teachers and the Board, whereby the teachers shall share the responsibilities of one (1) full-time position. In order to apply for such a job sharing arrangement, the teachers involved must submit a written proposal each year to the Superintendent for consideration. Such proposal must, at a minimum, provide that both teachers shall work teacher workdays, and the proposal shall also provide for meetings between both teachers on a frequent basis, and, where appropriate, the joint development of lesson plans. In situations in which the same students will be taught by both teachers, the proposal shall also provide for additional periodic overlap of schedule.

8.7.1 Teachers on job sharing arrangements are both responsible for attending such parent conferences, open houses, etc. as a full-time teacher would be expected to attend. It is the responsibility of those teachers filling a full time teaching position through job sharing to also cover the fifteen (15) minutes before and the twenty (20) minutes after that time during which pupils are in attendance.

8.7.2 Upon recommendation of the Superintendent and approval of the Board, the sharing of the responsibilities for one (1) full time teaching position by two (2) teachers in accordance with such a proposal is permitted. The approval of any proposal is within the sole discretion of the Board.

8.7.3 Each participating teacher will be paid on a percentage basis proportionate to the amount of time such teacher will normally work in comparison to a normal school day. The combined salary paid to the individuals filling a full time teaching position through participation in job sharing shall be no greater than one hundred percent of the salary for one (1) full time teacher filling that position.

8.7.4 The Board's contribution to medical insurance benefits for each full time teaching position filled by individuals participating in job sharing shall be no greater than the cost of insurance benefits for one (1) full time teacher.

ARTICLE 9

ASSIGNMENT, TRANSFER AND PROMOTION

9.1 Assignment

9.1.1 The Board and the Association recognize and agree that the work responsibilities of teachers shall include teaching, planning and preparing instruction, supervising pupils, advising and supervising pupil activities, improving the educational program, conferring with parents, and participating in school community functions. The Board and the Association also recognize and agree that the basic authority for assigning work responsibilities to teachers resides with the principal. Such authority, however, shall be exercised in a reasonable and equitable manner.

9.1.2 All teachers shall receive written notification of any changes in their grade level and subject assignment for the following school year by June 5.

9.1.3 Assignments may be changed after June 5 if circumstances and conditions require. However, if a change is necessary, the teacher shall be notified in writing of the circumstances and conditions. The need for such change shall be reasonable.

9.1.4 A request for change in grade level and subject matter assignment for the following school year shall be made in writing to the principal by January 15.

9.1.5 All vacancies that arise shall be posted as they become available. During the school year this shall be done electronically by email sent to the user group, and interested unit members may apply for such vacancies within five (5) business days of the posting. The Superintendent may fill such vacancies on an interim basis until appointments are made following such posting. Vacancies that occur during the summer months shall be posted electronically on the Windsor Public Schools Website for at least two (2) days before they are filled. Notice of all such posted vacancies shall be sent to the President of the Association.

9.1.6 Should the Board change any job description or job title so as to constitute a change in working conditions that would require negotiations under the Teachers Negotiations Act, it shall notify the Association of any such change to provide the Association an opportunity to request negotiations over the impact of any such change.

9.2 Transfer

9.2.1 Voluntary:

- a. The Superintendent or his/her designee shall notify teachers of existing vacancies within the district through the electronic posting process.

- b. The Superintendent or his/her designees shall interview qualified internal candidates as selected after screening applications. All candidates will be notified.

9.2.2 Involuntary:

- a. Before an involuntary transfer is made, the Superintendent or a member of the Superintendent's staff shall meet with the teacher and a representative of the Association, if requested, to explain the circumstances and conditions.
- b. Following this meeting, the circumstances and conditions shall be confirmed to the teacher in writing.
- c. The need for such transfer shall be reasonable.
- d. Whenever feasible, a teacher who is required to transfer may choose to transfer to any open position for which he/she is qualified. Upon written request, the transferred teacher shall be notified by certified mail if, prior to two (2) weeks before the beginning of the school year, a vacancy arises in the building from which the teacher had been transferred that year. Then, upon written application made within two (2) days of receipt of notification and if qualified for the position, the teacher shall be transferred back to the original building.

9.3 Promotions:

The following procedures shall apply to administrative and supervisory positions outside the bargaining unit.

9.3.1 Notices of openings in such positions shall be posted, clearly setting forth the qualifications for the position, in all schools within seven (7) work days following their announcement, except during the period between school years.

9.3.2 Where the need to fill a vacancy in such positions arises between school years, the Board will notify by mail those teachers who during the preceding school year filed with the Superintendent a written request to be considered for those positions.

9.3.3 Qualification letter: Upon the applicant's request, the Board through the Superintendent or a designee shall either orally or in writing, at the Superintendent's discretion, advise whether the unsuccessful applicant is qualified or not qualified for a promotion and, if not qualified, a suggested course of self-improvement.

9.3.4 The Board through the Superintendent or a designee reserves the right in all cases to choose the most qualified candidate in its judgment for any promotion

without regard to a candidate's prior applications, nor shall a designation of "qualified" in one (1) instance be construed as qualified for any future vacancy.

9.3.5 Such statements whether oral or written or the promotion itself shall not be subject to the grievance procedure nor shall such statements adverse or complimentary be placed in the teacher's file.

ARTICLE 10

PERSONAL INJURY BENEFITS

10.1 When a teacher is absent from his/her regular assignment in the event of a disability resulting in a claim under the Town's Worker's Compensation program, the Board shall pay that employee the difference between the compensation payment and his/her regular salary to a maximum of one hundred twenty (120) days.

ARTICLE 11

REDUCTION IN FORCE

11.1 The Association shall be notified of the need for staff reduction. Initial determination of staff members who are to be released, except in unusual circumstances, shall be in accordance with the following guidelines:

- (1) Volunteer resignations and retirements;
- (2) Transfers;
- (3) Non-tenure teachers in accordance with the criteria set forth in 11.3 below;
- (4) Tenure teachers.

This procedure shall not apply to persons employed under a durational shortage area permit, who serve at the discretion of the Superintendent.

11.2 In making decisions among teachers in category 11.1(4), within certification area, the Board shall apply the criteria set forth in section 11.3 below to teachers in seniority bands in the following order:

- (1) Persons employed under DSAPs shall be considered for reduction before any certified staff member. The Superintendent shall identify such person(s) for layoff, and such employees shall have no rights under this procedure.
- (2) Teachers with zero (0) through forty (40) teaching months of service in Windsor as a tenure teacher.
- (3) Teachers with forty-one (41) through eighty (80) teaching months of service in Windsor as a tenure teacher.

- (4) Teachers with eighty-one (81) through one hundred and twenty (120) teaching months of service in Windsor as a tenure teacher.
- (5) Teachers with one hundred and twenty-one (121) through one hundred and sixty (160) teaching months of service in Windsor as a tenure teacher.
- (6) Teachers with one hundred and sixty-one (161) through two hundred (200) teaching months of service in Windsor as a tenure teacher.
- (7) Teachers with two hundred and one (201) to two hundred and forty (240) teaching months of service in Windsor as a tenure teacher.
- (8) Teachers with over two hundred and forty (240) teaching months of service in Windsor as a tenure teacher

provided that the Board may consider for lay-off teachers in one (1) or more additional bands to assure that it may apply the criteria in Section 11.3 to and make a decision from among at least five (5) teachers or fifty percent (50%) of the teachers, whichever is less, currently teaching within the certification area in which the reduction is to be accomplished. Teachers will be added to the group from additional bands in reverse order of seniority. Teaching service shall commence with the first full month of employment as a teacher in Windsor. Tenure status shall be determined in accordance with Conn. Gen. Stat. §10-151.

11.3 Within the bands established in 11.2, the Board shall consider the following criteria in determining tenured teachers to be laid off:

- (1) Academic degree status and certification;*
- (2) Skill and ability as determined through written evaluations;
- (3) Total experience in the position in the Windsor Public Schools;
- (4) Total contractual teaching experience in the Windsor Public Schools;
- (5) Recommendations of principals and administrative staff;
- (6) Total teaching experience in any school system;
- (7) Additional course credits.

Within these criteria and when two (2) or more positions must be eliminated with a consequent reduction in staff, when in the judgment of the Superintendent staff members under consideration for layoffs have similar skill and ability, then in that event the least senior teacher in the Windsor Public Schools shall be laid off. The Superintendent may override districtwide seniority to retain in employment teachers in the following special programs as defined by the Superintendent (ABA, TAP, PEAK, and SPARK). No employee who has been laid off shall be entitled to payment or accrual of any compensation or fringe benefits, whether or not remaining on the reappointment list. However, an employee who is reappointed from

the list shall be entitled to reinstatement of any benefits earned or accrued at the time of layoff, and further accrual of salary increments and fringe benefits shall resume where they left off. No years of layoff will be credited as years of service for compensation or retirement purposes.

* Certification shall be considered to mean that area of certification in which the teacher is actively employed. Although the Board will give consideration to certification of any kind, it is understood that certification in an area which has not been utilized for six or more years will not have the same weight as active certification.

11.4 Recall Procedure

If the contract of employment of a teacher is terminated because of elimination of a position, the name of that teacher shall be placed on a reappointment list and remain on such list for a period of two (2) years. If a position becomes open during such period and if the Board unilaterally determines to restrict its selection to the recall list, the teacher determined by the Board as the person on the recall list who is certified and most qualified to hold that position shall be notified in writing by registered mail, sent to the last known address at least thirty (30) days prior to the anticipated date of re-employment where possible. In determining whether a teacher is qualified for reappointment, the Board shall consider that teacher's total years of teaching experience in the Windsor Public Schools, and that teacher's qualifications and ability as determined by an objective evaluation of the teacher's performance. The teacher shall accept or reject the appointment. If the appointment is accepted, the teacher shall receive a written contract within twenty (20) days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond according to this procedure within seven (7) days after receipt of such notification, the name of the teacher will be removed from the recall list, unless the position offered is less time than the position from which the teacher was laid off.

11.5 Submission to Grievance or Arbitration

The provisions of Article 11 shall not be subject to the grievance and arbitration provisions of this contract. It is understood that a layoff is a termination of employment subject to administrative and/or judicial review in the manner set forth in Conn. Gen. Stat. §10-151 as amended, and in no other manner.

11.6 All administrators employed by the Board who are covered by the provisions of the teacher fair dismissal (tenure) law and who are laid off from work due to a reduction in administrative staff shall have rights to displace teachers covered by this agreement, in positions where said administrators are qualified and certified as determined by Article 11 of this agreement in a manner provided by applicable law. No administrator shall be discriminated against with respect to such displacement rights by virtue of his/her service outside the teacher bargaining unit.

ARTICLE 12

SICK LEAVE

12.1 Each professional employee in the group shall be entitled to a minimum sick leave with full pay of fifteen (15) days each school year. Unused sick leave shall be accumulated from year to year, so long as the employee remains continuously in the service of the Board, and as authorized by the Board, but such accumulation of sick leave shall not be more than one hundred and sixty-five (165) days. With the additional fifteen (15) days provided each year, one hundred and eighty (180) days shall be the maximum total available sick leave in any year. This shall be known as Class I leave under policy.

12.2 Each professional employee in the group shall be entitled to fifteen (15) days additional sick leave when Class I leave is exhausted at full pay each day less the per diem rate for substitutes. This shall be known as Class II leave under policy and may be extended by special vote of the Board. Such leave shall be limited to tenured employees.

12.3 Sick leave taken for the purpose of incidental illness in the family may be utilized for the first forty (40) hours of sick leave taken per year in accordance with State law (Connecticut Public Act 24-8, C.G.A. Sections 31-57r to 31-57w, inclusive).

12.4 Staff may request reimbursement for up to five (5) unused sick days at sixty dollars (\$60) per day, up to three hundred dollars (\$300) annually in the year following a year in which the teacher took two (2) or fewer days of sick leave. The Board reserves the right to terminate this provision if it determines that this provision did not have the intended effect to reduce sick leave utilization.

ARTICLE 13

PERSONAL AND OTHER LEAVE

13.1 All teachers shall be entitled annually to a total of six days personal leave annually with full pay. The following definitions and limitations shall govern such leave:

13.1.1 Personal leave shall not accumulate from year to year.

13.1.2 Each member of the group shall be entitled to six days leave of absence with pay for the following matters of pressing personal concern: legal matters (which after good faith effort cannot be scheduled or accommodated outside of the school day), birth of one's child, adoption or placement of a child, religious holidays, illness in the immediate family, marriage in the immediate family, death of a person, including close friend, who is not part of the immediate family or graduation in the immediate family, including one's own graduation, provided the graduation occurs during school hours and the member attends such graduation ceremony. A son, daughter, mother, father, sister, brother and any regular resident of employee's immediate household shall constitute the immediate family. Upon application to and approval of the Superintendent or his/her designee, one (1) of these days may be used for a personal emergency that cannot be accommodated outside of the school day.

and/or the school year (e.g. child's PPT or parent-teacher conference, transporting child to and from college, taking a parent to a doctor's appointment).

13.1.3 The Association and the Board jointly accept the responsibility to encourage staff members to use leave of absence days with discretion. The Association shall receive annually a list of all staff members who have used leave of absence days and the number of such days used. Such leave of absence shall not be utilized for vacation, recreational, or other purposes not consistent with the permitted uses for legal, religious holidays, household or family matters.

13.2 All teachers shall be entitled to a total of three (3) days leave of absence annually with full pay for death in the immediate family. A spouse, son, daughter, mother, father, mother-in-law, father-in-law, grandparents, grandparents of spouse, sister, brother, sister-in-law and brother-in-law and any regular resident of employee's immediate household shall constitute the immediate family only. Such leave shall not accumulate from year to year.

13.3 Application for leave hereunder shall be made to the immediate supervisor at least forty-eight hours before taking such leave (except in the case of emergencies) and such leave shall be granted automatically except in cases of hardship or disability to the school system as determined by the immediate supervisor.

13.4 Leaves taken pursuant to the above provisions shall be in addition to any sick leave to which the teacher is entitled.

13.5 Additional days beyond the limits provided in this Article may be granted without pay by the Superintendent for extenuating circumstances.

13.6 For absences without pay, the per diem rate of deduction shall be based on the number of work days set forth in Article 7.1.

13.7 Teachers called for jury duty during the regular school year shall notify the Superintendent within two (2) days of receipt of notification. Teachers not excused shall be paid the difference between the per diem jury duty fee and the per diem amount of their salary for days they serve such jury duty.

13.8 Upon request of her physician, subject to consultation with the school medical advisor, a pregnant teacher may be excused from her duties when there exists a risk of contagion of a disease potentially harmful to the fetus (including but not limited to Fifth Disease). Such leave shall be charged to sick leave to the extent accrued and shall thereafter be without pay but with benefits. Such teachers shall return after tests establish immunity from the disease or when otherwise her physician, in consultation with the school medical advisor, determines the teacher may return to work.

ARTICLE 14

SABBATICAL LEAVE - RULES AND REGULATIONS

14.1 Authorization

14.1.1 Sabbatical leave of absence may be granted to members of the group. The granting of such leave is subject to the approval of the Board upon the recommendation of the Superintendent of Schools, when in their considered judgment the professional competence of the staff member and the general welfare of the public school system will be benefited and that the costs are justified in view of the other financial obligations of the Board.

14.1.2 The rules and regulations of the Windsor Sabbatical Leave Program are made a part hereof and shall be interpreted in accordance with the following provisions:

- (a) After a certified teacher has been employed at least seven (7) consecutive years in the Windsor Public Schools, the Board may grant said teacher a sabbatical leave for professional improvement not to exceed two (2) consecutive college semesters at any one (1) time, provided, however, that the teacher holds a professional certificate and has earned a master's degree or has completed thirty-two (32) graduate hours of which thirty (30) must be in a planned program. During that sabbatical leave, the teacher shall continue in the employ of the said board, shall have a contract, and shall be paid compensation as provided in the rules and regulations of said Board. Said Board shall not be held liable for death, injuries or other liabilities sustained or incurred by any teacher while on sabbatical leave.

Arrangements to participate in the State Teachers Retirement System and payments to the State Teachers Retirement System while on sabbatical leave shall be solely the responsibility of the staff member on leave. The Board agrees to make a fixed monthly deduction for retirement from the teacher's sabbatical salary if the teacher requests said deduction in writing.

- (b) A teacher upon return from a sabbatical leave shall be restored to his/her teacher position or to a position of like nature insofar as is possible. Said teacher shall be entitled at that time to participate in any other benefits that may be provided for by rules and regulations of the Board.

14.2 Eligibility and Qualifications

Any member of the group who meets the following qualifications shall be eligible to apply for sabbatical leave:

14.2.1 Applicant must hold a Professional Educator Certificate.

14.2.2 Applicant must hold an earned Master's Degree or have completed thirty-two (32) graduate hours of which thirty (30) must be in a planned program.

14.2.3 Applicant must have seven (7) consecutive years of satisfactory service as a full-time certified employee in the Windsor Public School System. While leave time granted by the Board shall not be considered service time, it shall be disregarded in determining consecutive years of service.

14.2.4 A maximum of one percent (1%) of the professional employees may be granted sabbatical leave each year. Insofar as possible, a proportionate division of leaves shall be made with regard to the separate professional groupings within the group.

14.2.5 A sabbatical leave may be granted for a period of not less than one (1) full semester nor for more than two (2) full consecutive college semesters.

14.2.6 As a condition to receiving final approval for a sabbatical leave, a staff member shall file with the Superintendent of Schools a written agreement to remain in the service of the Windsor Public School System for a period of one (1) year immediately following the expiration of said leave.

14.3 Purpose of Sabbatical Leave

14.3.1 Sabbatical leave is given to professional personnel to permit them to improve their ability to render educational service. Such improvement is usually achieved by formal study, research and/or educational writing. Application for sabbatical leave for other types of experiences will be considered on their merits and may be approved by the Board upon the recommendations of the Superintendent.

14.3.2 The following information shall be included in the application for sabbatical leave as evidence of the teacher's intention to fulfill the purposes for which such leave shall be granted:

(a) For Formal Study:

A program of work should be outlined which will indicate as its purpose general professional improvements in relationship to staff member's present assignment. The proposed study must be part of an approved graduate level program at an accredited college or university.

(b) For Research and/or Writing:

The proposed project shall be outlined and approved in relation to the present or prospective service of the applicant in the Windsor Public Schools. The proposed project shall be approved by a graduate college or university as part of a formal program of study.

14.4 Application Requirements and Procedures

14.4.1 Application for sabbatical leave shall be filed with the Superintendent of Schools on or before November 15 of the school year prior to the requested leave, and shall set forth the benefits which such leave will have to both the school system and the employee.

14.4.2 After review of a member's application for sabbatical leave, the Superintendent will direct the request with a recommendation to the Board. The Board will notify the member of acceptance or rejection of the request by April 1 of the school year in which the application was submitted.

14.4.3 The following factors shall govern in reviewing and approving sabbatical leave applications:

- (a) In recommending approval of an application, the Superintendent shall consider the following factors:
 - 1. Date of filing application.
 - 2. Purpose of the leave.
 - 3. Seniority of service in the school system.
 - 4. Professional growth of the staff member.
 - 5. Potential benefit to the school system.
 - 6. The expense to the school system.
- (b) Granting of approval of a sabbatical leave by the Board shall be contingent upon securing an employee qualified to assume the applicant's duties.
- (c) After commencement of a sabbatical leave, it shall not be terminated before the date of expiration, except as otherwise provided herein or as otherwise agreed upon by the Superintendent and the Board.

14.5 Requirements and Status While On Sabbatical Leave

14.5.1 Financial Policies:

- a. The salary paid by the Board to the staff member on sabbatical leave shall be the master's degree minimum or two-thirds of the basic teacher's salary, whichever is greater in effect during the leave period and shall not include differentials, extra stipends or ratios. In the event a recipient receives cash awards or grants, the sabbatical leave salary shall be reduced if the total received exceeds the basic teacher's salary (excluding differentials, extra stipends or ratios). Such reduction shall be limited to the amount the total received exceeds said basic salary.
- b. Payment of salary to a staff member on sabbatical leave shall be made in accordance with the provisions of the Board in payment of salary to other members of the professional staff. The

employee on leave shall be responsible for keeping the business office notified as to his/her address.

- c. The Superintendent shall be notified promptly of accident or illness. This notice shall be sent within ten (10) days after an accident or the beginning of illness. Upon request, evidence of such accident or illness shall be provided for the Superintendent's consideration.
- d. A sabbatical leave granted to a regular employee of the professional staff shall also operate as a leave of absence without pay from all other school activities.
- e. While on approved sabbatical leave, the teacher will be allowed to continue participating in the health benefit plan and co-payment of benefits in effect for the other members of the unit.
- f. Notwithstanding the provisions of this Article, the Board reserves the right to offer a sabbatical leave under different conditions regarding pay, benefits and duration of such leave, provided however, that any such leave shall be voluntary.

14.5.2 Reports Required While on Sabbatical Leave:

Any employee on Sabbatical Leave shall report to the Superintendent as follows:

- a. The employee shall immediately request approval from the Superintendent for substantial changes in the planned program of the leave as outlined in the approved application.
- b. An interim report shall be filed at the mid-point of the leave period or at any time deemed necessary by the Superintendent. This report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.
- c. A final report shall be filed with the Superintendent in accordance with the provisions as stated in a following section.

14.6 Requirements and Status Upon Returning From Sabbatical Leave

14.6.1 At the expiration of a sabbatical leave, the employee shall be restored to his/her position or to a position of like nature, seniority, status, and pay; provided that the employee remains eligible for reinstatement under other rules and regulations of the Board.

14.6.2 If an employee does not remain in the Windsor Public Schools for one (1) year immediately following sabbatical leave, the employee shall rebate the compensation for that proportion of this period he/she is not in the employ of the

Board. This repayment shall be made within one (1) year following the date service in the Windsor Public Schools terminates. However, the Board may waive this requirement or grant a grace period before the one (1) year repayment period commences.

14.6.3 Each employee returning from sabbatical leave shall file a final written report with the Superintendent not later than a month after the day on which the employee again takes up active service. The report shall include the names of the institutions attended, program pursued, transcript of credits received, experience gained, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the school system.

14.6.4 An employee shall not be considered as having completed the requirements of the sabbatical leave until the final report has been approved by the Superintendent. At his/her discretion, the Superintendent may require proof that the program as presented by the applicant has been followed. When approved by the Superintendent, these final reports shall be transmitted to the Board.

ARTICLE 15

CHILDBEARING LEAVE

15.1 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10-156 of the Connecticut General Statutes.)

15.2 Accumulated sick leave shall be available for use during periods of such disability.

15.3 Disability leave beyond any accumulated sick leave shall be available for such reasonable further period of time as a female employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.

15.4 Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

15.5 Pregnancy or childbirth shall not be a basis for termination of employment or compulsory resignation.

15.6 Unit members who are adopting are eligible to use the provisions of this Article to cover an absence of up to six (6) weeks, beginning on the date that the child is given into the custody of the adopting parent. During this absence, the unit member may use accumulated sick leave, Class II leave and/or leave without pay.

ARTICLE 16

CHILDREARING LEAVE

16.1 Childrearing leave of absence may be granted for one (1) year by the Board based upon the recommendation of the Superintendent of Schools. Such leave of absence must be requested in writing prior to the commencement of childbearing leave and shall be taken for the remainder of the academic year then in effect and, if stated in a request by May 1, for the entire academic year following. Non-child-bearing parent members of the group shall apply for such leave at least six (6) weeks prior to the expected delivery date certified by a physician. In the case of adoption or foster-to-adopt care, the written request must be submitted to the Superintendent within five (5) days of the agency approval of the teacher as an adopting or foster-to-adopt parent.

16.2 The Board shall reinstate the teacher to the original or an equivalent position at the start of the following school year, providing the teacher has given notice of intent to return by March 1 of the school year in which the leave is taken. A teacher on leave of absence under this Article shall, upon return from leave, be placed on that step of the prevailing applicable salary schedule which represents the amount of teaching experience the Board recognized at the time the leave commenced. The above provision shall not require the Board to create a position for a teacher returning from leave. If a teacher's former position has been eliminated, the teacher shall be considered along with actively employed teachers in accordance with Article 11.

ARTICLE 17

MILITARY LEAVE

17.1 Military leave of absence shall be granted to any teacher who is inducted into any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed on the salary schedule at the level which the teacher would have achieved had the teacher remained actively employed in the system during the period of absence, provided, however, that such increase shall not exceed that obtainable with a maximum of two (2) years of service.

17.2 Upon return from such leave, a teacher will be assigned to the same position, if available, or, if not available, to a substantially equivalent position.

17.3 Teachers shall be granted the difference between their regular pay and their military pay for a period not to exceed thirty (30) days while on compulsory training or an emergency call.

ARTICLE 18

ASSOCIATION LEAVE

18.1 The Board agrees that one (1) teacher designated by the Association shall, upon request, be granted a leave of absence for one (1) full school year renewable for up to three (3) full school years without pay to serve as a full-time elected executive officer of the Connecticut Education Association or a full-time elected executive officer of the National Education Association. A teacher on leave of absence under this Article for at least one (1) full school year shall, upon return from leave, be placed one (1) step higher on the prevailing applicable salary schedule than that teacher's placement at the commencement of leave.

18.2 The President(s) of the Association shall not be assigned duties during the school year(s) he/she serves in this office. The President(s) shall have release time of one (1) hour per week or more, as the Superintendent or his/her designee may agree.

ARTICLE 19

PROFESSIONAL LEAVE

19.1 When it is evident that convention or conference attendance or the observation of an activity in another school building or school system will contribute to the improvement of a teacher's instructional effectiveness, the Superintendent may grant convention or conference leaves, or permission to observe an activity in another school building or school system to the teacher without loss of pay.

19.2 The Board agrees to reimburse all teachers for all reasonable expenses, as approved in advance, incurred in attending a convention or conference, regardless of geographical location, or observing activities in another school system as an official representative of the Windsor Public Schools designated by the Superintendent.

19.3 Professional leave days to attend summer school may be granted by the Superintendent in cases in which members of the professional staff must leave before the end of the school year. However, the Superintendent in making a decision in such cases shall take into account the number of professional staff members involved in a school, department, or grade level and the feasibility of the professional staff member concerned to arrange for fulfilling his/her responsibilities. The substitute's pay for each day of leave shall be deducted from the final check in June. If the summer school program provides a stipend payment and the stipend payment period commences during the leave time, a per diem stipend rate for each leave day involved in addition to the substitute's pay shall be deducted from the final check in June. Requests for such leave shall be received by the Superintendent no later than May 15.

19.4 Professional development activities sponsored by the Windsor Education Association, the Connecticut Education Association and/or the National Education Association may be considered for leave in accordance with Section 19.1 above.

ARTICLE 20

ASSOCIATION USE OF SCHOOL FACILITIES

20.1 The Association as the exclusive negotiating representative of the professional staff, realizing its obligation to represent and communicate to all members of the unit, shall be afforded the following privileges:

20.1.1 The school mailboxes may be used to facilitate the dissemination of the Association material in accordance with guidelines jointly established by the Superintendent and the President(s) of the Association.

20.1.2 The Association shall be provided bulletin board space for the purpose of posting notices and other materials related to Association activities. The Association and its building representatives shall have the responsibility for and prerogative of posting materials in accordance with guidelines jointly established by the Superintendent and the President(s) of the Association.

20.1.3 A copy of all materials distributed through mailboxes and/or posted shall be given to the building principal and Superintendent of Schools previous to being distributed or posted.

20.1.4 Copies of the agenda of all regular Board meetings shall be sent to the Association President at the same time they are sent to Board members.

20.1.5 Sufficient copies of current Board Policy shall be given to the Association President for distribution to building representatives. Approved changes in Board Policy and Administrative Regulations shall be given to the Association President(s) within five (5) school days after their adoption.

ARTICLE 21

SALARY

21.1 The salaries of all persons covered by this Agreement are set forth in Appendix A-1 and A-2 which are attached hereto and made a part of this Agreement.

21.2 Salary payments shall be made by direct deposit every two (2) weeks on a Friday.

21.3 Teachers shall be paid in 22 installments which shall be equal except that, if the first regular pay day of the school year falls in the first week of work, teachers will be paid in that installment only for days worked through said payday, with only statutory deductions. Any unscheduled checks shall be by mutual agreement. Teachers may elect to be paid in twenty-six (26) equal installments ("balloon check"), which shall be paid on the same paydays. On the twenty-second (22nd) payday, teachers electing twenty-six (26) pays shall be paid the balance of salary owed for the year. If a teacher wants to elect the balloon check option, the Board must receive said election in writing, by June 1 of the previous school year or upon employment of newly hired teachers before the first teacher workday (Convocation). Any

teacher hired after the first teacher workday (Convocation) may not elect the balloon check option for the first year of their employment. This election cannot be changed mid-year, and will remain in effect for subsequent school years, unless changed prior to June 1.

21.4 Effective July 1, 2022, no teacher shall be placed higher on the salary schedule than existing teachers with the same credited experience, except for teachers in shortage areas as designated by the State Department of Education. For teachers in shortage areas, the Superintendent or his/her designee may approve of starting teachers on the schedule up to three (3) steps beyond that indicated by previous teacher experience. The Association shall be notified in writing in such cases.

ARTICLE 22

INSURANCE BENEFITS

22.1 The group insurance program for the benefit of the teachers herein (referred to herein also as the "Covered Employees" or "Individuals," and their covered dependents collectively as "family(ies)") shall be as follows:

22.1.1 Teachers shall participate in the health benefit plan set forth below unless they make an annual election in writing not to participate in the health plan offered by the Board. Changes during the year will be permitted only if a "Qualified Life Event," as enumerated in IRC Section 125 and defined below, occurs, and such change is elected within thirty (30) days of the occurrence of the qualifying life event. Changes then requested must be on account of and consistent with the Life Event. Election changes made annually or as a result of a Qualified Life Event, shall be permitted without the imposition of pre-existing condition limits, late entrant requirements, or medical evidence requirements.

22.1.2 "Qualified Life Events" are defined as follows:

- a. The Covered Employee's marriage or divorce,
- b. The death of the Covered Employee's spouse or dependent,
- c. The birth or adoption of a child of the Covered Employee,
- d. Termination of employment or commencement of employment of the Covered Employee's spouse,
- e. The Covered Employee or his/her spouse switches from full-time to part-time or part-time to full-time employment,
- f. The taking of an unpaid leave of absence by the Covered Employee or his/her spouse,
- g. Separation from service,
- h. A significant change in the cost of the plan which causes a corresponding increase in the Covered Employee's contribution during the plan year, or
- i. A significant change in the health coverage of the Covered Employee or spouse due to the spouse's employment.

22.1.3 "Covered Charges" – For the purposes of this Article, the term "Covered Charges" shall mean any charges, or portions thereof, for healthcare expenses deemed reimbursable under the policy of coverage provided Windsor Public Schools by the health plan administrator.

THE UTILIZATION REVIEW PROGRAM

22.1.4 A comprehensive utilization management program shall be a part of the health plan, providing for precertification of all hospitalizations, and surgeries; discharge planning and voluntary large case management, as provided for by the health plan administrator, ("Utilization Review Procedures"). Failure to follow the Utilization Review Procedures will result in a reduction of reimbursement of Covered Charges by twenty-five percent (25%). However, if compliance with the program's procedures exceeds ninety-eight percent (98%) of the cases requiring compliance with these procedures in a given quarter, then no penalty will apply in the succeeding quarter.

HIGH DEDUCTIBLE HEALTH PLAN ("HDHP")

22.1.5 The HDHP is the sole insurance plan.[See Summary in Appendix A-4]
Effective July 1, 2025, the Board will pay seventy-eight percent (78%) of the premium cost for the class of enrollment (i.e., individual, two-person or family coverage) for the plan and the Covered Employee is to pay twenty-two percent (22.0%) of such cost.

	July 1, 2025 – June 30, 2028
Employee Share of Premium	22.0%
Employer Share of Premium	78.0%

22.1.6 The HDHP shall have the following structure:

Annual Deductible (Individual/Aggregate Family)	\$2,000/\$4,000
Co-insurance	0% after deductible in-network; 20% after deductible out-of-network, subject to co-insurance limits
Co-insurance Maximum	\$2,000/\$4,000
Cost Share Maximum	\$4,000/\$8,000
Lifetime Maximum	unlimited
Prescription Drug Coverage	Treated as any other medical expense; subject to deductible; once deductible is met, then \$5/\$25/\$40 co-pay per prescription

22.1.7 The Board will fund fifty percent (50%) of the applicable HDHP deductible for each full-time employee who elects coverage under the HDHP (with pro-rated funding of the deductible for part-time employees). The Board's contribution toward the HDHP deductible will be deposited into the Health Savings Account (HSA) for each employee enrolled in the HDHP in two (2) equal installments on September 1 and October 1 each year. For employees who resign prior to

September 1, there shall be no employer contribution toward the HDHP deductible.
[See Summary in Appendix A-4]

22.1.8 A Health Reimbursement Account ("HRA") shall be made available for any teacher who is precluded from participating in a HSA because the teacher receives Medicare and/or veterans' benefits. The annual maximum reimbursement by the Board for teachers participating in the HRA shall not exceed the dollar amount of the Board's annual HSA contribution for teachers enrolled in the HSA. [See Summary in Appendix A-6]

LONG TERM DISABILITY

22.1.9 The Board will make a long term disability plan available to employees, with the Board contributing fifty percent (50%) of the cost of the premium for participating employees. [See Summary in Appendix A-5]

LIFE INSURANCE PROGRAM

22.1.10 Term life insurance in the amount of annual salary rounded to the nearest \$1,000 shall be provided to the individual teacher; ninety percent (90%) of the premium shall be paid by the Board and ten percent (10%) shall be paid by the Covered Employee, in accordance with the Board's master contract with the insurance carrier. [See Summary in Appendix A-5]

22.1.11 The individual may participate in a supplemental group term life insurance program in the amount equal to his/her annual salary rate, with the cost shared equally by the teacher and the Board (50%/50%).

DENTAL INSURANCE

22.1.12 The Board shall provide teachers with an individual/family dental plan. The plan will provide coverage for caps and crowns. The Board shall pay ninety percent (90%) of the premium for individual coverage and the Covered Employee shall pay ten percent (10%) of the applicable premium. Covered Employees may buy the family plan at their own additional expense and the Board shall pay seventy-five percent (75%) of the premium for Covered Employees electing such family coverage. This benefit shall be subject to a two thousand and five hundred dollar (\$2,500) per person annual maximum. [See Summary in Appendix A-4]

VISION INSURANCE

22.1.13 The Board shall provide teachers with an individual/family vision plan as described in Appendix A-5. All benefits payable are subject to the provisions, limitations and exclusions contained in the group plan. [See Summary in Appendix A-4]

MISCELLANEOUS

22.1.14 The Board shall meet and confer with the Association prior to implementing any change in insurance carriers. If the Board elects to provide insurance coverage through alternative carriers, it will provide benefits equal to or better than the current coverage. If the Association does not agree to a proposed change in carriers, it may file a grievance commencing at Level 3, which grievance shall be resolved prior to the implementation of such change.

22.1.15 The Board shall make an I.R.C. Section 125 Plan available to employees for payment of premium contribution. The Board shall make available to eligible employees a Health Care flexible spending account (FSA) and a Dependent Care flexible spending account (FSA) [See Summary in Appendix A-6].

HEALTH BENEFITS COMMITTEE

22.1.16 There shall be a joint Health Benefits Committee with (three (3) members from the Association, three (3) members from the Board or their designees) to address health benefits and related issues. The Committee shall review health insurance programs that may reduce costs and provide improved coverages. By mutual agreement, the parties may invite representatives of other bargaining units to specified meetings of the Committee. The Board shall retain a consultant of its choice at its expense, and the Association reserves the right to retain a consultant at its expense. Should the Health Benefits Committee develop recommendations acceptable to both the Board and the Association, the parties may choose to implement such recommendations upon mutual agreement in writing.

ARTICLE 23

EXTRA PAY FOR EXTRA DUTY

23.1 The basic work year covered by the Teachers' Salary Schedule of all members of the group may include a maximum of fifty (50) hours for athletic and intramural coaching and extracurricular pupil advisory and supervisory assignments outside the basic teaching day, except that in accordance with Appendix A-3, III, extra compensation shall be paid for specially assigned evening and non-school day duties relating to athletic, extracurricular and student social or cultural activities. The Board and the Association recognize and agree that the principal has the authority to assign teachers to such assignments. Such authority, however, shall be exercised in a reasonable and equitable manner.

23.2 A teacher shall be relieved of an athletic assignment, an intramural assignment or an extracurricular advisory or supervisory assignment at his/her written request to the principal made at least three (3) months in advance of the date the teacher wishes to be relieved. A teacher relieved of one (1) assignment may be assigned to another.

23.3 It is recognized that certain athletic and intramural coaching and extra-curricular pupil advisory and supervisory assignments involve time beyond the required fifty (50) hours and for this extra time the Board agrees to extra pay. The amount of and conditions for

payment for each such assignment are set forth in Appendix A-3 which is attached hereto and made a part of this Agreement.

23.4 Notwithstanding the above, a teacher, after serving two (2) years from the date of notice of resignation in any extra duty position, will not be required to work in an extra duty position for the third year. The intent of this provision is to allow a teacher, after filing proper notice, to be exempt from the obligation to serve in an extra duty position for a period of one (1) year after serving at least two (2) consecutive years.

ARTICLE 24

EDUCATIONAL BENEFITS

24.1 Upon satisfactory completion of a course and submission of proof of payment, certified professional employees covered by this Agreement shall be reimbursed by the Board as of July 1, 2025 at the rate of four hundred dollars (\$400) per credit. Payments for such coursework shall be made only under the following conditions:

24.1.1 The course must be a graduate level course in a course of study for the master's degree, the sixth year degree or the doctorate in a course directly related to the teacher's assignment or to education, as approved by the Superintendent.

24.1.2 Reimbursement shall be limited to a maximum of nine (9) semester hours for any one (1) fiscal year, and reimbursement shall be three (3) semester hours in any one (1) semester or term except during the summer, during which teachers may be reimbursed for up to nine (9) semester hours. The names and numbers of courses teachers plan to take during the fiscal year (commencing July 1) shall be submitted by May 1 of the previous fiscal year if the teacher will be seeking reimbursement for the course.

24.1.3 Reimbursement shall be made following the satisfactory completion of the course with a grade of B or better.

24.1.4 The coursework shall be related to the teacher's assignment or the needs of the school district.

24.1.5 As of July 1, 2022 no more than seventy thousand dollars (\$70,000) per year shall be expended by the Board for this tuition reimbursement plan.

24.1.6 The Board shall establish an annual stipend of two thousand dollars (\$2,000) for classroom teachers for the attainment of National Board Certification as certified by the National Board for Professional Teaching Standards (NBPTS). Compensation shall be adjusted on a pro-rata basis if certification is earned during the work year. The Board shall also subsidize fifty percent (50%) of the employee's application/assessment fee.

24.1.7 Teachers taking courses during the summer shall receive reimbursement pursuant to this Article in the first paycheck following September 30.

24.2 The present salary schedule has four (4) degree levels, each with its own salary increments. These degree levels shall be defined as follows:

BA: Based on a Bachelor's Degree from an accredited college or university and an appropriate certification by the Connecticut State Board of Education.

MA: Based on the attainment of a Master's Degree from an accredited college or university.

6th: Based on the attainment of a 6th Level Degree, Certificate of Advanced Graduate Studies, a second Master's Degree of at least thirty (30) credits, or completion of a prior approved planned program of at least thirty (30) credits at the Master's level. Master's degrees of sixty (60) credits or more (or Master's degrees for school counselors whose entry into their profession requires a two (2) year Master's degree of at least fifty (50) hours) shall be placed directly on the 6th level.

DOC: Based on the attainment of a Doctoral Degree acquired from an institution accredited by an affiliate of the Association of Colleges and Secondary Schools. Such Doctoral Degrees must be directly related to the field of education or subject area studies, e.g., Ph.D., or Ed.D.

Notwithstanding the foregoing, successful completion of any program approved by the Superintendent on or before June 30, 2010 shall result in the granting of salary track credit as approved.

ARTICLE 25

SPECIAL SCHOOL PROGRAMS

25.1 The following provisions shall apply for summer school and adult school:

25.1.1 All other bases of qualification being essentially equal, applicants from within the school system shall be given preference over applicants from outside the school system for positions in the summer school and the adult school.

25.1.2 In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, length of service in the system, and prior experience in these programs, if any.

25.1.3 Notices of all openings for these positions shall be posted, clearly setting forth the qualifications for the position, in all schools as soon after they become available as possible.

25.2 Compensation for any teacher required to work beyond the regular school year as approved by the Superintendent in advance shall be at his or her per diem rate for such days, except as provided by paragraph 25.4. When unit members work additional work days under this provision (or under Appendix A-2) as approved in advance based on district needs, such additional work days shall be contiguous to the scheduled work year for teachers or shall

otherwise be scheduled by mutual agreement. Such days may be scheduled as whole days or partial days.

25.3 Overnight Field Trips: If a teacher volunteers for an overnight field trip and the Board has approved the trip, the teacher with other members of the professional staff, will be expected to provide appropriate and necessary supervision to the participating students as directed by the staff member in charge.

25.4 Hourly rates for work beyond the teacher work year including staff work on curriculum projects, compensated staff development and approved work with students in instructional clusters, summer school for credit, Extended School Year (ESY), and coverage for a class for an absent teacher shall be:

2025-2026	2026-2027	2027-2028
\$45.00	\$45.00	\$45.00

25.5 Staff development activities (excluding mandated activities) may be made available on a voluntary basis without compensation.

ARTICLE 26

PAYROLL DEDUCTIONS

26.1 The Board agrees to make fixed monthly payroll deductions for all personnel covered herein for employee insurance payments and the Tobacco Valley Teachers' Federal Credit Union upon written request of the employee requesting said deductions.

26.2 Dues Deduction

26.2.1 All teachers who elect to join the Association shall sign and deliver to the Association, if they have not already done so, an authorization for the payroll deduction of membership dues of the Association. Said authorization shall be delivered to the Board and shall continue in effect from year to year, unless such teacher shall notify the Board and the Association in writing in the month of August of any year, that he/she no longer authorizes deduction of membership dues of the Association.

26.2.2 The Board agrees to deduct from each teacher so authorizing such deduction an amount equal to the Association membership dues by means of payroll deductions. The deduction from each paycheck of membership dues shall be made in seventeen (17) equal installments, commencing from the second 2nd paycheck in October and then from the first two (2) paychecks in each following month. The amount of Association membership dues shall be certified by the Association to the Board prior to August 15.

26.2.3 Those teachers commencing employment after the start of the school year may sign and deliver to the Board an authorization card as described in

paragraph 26.2.1. Deductions of Association membership dues shall commence with following pay period.

26.2.4 The Board agrees to forward to the Association treasurer, each month, a check for the amount of money deducted during that month. The Board shall include a list of the teachers for whom such deductions were made.

26.2.5 The singular reference to the "Association" herein shall be interpreted as referring to the Association, the Connecticut Education Association and the National Education Association.

26.2.6 The Association agrees to indemnify and hold the Board harmless against any or all claims, demands, suits or other forms of liability including attorneys' fees and the cost of administrative hearings that shall or may arise out of, or by reason of, action taken by the Board for the purpose of complying with the provisions of this article.

ARTICLE 27

SUBSTITUTES

27.1 Teachers shall keep up-to-date seating arrangement charts and teaching plans for substitutes.

27.2 Principals shall have the authority in emergencies to assign teachers to substitute during their planning periods on a per period rotation basis. No teacher during a planning period shall be required to cover another teacher's class except as his/her turn appears on the rotation list. Principals shall maintain the rotation list on a Google Doc to which teachers and the Association President(s) shall have access.

ARTICLE 28

CONSULTATION PROCEDURE

28.1 It is recognized by the Board and the Association that means should exist for the Board and the Association to communicate generally on professional and educational matters. It is recognized also that means should exist for the Board and the Association to communicate specifically on the interpretation and administration of the provisions of this Agreement.

28.2 To provide for general communication between the Board and the Association on professional and educational matters, it is agreed that the Superintendent as the executive agent of the Board and the President of the Association shall meet as necessary. Either the Superintendent or the President of the Association may request such a meeting and a meeting shall be held within ten (10) days of such request unless both parties agree to a later date. A request for a meeting must be in writing and must state the purpose of the meeting. Both parties may be represented as such meetings by members of their respective groups of their own choosing.

28.3 To provide for specific communication between the Board and the Association on interpretation and administration of the provisions of this Agreement, it is agreed that the negotiating agents designated by the Board and the Association shall meet as necessary. Either negotiating agent may request such a meeting and a meeting shall be held within ten (10) days unless both parties agree to a later date. A request for a meeting must be in writing and must state the purpose of the meeting.

28.4 The Board and the Association shall establish a Committee to discuss and make recommendations on attraction and retention issues. The Committee's recommendations may be implemented by mutual agreement in writing.

ARTICLE 29

AMENDMENT

29.1 This Agreement shall not be altered, amended, or changed unless agreed by the parties hereto which agreement shall be in writing signed by both the Board and the Association. Any amendment shall be appended hereto and made a part thereof.

ARTICLE 30

DURATION

30.1 The provisions of this Agreement shall be effective pursuant to statute commencing on July 1, 2025 and shall continue in full force and effect to and including June 30, 2028.

ARTICLE 31

MISCELLANEOUS

31.1 When the Board requires physical examinations of teachers, it will reimburse such teachers for the cost of such physical examinations.

31.2 Part-time teachers are defined as teachers assigned to less than a normal teaching load. Such teachers are covered by this Agreement, under the following terms. Part-time teachers assigned to one-half or more of a normal teaching load shall receive the insurance benefits set forth in Article 22. Part-time teachers assigned less than one-half (1/2) of a normal teaching load do not receive the insurance benefits set forth in Article 22, but they may participate in such benefits at their own expense.

31.3 No teacher shall receive a written reprimand or be suspended without pay except for just cause.

ARTICLE 32

NON-DISCRIMINATION

32.1 In the application of the provisions of this contract, no unlawful discrimination shall be made. Given that discrimination claims can be made in other forums, this statement is included for information purposes and is not subject to the grievance procedure.

SIGNATURE BLOCK

IN WITNESS WHEREOF, the parties hereunto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

Date 4/22/2025

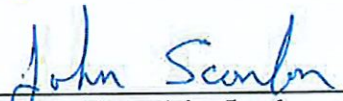
WINDSOR BOARD OF EDUCATION

By 
Its President, David Furie

Date 4/23/2025

WINDSOR EDUCATION ASSOCIATION

By 
Its President, Jennifer Delskey

By 
Its President, John Scanlon

APPENDIX A-1
SALARY SCHEDULE

2025-2026

<u>YEARS OF EXPERIENCE</u>	<u>STEP PLACEMENT</u>	<u>BA</u>	<u>MA</u>	<u>SIXTH YEAR</u>	<u>DOC</u>
	1				
	2				
0-1*	3*	54,678	57,621	60,368	63,488
2	4	56,640	60,255	63,192	66,319
3-4	5	59,005	63,012	66,151	69,278
5	6	61,370	65,897	69,250	72,374
6	7	63,003	68,913	72,495	75,605
7-8	8	67,598	72,070	75,895	78,984
9	9		75,375	79,456	82,516
10-11	10		78,831	83,185	86,207
12-14	11		82,448	87,091	90,065
15-16	12		88,705	93,773	96,876
17	13		94,060	99,474	102,722
18+	14		99,415	105,175	108,568

Teachers not yet at maximum shall advance one (1) step in 2025-2026.

* Step 2 is removed and the first step is Step 3. A penultimate step 13 is added. All steps under maximum have been increased by one and one-quarter percent (1.25%). The maximum step has been increased by two and one-half percent (2.5%).

APPENDIX A-1(cont.)

SALARY SCHEDULE

2026-2027

<u>YEARS OF EXPERIENCE</u>	<u>STEP PLACEMENT</u>	<u>BA</u>	<u>MA</u>	<u>SIXTH YEAR</u>	<u>DOC</u>
	1				
	2				
0	3	55,361	58,341	61,123	64,282
1-2	4	57,348	61,008	63,982	67,148
3	5	59,743	63,800	66,978	70,144
4-5	6	62,137	66,721	70,116	73,279
6	7	63,791	69,774	73,401	76,550
7	8	69,457	72,971	76,844	79,971
8-9	9		76,317	80,449	83,547
10	10		79,816	84,225	87,285
11-12	11		83,479	88,180	91,191
13-15	12		89,814	94,945	98,087
16-17	13		95,236	100,717	104,006
18+	14		102,149	108,067	111,554

Teachers not yet at maximum shall advance one (1) step in 2026-2027.

All steps under maximum have been increased by one and one-quarter percent (1.25%). The maximum step has been increased by two and three-quarters percent (2.75%).

APPENDIX A-1(cont.)

SALARY SCHEDULE

2027-2028

<u>YEARS OF EXPERIENCE</u>	<u>STEP PLACEMENT</u>	<u>BA</u>	<u>MA</u>	<u>SIXTH YEAR</u>	<u>DOC</u>
	1				
	2				
0	3	56,053	59,070	61,887	65,086
1	4	58,065	61,771	64,782	67,987
2-3	5	60,490	64,598	67,815	71,021
4	6	62,914	67,555	70,992	74,195
5-6	7	64,588	70,646	74,319	77,507
7	8	71,541	73,883	77,805	80,971
8	9		77,271	81,455	84,591
9-10	10		80,814	85,278	88,376
11	11		84,522	89,282	92,331
12-13	12		90,937	96,132	99,313
14-16	13		96,426	101,976	105,306
17+	14		105,213	111,309	114,901

Teachers not yet at maximum shall advance one step in 2027-2028.

All steps under maximum have been increased by one and one-quarter percent (1.25%). The maximum step has been increased by three percent (3.00%).

APPENDIX A-2

SALARY DIFFERENTIALS

Stipends shall be paid as set forth in the contract for 2025-2026. The parties agree to review and update stipends, including TSA, French Honor Society, TEAM and other stipends currently paid, but not listed. The committee shall include administrators who oversee said stipends as well as the Co-Presidents of the Association. Recommendation from the parties shall be agreed upon by July 1, 2025, and any changes for 2025-2026, 2026-2027 and 2027-2028 shall be subject to approval by the Association and the Board.

All amounts increase by 1.50% in each of the three (3) years

A. School Social Workers

1. The Chief Social Worker shall receive an annual stipend of \$4,148 in 2025-26, \$4,210 in 2026-27, and \$4,273 in 2027-28.
2. Social Workers shall be paid per diem for days assigned by the Administration beyond the normal work year.
3. Social Workers shall be placed on the Sixth Year lane of the salary schedule. As used herein, a school social worker is a certified employee who has completed a two (2)-year graduate program at an accredited college or university, majoring in social work.

B. School Psychologists

1. The Chief School Psychologist shall receive an annual stipend of \$4,148 in 2025-26, \$4,210 in 2026-27, and \$4,273 in 2027-28.
2. School Psychologists shall be paid per diem for days assigned by the Administration beyond the normal work year.

C. Data Team/PLC Leaders

Data Team/PLC Leaders shall receive a stipend of \$1,683 in 2025-26, \$1,708 in 2026-27, and \$1,734 in 2027-28.

D. Chief Speech Pathologist

The Chief Speech Pathologist shall receive an annual stipend of \$4,148 in 2025-26, \$4,210 in 2026-27, and \$4,273 in 2027-28.

E. Counselor Leaders

1. Each Counselor Leader shall receive an annual stipend of \$4,148 in 2025-26, \$4,210 in 2026-27, and \$4,273 in 2027-28.
2. Each counselor leader shall be paid per diem for days assigned by the administration beyond the normal work year.

F. Instructional Liaisons

1. Each instructional liaison for grades 6 through 8 shall receive an annual stipend of \$1,993 in 2025-26, \$2,023 in 2026-27, and \$2,053 in 2027-28.
2. Each instructional liaison for grades 9 through 12 shall receive an annual stipend of \$1,993 in 2025-26, \$2,023 in 2026-27, and \$2,053 in 2027-28.
3. Each instructional liaison for grades 6 through 12, in the area of world languages, shall receive an annual stipend of \$1,993 in 2025-26, \$2,023 in 2026-27, and \$2,053 in 2027-28.
4. Each instructional liaison for grades K through 12, in the areas of art music and physical education, shall receive an annual stipend of \$4,148 in 2025-26, \$4,210 in 2026-27, and \$4,273 in 2027-28.
5. Each literacy liaison for grades K through 5 shall receive an annual stipend of \$1,993 in 2025-26, \$2,023 in 2026-27, and \$2,053 in 2027-28.

G. Team Leader

Team leaders shall receive a stipend of \$1,566 in 2025-26, \$1,589 in 2026-27, and \$1,613 in 2027-28.

H. Team leaders and instructional liaison positions shall be posted annually, and the Superintendent shall appoint the successful candidate.

I. Mentor teachers shall receive an annual stipend of \$670 in 2025-26, \$680 in 2026-27, and \$690 in 2027-28 for each mentee teacher. This stipend amount is in addition to any payment made by the State of Connecticut to TEAM members.

J. District TEAM Facilitators shall receive a stipend of \$5,708 in 2025-26, \$5,794 in 2026-27, \$5,881 in 2027-28 (for WHS, SPMS, OE, JFK facilitator); a stipend of \$2,854 in 2025-26, \$2,897 in 2026-27, and \$2,940 in 2027-28 (for POQ & Clover facilitator).

K. District EL Leaders shall receive a stipend of \$6,128 in 2025-26, \$6,220 in 2026-27, and \$6,313 in 2027-28.

APPENDIX A-3
SALARY STIPENDS

Positions on this Appendix A-3 shall be posted annually, and the Superintendent shall appoint the successful candidate each year.

The following percentages in the "Rating Key" table below shall be applied to a base of \$60,016 for the 2025-2026 academic year; a base of \$60,916 for the 2026-2027 academic year; and a base of \$61,830 for the 2027-2028 academic year (rounded to nearest dollar). Stipends in this appendix shall be paid according to the numbers of years the employee has served in the position in Windsor. Persons that have served in their position three (3) or more years shall receive the "3rd Year" stipend. [See also each "Rating Key(\$)" for each year of the contract, following the table below, for the dollar amounts to be paid for each rating.]

RATING KEY (%)			
Rating	1st year*	2nd year*	3rd year+
15	0.15	0.16	0.17
14	0.14	0.14	0.15
13	0.13	0.134	0.138
12	0.12	0.127	0.135
11	0.11	0.117	0.125
10	0.1	0.105	0.11
8.5	0.085	0.088	0.09
8	0.08	0.084	0.088
7	0.07	0.074	0.078
6	0.06	0.063	0.066
5	0.05	0.054	0.058
4	0.04	0.042	0.044
3	0.03	0.032	0.034
2	0.02	0.021	0.022
1	0.01	0.011	0.012

* NOTE: 1st Year, 2nd Year and 3rd Year+ signify the years of experience. Employees in their first year in a position in Windsor detailed in this Appendix receive the 1st Year percentage. Employees in their third and subsequent years receive the 3rd Year+ percentages. Years the position is held in Windsor do not have to be consecutive.

RATING KEY (\$) – 2025/2026

<u>Rating</u>	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>
15	\$9,002	\$9,603	\$10,203
14	\$8,402	\$8,402	\$9,002
13	\$7,802	\$8,042	\$8,282
12	\$7,202	\$7,622	\$8,102
11	\$6,602	\$7,022	\$7,502
10	\$6,002	\$6,302	\$6,602
8.5	\$5,101	\$5,281	\$5,401
8	\$4,801	\$5,041	\$5,281
7	\$4,201	\$4,441	\$4,681
6	\$3,601	\$3,781	\$3,961
5	\$3,001	\$3,241	\$3,481
4	\$2,401	\$2,521	\$2,641
3	\$1,800	\$1,921	\$2,041
2	\$1,200	\$1,260	\$1,320
1	\$600	\$660	\$720

RATING KEY (\$) – 2026/2027

<u>Rating</u>	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>
15	\$9,137	\$9,747	\$10,356
14	\$8,528	\$8,528	\$9,137
13	\$7,919	\$8,163	\$8,406
12	\$7,310	\$7,736	\$8,224
11	\$6,701	\$7,127	\$7,615
10	\$6,092	\$6,396	\$6,701
8.5	\$5,178	\$5,361	\$5,482
8	\$4,873	\$5,117	\$5,361
7	\$4,264	\$4,508	\$4,751
6	\$3,655	\$3,838	\$4,020
5	\$3,046	\$3,289	\$3,533
4	\$2,437	\$2,558	\$2,680
3	\$1,827	\$1,949	\$2,071
2	\$1,218	\$1,279	\$1,340
1	\$609	\$670	\$731

RATING KEY (\$) – 2027/2028

<u>Rating</u>	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>
15	\$9,275	\$9,893	\$10,511
14	\$8,656	\$8,656	\$9,275
13	\$8,038	\$8,285	\$8,533
12	\$7,420	\$7,852	\$8,347
11	\$6,801	\$7,234	\$7,729
10	\$6,183	\$6,492	\$6,801
8.5	\$5,256	\$5,441	\$5,565
8	\$4,946	\$5,194	\$5,441
7	\$4,328	\$4,575	\$4,823
6	\$3,710	\$3,895	\$4,081
5	\$3,092	\$3,339	\$3,586
4	\$2,473	\$2,597	\$2,721
3	\$1,855	\$1,979	\$2,102
2	\$1,237	\$1,298	\$1,360
1	\$618	\$680	\$742

NOTE: The following Rating 3 percentages vary from the Rating Key and shall be paid as follows:

RATING 3: Intramural Coordinator (Sage Park) = Yr. 1 = .037; Yr. 2 = .039; Yr. 3 = .041. Gospel Choir Director, Drama Director (SPMS), Chorus Director (SPMS), Orchestra Director (SPMS), Jazz Rock & Band Director (SPMS), FBLA Advisor = Yr. 1 = .033; Yr. 2 = .034; Yr. 3 = .037.

RATING 4: Assistant for Middle School Athletic teams = Yr. 1 = .04; Yr. 2 = .043; Yr. 3 = .046. Saturday Music Coordinator = Yr. 1 = .0435; Yr. 2 = .0475; Yr. 3 = .0515

I. ATHLETIC AND INTRAMURAL COACHING

	<u>Rating</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>
Football - Varsity	15	.15	.16	.17
1st Assistant	8.5	.085	.088	.09
1st Assistant	8.5	.085	.088	.09
Assistant	7	.07	.074	.078
Assistant	7	.07	.074	.078
Basketball (Boys) Varsity	13	.13	.14	.15
Assistant	8	.08	.084	.088
Freshman Assistant	8	.08	.084	.088
Wrestling (Boys) Varsity	10	.10	.105	.11
Assistant	7	.07	.074	.078
Baseball (Boys) Varsity	10	.10	.105	.11
Assistant	7	.07	.074	.078
Freshman Assistant	7	.07	.074	.078
Track (Boys) Varsity	10	.10	.105	.11
Assistant & Indoor (co-ed)	7	.07	.074	.078
Hockey (Boys) Varsity	10	.10	.105	.11
Assistant	7	.07	.074	.078
Lacrosse (Boys) (Girls) Vars.	10	.10	.105	.11
Assistant (Boys)(Girls)	7	.07	.074	.078
Soccer (Boys) (Girls) Vars.	10	.10	.105	.11
Assistant	7	.07	.074	.078
Freshman Assistant	7	.07	.074	.078
Field Hockey (Girls) Vars.	10	.10	.105	.11
Assistant	7	.07	.074	.078
Basketball (Girls) Varsity	13	.13	.14	.15
Assistant	8	.08	.084	.088
Freshman Assistant	8	.08	.084	.088
Gymnastics (Girls) Varsity	10	.10	.105	.11
Assistant	7	.07	.074	.078
Track (Girls) Varsity	10	.10	.105	.11
Assistant	7	.07	.074	.078
Softball (Girls) Varsity	10	.10	.105	.11
Assistant	7	.07	.074	.078
Freshman Assistant	7	.07	.074	.078

I. ATHLETIC AND INTRAMURAL COACHING

	<u>Rating</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>
Volleyball (Girls) Varsity	8	.08	.085	.09
Assistant	5	.05	.054	.058
Swimming (Boys) Varsity	10	.10	.105	.11
Diving (Boys) Varsity	6*	.06	.063	.066
Swimming (Girls) Varsity	8	.08	.085	.09
Diving (Girls) Varsity	5*	.05	.054	.058
Cross Country - Varsity	6	.06	.063	.066
Assistant	4	.04	.042	.044
Golf (Boys) Varsity	6	.06	.063	.066
Golf (Girls) Varsity	6	.06	.063	.066
Tennis (Boys) Varsity	6	.06	.063	.066
Tennis (Girls) Varsity	6	.06	.063	.066
Cheerleaders	10	.10	.105	.11
Assistant	4	.04	.042	.044
Intramural Coordinator	6	.06	.063	.066
Strength and Conditioning Coach	7	.07	.074	.078
Intramural Coordinator (Sage Park)	3	.037	.039	.041
Athletics Manager (Sage Park)	8	.08	.085	.09
Unified Sports (Head) (Windsor High)	8	.08	.085	.09
Assistant (Windsor High)	3	.03	.032	.034
Unified Sports (Head) (Middle School)	5	.05	.053	.056
Assistant (Middle School)	2	.02	.021	.022
Middle School Athletic Teams				
Head Coach	5	.05	.053	.056
Assistant	4	.04	.043	.046

* Boys have longer season

I. ATHLETIC AND INTRAMURAL COACHING

Intramural Assistants	\$29.00/hour in 2025-26, \$29.44/hour in 2026-27, \$29.88/hour in 2027-28
Basketball Scorer (2 games)	\$76.15/evening in 2025-26, \$77.29/ evening in 2026-27, \$78.45/ evening in 2027-28
Basketball Timer (2 games)	\$76.15/ evening in 2025-26, \$77.29/ evening in 2026-27, \$78.45/ evening in 2027-28
Hockey Timer	\$54.82/event in 2025-26, \$55.64/event in 2026-27, \$56.47/ event in 2027-28
Soccer Timer	\$46.53/event in 2025-26, \$47.23/ event in 2026- 27, \$47.94/ event in 2027-28
Track and Field Judge	\$71.45/hour meet in 2025-26, \$72.52/meet in 2026-27, \$73.61/meet in 2027-28

At the high school level, the season for all athletic activities shall start on the first legal practice date designated by the Connecticut Interscholastic Athletic Conference. Once the season has started, practice sessions shall be held daily Monday through Friday to the last scheduled game and games shall be played as scheduled. Any exceptions shall be approved by the Program Director of Athletics.

Intramural Coordinators and Intramural Assistants Responsibility

The function of Intramural Coordinator shall be:

1. To provide every student with an opportunity to participate in an intramural activity.
2. To insure the utmost use of all available facilities.
3. To insure the utmost use of all available equipment.
4. To utilize every skill of available personnel.
5. To integrate out-of-school resources whenever possible.
6. To provide co-ed opportunities whenever possible.

The Intramural Coordinator shall be specifically responsible for:

- (a) overall motivation of the student body;
- (b) assigning staff, space, and equipment;
- (c) designating seasonal and year-round activities, allot time slots for same and thereby insure a broad and well-diversified program;
- (d) a minimum of 50 hours of personal student supervision;
- (e) assume direct responsibility for assistants supervising intramural activities;
- (f) maintaining time records of assistants;
- (g) maintaining student participation records;
- (h) securing transportation for special activities or inter-school events;
- (i) maintaining accurate budget accounts;
- (j) filing all accident reports with the school nurse;
- (k) shall be directly responsible to the school principal.

Intramural Assistants shall:

- (a) complete time, student participation and accident reports for all activities being supervised and forward to the coordinator;
- (b) assume duties for an hourly rate of pay;
- (c) be directly responsible to the Intramural Coordinator.

II. COCURRICULAR ADVISING AND SUPERVISING

A.	<u>High School</u>	<u>Rating</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>
	School Newspaper:				
	Minimum 10 issues; 120 pages				
	Editorial Advisor	7	.07	.074	.078
	Technical Advisor	1	.01	.011	.012
	Yearbook	7	.07	.074	.078
	Ensembles/Band Director	12	.12	.127	.135
	Rehearse for and conduct at school assemblies, all home games, one (1) evening concert, Veteran's Day Service and Memorial Day Parade				
	Saturday Music Coordinator	4	.0435	.0475	.0515
	Chorus Director	4	.04	.042	.044
	Rehearse for and conduct at school assemblies, three (3) evening concerts, and Veteran's Day Services				
	Orchestra Director	4	.04	.042	.044
	Drama Director:	7	.07	.074	.078
	Assistant for Costumes	2	.02	.021	.022
	Sound Technical Director	5	.05	.054	.058
	Minimum of two (2) three (3)-act plays or the equivalent of one (1) evening performance of each play				
	Senior Class Advisor				
	1 man	4	.04	.042	.044
	1 woman	4	.04	.042	.044
	Advise and supervise all fundraising and all class activities				
	Junior Class Advisor:				
	1 man	2	.02	.021	.022
	1 woman	2	.02	.021	.022
	Advise and supervise all fundraising and all class activities				
	Sophomore Class Advisor:				
	1 man	1	.01	.011	.012
	1 woman	1	.01	.011	.012
	Advise and supervise all fundraising and all class activities				

II. COCURRICULAR ADVISING AND SUPERVISING (continued)

A. <u>High School (cont.)</u>	<u>Rating</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>
Freshman Class Advisor:				
1 man	1	.01	.011	.012
1 woman	1	.01	.011	.012
Student Council Advisor	10	.10	.105	.11
Advise and supervise all fundraising and class activities				
Student Council Assistant	5	.05	.054	.058
Academic Competitive Team Advisor	3	.03	.032	.034
Debating Team Advisor	3	.03	.032	.034
Schedule, coach, and supervise practice sessions and competitive debates				
DECA	5	.05	.054	.058
VICA	4	.04	.042	.044
FBLA	3	.033	.034	.037
Robotics (semester)	2	.02	.021	.022
As Schools Match Wits	3	.03	.032	.034
Best Buddies (2)	4	.04	.042	.044
Bridges	4	.04	.042	.044
Gay Straight Alliance	2	.02	.021	.022
Literary Magazine	1	.01	.011	.012
Math Team	2	.02	.021	.022
Mock Trial	5	.05	.054	.058
National Honor Society	3	.03	.032	.034
Social Club (2)	4	.04	.042	.044
Young Women's Leadership	7	.07	.074	.078
B. <u>Middle School</u>				
School Newspaper:				
Sage Park	4	.04	.042	.044
(10 4 page issues)				
Jazz Rock and Band Director:				
Sage Park	3	.033	.034	.037
Chef's Club (TAP)	2	.02	.021	.022
Yearbook	4	.04	.042	.044
Orchestra	3	.033	.034	.037
(Rehearse for and conduct at school assemblies, two (2) evening concerts)				
Chorus Director:				
Sage Park	3	.033	.034	.037
(Rehearse for and conduct at school assemblies, two (2) evening concerts at each school)				

II. COCURRICULAR ADVISING AND SUPERVISING (continued)

B. <u>Middle School (Cont.)</u>	<u>Rating</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>
Drama Director:				
Sage Park	3	.033	.034	.037
(Minimum of two (2) plays, one (1) evening performance of each play)				
Student Council Advisor:				
Sage Park	5	.05	.054	.058
(Advise and supervise all fundraising and class activities)				
Math Counts and Math Club Advisor	2	.02	.022	.024
Enrichment Cluster	2	.02	.021	.022
Coordinator/Advisor(semester)	2	.02	.021	.022
Aquanaut Advisor(semester)	2	.02	.021	.022
Peer Mediation	7	.075	.078	.080
Drill Team	3	.03	.032	.034
Assistant	2	.02	.021	.022
Gospel Choir Director	3	.033	.034	.037
Best Buddies	4	.04	.042	.044

III. SUPERVISING EVENING AND NONSCHOOL DAY ACTIVITIES

Teachers specially assigned duties relating to athletics, extracurricular, and student social or cultural activities in the evening or on non-school days shall be paid at the rate of \$36.92 per hour in 2025-26, \$37.47 per hour in 2026-27, and \$38.03 per hour in 2027-28.

The elementary chorus director and the elementary band director shall receive this stipend for a maximum of two (2) hours for each evening concert.

This provision shall not apply to coaches or advisors of groups participating in or sponsoring such activities when the coaches or advisors of the groups receive extra-duty stipends.

This provision shall apply only for evening or non-school day student activities approved by the principal.

IV. The principals of the respective schools shall make extra-pay assignments annually for a one (1) year term for the best interest of the students and school. In the case of interscholastic athletic assignments, the superintendent of schools shall determine the working relationship of director of athletics, principal, and any other administrative personnel in making these specific assignments.

V. To qualify for an increase in extra-pay for any school year, the person concerned must have done satisfactory work or above in the extra-pay assignment during the previous year in the judgment of the school principal. In the case of interscholastic athletic assignments, the Superintendent of Schools shall determine the working relationship of Director of Athletics, principal, and any other administrative personnel in making these judgments concerning satisfactory work or above.

VI. Principals shall make recommendations to the Superintendent of Schools for new activities to be added to the extra-pay schedule.

APPENDIX A-4 MEDICAL and DENTAL INSURANCE BENEFITS

Your summary of benefits



Anthem® Blue Cross and Blue Shield

Your Plan: WINDSOR PUBLIC SCHOOLS: Anthem Century Preferred PPO HSA PS

Your Network: Century Preferred

Visits with Virtual Care-Only Providers	Cost through our mobile app and website
Primary Care, and medical services for urgent/acute care	No charge after deductible is met
Mental Health & Substance Use Disorder Services	No charge after deductible is met
Specialist care	No charge after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Overall Deductible	\$2,000 person / \$4,000 family	\$2,000 person / \$4,000 family
Overall Out-of-Pocket Limit	\$4,000 person / \$8,000 family	\$4,000 person / \$8,000 family
The family deductible and out-of-pocket limit are non-embedded, meaning the cost shares of all family members apply to one family deductible and one family out-of-pocket limit. The per person deductible and per person out-of-pocket limit apply to individuals enrolled under single-only coverage. The In-Network and Non-Network deductibles and out-of-pocket are combined and accumulate toward each other.		
Doctor Visits (virtual and office) You are encouraged to select a Primary Care Physician (PCP).		
Primary Care (PCP) and Mental Health and Substance Use Disorder Services <i>virtual and office</i>	No charge after deductible is met	20% coinsurance after deductible is met
Specialist Care <i>virtual and office</i>	No charge after deductible is met	20% coinsurance after deductible is met
Other Practitioner Visits		
Routine Maternity Care (Prenatal and Postnatal)	No charge	20% coinsurance after deductible is met
Retail Health Clinic for routine care and treatment of common illnesses; usually found in major pharmacies or retail stores.	No charge after deductible is met	20% coinsurance after deductible is met
Manipulation Therapy	No charge after deductible is met	20% coinsurance after deductible is met

CT/LG/Anthem Century Preferred PPO HSA PS/5HD5/07-01-2024

Page 1 of 9

APPENDIX A-4
MEDICAL and DENTAL INSURANCE BENEFITS

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<i>Coverage for rehabilitative and habilitative physical therapy, occupational therapy, speech therapy, and manipulative treatment is limited to 50 visits combined per benefit period.</i>		
Acupuncture	No charge after deductible is met	20% coinsurance after deductible is met
Other Services In an Office		
Allergy Testing	No charge after deductible is met	20% coinsurance after deductible is met
Prescription Drugs Dispensed in the office	No charge after deductible is met	20% coinsurance after deductible is met
Surgery	No charge after deductible is met	20% coinsurance after deductible is met
Preventive care / screenings / immunizations	No charge	20% coinsurance after deductible is met
Preventive Care for Chronic Conditions per IRS guidelines	No charge	20% coinsurance after deductible is met
Diagnostic Services		
Lab		
Office	No charge after deductible is met	20% coinsurance after deductible is met
Freestanding/Site of Service Lab	No charge after deductible is met	20% coinsurance after deductible is met
Outpatient Hospital	No charge after deductible is met	20% coinsurance after deductible is met
X-Ray		
Office	No charge after deductible is met	20% coinsurance after deductible is met
Freestanding/Site of Service Radiology Center	No charge after deductible is met	20% coinsurance after deductible is met
Outpatient Hospital	No charge after deductible is met	20% coinsurance after deductible is met
Advanced Diagnostic Imaging for example: MRI, PET and CAT scans		
Office	No charge after deductible is met	20% coinsurance after deductible is met
Freestanding/Site of Service Radiology Center	No charge after deductible is met	20% coinsurance after deductible is met

APPENDIX A-4
MEDICAL and DENTAL INSURANCE BENEFITS

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Outpatient Hospital	No charge after deductible is met	20% coinsurance after deductible is met
<u>Emergency and Urgent Care</u>		
Urgent Care	No charge after deductible is met	20% coinsurance after deductible is met
Emergency Room Facility Services	No charge after deductible is met	Covered as In-Network
Emergency Room Doctor and Other Services	No charge after deductible is met	Covered as In-Network
Ambulance	No charge after deductible is met	Covered as In-Network
<u>Outpatient Mental Health and Substance Use Disorder Services at a Facility</u>		
Facility Fees	No charge after deductible is met	20% coinsurance after deductible is met
Doctor Services	No charge after deductible is met	20% coinsurance after deductible is met
<u>Outpatient Surgery</u>		
Facility Fees		
Hospital	No charge after deductible is met	20% coinsurance after deductible is met
Ambulatory Surgical Center/Site of Service Provider	No charge after deductible is met	20% coinsurance after deductible is met
Physician and other services <i>including surgeon fees</i>		
Hospital	No charge after deductible is met	20% coinsurance after deductible is met
Ambulatory Surgical Center/Site of Service Provider	No charge after deductible is met	20% coinsurance after deductible is met
<u>Hospital (Including Maternity, Mental Health and Substance Use Disorder Services)</u>		
Facility Fees	No charge after deductible is met	20% coinsurance after deductible is met
Physician and other services <i>including surgeon fees</i>	No charge after deductible is met	20% coinsurance after deductible is met
Home Health Care <i>Coverage is limited to 200 visits per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met

APPENDIX A-4
MEDICAL and DENTAL INSURANCE BENEFITS

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Rehabilitation and Habilitation services <i>including physical, occupational and speech therapies.</i> <i>Coverage for physical, occupational and speech therapies and manipulative treatment is limited to 50 visits combined per benefit period.</i>		
Office	No charge after deductible is met	20% coinsurance after deductible is met
Outpatient Hospital	No charge after deductible is met	20% coinsurance after deductible is met
Pulmonary rehabilitation office and outpatient hospital	No charge after deductible is met	20% coinsurance after deductible is met
Cardiac rehabilitation office and outpatient hospital	No charge after deductible is met	20% coinsurance after deductible is met
Dialysis/Hemodialysis office and outpatient hospital	No charge after deductible is met	20% coinsurance after deductible is met
Chemo/Radiation Therapy office and outpatient hospital	No charge after deductible is met	20% coinsurance after deductible is met
Skilled Nursing Care (facility) <i>Coverage is limited to 120 days per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
Inpatient Hospice	No charge after deductible is met	20% coinsurance after deductible is met
Durable Medical Equipment	No charge after deductible is met	20% coinsurance after deductible is met
Prosthetic Devices <i>Coverage for wigs is limited to 1 unit after cancer treatment per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
Hearing Aids <i>Coverage is limited to 1 unit every 24 months.</i>	No charge after deductible is met	20% coinsurance after deductible is met
Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
Pharmacy Deductible	Combined with In-Network medical deductible	Combined with Non-Network medical deductible
Pharmacy Out-of-Pocket Limit	Combined with In-Network medical out-	Combined with Non-Network medical out-

APPENDIX A-4
MEDICAL and DENTAL INSURANCE BENEFITS

Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
	of-pocket limit	of-pocket limit
Prescription Drug Coverage Network: Base Network Drug List: National		
Day Supply Limits: Retail Pharmacy 34 day supply (cost shares noted below) Home Delivery Pharmacy 100 day supply (maximum cost shares noted below). Maintenance medications are available through CarelonRx Pharmacy. You will need to call us on the number on your ID card to sign up when you first use the service. Specialty Pharmacy 34 day supply (cost shares noted below for retail and home delivery apply). We may require certain drugs with special handling, provider coordination or patient education be filled by our designated specialty pharmacy.		
Tier 1 - Typically Generic	\$5 copay per prescription after deductible is met (retail and home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
Tier 2 – Typically Preferred Brand	\$25 copay per prescription after deductible is met (retail) and \$50 copay per prescription after deductible is met (home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
Tier 3 - Typically Non-Preferred Brand/Specialty Drugs	\$40 copay per prescription after deductible is met (retail) and \$80 copay per prescription after deductible is met (home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
Covered Vision Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<i>This is a brief outline of your vision coverage. Adult and children's vision services count towards your out-of-pocket limit.</i>		
Child Vision exam <i>Limited to 1 exam per benefit period.</i>	No charge	20% coinsurance after deductible is met
Adult Vision exam <i>Limited to 1 exam per benefit period.</i>	No charge	20% coinsurance after deductible is met

APPENDIX A-4

MEDICAL and DENTAL INSURANCE BENEFITS

Notes:

- If you have an office visit with your Primary Care Physician or Specialist at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under "Outpatient Facility Services".
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- The limits for physical, occupational, and speech therapy, if any apply to this plan, will not apply if you get care as part of the Mental Health and Substance Use Disorder benefit.

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans, Inc. Independent licensee of the Blue Cross and Blue Shield Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

Questions: (833) 899-7070 or visit us at www.anthem.com

APPENDIX A-4

MEDICAL and DENTAL INSURANCE BENEFITS



Windsor Public Schools - Group # 4641 Delta Dental PPO plus Premier™

Calendar Year Deductible	None
• Per Person	
Preventive & Diagnostic	Plan Pays: 100%
• Exams, Cleanings, Bitewing X-Rays (2 per calendar year per person)	
• Fluoride Treatment, (For children to age 19)	
• Space Maintainers (To age 19)	
• Sealants (To age 14)	
Remaining Basic	100%
• Fillings, Extractions, Root Canals (Endodontics)	
• Oral Surgery – Including Certain Anesthesia	
• Repair of Dentures	
Crowns & Prosthodontics	50%
• Crowns, Inlay & Gold Restorations	
• Bridgework, Full & Partial Dentures	
• TMJ (Other than surgery)	
Calendar Year Maximum (Per Person)	\$2,500
Dependent children are covered to age 26.	

Delta Dental's Special Health Care benefit allows for enhanced benefits for members (adults & children) with special health care needs. Additional dental exams and/or consultations; up to four total dental cleanings in a benefit year and medically necessary treatment delivery modifications (including anesthesia and nitrous oxide) for patients with sensory sensitivities, behavioral challenges, severe anxiety, or other barriers. Members with a qualifying special health care need should advise their dentist that their group plan now offers this enhancement. Your dentist will then verify the additional benefits with Delta Dental.

Delta Dental has two networks available under this plan. The Delta Dental Premier® network is the largest of the Delta Dental networks with over 351,000 participating dentist offices nationally (80%+). Delta Dental PPO is a smaller, but more discounted network with over 266,000 participating dentist offices nationwide. Delta Dental's network discounts average 25% to 35% less.

You may use any fully licensed dentist under this plan, but it is to your advantage to use a network dentist, especially PPO, since they accept the Delta Dental allowance as their maximum charge and cannot bill Delta Dental patients for amounts above this level.

Participating dentists will be paid directly by Delta Dental for covered services. Non-participating dentists will bill you directly, and Delta Dental will make claim payment directly to you. You will maximize benefits and reduce paperwork by using a Delta Dental participating dentist.

If you do not have a dentist, you may obtain a current listing of participating dentists in any area, by visiting our website at deltadentalct.com. At the time of your first appointment, tell the dentist that you are covered under this program and provide your group number and ID number. Your dependents, if covered, should provide the employee's ID number.

Claim questions and other information needs should be directed to Delta Dental's customer service department at 1-800-452-9310.

This overview contains a general description of your dental care program for your use as a convenient reference. Complete details of your program appear in the group contract between your plan sponsor and Delta Dental of New Jersey, Inc. which governs the benefits and operation of your program. In CT, Delta Dental of Connecticut, verifies dental coverage on an insured basis and Delta Dental of New Jersey administers self-funded dental benefit programs. The group contract and all details of these should be any inconsistency or difference between this overview and the information in the contract.

2024

APPENDIX A-4
MEDICAL and DENTAL INSURANCE BENEFITS

Everyone Deserves a Healthy Smile



Thank you for choosing Delta Dental of Connecticut!

Check out these helpful tips to navigate the easy-to-use online member tools on our website.

MySmile®

Find free tools that make navigating your Delta Dental benefits simple and secure. The subscriber and any adult dependents on the plan can create their account with or without an ID number.

Find a Dentist

Locate a dentist near where you work or live at DeltaDentalCT.com/FAD.

View and Print ID Cards

Log in to MySmile and download your ID card from your dashboard.

Dental Care Cost Estimator

Find cost ranges for common dental care needs.

Dental Central

Read articles on the connection between a healthy smile and overall well-being. Check out [grin! magazine](#), too!

There are two easy ways to register on MySmile—from your computer or from your smartphone.

- 1 Visit DeltaDentalCT.com/MySmile and click "Register."
- 2 Choose if you're a subscriber or dependent, and select "Continue" at the bottom of the page.
- 3 Enter your name, member ID, and birthdate, and select "Continue."
- 4 Create a user name and password when prompted. Read and check the box to "Agree to Terms of Use" for our website. Click "Continue," and you should receive a verification code within five minutes, but no longer than 24 hours.
- 5 Enter the code, and click "Continue."
- 6 You now will be able to print an ID card and access your account using your newly created username and password!



Questions about your benefits or need help with online tools? Call 800-452-9310.



© 2023 Delta Dental of Connecticut
3-2023

APPENDIX A-4 MEDICAL and DENTAL INSURANCE BENEFITS

Blue View VisionSM
FS.A.25.25.80.130



Welcome to your Blue View Vision plan!

You have many choices when it comes to using your benefits. As a Blue View Vision plan member, you have access to one of the nation's largest vision networks. You may choose from many private practice doctors, local optical stores, and national retail stores including LensCrafters®, Target Optical®, and most Pearle Vision® locations. You may also use your in-network benefits to order eyewear online at Glasses.com and ContactsDirect.com. To locate a participating network eye care doctor or location, log in at anthem.com, or the Sydney app. You may also call member services for assistance at 1-866-723-0515.

Out-of-Network – If you choose to, you may instead receive covered benefits outside of the Blue View Vision. Just pay in full at the time of service, obtain an itemized receipt, and file a claim for reimbursement up to your maximum out-of-network allowance.

Your vision plan includes coverage for routine eye exams and prescription eyewear from your choice of eye care providers.

Your vision plan includes coverage for routine eye exams and prescription eyewear from your choice of eye care providers.

YOUR BLUE VIEW VISION PLAN BENEFITS	IN-NETWORK	OUT-OF-NETWORK	FREQUENCY
Routine Eye Exam			
A comprehensive eye examination	\$25 Copay	Reimbursed Up To \$48	Once every calendar year
Eyeglass Frames			
One pair of eyeglass frames	\$80 Allowance, then 20% off any remaining balance	Reimbursed Up To \$64	Once every calendar year
Eyeglass Lenses (instead of contact lenses)			
One pair of standard plastic prescription lenses			Once every calendar year
o Single vision lenses	\$25 Copay	Reimbursed Up To \$36	
o Bifocal lenses	\$25 Copay	Reimbursed Up To \$54	
o Trifocal lenses	\$25 Copay	Reimbursed Up To \$69	
Eyeglass Lens Enhancements			
When obtaining covered eyewear from a Blue View Vision provider, you may choose to add any of the following lens enhancements at no extra cost			
o Trifocal Lenses (for a child under age 15)	\$0 Copay	No allowance when obtained out-of-network	Same as covered eyeglass lenses
o Standard polycarbonate (for a child under age 19)	\$0 Copay		
o Factory Scratch Coating	\$0 Copay		
Contact Lenses (instead of eyeglass lenses)			
Contact lens allowance will only be applied toward the first purchase of contacts made during a benefit period. Any unused amount remaining cannot be used for subsequent purchases in the same benefit period, nor can any unused amount be carried over to the following benefit period.			
o Elective conventional (non-disposable) OR	\$130 Allowance, then 15% off any remaining balance	Reimbursed Up To \$105	Once every calendar year
o Elective disposable OR	\$130 Allowance (no additional discount)	Reimbursed Up To \$105	
o Non-elective (medically necessary)	Covered in full	Reimbursed Up To \$210	

This is a primary vision care benefit intended to cover only routine eye examinations and corrective eyewear. Blue View Vision is for routine eye care only. If you need medical treatment for your eyes, visit a participating eye care doctor from your medical network. Benefits are payable only for expenses incurred while the group and insured person's coverage is in force. This information is intended to be a brief outline of coverage. All terms and conditions of coverage, including benefits and exclusions, are contained in the member's policy, which shall control in the event of a conflict with this overview. This benefit overview is only one piece of your entire enrollment package.

EXCLUSIONS & LIMITATIONS (not a comprehensive list – please refer to the member Certificate of Coverage for a complete list)

Combined Offers. Not to be combined with any offer, coupon, or in-store advertisement.

Excess Amounts. Amounts in excess of covered vision expense.

Sunglasses. Plano sunglasses and accompanying frames.

Safety Glasses. Safety glasses and accompanying frames.

Not Specifically Listed. Services not specifically listed in this plan as covered services.

Lost or Broken Lenses or Frames. Any lost or broken lenses or frames are not eligible for replacement unless the insured person has reached his or her normal service interval as indicated in the plan design.

Non-Prescription Lenses. Any non-prescription lenses, eyeglasses or contacts. Plano lenses or lenses that have no refractive power.

Orthoptics. Orthoptics or vision training and any associated supplemental testing.

Contract code: 55FH

APPENDIX A-4

MEDICAL and DENTAL INSURANCE BENEFITS

OPTIONAL SAVINGS AVAILABLE FROM BLUE VIEW VISION IN-NETWORK PROVIDERS ONLY (Discounts are not covered benefits under your vision plan and will not be listed in your certificate of coverage.)		In-Network Member Cost (after any applicable copay)
Retinal Imaging - at member's option, can be performed at time of eye exam		Not More Than \$39
Eyeglass lens upgrades When obtaining eyewear from a Blue View Vision provider, you may choose to upgrade your new eyeglass lenses at a discounted cost. Eyeglass lens copayment applies.	o Transitions ¹ lenses (Adults)	\$75
	o Standard Polycarbonate (Adults)	\$40
	o Tint (Solid and Gradient)	\$15
	o UV Coating	\$15
	o Progressive Lenses ²	
	o Standard	\$65
	o Premium Tier 1	\$91
	o Premium Tier 2	\$97
	o Premium Tier 3	\$103
	o Anti-Reflective Coating ³	
	o Standard	\$45
	o Premium Tier 1	\$57
	o Premium Tier 2	\$63
	o Other Add-ons (i.e. high index lenses, anti-fog coating)	20% off retail price
Additional Pairs of Eyeglasses Anytime from any Blue View Vision network provider		40% off retail price 20% off retail price
Eyewear Accessories		20% off retail
Conventional Contact Lenses (non-disposable type)		15% off retail price
Contact lens fit and follow-up A contact lens fitting and up to two follow-up visits are available to you once a comprehensive eye exam has been completed.		Up to \$55 10% off retail price

¹ Please ask your provider for further recommendation as well as the available progressive brands by tier.

² Please ask your provider for further recommendation as well as the available anti-reflective brands by tier.

³ Standard fitting includes standard lenses for conventional wear and planned replacement. Examples include but are not limited to disposable and reusable replacement.

⁴ Premium fitting includes all lens designs, materials and specialty fittings other than standard contact lenses. Examples include but are not limited to toric and multifocal. Cannot be combined with any other offer. Discounts are subject to change without notice. Discounts are not covered benefits under your vision plan and will not be listed in your certificate of coverage. Discounts will be offered from in-network providers except where State law prevents discounting of products and services that are not covered benefits under this plan. Discounts on frames will not apply if the manufacturer has imposed a no discount on sales at retail and independent provider locations. Some of our in-network providers include:

INDEPENDENT
PROVIDER
NETWORK



LENSCRAFTERS

PEARLE
EX
VISION



OPTICAL

GLASSES contactdirect 1800contacts *Perkins* befitting **OAKLEY**

Savings on items like additional eyewear after your benefits have been used, non-prescription sunglasses, hearing aids and even LASIK laser vision correction surgery are available through a variety of vendors. Just log in at anthem.com, select discounts, then Vision, Hearing & Dental. * Discounts cannot be used in conjunction with your covered benefits.

OUT-OF-NETWORK

If you choose to receive covered services or purchase covered eyewear from an out-of-network provider, network discounts will not apply and you will be responsible for payment of services and/or eyewear materials at the time of service. Please complete an out-of-network claim form and submit it along with your itemized receipt to the fax number, email address, or mailing address below. To download a claim form, log in at anthem.com, or from the home page menu under Support select Forms, click Change State to choose your state, and then scroll down to Claims and select the Blue View Vision Out-of-Network Claim Form. You may instead call member services at 1-866-723-9515 to request a claim form.

TO FAX: 866-293-7373
TO EMAIL: online.mal@eyewear@specio@ms.com
TO MAIL: Blue View Vision
Attn: OON Claims
P.O. Box 6534
Mason, OH 45340-7111

Transitions are registered trademarks of Transitions Optical, Inc. Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans, Inc. Independent licensee of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

APPENDIX A-5 INSURANCE BENEFITS – LIFE, SUPPLEMENTAL LIFE, DISABILITY



Offered by Life Insurance Company of North America

Employer-Paid TERM LIFE INSURANCE

Summary of Benefits

Prepared for: Windsor Public Schools

Eligibility:

All active, Full-Time Employees of the Employer regularly working a minimum of 30 hours per week in the United States, who are citizens or permanent resident aliens of the United States, who are classified as Teachers.

Employee: You will be eligible for coverage immediately.

Available Coverage:

	Benefit Amount	Maximum	Guaranteed Issue Amount
Employee	1.0 Times Salary	Lesser of 1.0 Times Salary or \$150,000	\$150,000

Additional Features:

Continuation of Disability – If your active service ends due to disability, at age 60 or over, your life insurance coverage will continue while you are disabled. Benefits will remain in force until the earliest of: the date you are no longer disabled, the date the policy terminates, the date you reach Social Security Normal Retirement Age, or the day after the last period for which premiums are paid. You are considered disabled if, because of injury or sickness, you are unable to perform all the material duties of your Regular Occupation, or you are receiving disability benefits under your Employer's plan.

Waiver of Premium – If you become Disabled prior to age 60, and you remain Disabled continuously for a 9 month period and thereafter, you won't need to pay premiums for your life insurance coverage, provided we/the Insurance Company determine(s) you are Disabled. "Disabled" for this coverage means, because of injury or sickness, you are unable to perform the material duties of your regular occupation, or are receiving disability benefits under a program sponsored by your employer, for the first 12 months after your Disability began. Thereafter, you must be unable to perform the material duties of any occupation that you are or may reasonably become qualified based on your education, training or experience. If you qualify for this coverage and have insured your spouse or children, the Insurance company will also waive their premium if applicable. After premiums have been waived for 12 months, they will be waived for future periods of 12 months if you remain Disabled. This benefit will remain active until Social Security Normal Retirement Age subject to proof of continuing disability each year.

Accelerated Death Benefit – Terminal Illness – If two unaffiliated doctors diagnose you as terminally ill while the coverage is active, with a life expectancy of 12 months or less, the benefit for Terminal Illness provides up to:

Employee: 75% of your Term Life Insurance coverage amount or \$112,500, whichever is less.

Portability – If your employment is terminated, you can continue your life insurance on a direct-bill basis. Premiums will increase at this time. Coverage can be continued to age 70, unless the Insurance company terminates portability for all insured persons. Refer to your certificate for details.

Conversion – To convert, you must apply for the conversion policy and pay the first premium payment within 31 days after your group coverage ends.

Actual per pay period premiums may differ slightly due to rounding. Benefits will reduce based on age (see Benefits Reduction Schedule for details).

Important Definitions and Policy Provisions:

When Your Coverage Begins and Ends – Coverage becomes effective on the later of the program's effective date, the date you become eligible, the date your enrollment elections are received if applicable, or the date you authorize any necessary payroll deductions if applicable. Your coverage will not begin unless you are actively at work on the effective date. Dependent coverage, if applicable, will not begin for any spouse or child who on the effective date is an inpatient in a facility or is home confined and under the care of a physician. Coverage will end on the earliest of the date you are eligible for coverage under a plan intended to replace this coverage, you or your dependents if applicable, are no longer eligible, the group policy is no longer in force, or required premiums are not paid.

Benefit Reductions, Exclusions and Limitations:

Benefit Reduction Schedule – If you are still employed, your benefits will reduce to 67% at age 70 and 34% at age 75.

Limitations – The Accelerated Death Benefit is payable only once. Using this benefit reduces the life insurance death benefit. The amount payable under the Accelerated Death Benefit may be reduced by the amount of other benefits already paid to the insured under the policy. See your certificate for details.

APPENDIX A-5

INSURANCE BENEFITS – LIFE, SUPPLEMENTAL LIFE, DISABILITY

THIS POLICY PROVIDES LIMITED COVERAGE. IT PAYS A FIXED BENEFIT AND DOES NOT COVER MEDICAL EXPENSES AS INCURRED. THIS IS NOT A SUBSTITUTE FOR COMPREHENSIVE OR MAJOR MEDICAL HEALTH INSURANCE. THIS COVERAGE DOES NOT SATISFY THE INDIVIDUAL MANDATE OF THE AFFORDABLE CARE ACT BECAUSE THE COVERAGE DOES NOT MEET THE REQUIREMENTS OF MINIMUM ESSENTIAL COVERAGE.

Terms and conditions of coverage for Term Life Insurance are set forth in Group Policy No. FLX 968430. This is not intended as a complete description of the insurance coverage offered. This is not a contract. Complete coverage details, including premiums, eligible conditions, their respective payments and policy exclusions and limitations are contained in the Policy. Please see your Plan Sponsor to obtain a copy of the Policy. If there are any differences between this summary and the group policy, the information in the group policy takes precedence. Product availability, costs, benefits, riders, covered conditions and/or features may vary by state. Please keep this material as a reference. Insurance coverage is issued on group policy form number Policy Form FL-004700. Coverage is underwritten by Life Insurance Company of North America, 31 Madison Avenue New York, NY 10010.

Group insurance products are insured by Life Insurance Company of North America and New York Life Group Insurance Company of NY, affiliates of New York Life Insurance Company. © 2021 New York Life Group Insurance Company, New York, NY. All Rights Reserved. NEW YORK LIFE and the New York Life box logo are trademarks of New York Life Insurance Company.

Created on 11/2021

APPENDIX A-5

INSURANCE BENEFITS – LIFE, SUPPLEMENTAL LIFE, DISABILITY



Offered by Life Insurance Company of North America

LONG TERM DISABILITY INSURANCE

Summary of Benefits

Prepared for: Windsor Public Schools

Eligibility:

All Active, Full-Time Employees of the Employer regularly working a minimum of 30 hours per week in the United States, who are citizens or permanent resident aliens of the United States classified as Cabinet, Administrators, Teachers, Admin Professionals, Custodians, and Non-Affiliated.

Employee: You will be eligible for coverage immediately.

Available Coverage:

Gross Monthly Benefit ¹	Maximum Gross Monthly Benefit	Benefit Waiting Period	Maximum Benefit Period
60% of your monthly covered earnings	\$6,000	180 Days	Please refer to the "How Long Benefits Last" section below for more details.

Additional Features

Family Survivor Benefit – If you die while receiving benefits, we will pay a survivor benefit to your lawful spouse, eligible children, or estate. The plan will pay a single lump sum equal to 6 months of benefits.

Monthly Rate per \$100 of Monthly Covered Earnings = \$0.088

Actual per pay period premiums may differ slightly due to rounding. Your employer pays for a portion of your coverage. The rate above reflects the cost that you would be responsible for if you elect coverage.

Rates may be subject to change in the future.

How to Calculate Your Monthly Cost:

Step 1: Divide your annual salary by 12 to calculate your monthly earnings.

Step 2: Find the above Monthly rate.

Step 3: Multiply this rate by your monthly earnings, or \$10,000, whichever is less.

Step 4: Divide the total by 100. The result is your Monthly cost.

Important Definitions and Policy Provisions:

Disability – "Disability" or "Disabled" means if solely because of a covered injury or sickness, you are unable to perform the material duties of your regular occupation and you are unable to earn 80% or more of your covered earnings from working in your regular occupation. We will require proof of earnings and continued disability.

Covered Earnings – "Covered Earnings" means your wages or salary, not including overtime pay, bonuses, commissions, and other extra compensation.

When Benefits Begin – You must be continuously Disabled for 180 Days before benefits will be paid for a covered Disability.

How Long Benefits Last – Once you qualify for benefits under this plan, you continue to receive them until the end of the benefit or until you no longer qualify for benefits, whichever occurs first. Should you remain Disabled, your benefits continue according to the later of your Social Security Normal Retirement Age, or the following schedule, depending on your age at the time you become Disabled.

Age at Disability	Age 62 or younger	63	64	65	66	67	68	69+
Duration of Payments (months)	To age 65 or the date the 42nd monthly benefit is payable, if later.	36	30	24	21	18	15	12
When Coverage Takes Effect – Your coverage takes effect on the later of the policy's effective date, the date you become eligible, the date we receive your completed enrollment form if required, or the date you authorize any necessary payroll deductions if applicable. If you're not actively at work on the date your coverage would otherwise take effect, your coverage will take effect on the date you return to work. If you have to submit proof of good health, your coverage takes effect on the date we agree, in writing, to cover you.								

APPENDIX A-5

INSURANCE BENEFITS – LIFE, SUPPLEMENTAL LIFE, DISABILITY

Benefit Reductions, Conditions, Limitations and Exclusions:

Effects of Other Income Benefits - This plan is structured to prevent your total benefits and post-disability earnings from equaling or exceeding pre-disability earnings. Therefore, we reduce this plan's benefits by an amount equal to any Social Security retirement and/or disability benefits payable to you, your dependents, or a qualified third party on behalf of you or your dependents. Your disability benefits will not be reduced by any Social Security disability benefits you are not receiving as long as you cooperate fully in efforts to obtain them and agree to repay any overpayment when and if you do receive them. Disability benefits will be reduced by amounts received through other government programs, sick pay, employer funded retirement benefits, workers' compensation, franchise/group insurance, auto no-fault, and damages for wage loss. For details, see your outline of coverage, policy certificate, or your employer's summary plan description.

Earnings While Disabled - During the first 24 months that benefits are payable, benefits will be reduced if benefits plus income from employment exceeds 100% of pre-disability Covered Earnings. After that, benefits will be reduced by 50% of earnings from employment.

Limited Benefit Period - Disabilities caused by or contributed to by any one or more of the following conditions are subject to a lifetime limit of 24 months for outpatient treatment: Anxiety disorders, delusional (paranoid) or depressive disorders, eating disorders, mental illness, somatoform disorders (including psychosomatic illnesses), Alcoholism, drug addiction or abuse. Benefits are payable during periods of hospital confinement for these conditions for hospitalizations lasting more than 14 consecutive days that occur before the 24-month lifetime outpatient limit is exhausted.

Pre-existing Condition Limitation - Benefits are not payable for medical conditions for which you incurred expenses, took prescription drugs, received medical treatment, care or services (including diagnostic measures), or for which a reasonable person would have consulted a physician during the 3 months just prior to the most recent effective date of insurance. Benefits are not payable for any disability resulting from a pre-existing condition unless the disability occurs after you have been insured under this plan for at least 12 months after your most recent effective date of insurance.

Termination of Disability Benefits - Your benefits will terminate when your Disability ceases, when your benefit duration period is exceeded, you earn more than your allowable Covered Earnings, or the date benefits end because you did not comply with the terms and conditions of the policy.

Exclusions - This plan does not pay benefits for a Disability which results, directly or indirectly, from any of the following: • Suicide, attempted suicide, or intentionally self-inflicted injury while sane or insane. • War or any act of war, whether or not declared. • active participation in a riot; • commission of a felony; • the revocation, suspension or non-renewal of an Employee's license, permit or certification necessary to perform the duties of his or her occupation unless due solely to Injury or Sickness otherwise covered by the Policy.

In addition, the plan does not pay disability benefits any period of Disability during which you are incarcerated in a penal or corrections institution.

Terms and conditions of coverage for Long Term Disability Insurance are set forth in Group Policy No. LX 965697. This is not intended as a complete description of the insurance coverage offered. This is not a contract. Complete coverage details, including premiums, are contained in the Policy Certificate. If there are any differences between this summary and the group policy, the information in the group policy takes precedence. Product availability and/or features may vary by state.

Please keep this material as a reference. Insurance coverage is issued on group policy form number: Policy Form IL-004700. Coverage is underwritten by Life Insurance Company, 51 Madison Avenue New York, NY 10010.

Group Insurance products are insured by Life Insurance Company of North America and New York Life Group Insurance Company of NY, affiliates of New York Life Insurance Company. © 2021 New York Life Insurance Company, New York, NY. All Rights Reserved. NEW YORK LIFE and the New York Life box logo are trademarks of New York Life Insurance Company.

Created on 11/2021.

APPENDIX A-6
FLEXIBLE SPENDING ACCOUNTS (FSAs)
Health Care, Dependent Care

HSA, HRA, Healthcare FSA and Dependent Care Eligibility List

The following is a summary of common expenses claimed against Health Savings Accounts (HSAs), Health Reimbursement Arrangements (HRAs), Healthcare Flexible Spending Accounts (HC-FSAs) and Dependent Care Flexible Spending Accounts (DC-FSAs). Due to frequent updates to the regulations governing these accounts and arrangements, this list does not guarantee reimbursement and is to be utilized as a guide for the submission of claims. For more information on IRS-qualified medical expenses, please review IRS Publication 502.

If you have an HRA, your employer's plan may only reimburse a subset of expenses. Please refer to your Plan Document for confirmation of reimbursable expenses under your plan.

If you are currently participating in a high-deductible health plan (HDHP) and are contributing to an HSA, you may also participate in a Limited Purpose HRA or Health FSA. Expenses are limited to dental and vision expenses identified with an * in the list below.

Common IRS-qualified medical expenses

Acupuncture	Guide dogs	Physical therapy
Ambulance	Hearing aids and batteries	Special education services for learning disabilities (recommended by a doctor)
Artificial limbs	Infertility treatment	Speech therapy
Artificial teeth*	Inpatient alcoholism treatment	Stop-smoking programs
Birth control treatment	Insulin	including nicotine gum or patches, if prescribed
Blood sugar test kits for diabetics	Laboratory fees	Surgery, excluding cosmetic surgery
Breast pumps and lactation supplies	Laser eye surgery*	Vaccines
Chiropractor	Medical alert bracelet	Vasectomy
Contact lenses and solutions*	Medical records charges	Vision exam*
Crutches	Menstrual care products	Walker, cane
Dental treatments	Midwife	Wheelchair
including X-rays, cleanings, fillings, sealants, braces and tooth removals ⁴⁾	Occlusal guards to prevent teeth grinding	
Doctor's office visits and co-pays	Orthodontics*	
Drug addiction treatment	Orthotic Inserts (custom or off the shelf)	
Drug prescriptions	Over-the-counter medicines and drugs	
Eyeglasses (Rx and reading)*	(see examples below)	
Fluoride treatments*		
Flu shots		

Common over-the-counter (OTC) medicines

Examples include, but are not limited to:

Acid controllers	Eye drops*	Ointments for cuts, burns or rashes
Acne medicine	Feminine antifungal or anti-itch products	Pain relievers, such as aspirin or ibuprofen
Aids for indigestion	Hemorrhoid treatment	Sleep aids
Allergy and sinus medicine	Laxatives or stool softeners	Stomach remedies
Anti-diarrheal medicine	Lice treatments	
Baby rash ointment	Motion sickness medicines	
Cold and flu medicine	Nasal sprays or drops	

APPENDIX A-6 **FLEXIBLE SPENDING ACCOUNTS (FSAs)** **Health Care, Dependent Care**

Services that may be eligible with a Letter of Medical Necessity completed

This list is not all-inclusive:

Weight-loss program only if it is a treatment for a specific disease diagnosed by a physician (e.g., obesity, hypertension, heart disease)	Massage treatment for specific ailment or diagnosis CPR classes for adult or child	Improvements or special equipment added to a home or other capital expenditures for a physically handicapped person
Compression hosiery/socks, anti- embolism socks or hose		

Ineligible expenses

Listed below are some services and expenses that are not eligible for reimbursement. This list is not all-inclusive:

Aromatherapy	Cotton swabs	Lotion
Baby bottles and cups	Dental floss	Low-calorie foods
Baby oil	Deodorants	Mouthwash
Baby wipes	Hair re-growth supplies and/or services	Petroleum jelly
Breast enhancement	Health club membership dues	Shampoo and conditioner
Cosmetics and skin care	Humidifier	Spa salts

Eligible dependent care expenses

Au pair services	Custodial or eldercare expenses, in-home or daycare center (not medical care)	Pre-kindergarten
Babysitting services	Nursery school	Summer day camp (not educational in nature)
Before- and after-school programs		

Ineligible dependent care expenses

Clothing
Food/meals
Kindergarten and higher education/tuition expenses
Overnight camp

This list is not comprehensive. It is provided to you with the understanding that HSA Bank is not engaged in rendering tax advice. The information provided is not intended to be used to avoid federal tax penalties. For more detailed information, please refer to IRS Publication 502 titled, "Medical and Dental Expenses," Catalog Number 150020. Publications can be ordered directly from the IRS by calling 1-800-TAXFORM. If tax advice is required, you should seek the services of a professional.



Please call the number on the back of
your HSA Bank debit card or visit us at

©2022 HSA Bank. HSA Bank is a division of Webster Bank, N.A. Member FDIC.
Plan Administrative Services and Benefit Services are administered by Webster Servicing LLC.
Expense Eligibility 092022

hsabank 
own your health.

APPENDIX A-6
FLEXIBLE SPENDING ACCOUNTS (FSAs)
Health Care, Dependent Care



Health savings in the palm of your hand

Manage your accounts with the HSA Bank app

Get the tools to take control of and better manage your health accounts with the HSA Bank app. Safe and secure, the app offers instant access for all your account needs, 24/7. It's simple, intuitive and convenient.

The faster, easier way to manage your HSA Bank accounts

- Simple and secure login.
- Check account balances and view activity.
- Enter and track expenses.
- Make a payment from your account.
- Search for eligible expenses.
- Schedule HSA contributions.
- File a claim.

Download the app

App Store

Google Play



Download the app on
[Google Play](#) or the
[App Store](#)

© 2015 HSA Bank, a Division of Wells Fargo Bank, N.A. All rights reserved. HSA Bank is a registered trademark of Wells Fargo Bank, N.A. HSA Bank is not affiliated with the U.S. Department of Health and Human Services. HSA Bank is not a government agency.



Visit [hsabank.com](#) or call the number
on the back of your debit card for
more information.

© 2015 HSA Bank, a Division of Wells Fargo Bank, N.A. All rights reserved. HSA Bank is a registered trademark of Wells Fargo Bank, N.A. HSA Bank is not affiliated with the U.S. Department of Health and Human Services. HSA Bank is not a government agency.

hsabank.
A Division of Wells Fargo Bank, N.A. Member FDIC

Agenda Item Summary

Date: May 5, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator/EMD

Reviewed By: Peter Souza, Town Manager 

Subject: Connecticut Department of Emergency Services and Public Protection-
Emergency Management Performance Grant

Background

The State provides an Emergency Management Performance Grant (EMPG) to municipalities using Federal funds. The Town Council is asked to authorize the acceptance of the grant funds which are utilized for emergency management related expenditures.

Discussion/Analysis

The State of Connecticut Department of Emergency Services and Public Protection (DESPP) oversees this grant program which assists municipalities to complete emergency management activities. Under a per capita formula, the town is eligible for \$14,726 in FY 25. These funds are used to pay for costs related to the Emergency Management Director's annual stipend, annual fees for the Everbridge emergency notification system, training, planning exercises as well as materials and supplies.

Financial Impact

These funds will be placed in the Emergency Management Performance Grant special revenue account.

Other Board Action

None

Recommendations

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

“MOVE that the Town Manager is authorized to accept Emergency Management Performance Grant funding in FY 25 of up to \$14,726.50 from the State of Connecticut.”

Attachments

None

Agenda Item Summary

Date: May 5, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Frank Angelillo, Information Technology Director

Reviewed By: Peter Souza, Town Manager 

Subject: Cybersecurity Infrastructure Grant

Background

The Connecticut Division of Emergency Management and Homeland Security (DEMHS), in consultation with the Connecticut Cybersecurity Planning Subcommittee, has announced the second round of funding for Connecticut's State and Local Cybersecurity Grant Program (SLCGP). This program was created as a result of funding Connecticut received through the federal Infrastructure Investment and Jobs Act.

A municipality may seek reimbursement for a cybersecurity project that was a result of a third-party provided cybersecurity vulnerability assessment. The grant program requires a 20% local match.

Second round applications are due by Monday, May 12, 2025. At this time, staff is requesting authorization to submit the grant application for a potential 80% reimbursement.

Discussion/Analysis

Through this competitive grant program, staff will pursue reimbursement for the purchase of backup cloud storage. This initiative aligns with our continued efforts to strengthen local cybersecurity infrastructure and ensure the protection of municipal data assets. Our application will highlight the role of the cloud storage solution in enhancing data resilience and supporting secure offsite backups—a key cybersecurity objective outlined in the grant guidelines. The reserved capacity purchase offers both cost-efficiency and long-term value as part of our broader data protection strategy. The total project cost is \$51,847.13. We plan to request reimbursement in the amount of \$41,477.70.

Financial Impact

There is a local funding match of 20% required. This is a reimbursement grant for projects completed with funds in FY 2024. If awarded, this grant will provide reimbursement in the amount of \$41,477.70. The purchase spans a 5-year term, ending in June 2029. At the end of the five year term, the annual cost is planned to be incorporated into the General Fund operating budget.

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 submit a grant application to the Connecticut State and Local Cybersecurity Grant program through the Division of Emergency Management and Homeland Security.”

Attachments

None

Agenda Item Summary

Date: May 5, 2025

To: Honorable Mayor and Members of the Town Council

Prepared by: Scott Colby, Assistant Town Manager

Reviewed by: Peter Souza, Town Manager 

Subject: Property Tax Relief for Elderly and/or Disabled Homeowners Ordinance

Background

State law provides a property tax credit for Connecticut homeowners who are elderly or totally disabled and whose incomes do not exceed certain limits. In 2006, the Town Council adopted an ordinance that provides additional tax relief via a local tax credit for Windsor homeowners who are elderly or totally disabled, and whose incomes do not exceed certain limits.

Over the years, the Town Council has made adjustments to the ordinance. These changes include increasing the eligible income levels and increasing the benefit amounts, with the last change in 2023 when the local benefit amount was adjusted upward from a match of 50% to 100% and the dollar amount for the flat benefit was increased.

Based on the Town Council's expressed desire on April 30th to increase the dollar amount of the tax credit benefit, a proposed amendment to the Property Tax Relief for Elderly and/or Disabled Ordinance is being presented for Town Council consideration. It is proposed the required public hearing be set for May 19th.

Discussion/Analysis

Property tax credits under the state program can be up to \$1,250 for married couples and \$1,000 for single individuals. Credits are based on a graduated income scale. The town provides an additional benefit with a current match of 100% of this credit for those households eligible under the state program. The town's ordinance also provides for a flat benefit of either \$415 or \$550, dependent on marital status for eligible households with incomes between \$45,200 and \$62,200.

The town income level increases have been proportional to the State income level increases, which themselves are proportional to annual Social Security cost of living increases. Since 2019, the town's local income limit has been automatically raised each year, proportional to the increase in the state's programs maximum income limit. The state releases the increase in program maximum levels in mid-December. Typically the increase is the same as the change to social security. For calendar year 2025, the state increased the income levels by 3.1%.

Currently there are 339 participants under the state program and the local match benefit. There are an additional 93 participants in the flat benefit program. Below are charts showing the current benefit levels by income as well as the proposed tax credit level based on the Town Council allocating an additional \$130,000 during adoption of the FY 2026 budget on April 30th.

Current: 100% Match

Income Limit	
Over	Under
\$ -	\$ 22,700
\$ 22,700	\$ 30,400
\$ 30,400	\$ 37,900
\$ 37,900	\$ 45,200
\$ 45,200	\$ 55,100
\$ 55,100	\$ 62,200

Married

State	Local: 100%	Local > \$55,100	Total
\$ 1,250	\$ 1,250		\$ 2,500
\$ 1,000	\$ 1,000		\$ 2,000
\$ 750	\$ 750		\$ 1,500
\$ 500	\$ 500		\$ 1,000
* \$ 250	\$ 350		\$ 600
		\$ 550	\$ 550

Unmarried

State	Local: 100%	Local > \$45,200	Total
\$ 1,000	\$ 1,000		\$ 2,000
\$ 750	\$ 750		\$ 1,500
\$ 500	\$ 500		\$ 1,000
\$ 250	\$ 350		\$ 600
*		\$ 415	\$ 415
*		\$ 415	\$ 415

Proposed: 150% Match

Income Limit	
Over	Under
\$ -	\$ 22,700
\$ 22,700	\$ 30,400
\$ 30,400	\$ 37,900
\$ 37,900	\$ 45,200
\$ 45,200	\$ 55,100
\$ 55,100	\$ 62,200

Married

State	Local: 150%	Local > \$55,100	Total	Additional Over Current Match
\$ 1,250	\$ 1,875		\$ 3,125	\$ 625
\$ 1,000	\$ 1,500		\$ 2,500	\$ 500
\$ 750	\$ 1,125		\$ 1,875	\$ 375
\$ 500	\$ 750		\$ 1,250	\$ 250
* \$ 250	\$ 675		\$ 925	\$ 325
		\$ 800	\$ 800	\$ 250

Unmarried

State	Local: 150%	Local > \$45,200	Total	Additional Over Current Match
\$ 1,000	\$ 1,500		\$ 2,500	\$ 500
\$ 750	\$ 1,125		\$ 1,875	\$ 375
\$ 500	\$ 750		\$ 1,250	\$ 250
\$ 250	\$ 675		\$ 925	\$ 325
*		\$ 600	\$ 600	\$ 185
*		\$ 600	\$ 600	\$ 185

*Supplement to local match to allow increased benefit for local program participants

Financial Impact

The State of Connecticut no longer reimburses municipalities for the state program. The program as a whole has a current cost of \$434,475.

Based on the same number of participants as FY 25, the estimated cost of the additional benefit is approximately \$130,000 in FY 26 for a total program cost of approximately \$564,295 if the local match was increased to 150% but maintained the current income limit of \$62,200 as adjusted by the State income guidelines.

Other Board Action

None

Recommendation

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

- 1) Waiving of the reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS” 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 the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS.”

3) Set a Public Hearing

“RESOLVED, that a Public Hearing be set for Monday, May 19, 2025 at 7:20 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to hear an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS.”

And

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

Attachments

Proposed amended ordinance

Red-lined version of current ordinance

Red-Lined Version

Property Tax Relief for Elderly and/or Disabled Homeowners ordinance

CHAPTER 5
ARTICLE XV11

**AN ORDINANCE ADOPTING CONNECTICUT GENERAL STATUTES
SECTION 12-129n TO PROVIDE PROPERTY TAX RELIEF FOR ELDERLY
AND/OR DISABLED HOMEOWNERS.**

Sec. 5-17. Property tax relief for elderly and/or disabled homeowners.

(a) Pursuant to the authority granted under Connecticut General Statutes section 12-129n, as amended, the tax relief for elderly and/or disabled homeowners provided under said statute is hereby adopted, extended and supplemented by the town council as follows.

(b) The qualifications for the property tax relief provided by this section shall be as follows:

(1) Applicants must be a resident of the town who are:

(i) Sixty-five years of age or over or whose spouse, living with them, is 65 years of age or over, or 50 years of age and the surviving spouse of a taxpayer who has qualified under this section at the time of their death, and with respect to real property in which such resident or their spouse is liable for taxes under Connecticut General Statutes section 12-48.

(ii) Applicants under age 65 must be eligible in accordance with applicable federal regulations to receive permanent total disability benefits under Social Security, or have not been engaged in employment covered by Social Security and accordingly have not qualified for benefits thereunder, but have become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government-related teacher's retirement plan, in which requirements with respect to qualifications for such permanent total disability benefits are comparable to such requirement under Social Security.

(iii) Applicants must have been a taxpayer of the town for one year immediately preceding their receipt of tax benefits under this section.

(iv) Applicants must own and occupy the dwelling of the property subject to tax relief for at least 183 days per year for the property to qualify as the taxpayer's principal residence.

(v) Applicants and/or their spouses shall have individually, if unmarried, or jointly, if married, adjusted gross income, as shown on Internal Revenue Service Form 1040, (if filed) Social Security benefits, and all other forms of income including but not limited to interest, dividends, annuities, pensions, retirement allowances hereinafter called "qualifying income", during the calendar year preceding the filing of their application in accordance with the guidelines set forth below.

(vi) Such other conditions, qualifications, standards and procedures as set forth in the Connecticut General Statutes, as may be amended and this section.

(2) (i) For the October 1, ~~2023~~ 2024 Grand List, local tax credits shall be provided by the Town in accordance with the following income and credit guidelines:

<i>Qualifying Income</i>		Marital Status	Local Tax Credit = % of State Benefit
<i>Over</i>	<i>To</i>		
\$0	\$22,000 <u>\$22,700</u>	Married	+100 <u>+150</u> %
\$0	\$22,000 <u>\$22,700</u>	Single	+100 <u>+150</u> %
\$22,000 <u>\$22,700</u>	\$29,500 <u>\$30,400</u>	Married	+100 <u>+150</u> %
\$22,000 <u>\$22,700</u>	\$29,500 <u>\$30,400</u>	Single	+100 <u>+150</u> %
\$29,500 <u>\$30,400</u>	\$36,700 <u>\$37,900</u>	Married	+100 <u>+150</u> %
\$29,500 <u>\$30,400</u>	\$36,700 <u>\$37,900</u>	Single	+100 <u>+150</u> %
\$36,700 <u>\$37,900</u>	\$43,800 <u>\$45,200</u>	Married	+100 <u>+150</u> %
\$36,700 <u>\$37,900</u>	\$43,800 <u>\$45,000</u>	Single	+100 <u>+150</u> % + \$100 <u>\$300</u> *
\$43,800 <u>\$45,200</u>	\$53,400 <u>\$55,100</u>	Married	+100 <u>+150</u> % + \$100 <u>\$300</u> *
\$43,800 <u>\$45,200</u>	\$53,400 <u>\$55,100</u>	Single	\$415 <u>\$600</u>
\$53,400 <u>\$55,100</u>	\$60,300 <u>\$62,200</u>	Married	\$550 <u>\$800</u>
\$53,400 <u>\$55,100</u>	\$60,300 <u>\$62,200</u>	Single	\$415 <u>\$600</u>

**Supplement to local match to allow increased benefit for local program participants*

(ii) The qualifying income levels described in paragraph (2)(i) above shall be as set forth therein or equal to the qualifying income for the Elderly and Totally Disabled Tax Relief program as published annually by the State of Connecticut Office of Policy & Management, whichever is greater.

(iii) The local property tax credits provided by this article shall be in addition to and not dependent upon those benefits available to qualified taxpayers under any Connecticut General Statute, Sections 12-129b to 12-129d, inclusive, Sections 12-129h and 12-170aa, provided that the Town and state benefits in any one year shall not exceed

75% of the normal tax which would have been imposed on a qualified taxpayer in the absence of such state statute and this article.

(3) Except for the "qualifying income" standard as set forth in this article, if the state denies the eligibility of an applicant for the portion of tax relief granted under one of the state programs, the Assessor must deny the applicant the local share of tax relief, remove the applicant from the benefit records and bill them for the full real estate tax due.

(4) Upon the transfer of the property, the benefit is not transferable to the new owner and the new owner shall lose the benefit. Additionally, the Assessor shall prorate the increased tax liability from the date of transfer and notify the tax collector of such increase who will bill the new owner within a reasonable time period.

(5) The assessor and the tax collector shall prescribe, with regard to their respective duties under this article, such forms and procedures as may be necessary to implement this article. The Assessor shall, in addition, satisfy himself or herself as to the qualifying income of an applicant for benefits under this article by requesting and reviewing such evidence of qualifying income as may be pertinent. All applications, federal income tax returns, and any additional evidence of qualifying income which the Assessor may require shall be kept confidential and not open to public inspection to the extent permitted under the Connecticut Freedom of Information Act.

(6) Applications for benefits under this article shall be filed bi-annually with the assessor between February 1 and May 15.

(7) This article shall be applicable to the Grand List of October 1, ~~2023~~-2024 and all subsequent Grand Lists thereafter.

(8) 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 article shall be held to make the same unconstitutional, this article shall not hereby be invalidated and the remainder of the article shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said statutes shall take precedence over this article. In the event of any conflict between this article and *Connecticut General Statutes* Section 12-129n as it may be amended, the provisions of the statute shall control.

(9) The local tax credits available pursuant to this article shall be reduced if the total cost of the program exceeds the annual amount appropriated by the Town Council. The re-adjusted tax credits shall be calculated by reducing the tax credit in a pro rata amount until the total cost of the annual appropriation is reached. If in any year the Town Council fails to appropriate any funds for this program, the tax credits will be suspended for that fiscal year only.

(Ord. No. 06-01, 6-5-06)

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date

Ordinance Amending Property Tax Relief for Elderly and/or Disabled Homeowners

**CHAPTER 5
ARTICLE XVII**

**AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF
FOR ELDERLY AND/OR DISABLED HOMEOWNERS.**

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

Chapter 5, Article XVII, of the *Windsor Code* is amended to read as follows:

Section 1. Property tax relief for elderly and/or disabled homeowners.

Section 5-17 (b)(2)(i) is amended to read as follows:

For the October 1, 2024 Grand List, local tax credits shall be provided by the town in accordance with the following income and credit guidelines:

Qualifying Income		Marital Status	Local Tax Credit = % of State Benefit
Over	To		
\$0	\$22,700	Married	150%
\$0	\$22,700	Single	150%
\$22,700	\$30,400	Married	150%
\$22,700	\$30,400	Single	150%
\$30,400	\$37,900	Married	150%
\$30,400	\$37,900	Single	150%
\$37,900	\$45,200	Married	150%
\$37,900	\$45,200	Single	150% + \$300*
\$45,200	\$55,100	Married	150% + \$300*
\$45,200	\$55,100	Single	\$600
\$55,100	\$62,200	Married	\$800
\$55,100	\$62,200	Single	\$600

*Supplement to local match to allow increased benefit for local program participants

Section 5-17 (7) is amended to read as follows:

This article shall be applicable to the Grand List of October 1, 2024 and all subsequent Grand Lists thereafter.

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.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date



**Town Council
Resignations/Appointments/Reappointments
May 5, 2025**

Resignations

- A. Accept the resignation of Kathryn Grimshaw Parker from the Windsor Arts Commission

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

None

Names submitted for consideration of appointment

None

April 7, 2025
Public Hearing Minutes
(FY 26 Budget)



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
April 7, 2025
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:00 p.m. by Deputy Mayor Klase.

Present: Deputy Mayor Darleen Klase, Councilor Mary Armstrong, Councilor Kristin Gluck Hoffman, Councilor Anthony King, Councilor Ojala Naeem and Councilor William Pelkey

Absent: Mayor Nuchette Black-Burke, Councilor Ronald Eleveld and Councilor Walker

Deputy Mayor Klase read aloud the notice of the public hearing to hear public comment on:

- THE FY 2025-2026 BUDGET AS PROPOSED BY THE TOWN MANAGER

2) PUBLIC COMMENT

Susan Miller, 130 Palisado Avenue stated she hopes that we can use some of the reserves to mitigate some of the pain of this a little bit. She fully supports this budget. It would be short-sited of us to imagine these pressures are not happening everywhere in Connecticut. This town is a fabulous town to live in. It has great services.

3) ADJOURNMENT

Deputy Mayor Klase declared the Public Hearing closed at 7:09 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary

April 7, 2025

Public Hearing Minutes

(Line of Duty Death ordinance)



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
April 7, 2025
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:15 p.m. by Mayor Black-Burke.

Present: Mayor Nuchette Black-Burke, Deputy Mayor Darleen Klase, Councilor Mary Armstrong, Councilor Kristin Gluck Hoffman, Councilor Anthony King, Councilor Ojala Naeem and Councilor William Pelkey

Absent: Councilor Ronald Eleveld and Councilor Walker

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

- 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

2) PUBLIC COMMENT - None

3) ADJOURNMENT

Mayor Black-Burke declared the Public Hearing closed at 7:19 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary

April 7, 2025
Regular Town Council
Minutes



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 7, 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 Anthony King, Councilor Ojala Naeem, Councilor William Pelkey and Councilor Walker

Absent: Councilors Eleveld and Walker absent

2) PRAYER OR REFLECTION

Councilor Gluck Hoffman led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Gluck Hoffman led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation recognizing April 2025 as Fair Housing Awareness Month

Mayor Black-Burke read the proclamation aloud.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Charles Jackson III, 26 Wilson Avenue, commented on the proclamation and stated there is a Fair Rent Commission in town and he is a member of that group. If you know anyone that needs those services, feel free to reach out to the town. He would appreciate if the parking ban would be enforced on Wilson Avenue sometime after 2:00 AM. There are several cars that are there that do not have plates on them that have been sitting there. He's not sure why they are there. He'd like the police to go down tonight and tomorrow night in this area. He would appreciate if the parking ban was enforced on Wilson Avenue, especially at the top of the street.



6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld - absent

Councilor Naeem thanked everyone for coming out tonight. Please come out to speak as we want to hear from you. She congratulated Chief Bianchi on his appointment as full time Fire Chief. I know he has been playing the role for quite some time, and he has been amazing. It's good know that we are in good hands and that our fire department is in good hands. Last week, the Bradley Development League had their spring gathering at Dudley Town Brewing. The Bradley Development League focuses on collaborating amongst different towns around us and with an economic development focus around the airport. Town Manager Souza is the Chair of the Bradley Development League and is doing a great job at it. John Bourdeaux, President and CEO of AdvanceCT came and spoke to them about what's in store in the coming years ahead of us, recognizing that there are challenges in terms of how funding is shifting across the State due to challenges at the Federal level. He also spoke of an optimistic outlook for all the great things that have happened here in Connecticut, and many people, including John himself, had nothing but really high praise for Windsor, for Peter, and for the staff over here. So just always a very proud moment to see that in the community, to hear that from so many people that are outsiders looking in.

Councilor Pelkey stated people should consider volunteering for their local fire department. They can find that information at windsorfire.org, they can contact the town hall or get in touch with any of them and they would be able to forward you information. There is a new public newsletter for the Fire Department. The current one is simply 8 pages. It gives you an idea of what's going on in one of the most important areas in town. Hayden Station is having their annual pancake breakfast on April 26th from 7:00 AM to 11:00 AM. It's only \$15 per person and you can eat your fill.

Councilor King thanked everyone for coming out tonight. This is the start to many more meetings to come. It's always nice to hear people and their comments.

Councilor Armstrong stated it is good to hear from the audience and to listen to them. She appreciates as well what each and every one of them do. She believes Windsor is a town that's moving forward and thanked the Town Manager who does a great job and all the staff. Self care is the best are. Take care of yourselves and watch out for your neighbors and the children.

Councilor Gluck Hoffman gave a shout out to "Molly on the Move". It's fantastic. Molly is amazing and keeps everybody updated on current events. The candidates just had their interviews here at town hall. She stated she came to pick up her daughter at the town hall at about 9:00 PM and she wanted to recognize Town Manager Souza. It was after 9:00 PM when he left for the day and of course he was picking up litter as he was walking out. We are grateful and very blessed to have him.

Councilor Walker - absent

Deputy Mayor Klase thanked the fire and police for coming so quickly to the scene right away when a power transformer went out in her area. There will be an Earth Day guided hike on April 26th at Millbrook. That information can be found on the town's Facebook page.

Mayor Black-Burke said she enjoys the commercial breaks of 'Molly on the Move', the Facebook page, etc. She congratulated Chief Bianchi on his promotion to Fire Chief. She stated that you can also find on the Facebook page that this Saturday is the third annual Veterans and Military Appreciation event that will take place at L.P. Wilson from 10:00 AM – 2:00 PM. She hopes individuals can come out and support it again this year. She attended the Pancake Breakfast at Northwest Park on March 22nd. It was beautiful weather. The pancakes were amazing and so wasn't the turnout. On April 26, along with the hike, there is the Wilson Community cleanup from 10:00 AM – 12:00 PM. All that are interested should meet at Sharshon Park at 10:00 AM.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Leonard Lockhart, Secretary, Board of Education stated the following:

- Windsor Public Schools had the honor of hosting Dr. Anthony J. Davis, President of Livingstone College, again this year. His visit was inspiring, leaving a lasting impression on our students, staff, and community. One of the highlights of the day was the presentation of full-ride Presidential scholarships to six deserving seniors. Ten partial scholarships were also awarded, all for academic excellence.
- March was Board of Education Members' Appreciation Month. This was an opportunity to extend our appreciation for their dedicated service to our children. Our board members are generous with their time and commitment to public school education and we appreciate their continued service. The board gifts were made especially for them by No Limits, a student-run business of the CBTA and SPARK Programs at LP Wilson overseen by Ms. Marge Renno
- Registration for the 2025-2026 school year opened on March 1. Please visit the district website for more information.
- 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.
- On Friday, March 7, all district schools celebrated National SEL Day. All of our classrooms were filled with enthusiasm as students embraced activities designed to foster self-discovery, empathy and resilience.

- Danielle Franklin from Poquonock School has been chosen as the District's Paraeducator of the Year! For 11 years, Miss Franklin has been a guiding light at Windsor Public Schools, dedicating the last 8 years at Poquonock Elementary. Her compassion, patience, and commitment to building strong relationships with students, families, and colleagues make a lasting impact every day. From helping students find their confidence to fostering independence, she embodies what it means to be an exceptional paraeducator. Join us in congratulating Miss Franklin on this well-deserved recognition!
- The BOE's next regular meeting will be on Tuesday, April 8, 2025 at 7:00 PM in the Board Room at LP Wilson Community Center. The meeting is off schedule due to Spring Break, Monday, April 14 to Friday, April 18. Offices will be open with the exception of Good Friday, April 18.
- Dr. Hill's next Coffee Talk will be on Wednesday, April 23, 2025 at 5:30 PM in the Board Room at LPW. Please visit the district website to register for the event.
- 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.

Deputy Mayor Klase stated that on the Board of Education's website it talks about the Smart Pre-K program being limited for this next coming year. She just wants to understand the funding concern. Was it because the grant has changed or is it because of the \$1 million reduction in the Board of Education budget from the proposed Superintendent's budget? Mr. Lockhart responded it was a 10 year Grant funded program. It expired at the end of this academic year. Considering that the funding was no longer coming from the State, it was part of the 1% cut that was approved by the Board of Education. That cut was recommended by the superintendent, but with the understanding that the Board approved the 1% cut. The superintendent took the 1% and made the cuts as discussed. This may come back as a discussion with the Board, but as of right now, those are the recommended cuts.

Deputy Mayor Klase asked if it was an option or perhaps it was looked into to have parents private pay for the Pre-K program because they have to go to private pay programs since the public schools won't have one. Mr. Lockhart stated it was not a part of their deliberations and he is not at the liberty to speak of the options of private pay.

Councilor King stated that he was told that the Secretary of the Board of Education went to the National School Board Association and was given the title as President-elect of the National School Board. He asked if that was Mr. Lockhart. Mr. Lockhart stated that the Windsor Board of Education, Data 10, said in the SBA Annual conference that he was elected



by the Delegate Assembly to be President-elect. He is presently President-elect as of the end of conference yesterday and will become President in San Antonio in April 2026.

Councilor King pointed out that we often have our members on our board and our superintendent and his administration represent us nationally and secure national roles, because that is the quality of excellence of our schools and the people that support our school system. Mr. Lockhart stated that he'd like to express to his fellow board members and have an opportunity to discuss this tomorrow with them during their meeting, but yes, thank you for recognizing him. He's truly humbled to represent Windsor. He represents Windsor locally on the State level right now. And now, taking a national stage, it's humbling, it's daunting and he's prepared for the challenge, because Windsor has prepared him for this challenge.

Mayor Black Burke asked in regards to the summer programming, is it just the treehouse or are there other options available? As of right now it is the treehouse program only with no other options.

b) Public Building Commission

Rick Hazelton, Public Building Commission, gave the following report:

Wilson Fire Station – Roof Replacement - 9585

Roof work is complete and cupola is installed. Remaining items are minor trim and painting, which are whether dependent. Project expected to be completed by the end of May 2025.

Wilson Fire Station – Interior Renovations – 9585

Project is in progress with 50% of the work completed. Project expected to be completed by the end of May 2025.

Oliver Ellsworth School Humidity Mitigation Design - 9574

Project is completed and all systems are working properly. We are waiting on final inspection by the engineer and then the project can be closed out. Project expected to be closed by the end April 2025.

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

Kickoff meeting was held last week and project is progressing. Project is on schedule with construction to begin in June of 2025 and be completed over the summer break.

LP Wilson Community Center HVAC Renovations Project – 9551

Phase - 1

Final adjustments to the RTUs rooftop units continue to be performed. Project expected to be completed by the end of May 2025.

Phase - 2

Building controls continue to be programmed and adjusted for proper operation. Removal of existing AC window units will begin this week and opening repaired (weather permitting). Project expected to be completed by the end of June 2025.

c) Conservation Commission

Tammy Young, Conservation Commission, gave the following report:

Accomplishments and Initiatives

Throughout the past year, the WCC has actively engaged in various initiatives that align with our purpose of environmental stewardship. Some of the most notable projects include:

- **Legislation on Nips:** The Commission has been involved in discussions surrounding legislation aimed at addressing the environmental impact of nip bottles.
- **Hydroponics Seminar:** We hosted an educational seminar exploring hydroponic gardening as a sustainable method for local food production.
- **Involvement with Windsor Clean and Green:** WCC members actively participated in Windsor Clean and Green initiatives, promoting responsible waste management and environmental awareness.
- **Annual E-Cycle Event:** Our annual electronic recycling event provided residents with a responsible way to dispose of outdated electronics, reducing landfill waste and promoting sustainability.
- **Hartsprings Textile Recycling Events:** These recurring events have continued to support textile recycling efforts, diverting materials from landfills while benefiting local charitable organizations.

Upcoming Events and Programs

Looking ahead, the Commission remains committed to community engagement and environmental education. Upcoming initiatives include:

- **Bulk Order Compost Bin Program:** This initiative aims to make composting more accessible to residents, encouraging waste reduction and soil enrichment.
- **Earth Day Guided Hike (April 26th):** A community event designed to promote appreciation of Windsor's natural spaces through an educational hike at Millbrook Open Space.
- **Light Pollution Seminar (April 29th):** An informative session to raise awareness about the effects of light pollution and strategies for reducing its impact.



- **Bird Photo Contest (Beginning May 2025):** A new initiative to encourage residents to engage with and appreciate local bird species through photography, promoting awareness of Windsor's diverse wildlife.

Looking Forward

The WCC remains dedicated to its advisory role and to fostering initiatives that protect and enhance Windsor's environment. We look forward to continuing our collaboration with the Town Council, Planning & Zoning Commission, and community partners to support sustainable practices and environmental conservation.

We appreciate the Town Council's ongoing support and look forward to another year of progress in our shared commitment to Windsor's natural resources.

She wanted to recognize the passing away of our longtime chair, Ann Beaudin and publicly thank her and her family for the years of dedication they provided to them. They hope to plant a memorial tree some time in the near future in her memory.

Councilor Armstrong asked how and in what way are citizens made aware of your events and programs? Ms. Young responded they have a Facebook presence, they use the town website to announce any events, and advertise through word of mouth. They also put flyers up at various locations.

Councilor Armstrong asked if this is confined only to Windsor or do we collaborate with other towns? Ms. Young stated it depends on what they do but they have partnered with other organizations in the past.

Councilor Gluck Hoffman asked if the Conservation Commission has ever worked with the school. Ms. Young said they try to cooperate with the schools where they can, when they can. It's a work in progress.

Mayor Black Burke added that JFK school has a wonderful composting program.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

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, starting in May. Runway 6/24 runs from Route 75 at the northeast end of BDL to Route 20 to the southwest. 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 portions of Windsor and Windsor Locks, less traffic over portions of Suffield, and East Granby's impacts being shifted from one part of



town to another. Runway 6/24 is scheduled to close on May 1st, and it is expected to reopen in November.

2025 Street Sweeping

Sweeping of all town streets and town parking lots is scheduled to begin the week of April 14, 2025. Sweeping will be performed in the neighborhoods listed below in the following order.

- River Street, Strawberry Hills neighborhoods
- Day Hill Rd Industrial area
- Rainbow area
- School parking lots
- Walden Meadow, Prospect Hill neighborhoods
- Poquonock, Farmstead, Village Lane neighborhoods
- Bloomfield Ave area, Dudley Town Rd
- Matianuck Ave area
- Willowcrest, Meadowbrook, Green Manor neighborhoods
- Wilson area
- Deerfield area
- Arrowbrook, Oakland Hills neighborhoods
- Clover, Plymouth, Ludlow neighborhoods
- Windsor Center, Nook Farms neighborhoods
- Mill Brook (Mack St, East St, Pleasant St, Pigeon Hill neighborhoods
- Kennedy Rd South, Pilgrim Village, Palisado South neighborhoods
- Kennedy Rd. North, Hayden Station, Palisado North neighborhoods

Sweeping of school parking lots will happen during school vacation the week of April 14th before initiating sweeping of the streets.

Sweeping of bricks and sidewalks near the Green, the Town library, railroad station, Milo Peck Child Development Center, Windsor Avenue, the medians in Wilson, and the Windsor Center River Trail will also be done.

The order of the neighborhoods to be swept changes each year so that one neighborhood is not always swept first or swept last.

Pavement Preservation Program on I-91 in Hartford & Windsor

The Connecticut Department of Transportation (CTDOT) is announcing that a pavement preservation program will be performed on I-91 in Hartford and Windsor. This project is scheduled to start April 13 and last in to mid- November.

There will be various intermittent lane closures on I-91 northbound and southbound from Sundays through Thursdays from 6:00 p.m. to 5:00 a.m. Traffic control signing patterns, police, and flaggers will be utilized to guide motorists through the work zone.

In addition, various on and off-ramps including Exits 33, 34, 35, 36 and the HOV lanes may be closed to support milling and paving operations. Traffic will be detoured to the nearest ramp, following clearly marked detour signs with temporary traffic control.

Renters' Rebate Program for Eligible Connecticut Renters

Beginning in April, State law offers a reimbursement program for Connecticut renters who are elderly or totally disabled, with incomes that do not exceed a certain limit. This program is available to those renting an apartment, room, or living in cooperative housing or a mobile home. Renters' rebates can be up to \$900 for married couples and \$700 for single individuals. Grants are subject to income requirements as outlined in Connecticut law. Windsor Social Services is processing Renters' Rebate applications. Applicants can visit the town's website for a link to the Renters' Rebate information, including required documents and further instructions. They may also call the Social Services office for assistance. Windsor Housing Authority residents can use a drop box in each of the community rooms for document submission. Here is a link to the Social Service's monthly newsletter which highlights this program as well as others. <https://townofwindsorct.com/app/uploads/sites/20/2025/03/2025-April-Social-Services-Insert.pdf>

Wilson Branch Library Adds Area for Three Public Computer Workstations

The Wilson Branch Library is repurposing an unused display case into three public computer workstations, thanks to donated funds from the former Christ the King Lutheran Church. Built into the northeast portion of the original 1965 building, the large oak case will find renewed purpose serving the technology needs of library users. The branch currently has ten public computers, grouped together in close proximity to electrical outlets and data jacks. The new area will offer more privacy for patrons working on personal documents and more space for those receiving technology help from library staff. Last year, there were nearly 4,500 public computer users at the branch.

Workshop on Energy Efficiency for Commercial Properties

On Thursday, April 24th at 10:00 a.m. at Windsor Town Hall there will be a workshop for commercial property owners on the Commercial Property Assessed Clean Energy program (CPACE). CPACE is a financing structure in which building owners borrow money for energy efficiency, renewable energy, or other projects and make repayments via an assessment on their property tax bill. The financing arrangement then remains with the property even if it is



sold, facilitating long-term investments in building performance. The workshop is presented by the CT Green Bank and SustainableCT

Prior registration is requested at: www.ctgreenbank.com/windsorpaceworkshop

More information on CPACE can be found at <https://www.ctgreenbank.com/building-solutions/c-pace/>

2025 Neighborhood Assistance Act Proposals Welcome

Community non-profit organizations are welcomed to submit applications for the **Connecticut Neighborhood Assistance Act** (NAA), a State Tax Credit Program that provides funding for municipal and tax exempt organizations. Eligible programs include, but are not limited to: energy conservation, employment and training, child care services, neighborhood assistance, substance abuse, open space acquisition, and affordable housing development. For more information and the application form, please visit the Community Development Neighborhood Assistance Act page at <https://townofwindsorct.com/community-development/neighborhood-assistance-act/>. Applications are due by close of business day on May 21, 2025.

Local Tax Relief for Elderly and Persons with Disabilities

Real Estate tax relief reductions for elderly and persons with disabilities are available to qualified Windsor residents meeting the income and/or age guidelines. The application period is until May 15th. A taxpayer who is 65 years old, or 100% Social Security disabled, owns and occupies a home in Windsor and meets certain income guidelines may be eligible for elderly tax relief benefits. Annual income guidelines for the State of Connecticut program are:

- Single person household up to \$45,200
- Married up to \$55,100

In addition to the state program, the Town of Windsor provides for local elderly tax relief benefits. A taxpayer that is 65 years old, owns and occupies a home in Windsor, and does not meet the previously mentioned income guidelines may still be eligible for a local benefit listed below. Income guidelines for this year are:

- Single: \$45,201 - \$62,200
- Married: \$55,101 - \$62,200

A guide to these exemptions is available at the Town Assessor's office and on-line at <https://townofwindsorct.com/app/uploads/sites/4/2017/07/exemptionguide-6-2025-02-11.pdf>

For more information call the Assessor's Office at 860-285-1817.



Wilson and Deerfield Earth Day Community Cleanup

Come celebrate Earth Day with us on Saturday, April 26, 2025 from 10:00 AM – 12 noon at Sharshon Park on Skitchewaugh Street and help with a community clean up. Gloves, bags and water will be provided for all volunteers. Rain date is May 3, 2025 from 10:00 AM – 12 Noon. For questions, please call Flavia Rey deCastro at 860-285-1985 or email at reydecastro@townofwindsorct.com.

Earth Day Hike

Celebrate Earth Day with the Conservation Commission. Come join us on Saturday, April 26, 2025 at 10:00 AM at the Mill Brook Open Space, for a guided hike with the Windsor Conservation Commission's naturalist, Brad Robinson. Discover the urban habitats in the heart of Windsor. For more information about the Conservation Commission, please visit www.townofwindsorct.com/sf/show/commission/6 or call 860-2385-1987.

Summer of 10,000 Flowers

Get ready to grow beautiful sunflowers while expanding your knowledge of Windsor's Plan of Conservation and Development. The "Summer of 10,000 Flowers" community engagement initiative will kick into high gear next week.

As the Planning Department continues to encourage residents to participate in the online survey and host community meetings over the coming months, residents are encouraged to plant sunflowers to **grow along** with the POCD process.

Seed packets will be available starting April 17th at various town facilities and local Windsor businesses including Jordan Florist, the Bean, Ace, Blue Dragonfly, Windsor Federal Savings and the Windsor Art Center. The Windsor Garden Club will have seeds available at their annual "Garden Mart" on the Eagle Green scheduled for May 10th.

Participants are encouraged to take photos of their sprouts and flowers and submit them to be included in a drawing for "Windsor swag" prizes. Learn more at plan.windsorct.com.

Questions? Call 860-285-1835

There's a lot to do in Windsor – Summer edition

The summer edition of *There's a lot to do in Windsor* will be available the week of April 21st at town facilities and will be delivered to residents together with the Hartford Courant inserts the week of April 21st.

Don't miss all the exciting programs and services available to Windsor residents this summer including swim lessons, community block parties, Shad Derby information and more. Call 860-285-1835 for more information.



Windsor Police Cadets Spaghetti Supper

Come join the Windsor Police Cadets for their Annual Spaghetti Supper, to be held Saturday, April 26, 2025 at the Windsor Volunteer Fire Department, 340 Bloomfield Avenue, Windsor, CT from 4:30 PM to 7:00 PM. The event will be curbside pick-up only.

The cost of tickets are \$10.00 and must be purchased in advance. For advance tickets, contact Sergeant Bernard Petkis @ (860) 298-4322 or email him at petkis@townofwindsorct.com. Tickets will not be available at the door.

Earth Day Hike

Celebrate Earth Day with the Conservation Commission. Come join us on Saturday, April 26, 2025 at 10:00 AM at the Mill Brook Open Space, for a guided hike with the Windsor Conservation Commission's naturalist, Brad Robinson. Discover the urban habitats in the heart of Windsor. For more information about the Conservation Commission, please visit www.townofwindsorct.com/sf/show/commission/6 or call 860-2385-1987.

Shad Derby Trivia Contest

Share your knowledge and enter the Shad Derby Trivia Contest that will be held on Thursday, April 24th from 6:00 PM – 8:00 PM at Back East Brewing Company, 1296 Blue Hills Avenue in Bloomfield. Teams of up to 6 members (age 21 and up only) can compete across five rounds of questions ranging from general knowledge, to Windsor History, to fish! Prizes will be awarded for contest winners, best team name, and more. For more information call 860-688-3813. To register go to <https://windsorhistoricalsociety.org/event/shad-derby-trivia-contest-2/>.

For more information on Shad Derby events go to www.windsorshadderby.org.

Veterans and Military Appreciation Day

The Greater Windsor Veterans Council and the Town of Windsor will be sponsoring its 3rd annual Veterans and Military Appreciation Day on Saturday, April 12, 2025 from 10:00 AM – 2:00 PM at L.P. Wilson, 599 Matianuck Avenue.

A primary purpose of this event is to connect veterans with valuable resources from the community. Organizations that will host a showcase table range from The Vet Center, to Veteran-specific outdoors clubs, to assistive technology, social services, and more. We will have a Touch-a-truck activity, bounce house, yard games, and face painting for the little ones, plus speakers at noon-time, free pizza, and dessert. Everyone is invited!

Deputy Mayor Klase stated that the Town Manager had put zoning and parking complaints in his Town Manager's report. There was a day in April that there would be a court hearing. Do you know which day that would be? Town Manager Souza stated he does not have that exact date but he believes it's towards the mid or tail end of this month.

Deputy Mayor Klase asked with the diversion of the summer construction that's going to happen on I-91, do you think we could do a Facebook or social media post for that to let folks know that there might be an increase in traffic. Town Manager Souza said that we will do that and the State of Connecticut is also putting out information about that as well.

Mayor Black Burke asked about the I-91 work. Would it be possible when we put it on Facebook and we link it to the State Department of Transportation, to do a reverse robocall to just let folks know that there might be some backup. Town Manager Souza said they will look into that. He doesn't believe it will be a full shut down of I-91 going northbound or southbound. As you know, we are conscientious of how we use our reverse 911 in our Everbridge program. We'll see if there is going to be a significant period of time during the summer where there's going to actually be significant lane closures.

Councilor Gluck Hoffman asked what is the date that it's supposedly supposed to start? Town Manager Souza said they are looking at preliminary work starting in a week or two, but they do not know if it's going to start in the Hartford exits or in Windsor.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – nothing to report.

Finance Committee – Councilor Naeem said the committee met last week to discuss open cash to help mitigate some of the impacts of revaluation and budget increases this year and took a look at projections for the next five years. Additionally, they had some more conversations around the depreciation schedules and impact of the newer state regulation that has come into play in terms of how motor vehicles are taxed.

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.

Mayor Black Burke stated with the addition of Councilor King to the Town Council, there have been shifts in the Town Council's standing committees. The committees seeing a change include:

- Finance Committee – Councilor King will be joining the Committee as a member with Councilor Naeem as Chair and Councilor Eleveld as a member
- Personnel Committee – Councilor King will be the Chair of the Committee with Councilors Naeem and Gluck Hoffman as members



- Town Improvements Committee – Deputy Mayor Klase will be Chair of the Committee with Councilors Armstrong and Pelkey as members

10) ORDINANCES - None

- a) Approve 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 Neem 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 7-0-0 (Councilors Eleveld and Walker absent)

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

Town Manager Souza stated that CGS Section 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.

Councilor Naeem thanked Assistant Town Manager Colby for all his work on this ordinance and those at the Town Manager's office. We are one of 12 communities that will be bringing

this forward. This is reflective of how much it means for what our first responders are doing and how we can continue to honor them in the case of an unfortunate passing.

Motion Passed 7-0-0 (Councilors Eleveld and Walker absent)

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

a) Proposed Town Manager's Budget Presentation

Town Manager Souza gave an overview of the budget as follows:

The FY 26 overall proposed town and Board of Education expenditures are increasing 6.21% or \$8,906,630. The Board of Education (BOE) budget is proposed to increase 5.88% or \$4,961,780. The town operating portion of the budget, which consists of twelve service units, Windsor EMS, the Town Center Tax Increment Financing District (TIF) and Town Support for Education, is proposed to increase 6.08% or \$2,541,420. Fixed costs such as pension, health and liability insurance total an increase of over \$950,000.

Without increases to Windsor EMS and Town Center TIF district, the expenditure increase equals 5.2%. It is proposed to incrementally restore funding for cash funded capital projects and open space preservation in the amount of \$96,000.

Revenues

The proposed General Fund revenues total \$152,222,470. Of this amount, \$129,569,010 or 85% will come from the current levy, and non-tax revenues are anticipated to contribute \$22,653,460. State aid comprises approximately \$15.4 million of this amount.

We are expecting a modest decrease in interest income in FY 26 as compared to the FY 25 budgeted amount. Building permit revenues are proposed at \$850,000, which is predicated on a proposed increase in the building permit fee. The FY 26 Town Manager's budget proposal does not include any funding to come from the General Fund reserves, as per Town Council policy.

Tax Rate & Impact

The proposed budget, coupled with the grand list as affected by the second year of revaluation phase-in, as well as economic development growth, provides for a mill rate of 28.92 mills. This is a decrease of 4.6% from the FY 25 mill rate, but it not enough to counter the effects of the second year of phase-in and the associated increases in assessed values that many taxpayers will experience. The increase in assessed values, when combined with the overall grand list increase and the anticipated drop in the mill rate, will result in the majority of the tax increase to be related to revaluation, and to a lesser extent, due to the budget increase.

The proposed budget does not include use of General Fund reserves. If the Town Council elected to use \$2.0 million in reserve funds to mitigate the projected tax rate, the mill rate would be reduced to 28.47 mills.

FY 25 Update

The adopted FY 25 budget totals \$143,315,840. Projected revenues are expected to be approximately \$667,000 more than budgeted. General property tax collections are estimated to be \$534,000 over budget. State Aid is expected to come in over budget by \$422,000 and conveyance and vital statistics fees are expected to be \$190,000 more than budgeted. Most of our other revenue categories are relatively stable and are expected to come in slightly over or slightly under budget. Interest income is expected to come in under budget by \$370,000 due to interest rate reductions that were put forth by the Federal Reserve in the fall of 2024.

FY 25 expenditures are projected to be \$135,000 under budget. This will come mostly from vacancy savings in the Police and Public Works departments.

Town Manager Souza added the public will have opportunities to communicate to the Town Council throughout the month of April. However, there will be two formal opportunities on April 28th and April 30th at the beginning of each budget session meeting. The Council slated at this point to vote on the budget on April 30th and the recommended referendum date is the second Tuesday of May, which is May 13th this year.

Councilor Naeem asked the Town Manager when else does the public have opportunities to come out for any kind of public commentary on the budget. Town Manager Souza said the evenings of April 28th and April 30th are set dates and times. If I could add to that there's a whole host of information on the town's website where you can, if you're a commercial property owner or residential property owner, go and look how this proposed budget would potentially change your tax bill. You can look that up by address and be able to get a better understanding there. We also have what we call our 'build a budget' tool. Individuals can go there and be able to see how, if they wanted to reduce a department's budget, that would impact the specific department in terms of reductions. Everyone has to balance a budget using this tool. He and the Superintendent have also been invited by the League of Women Voters again this year to hold three different public informational meetings, and those will be in the 1st week of May on May 6th and May 7th.

Councilor Pelkey asked based on the Town Manager's budget what is the projected mill rate if we just adopted it right now? Town Manager Souza said at this point as proposed it would be 29.92 mills which is down from 30.2 mills.

b) Reapprove Fair Housing resolution and policy statement

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve the Fair Housing Resolution and Fair Housing Policy Statement as presented.



Patrick McMahon, Economic Development Director, gave an overview of the resolution and statement.

In accordance with federal regulations, the Connecticut Department of Housing (DOH) requires that Community Development Block Grant – Small Cities grantees promote fair housing practices. These practices include having the local governing body adopt a fair housing resolution.

The attached Fair Housing Resolution and Fair Housing Policy Statement state that the town will follow fair housing regulations and not discriminate against any protected classes in carrying out federal programs. The resolution and policy also designate the Town Manager or his/her representative to respond to fair housing complaints, provides contact information for same, and sets forth a complaint procedure.

There are opportunities both at the Commission for Human Rights and opportunities at the State level as well as the department of Housing and Urban Development HUD, where folks could first come to me, and then I potentially help them pass it on to those other entities. There is also a fair housing center in Hartford that helps on these types of issues.

The attached resolution and policy are the same as the Town council approved last year, and we do put these on the town's website for everybody to view.

Motion Passed 7-0-0 (Councilors Eleveld and Walker absent)

c) Presentation of Day Hill Corridor Planning Study

Patrick McMahon, Economic Development Director stated the Day Hill Corporate Area (DHCA) is comprised of approximately 3,000 acres of industrial and commercial zoned land stretching from Day Hill Road south to Bloomfield Avenue and from I-91 west to the Bloomfield town line. For decades the corridor has been an economic driver for the community, the region and the state generating investment, jobs and tax revenue. However, in recent years, dynamics such as work from home and shifting market forces have left an abundance of vacant office space. Also the amount of developable land in the DHCA has been diminished with large developments over the years. Residential development pressure is also turning to industrial land to satisfy demand. Given these dynamics, we retained Camoin Associates, an economic development consulting firm, to analyze the current land use and economic climate of the market area, as well as provide recommendations to sustain this area as an economic development generator for the community.

Camoin Associates conducted a high level analysis of the economic climate in the market area (supply/demand) for multifamily residential, assisted living, office, hotel, retail, and industrial (e.g., advanced manufacturing and warehouse and distribution) uses to determine what market sectors provided the best opportunities for new development. The study included significant community outreach including an open house format where attendees

were able to provide feedback on study topics; as well as two public information sessions focused on the market analysis and study findings and recommendations. A business roundtable and on-line survey were conducted, as well as stakeholder interviews with property owners, developers, utility providers and state economic development partner organizations. In developing study recommendations, Camoin considered many factors including land use compatibility, potential for job creation, economic/market feasibility and potential grand list generation.

We pursued a separate DHCA planning study from the Plan of Conservation and Development (POCD) to be responsive to private sector interest in a number of parcels for potential multifamily use, including vacant land parcels, as well as current office locations. Developers looking to construct multifamily projects have approached the Town Planning and Zoning Commission with conceptual plans for some of these properties but the parcels are not currently zoned for such use, nor comprehended for such use under the current POCD. The study confirmed that multifamily has high market potential and looked at potential locations in the area to site such projects.

The study also addressed the weak office sector market. Remote work has significantly impacted the office sector throughout the country and Windsor is not immune to that trend. Recent data shows a vacancy rate of 31% and 60% of office space in Day Hill is being marketing for lease or for sale. The underutilized office space has had a substantial fiscal impact to the town. Office valuations are based on the lease activity in each building. Increased vacancy reduces property valuations and thus tax generation. Reductions in office valuations had over a \$2M impact on tax revenues based on the recently completed revaluation. Recommendations for the redevelopment or adaptive reuse of vacant or underutilized office product includes providing flexibility under land use regulations, as well as exploring financial incentives to bring projects to fruition.

There are approximately 700 acres of developable land remaining in the area after environmental constraints like wetlands and steep slopes are considered. Additional acreage could be available depending upon development scenarios for large campus sites such as The Hartford and Voya.

In order to pursue additional multifamily and mixed-used development, as well as potential adaptive reuse of office building properties, revisions to the future land use map as well as zoning regulations will be needed. The study will be presented to the Town Planning & Zoning Commission for its consideration and town staff will work in the coming months with the Commission on potential zoning regulation changes.

Mr. McMahon went over the statistics and highlights of the study.

Mr. McMahon stated for the next steps, they're going to be finalizing the report. And in the coming weeks he's hoping to have a final report for distribution to the Economic Development Commission, Town Planning & Zoning Commission and for the wider community in the near future. They'd want to present the findings to the Town Planning and Zoning Commission.



We're looking to do that likely at the May meeting, at least an introduction to this whole concept. As Town Manager Souza mentioned earlier, they're going to be the ones in the driver's seat relative to any zoning amendments or overlay districts that end up being created, and they have to be able to respond to the private sector interest that we already currently have.

Mr. McMahon added that they're going to be looking to pursue those zoning regulations and amendments to further the plan. There's a few different options to pursue financial tools to incentivize development. We do have an abatement policy that may need to be tweaked to encourage some of the things that we'd like to see. We do have a TIF policy that could potentially be brought into play. We can also take a look at those different State funding opportunities.

Mr. McMahon elaborated on what we can do about pre-development and how we can assist on some analysis of these buildings relative to design or appraisals to set these properties up for reuse, then ultimately incorporate some of these study findings in the plan of conservation and development.

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the March 17, 2025 Public Hearing

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, to approve the minutes of the March 17, 2025 Public Hearing as presented.

Motion Passed 7-0-0 (Councilors Eleveld and Walker absent)

b) Minutes of the March 17, 2025 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, to approve the minutes of the March 17, 2025 Regular Town Council meeting as presented.

Motion Passed 7-0-0 (Councilors Eleveld and Walker absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

Mayor Black-Burke encouraged everyone to go to the town's website as it is full of information on the budget and other areas.



17) ADJOURNMENT

MOVED by Councilor Armstrong, seconded by Councilor Gluck Hoffman, to adjourn the meeting at 9:16 p.m.

Motion Passed 7-0-0 (Councilors Eleveld and Walker absent)

Respectfully Submitted,

Helene M. Albert
Recording Secretary

April 9, 2025
Special Town Council
Minutes



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 9, 2025
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

Present: Mayor Nuchette Black-Burke, Deputy Mayor Darleen Klase, Councilor Kristin Gluck Hoffman (came in at 6:40 pm), Councilor Anthony King (virtually, left at 7:30), Councilor Ojala Naeem, Councilor William Pelkey, and Councilor Walker (virtual)

Absent: Councilors Armstrong and Eleveld

2) BOARD OF EDUCATION

Board President, David Furie; Board Secretary and Finance Chairman, Leonard Lockhart; Superintendent of Schools, Dr. Terrell Hill; Director of Business Services, Danielle Batchelder were present. Mr. Lockhart and Dr. Hill discussed the budget process.

The proposed budget for the 2025-2026 school year, \$89,275,124, represents an increase of 5.88% or \$4,961,785 over the 2024-2025 budget.

The major drivers of the 5.88% increase are increases in contractual obligations and employee benefits. The increase is due to high insurance claims and contractual salary increases. The inflation rates are at an all-time high for utility and supply costs as well. Another budget challenge is student transportation/fuel and Unfunded State mandates (Elementary Reading program.)

Details of budget expenses include:

Salaries: 2025/2026 Contractual obligations of all bargaining groups = \$1,624,357 or 2.03% of the budget

Benefits: Includes employee health, dental, life and disability insurances. Also includes worker's compensation, unemployment, social security and non-certified retirements benefits. Employee benefits = \$1,990,143 or 2.35% of the budget.

Professional and Technical Services: Includes legal, consulting and rehabilitative services performed by outside contractors. Included software license, substitute services performed by outside contractors. Includes software license, substitute service and professional development. District Software Licenses = \$234,036 or 0.26% of the budget.

Property and Purchased services; supplies and equipment = \$1,113,249 or 1.24% of the budget.

Councilor King stated that his biggest question is around the educational cost sharing grant. Councilor King asked Ms. Batchelder if she had mentioned about it changing since 2019. When was the last time the educational cost sharing grant rose? Was it prior to 2019? Ms. Batchelder said that it has not changed since she's been here and she's going on her 11th year, but she could definitely get back to him and give him that number.

Councilor King said that he just wanted the public and his fellow councilors to recognize that the educational cost sharing grant, if it hasn't changed since 2017, that the rate of inflation has been over approximately 30% since 2017. So that is a transfer of almost \$4 million in tax liability from the State to the local municipality. Other towns are also dealing with this. There's been articles about this across the board that keep those things flat when we have rising costs which effectively transfers that tax burden onto the local property owners. Our increase would be around 1% if the educational cost sharing grant has kept pace with inflation. The reason he raised that point is to understand that he recognizes the Superintendent and the Board are doing the best they can with these budgets as far as not adding anything and not limiting roles. They talked a lot about state mandated funding. He thinks, they also owe it to themselves after we get through this budget season to really hold our state representatives accountable for why these grants are increasing and why it's acceptable for the state to continue to shift the tax burden from the state to local taxpayers.

Mayor Black-Burke asked if there are any other upticks that the public should know about in regards to instructional services, because she knows that's a sizable chunk as well. Ms. Batchelder stated the mandated reading program is costing us over \$300,000. Dr. Hady had to cut other areas in her budget in order to just get through at the \$146,000. Mayor Black-Burke thanked Ms. Batchelder for adding that piece of context. She thinks it's important for folks to hear that.

Deputy Mayor Klase stated that she understands that any further reductions would result in staffing losses. Can you please tell me what are your class sizes at the elementary school, the ratios? Dr. Hill said somewhere between 20 and 22, depending on which building. Deputy Mayor Klase said to get to another \$1 million, how many positions would probably have to go? Dr. Hill answered about 12.

Councilor Pelkey asked about the student enrollment and does that track with recent history, that decline? Ms. Batchelder said 23 of those students are in Windsor schools, but the remaining are not in Windsor schools. So those are our students in magnet schools and just moving so they're actually not in our buildings. It's really only the 23 number of in-district kids that have decreased or are projected to decrease.

Councilor Pelkey asked how does that align over the last several years that the change is where the trend line is on that and how big is each step year to year? Ms. Batchelder said

that number has been pretty flat. Most districts, except for a handful, are decreasing and that's what we and NASDAQ always project is that we're going to decrease and we never do. She stated that she can get him very specific numbers. Councilor Pelkey said in other words, we're not seeing some dramatic decrease. We haven't lost 500 students over the last three years. Ms. Batchelder said no, we haven't. Councilor Pelkey stated that sometimes that is something that he hears from people that our student enrollment is crashing. It may be going down in a given year over a two, three year period, but we haven't been drastically going down.

Dr. Hill stated that last night at their board meeting, Mr. Kearse, the residency officer, presented his residency report. When you see the number drop some, some of those are because the residency officer is on top of people who really don't live here. This is why people will see movement. It's a pretty flat number. I just wanted the public to know that these moving people don't live here. So, people do leave as the result of that.

Councilor Naeem asked if they are seeing anything happening in a more collaborative effort to combat that in terms of licensing costs? Ms. Batchelder said no, unfortunately, when it comes to technology, it's almost the opposite. There are a handful of these big companies and they're buying up all the little ones. One contract actually raised by \$30,000 for a software program. They're holding the market. She thinks, it is the worst area right now, even over utilities.

Board President, David Furie, stated that a number of years ago (based on the technology line item), they started looking at a couple of different programs that look similar. They said, wait a second, we can't have one program that only a handful of teachers are utilizing as much as they could argue why they needed that different program. They told us it didn't make sense and we had to trim that. When we saw the line item again for the technology side and the software side, we would have liked to have been able to find savings there, but we asked those questions and it wasn't there. If anything, as Ms. Batchelder mentioned, a lot of the costs are going up well beyond what inflation is.

Board Secretary and Finance Chairman, Leonard Lockhart, said to piggyback on what Mr. Furie said it was documented in executive session just to prevent any competition issues or pricing issues that Windsor may have negotiated for themselves and not be in competition with other towns. All of our software packages and the vendors and the reason why they're there were definitely presented to the Board in executive session. In his opinion, Dr. Hill justified those that he felt were one off and that he cut off and made sure that we shored up the technology that we need so that our district is not held hostage. Especially in the area of data. We are responsible for maintaining the data and it's a lot more expensive to get it back than it is to maintain it. So, we're investing heavy in that. And he believes the whole board was definitely thinking that was a non-negotiable, that if we have to invest in that area to protect ourselves, it's well worth the investment.

Deputy Mayor Klase said that she appreciates how they are committed to keeping programs in the schools going like challenge programs, gifted STEM counselors, and SEL.

Things that the town has always asked for and they have really done a good job at keeping those programs going at the request of parents and other people in the community while maintaining safety as well. She thinks that they've been talking a lot about deficit, but there are really strong things in this budget as well that you've been able to maintain, which is really very nice. So, thank you.

Councilor Gluck Hoffman wanted to piggyback off what Councilor Naeem was saying regarding the technology. She knows how they all have worked tirelessly over the last couple of years. Can you tell the public, because they've had to do away with some of these programs because of the cost? She thinks the public needs to know that.

Dr. Hill stated it's the initial cuts a few years ago that were really the biggest hurt for folks. What it was is that a lot of people just lost the pet peeve programs. We literally had programs that two or three people were using in the whole district. When we went through them, he had the Information Technology folks be honest with him about it. So, he thinks we're past that point and the software that they have now, it's what they need. The teachers are able to do what they need to do and if there's something new, we have to make sure that we can sign the agreements with this particular company. We can't just use any software. It has to be approved. He hasn't heard anything at this point, but it's usually an outcry at first and then people kind of get quiet because they realize what they can work with.

Assistant Superintendent for Instructional Services, Dr. Noha Abdel-Hady added that she thinks they're really trying now to focus on programs that they're cutting. We have this huge focus and push on going back to the basics where good teaching can never be replaced by a piece of software. So, if we have to cut a piece of software, we provide resources to teachers on how you can do it without that software by just going back to good teaching and small group instruction. She doesn't know how we're going to do without it. The CMAP is one of these programs that when we first got two years ago, everybody found a better way to make sure that students are getting their tier two instruction using good teaching, our interventionists, and our people that we hire.

Dr. Hill wanted to clarify, that when they say getting back to basics, which has been the focus for two years and he told his team, we are not going back to chalkboards or chisels. We'll still be using our computers and we're still using the software. In fact, there's going to be a big push for AI in our classrooms throughout the district for this upcoming year. We have a task force that's on it now to present a policy to the board before we close out in June. The kids need to be able to use the technology in a way that's productive for society as we move forward.

Councilor Gluck-Hoffman stated that they are just streamlining it and she loved everything he just said about getting back to the basics of teaching. She knew that's where they were going and she wanted the public to hear that. She thanked them again for all that they do.

Councilor Pelkey said that it wouldn't be reflected in this budget, but he'd be remiss to not at least touch on it with what's been going on at the federal level in the Department of Education and funding and grants to Connecticut. What is the potential from what has actually been sort of announced or seems darn near likely to happen, what would be the financial impact to the school system and/or town in terms of a rough dollar amounts with what has currently been out?

Dr. Hill stated that he sits on a 58 member committee for the American Association of School Administrators (AASA). That is the big superintendent association for the country and the government committee. Executive orders are not laws. Dismantling the Department of Education, the federal laws do not change all the title funds that are still going to flow. Ultimately, they could end up flowing from various departments. People need to understand that. The Special Education laws, that law has not changed and the government is going to pay would they have to pay for that. A lot of people think the money is just going to disappear. The focus in terms of drying up funds or cutting funds has been going after those things that the President feels are connected to DEI efforts or anything like that, that's where the funds are coming from.

Board President, David Furie, said that people may have heard that it was \$14 million in COVID funds, what we call the ESSER funds, that were going to the board that has been taken away. He thinks the federal government initially said you could spend them. Now there's a freeze on those funds, but none were from Windsor. We spent our money, but there are a number of cities, including Bloomfield that now have some funds that they were hoping to have but they don't appear to be getting. So at least we're not part of that. The other thing that could happen is even though Dr. Hill's correct about those monies flowing, certain title monies should be flowing. There may be delays because the people who used to push those and if you're cutting half the staff of the Department of Education, it may impact the flow of the funds when we receive them.

Board Secretary and Finance Chairman, Leonard Lockhart, said that he has personally been in touch with leadership and ranking members of both the House and the Senate in Hartford. He stated that a lot of them are in the 'wait and see' mode right now. We may have to lobby the legislative and executive branches of the government in Connecticut to consider some stopgap funding. He's not sure how they're going to access it through the rainy day fund, but it might be some type of a state of emergency declared in order for that to legally happen. For the most part, we know that appropriations come from the U.S. House. Those funds are going to flow and we just have to figure out how it's going to directly impact folks right now, but a lot of towns are hurting. Thankfully, Windsor is not.

Councilor Pelkey stated that if he's hearing this correctly from everyone, there's no certainty involved with any of this. We're not staring at some fiscal cliff. There is no dire emergency.

Councilor Naeem said she knows that we are in year two of our phase-in with the health cost increase that has been super drastic. We're seeing that on the town side as well but

if we were in a world where we were not dealing with those things what are the top three areas for investment to continue strengthening our school system? Ms. Batchelder asked, not including the insurance, correct? Councilor Naeem said let's put all that aside. If those factors weren't at play, where would we invest more funds to strengthen the school district?

Dr. Hill stated that he didn't think about any investment. He knew what they were dealing with last year and he knew what was coming because it was just going to be a repeat of a year ago.

Mr. Lockhart interjected and talked about spending the ESSER funds. He made a point that he wanted to buy hard assets with the ESSER funds while they had them. So, they have five vehicles that can now be used by the town and not just the school system. He knows they have their beautiful planetarium as well. So that's what he wanted to do was something that would be beneficial in the long-term to the town versus just enjoying three years of a little extra money and hiring some people.

Mr. Lockhart answered Councilor Naeem's question by saying that number one is always going to be the physical plant. We never want to be caught in a situation where the physical plant is lacking or you walk into one of our buildings and it does not look like a school. That's number one. That is our responsibility to make sure that the upkeep of the school is done. Number two is we've been asked to address student gap achievement. Dr. Hill felt that we should be addressing it at pre-K to the three years old level. He put a lot of interventions in place to make sure those type of things were happening. But sadly, due to the interventions, at times they have to cover classrooms. So, we're hiring them to do 100% of a job but probably 30% of the time they're covering a classroom and they're not delivering their full enrichment at tier two or tier three. Therefore, when that child is going back to the class, that child is frustrated and trying to be reintroduced back to the tier one environment and they're lost. Now that they're lost, they're going to be frustrated and now they're going to be struggling to maintain and catch up and it just creates a snowball effect. Finally, for him, if he had a magic wish, he'd like to see the students not having to fundraise for anything. That includes all of the student groups, whether it's theater, whether it's band, whether it's the sports teams, and robotics. At the end of the day, we should be able to fund them and if we say we're going to support STEM, we should be supporting and providing the band equipment, uniforms, and other opportunities for these kids. Just like we do for our sports teams to travel to competitions instead of them fundraising and not being able to go because they can't afford to do so. We have very talented athletic students, just like we have talented students and we should be investing in them so that they can actually find the genius, justice and joy in the educational process. He believes that Windsor believes in that. But if he had a magic wish, he would be investing in those three things.

Mayor Black-Burke asked about instructional supplies and wanted to know a little bit about what is the process as we were thinking about that refresh for musical instruments? How is that done? Is it done on a time period? Are we putting out an RFP? Are we working with

the service? She thinks that's important for folks in town to know because our students don't pay to play.

Ms. Batchelder responded that it is part of a cycle, just like the uniforms for the sports. Students do purchase their own, but we always have a good amount that we purchase as a district. We use funds at year end if there are any in the schools. So, each school, if they have a couple thousand left, they will order extras in case students forget to bring them. We're always looking at that first when we do need to refresh, but it is a every year purchase. We're never way behind. We're always keeping up on it.

Mr. Lockhart stated that every year they go through, at the beginning of the year, there's this misconception that we don't provide supplies for the teachers and the classrooms. That is far from the truth. We ask the Superintendent every year, will our staff have enough to open the schools and to provide everything they need for their children and it's always been told as a resounding yes. So, when you're seeing a lot of these fundraisers that are going on, there's nothing wrong with parents wanting to supplement what's being provided but we do not want the public to believe that we are not providing these supplies to our children. It seems to be something that we have to address every single beginning of the school year. Teachers have what they need to provide for their classrooms in this budget as presented.

Mr. Furie, President, Board of Education, said that they've had for several years now a back to school party at Windsor High School for all the schools. Amazon and many others donate backpacks and supplies. We have the Lions Club and the Kiwanis Club filling backpacks along with our staff at the central office. There are supplies ready on day one in addition to what the schools have spent money on through the great organizations in this community. There's also this past year, where the Windsor Education Foundation funded for a strings program, some electric string items. Their program at Windsor High School this year has really incredible sounds with these instruments.

Deputy Mayor Klase said that she loves the Board of Education website. She remembered when her kids went to school and the website was not like this. It's phenomenal and the instructional wheel where you took the mission and vision and turned that into consideration and aligned it with curriculum writing she finds it outstanding. She loves the dashboards that they publish regularly. I just wanted to point out that those are things that you continue to have, high quality things with the means you have. She also wanted to share, and people may not know, that the town also spends a significant amount of money on making sure the buildings are up to date. A lot of the projects on the Capital Improvements program are school building projects. So, there is a commitment in the Town to Windsor education on both sides. She's very happy to see these kinds of things coming out of the school still. Thank you.

Dr. Hill wanted to state that the website was completed by their Communications person, Gianna Gill. They've won awards nationally two years in a row for our website and we won CABA awards for it. He believes she's doing a great job with that, as well as she's the one

that came up with the idea for the podcast and she produces it as well and won a national award on that as well. He also stated that Assistant Superintendent, Dr. Hady, took his vision and words and she and her team created what he had envisioned.

Mr. Lockhart stated that they need to be bold in their vision and they appreciate the work that's been done through the Town Council and through the Public Building Commission. He's also looking at where we are going in the next 10 to 15 years and he knows that process is in place. He truly believes that we see towns around us that are building new buildings. We have an age infrastructure. He believes Poquonock Elementary is about 70 years old, and Oliver Ellsworth was built in the early 70's, so that's about over 50 years old. It's probably time for us to be refreshing elementary school buildings across the board. We should be setting the trend for universal pre-K. Our parents are clamoring for it. They've been asking for it. It's a huge investment. He truly believes that Windsor is the first town in Connecticut, and that we can, again, be leaders and set the trend the Governor has been talking about universal pre-K. We can go down this path. He would like for us as a collective Windsor as a Board of Education, as a Town Council and as a community is to really look at our buildings, not just the schools, but all of our town buildings and invest in our infrastructure and definitely listen to the citizens in the area of universal pre-K. They're asking for it loud and clear. We just have to come together and make it a reality for our citizens.

Mr. Furie stated as to our buildings, when he first started saying this is slightly less than a maintenance budget, we've held the line, which is great on major maintenance. We have the same numbers this year, but for everything else, all the costs have gone up. The cost of labor and the cost of supplies. So, we're holding the line, but we're really doing less. That's his reason and agrees wholeheartedly about the pre-K. It was really hard to see the cuts that were recommended to us and that we agreed with by not having any other vote on the budget. It became so difficult because it was a lottery system. They have requirements regarding, he believes, English language learners and others that could get slots first. The chances of getting those slots were very difficult and very unlikely. So clearly the need is there. He agrees wholeheartedly that our buildings need to be a priority. He'd love to see at least one more nurse in a future budget. We did have to cut a nurse position and he thinks what nurses do now is just like teachers. The teachers of today are not the teachers of 20 years ago with all their responsibilities and the same goes with our nursing staff.

Mayor Black-Burke said that she agrees with them about the work that prior Councils have done, reinstating the joint Council and Board of Education Committee being able to have those conversations about other Capital Improvements and the major maintenance. She wanted to understand more about what Mr. Furie meant when he stated that they'd lose the pre-K? From her understanding, they still offered pre-K, but it's now a half day. Dr. Hady explained that they still have their half day program. However, the half day program is only for IEP students. So only for our students with special needs. If it is part of their IEP that they have for example, like two hours a week or three hours a week for speech or social play or whatever their IEP calls for, we still provide these services. Our full day

program, which priority was given to students with English as a second language and our students who are income qualified so it's on an income base. These were the students that could get into that lottery and get a place for one of those four classes. These are the four classrooms that we had to cut, which is our Smart Start program but our half-day pre-K only for our students with special needs is still running. Mayor Black-Burke thanked Dr. Hady for clarifying what was said.

Councilor Pelkey asked how many more vacant positions currently exist that could be cut if they needed to be? Ms. Batchelder said none. The only positions currently that are vacant are Special Education teaching positions, which unfortunately we are in desperate need to hire Special Education teachers. Councilor Pelkey asked so that's the only position? We don't have 17 other positions? Ms. Batchelder said no. Councilor Pelkey said that he just wanted that information to be said publicly so that people understand that.

Dr. Hill thanked Councilor Pelkey for making sure they reiterated that. Dr. Hill stated that the four Smart Start teachers, we could cut the program, but the teachers were assured, they were going to work in Windsor Public Schools because of their certification.

Councilor Pelkey asked President Furie if they would be looking in future years to come to have maintenance plus budgets? Mr. Furie said that if Mr. Lockhart had his way as the future president of the National Association of Schools, that would be the case. He also stated that this is why Mr. Lockhart sits in as many, both the Capital Improvement plan meetings and PBC meetings to try to figure out firsthand what is going on. Not that we don't have great representatives from both the school side and the town side at those meetings, but we want to be able to get board members to digest it themselves and talk amongst themselves about what those needs are. Just recently, there was a project down in Madison, which our former superintendent is down there, Craig Cooke. They did quite a good study because the board wanted new school buildings and knew the cost of them. They paid for a study that showed having new buildings with the fact that the State will pay a good chunk of money for the cost over five years, they'd be saving money by having the brand new buildings. This is versus the major maintenance costs, additional costs and capital improvements that would be needed in the older buildings. So that convinced their Town Council that's the way to go. We want to save money and that was a better way to save money.

Councilor Pelkey added that he wants to continue the collaboration between the Board of Education and the Council. He very much agrees with Councilor King that we need to work with our state delegation on whether it's the cost sharing grant amounts or whether it is some of these unfunded mandates, so to speak, that end up costing us real money. If you look at the average homeowner here in Windsor, depending on a real world current value of a \$400,000 house, taxes on that are going to be \$8,000. Every time we spend \$8,000, that's a property owner who didn't have to pay tax that year necessarily. He thinks that's something that we might want to look at because it will definitely help this budget. It will help the town's budget, if you will, if we can get more of a fair share out of the State as



well. We can continue to work on that. He thinks it would be beneficial to all our neighbors and especially to our children and our students here in town.

Dr. Hill stated that he is on a committee with a few superintendents in the area and that is their goal. We've been before the legislators a few times and even hosted legislators here in Windsor to bring up these very concerns. He can tell you that HASA, the Hartford Area Superintendents Association, is focusing on more and more of our meetings when we meet with them. We've also talked a lot about the outplacement piece and establishing some kind of controls. I know that we have Representative Khan, she is the co-chair of that subcommittee for Special Education. She's become extremely well versed and educated around this topic and has shared information. The costs around the state are just astronomical for people and we have venture capitalists starting to look at these outplacements.

Mr. Lockhart said that the state legislature commissioned a working task force on funded/unfunded mandates currently within state law in the budget and to work on the current year to make sure that there's no other unfunded mandates coming down. Patrice McCarthy, who is the Executive Director of Connecticut Association of Board of Education, (CABE) is the chair of that particular group working on behalf of Boards of Education and she is responsible for pulling that group together and making sure that there's recommendations on what's currently on the books that's impacting all districts within the State of Connecticut. They give real testimony about what's going on and then go through each of the bills that are passing through right now and call out if there's anything else that will provide an unfunded pressure on the local taxing authority. It's a work in progress. That report should be coming out sometime within the next 30 days and it should be taken into consideration as they debate the biannual budget. There are a lot of hurt feelings about calling out some of the unfunded mandates because local municipalities, whether you have the ability to pay or not, are hurting. Especially the rural towns. They're hurting just like the urban towns. There have been discussions on how the suburban towns should have the ability to pay, but that's not the case. We may have the ability to pay, but we still have bills to pay just like everybody else but we also understand that any decisions we make as a town, it could adversely help another town. We want to be collaborative in this to hold the state government accountable.

Councilor Gluck Hoffman stated just for public knowledge, what is the average cost per student? Ms. Batchelder answered and said the cost is \$22,687. Councilor Gluck Hoffman also stated that she will personally help Mr. Lockhart raise the money for the instruments and for everything, because she believes it is extremely important to have that part in the school. She agrees wholeheartedly with kids not fundraising. She mentioned that her daughter attends a school where they just focus on academics, arts, and music and it has enhanced her life profoundly. She thinks it needs to happen here in Windsor and she will personally make it her mission to help do that.

Councilor Walker said that he has been listening intently to what was being said this evening and he will remain in listening mode.

3) REVENUES

Jim Bourke, Finance Director, stated the following:

For fiscal year 2025, the adopted budget totals \$143,315,840. We are estimating revenues for this year to be approximately \$670,000 more than what was budgeted.

- Revenue for Special Education-Excess Costs is expected to provide additional revenue of approximately \$428,000. This is mainly due to recently enacted State legislation that provides for an increased pool of funds State-wide.
- Other State Aid categories are expected to come in on budget.
- Prior-year levies and interest penalties are expected to bring in additional revenue in FY 25. This is a result of certain tax payers bringing their accounts current on property taxes owed in arrears, and thereby avoiding their property being included in the delinquent property tax sale.
- Interest income is expected to bring in less revenue as compared to budget of approximately \$370,000. This is due to federal reserve rate reductions during the early part of the fiscal year.
- Conveyance fees are expected to be more than budgeted by \$165,000, due to several large corporate real estate transactions.
- Most of our other revenue categories are relatively stable, and are expected to come in slightly over or slightly under budget.

For fiscal year 2026, the proposed General Fund revenue budget totals \$152,222,470. General Property Taxes are expected to contribute approx. 87% and State Aid is expected to contribute 10%.

- Interest income is projected to see a general decrease, in anticipation of possible federal reserve monetary policy easing.
- Building permit revenue is expected to see a nominal increase, which is due to a proposed increase in the permit fee, from \$14 per \$1,000 of construction value, to \$15 per \$1,000.
- No revenue is budgeted for the Municipal Transition Grant, which is the State grant that provides reimbursements to cities and towns for lost revenue resulting from the State-mandated motor vehicle mill rate cap of 32.46 mills. Our FY 26 mill rate is expected to be lower than this level, so consequently there will be no cap on motor vehicle tax revenue collections.
- No use of opening cash is included in the Town Manager's proposed budget, as per Town Council policy.
- Most other non-tax revenue categories are level funded to FY 25 budgeted amounts, or seeing small to moderate increases.

Town Manager Souza stated that Loomis Chaffee is exempt under State law if their building has to do with education or related use.

Councilor Pelkey said that we have Loomis houses on Broad Street for example, their homes as far as we know. He stated that he did not know one way or the other but unless they're actually for education, they should be getting taxed. Town Manager Souza said they are exempt under State law.

Deputy Mayor Klase asked about the pilot funds for State owned property. She knows we have 55 Meadow and then we have the horticulture center. What other State property do we have in town? Town Manager Souza stated we have part of Matianuck State Park, State owned land along the Connecticut River, then we have the District One maintenance garage at Bloomfield Avenue, Exit 37. There are other scattered pieces that are exempt.

Councilor Pelkey said as a follow up to that, are those properties assessed in the same way as if he owned any of those properties? Town Manager Souza stated they are not. The Assessor puts a value on those properties, but the State of Connecticut does not pay full tax liability. It's a percentage that's probably closer to around 40% or thereabouts.

Councilor Pelkey asked about the estimated rate of collection. How is that calculated? Mr. Bourke stated that it's a rate that the Town Council sets during the budget process.

Councilor Pelkey asked how is that number derived? Town Manager Souza said it's based upon our trend. We've consistently been at that 98.5% range, or even some years above and that mixes in motor vehicles.

Councilor Pelkey asked if the number is based on the past five years, 10 years? What is the sample size? Mr. Bourke stated it's 5-10 years that we've been in that 98.8% range.

Councilor Walker asked about the decision that Loomis is non-taxable for their private homes if they were used in the past for educational purposes. Now that they don't have it, is it grandfathered in or is it just a blanket statement that once the private school owns it, it automatically is non-taxable. Which is it? Town Manager Souza said it is based upon the interpretation of the Court's decision that was made 30 years ago that they are considered tax exempt.

Councilor Walker asked about the Airport Development Zone. There were funds for fiscal year 2024 but then it's zero moving forward. Can that be explained? Mr. Bourke stated there were companies that were located in the economic development zone that ran their course through the program. It's a 5 year program. They apply to the State of Connecticut Department of Economic and Community Development and they're granted an 80% property tax exemption on real estate and personal property. So, there was a handful of companies that ran their course through the 5 years, and there's been no new applicants that have come forward within that economic development zone to this day. So, there's nobody new to take advantage of that.

Mayor Black-Burke asked about licenses and permits. Is that a preset number for all the licenses or is that driven by the State? She's trying to figure out what's the configuration.

How do we get to whatever the dollar amount is? Mr. Bourke stated there's a variety of departments that charge these fees. They're in the price guide. Some of them are set by State statute.

Councilor Pelkey said with the change that we've had in some of the tax exemptions, particularly with the veterans, it looks like what we have proposed in front of us is kind of in line with previous years. Is he just misunderstanding our timing of when these go into effect? His understanding is that the changes wouldn't actually happen until FY 27. Town Manager Souza said the State has made adjustments to the interpretation and provided guidance relative to the recent veteran's benefits. Originally the interpretation was that we were going to see a bigger 'impact', and we would provide a greater benefit. But that's been clarified by the Office of Policy Management, the State, and so that reduced our 'level of benefits' that we would have to provide based upon that new interpretation.

Councilor Pelkey then added but for the veterans themselves, do they get less of a benefit? Town Manager Souza stated it's the eligibility. The eligibility changed. In the interpretation of the way the General Assembly wrote that law last year, they've clarified what that level of eligibility would be.

Councilor Walker asked about building permits. Do we have inspectors going out to make sure that folks who are buying the buildings that they're actually taking out permits? Are we getting what we should be getting in that bucket?

Town Manager Souza said if the inspector, in their normal course of being on the road is doing other inspections, if they notice any building or renovation activity, they can look it up there and see if this property currently has a permit that's been issued. He explained the process of contractor's work and what they need to do when getting a permit.

4) HUMAN SERVICES

Jasmine Hall, Social Services Coordinator, and Entia Jubrey, Assistant to the Town Manager, stated the overall FY 25 expenditures are expected to come in under budget by \$4,190 or 0.7% as a result of using grant funds as well as a partial year vacancy. The FY 25 General Fund expenditures are expected to come in under budget by \$6,910 or 1.2% for the year same reasons. The overall FY 26 proposed budget reflects an increase of \$17,550 or 2.9% as compared to the FY 25 budget primarily due to the increased Personnel cost offset with the use of grant funding. The FY 26 General Fund budget reflects an increase of \$22,220 or 3.9% compared to the FY 25 budget primarily due to Personnel costs.

Ms. Hall gave the following highlights of FY 25 to date.

- A representative from Community Renewal Team (CRT) is available to assist with the growing number of energy and utility requests

- Last month, we successfully launched our 'client shopping' process at the food bank. This new process empowers clients to make food choices, resulting in enhanced autonomy and a greater sense of dignity.
- Our partnership which began last year with the Hartford Community Court involves one of our caseworkers integrating, into the court process twice a month to collaborate with judges and attorneys, with the hope of preventing recidivism.

Ms. Hall went over what their goals are for FY 26.

Mayor Black-Burke said Human Services in our town is such a value and she thanked the department for all they do.

Councilor Naeem had a question around casework services. How many people would you say we are able to support under that larger umbrella of casework services. Ms. Hall said that we track our casework under the key statistics with the walk in cases. Right now, we're projecting to come in over budget at around 8,000 and with that, when she says 8,000, it's the amount of people that call in for services, whether it's walking in or on the phone and receiving that casework type of service. That also includes whether it's an application processing, whether it's a connection to a program or whether it's information about medical or housing.

Councilor Naeem stated that can range from a quick response and answer to a more dedicated, longer term kind of relationship with the caseworker and the individual. Ms. Jubrey said that was correct and it also included referrals to other agencies, the State or otherwise.

Councilor Pelkey said the department does great work and he thanked them on behalf of himself and his neighbors here in town.

Councilor Pelkey asked about the energy and utilities bill. How do you manage the savings or keep it the same as last year, that \$8,900 number? Ms. Hall said that energy and utility is not from our client requests, it's for the operation budget.

Councilor Pelkey stated the Windsor Food & Fuel bank has a projected revenue for FY 26 with a \$3,600 decrease. He's curious as to where that is coming from? Ms. Hall stated it's due to a grant which supports a part-time position temporarily funded by the Food Bank. For FY 26, that position is not fully funded for the whole year. So, it's only funded through the calendar year. So, it's going to impact the numbers and the FTEs.

Councilor Gluck Hoffman thanked them for all they do. She has a question about the grants and contributions. Are you concerned there will be decreases in grants or contributions? What do you see going forward? Ms. Hall stated that part of their grants come with NCAAAA federal dollars. So right now, they're telling us to continue business as usual. We're keeping an eye on it, checking our emails, and making sure we connect with our direct contact over there just so we can be ahead of the game.

5) PUBLIC WORKS

Director of Public Works Mark Goossens, Public Works Operations Manager; Jesse English, and Building and Facilities Manager Marco Aglieco were present. Mr. Goossens gave an overview of the budget as follows:

FY 2025 General Fund Expenditures are expected to be under budget by approximately \$141,000 (or 2.0%). This is due primarily to savings in Personal Services. We had position vacancies, employees receiving workman's compensation, retirements, and hiring of new employees, all of which contributed to Personnel Services savings;

In FY 2025 we will have performed or assisted with the surface restoration to approximately 6 miles of roads, sweeping of about 160 miles of Town roads, repairs & replacements to more than 120 catch basins, the Welch Pool House Renovations, Phase 1 of the Clover Street ADA restroom upgrades, Phase 2 of the LP Wilson Community Center HVAC renovation project & interior finishes, and the Wilson Fire Station roof replacement & interior renovations, and several other projects

The proposed FY 2026 General Fund Budget reflects an increase of approximately \$254,000, or 3.6%, due primarily to increases in Personnel Services. Mr. Goossens outlined what is expected for FY 2026.

Councilor Gluck Hoffman said she loves Public Works and they've always been a great help to her during Shad Derby. She's very thankful for all the years she's been involved and seeing all the work that they do.

Councilor Gluck Hoffman asked about the Veteran's cemetery. Public Works does cover all the grounds and parks in the community. Regarding the Veteran's Cemetery do we receive grants for assistance with that at all? Do we receive reimbursements for the stone markers? Town Manager Souza stated we receive reimbursements for the stone markers. That's through the veteran's administration. They cover the cost of those for the veterans. Other than that, it's built into the General Fund budget.

Councilor Naeem said she just wants to make sure she understands regarding paving. We made significant cuts last year that impacted our ability to pave as much as we did the year before. What would the cost be to cover that additional 2 plus miles of road that needs to be paved? What does the \$2.7 million for FY 25 allocated for paving include? Town Manager Souza explained the \$2.7 million for FY 25 will include monies that are either bonded, or town aid for roads, or the other program that we utilize is a state program for local capital improvement program or LOCIP. In FY 24 there's a large amount of \$5.5 million. There's another State grant that we used in local bonding that we used to do International Drive. There are many sources that get built into it.

Councilor Naeem asked right now do we have a sense of this year? How much total pavement we were able to cover with that \$500,000? Town Manager Souza said he would

have to get that figure but estimating it, we're going to be doing roughly 6 miles of roadways but that is through three or four different funding sources.

Councilor Naeem asked what does the number need to be today to get that work done? Town Manager Souza stated he does not have that number available right now but will work with Suzanne Choate, Town Engineer, to get it. Part of it is the definition of level of service. For the last several years, we've been doing about six miles or so through those combined services. On top of that, we've been very successful in getting State grants.

Councilor Pelkey asked about the See Click Fix response times. He understands that there is a season for paving. You just don't go out in the middle of December and put patches down unless it's really bad. He's wondering what is the process for the response time on that? He's also wondering if that's leading to something maybe not being addressed to further cost us money down the line. It doesn't mean that Public Works isn't addressing it, but from a public point of view, they feel like they're not being heard.

Mr. Goossens said that they have taken some steps recently to try and improve in that area. Our secretary typically will receive those and will try to acknowledge them a lot quicker now. Just to say, thank you very much for letting us know and we'll address this at the earliest convenience. He also said that the seasonality in a lot of these things whether it's planting grass in the spring as opposed to January, paving and things like that, we try to explain at a minimum, we're trying to improve the initial acknowledgement.

Councilor Pelkey commented on how bad the conditions were at the tennis courts at Welch Park and how they are about to put several hundred thousand dollars into redoing them. He wanted to know when they are out taking care of the grounds or mowing the lawn, is there any sort of directive of any kind of policy for them to start mentioning these sorts of things before it becomes more of a problem?

Mr. Goossens said that they are trying to encourage their crews who are out there to be proactive and identify these issues. If they are out addressing something different, then they can bring it to Jesse's attention and it will certainly get put on the list. Part of the culture we're trying to create is when someone's out doing a pavement job and they see a problem with a tree, that they identify it. I think we're getting better at that as well.

Mr. English stated that for the tree issues, a lot of it comes down to accessibility, trying to get behind some of these fences and getting in there is very difficult at times. For Welch Park, it was exactly that. We walked it and went through everything. We looked at all the trees and noted which trees need to be addressed and how to make sure that this doesn't happen with the new courts that are going in there. There's a clear line in between the fence and the tree line so we can get equipment in there. We can maintain it a lot easier. We can get mowers. We can get equipment behind that fence to clean that area up. Decker's Brook is a bit more complicated. I think we're looking at another project cost there getting into the brook and getting down there with equipment and personnel safety. It is unfortunately not that simple as just going and clearing. We do everything we can as safely

as possible to get a lot of those culverts cleared out as soon as we get notified. A lot of homeowners will reach out to us and I'll go and find an access point, go in there and look at it and then we develop a plan to get in there safely.

Councilor Pelkey asked if Mr. English feels that he has the resources to track that whether it's some sort of tracking program software or you know is there anything that would better assist him for any of these projects? Mr. English said that currently, they are looking and shopping at the moment. They have met with a company and the company showed them a program. They let the crew leaders mess around with the program a little bit to see if it's going to work out. It's going to work directly with SeeClickFix so it'll help the response times and it'll help us be able to track those a lot faster and more effectively.

Councilor Walker said that he doesn't have any issues with the Public Works Department. He wants to echo the sentiments of some of his colleagues about the Public Works crew, and he wants to thank all of the staff at Public Works. He also wants to salute Mr. Goossens who he has known for a while.

Town Manager Souza stated that we've had a very basic work order system and it has been a low cost solution and we've outgrown that. We are looking at a much more robust asset management system that has a work order component to it. It is not inexpensive, but it can be done in kind of modules. So that's what we're exploring now is to be able to look at all the different assets and something that we can build on over time. Our goal is to be able to provide the crew leaders or foremen in the field with that technology so we're not touching that work order three or four times. If we do decide to go down that path, it will take some time to build that but the software system that we have now is very limited in what it can do. So, we're looking hopefully to upgrade that in the next six months.

Councilor Gluck Hoffman asked about the products that we use here in the community for snow removal for the roads. Mr. English said they are using salt and a product called Clear Lane, which is a magnesium. We put it down at roughly 400 pounds per mile. Councilor Gluck Hoffman said it's working and she appreciates it.

Deputy Mayor Klase wanted to thank them for all the services they provide. She also had a question about Northwest Park not being in the maintenance budget part of Public Works but it was in the Recreation budget instead? Town Manager Souza stated that it was more of a cost accounting perspective. The maintainer that's assigned to Northwest Park is basically their costs and more of a cost accounting perspective and that was established probably 30 years ago just to show the real cost of operating Northwest Park. Our folks are doing a fair amount of the mowing in that area and as well as other maintenance activities.

Mayor Black-Burke thanked Public Works on a job well done with the work they did on the medians, curbs and planters they put in. She is looking forward to seeing the perennials blossom. She also wanted to ask about the Wilson Park if that will be any extra cost to maintain it? Town Manager Souza stated that they have hired one full-time and then a

seasonal position. That's with the anticipation of bringing on Millbrook open space as well as the park there. So, it will be an extra workload, there's no doubt about that. This is also an opportunity that looking forward is how we might be able to continue to build partnerships with some of the groups in town to be able to adopt the park or adopt part of that effort. We're looking at how we can contract out certain functions like turf management. We're doing more of that in the last five years than we had done pre-pandemic. There are just some things that we are not as efficient doing but obviously this first year, as we take on that, we'll get a much better sense of that. We added that extra body in anticipation of not only the park coming on board, but also the additional roadways that the town will need to work on between the commons in Great Pond.

6) LANDFILL ENTERPRISE FUND

Director of Public Works Mark Goossens gave an overview of the budget as follows:

FY 25

Revenues for the Enterprise Fund no longer include tipping fees for solid waste disposed at the Landfill. There are now two primary sources of revenue funds. One source is from interest earnings on the "fund balance" of the Enterprise Fund. Interest rates continue to remain very strong in FY25, resulting in approximately **\$700,000** from this revenue source.

The other primary source is from reimbursements for the closure and capping work at the site, from a State Grant that has been designated for this purpose. Reimbursement for FY25 is projected to be approximately \$450,000, and the total of reimbursements received by the end of FY25 are expected to be approximately \$1.8 Million.

FY 26

Reimbursement for FY 26 is projected to be approximately \$200,000 which will fully deplete the \$2 Million total grant.

The other revenue source realized by the landfill enterprise fund is the \$49,000 which was received during the first quarter of for the receipt of soil materials generated from the Town of Bloomfield's new library project.

Expenditures for both fiscal years are related primarily to the closure and capping work at the site. The FY26 proposed budget includes partial-year funds for ancillary capping requirements such as the grouting of stormwater swales, completion of internal landfill and perimeter roads, the completion of stormwater detention basins and their related structures, and the capping of the tornado debris area. It also includes funds for work designed to address conditions within the adjacent wetlands.

At the end of FY26, the estimated end-of-year retained earnings balance available for future obligations is estimated to be approximately \$18.8 million.

Deputy Mayor Klase wanted to give credit to Mr. Goossens for handling the Transfer Station so beautifully. She also said that Mr. Goossens was very responsible financially and doing the best methods and it's really amazing to see it have come so far and really be handled so well. Deputy Mayor Klase thanked Mr. Goossens for all he has done.

Mr. Goossens said that it was a tribute to everybody along the way. The previous Town Councils, the staff at the landfill, and the people here at Town Hall. There's a whole lot of people involved with that.

Mayor Black-Burke said that she agrees with everything that Deputy Mayor Klase shared.

Councilor Pelkey stated that he is very glad with how the Landfill has been managed. He also stated that in the Fiscal Year 25, the estimated loss is \$61,000, which is \$400,000. What happens to that \$400,000? Town Manager Souza said that it goes towards the \$18.8 million retained earnings. We as a community in partnership with our longtime neighbors, Bloomfield, have a long-term liability with the landfill. Previous Councils have been extremely diligent in allowing this fund to appropriately build to where it is. We're probably going to have \$300,000 to \$400,000 a year in maintenance/monitoring costs and we'll be able to draw down on this over time. Perhaps more importantly are the unknowns in terms of regulatory environment. If the State Federal Government changes regulatory regulations over time, that may cost more money. We'll have the ability to go to the reserve, the retained earnings, within the Enterprise Fund first prior to needing to burden the taxpayers with it. He will note that other than the original purchase of the land back in the early 1970's and perhaps the beginning startup costs, there's been no Town of Windsor or Town of Bloomfield tax dollars that have gone towards the operation of this landfill since the 1972 or 1974 timeframe. He thanked Councilor Pelkey for asking that question.

Councilor Walker said that he dittoed the sentiments of his Council colleagues.

7) RESIDENT TRANSFER STATION ENTERPRISE FUND

Director of Public Works, Mark Goossens, gave the following presentation on the Resident Transfer Station Enterprise Fund as follows:

Financial Summary

It is anticipated that the total revenues for the Resident Transfer Station Enterprise Fund will be \$359,100 for FY 25. This is under budget by \$11,060 and is driven primarily by a decrease in the receipt of construction and demolition materials and yard wastes. The FY 25 operating expenditures are expected to come in under budget by \$33,880. When considered with the costs for the Organics Recycling PILOT program, the resulting annual net income of \$7,350 is \$23,120 better than the budgeted loss of \$15,770.

The State of Connecticut remains situated in a waste disposal crisis, and the Transfer Station Enterprise Fund continues to receive annual disposal price increases from its various vendors. Despite this condition, and because the Transfer Station expects to



realize a net profit at the end of FY25, the proposed budget recommends that no price increases for any materials be implemented during FY26.

Mayor Black-Burke commented on how the fees and the cost is definitely something that's a value for residents in town if they so opt to use it. She also wanted to let everyone know that the people online that were attending the meeting and had their hands raised. During the budget meetings they are not engaging with the public, but by all means, if there are questions, please share those. You can send them in and we'll try to get to those questions. She stated that the next time we will all be together to review the budget will be Monday, April 21st.

8) ADJOURNMENT

MOVED by Deputy Mayor Klase seconded by Councilor Pelkey to adjourn the meeting at 9:06 p.m.

Motion Passed 6-0-0

Respectfully Submitted,

Rachel Collins
Recording Secretary

April 21, 2025
Special Town Council
Minutes



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 21, 2025
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

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

Absent: Councilor Anthony King

2) HEALTH SERVICES

Michael Pepe, Director of Health Services and Jennifer Waldo, Public Health Nurse, gave an overview of the budget. Mr. Pepe stated the overall FY 25 expenditures are expected to come in over budget by \$7,980 or 0.9% due to an increase in available grant funding used for additional Personnel, Supplies and Services costs. The FY 25 General Fund expenditures are expected to be under budget by \$12,210 or 1.9% due to the unanticipated increase in grant funds. The overall FY 26 proposed budget reflects a decrease of \$27,270 or 3.0% as compared to the FY 25 budget due to a decrease in available grant funding. The FY 26 General Fund proposed budget reflects an increase of \$47,880 or 7.4% due to a decrease in grant funding, as well as an increase in Personnel costs.

Mr. Pepe went over some FY 25 highlights and goals for FY 26.

Councilor Eleveld referenced the personnel requirements on page I-1 and stated that he noticed half of an FTE reduction and asked where that was coming from. Mr. Pepe responded that it was due in part to the expiration of a grant as well as the absence of a sanitarian position.

Councilor Armstrong looked to page I-4 and asked about the User Fees. Mr. Pepe replied that the User Fees for that portion are the repayments they get when they do property maintenance remediation and/or relocation. He explained that when we put a lien on a property and when the property is sold or transferred, the town gets reimbursed for any money that was spent during the process.

Councilor Armstrong looked to the bottom of page I-5, under Institutional Health and Safety and asked about how often an inspection was done. Mr. Pepe replied that those are done once a year prior to opening and if the State asks them to go in for any other reason then they will go in for them.

Councilor Armstrong asked if it was for establishments or residences. Dr. Pepe replied that it was for group homes and residences per their state licensing requirements that they have to sign off on from the Health Department. He added that food establishments, depending on their risk factor, can be inspected anywhere between one and four times a year.

Councilor Armstrong referenced page I-5 on the last bullet point. She asked in what instances do they review, approve and monitor location cases together with social services. Mr. Pepe explained that is when they have a situation where a tenant needs to be relocated due to a condemnation notice whether it be due to a fire or lack of heat. He said it is predicated on a complaint driven process. They work with the Social Services Department and various other departments in town to try to get the apartment(s) corrected as soon as possible so the individuals can move back in.

Mayor Black-Burke asked about the immunization clinics and if there could be any potential cost savings to build upon by partnering with additional neighboring towns like Bloomfield or Hartford. She also asked if we had worked with Hartford Healthcare or Trinity Health to underwrite/co-sponsor some of the health clinics for additional cost savings. Public Health Nurse Waldo responded that we have partnered with another pharmacy to do some other vaccine clinics that we do not have in stock. She said they did a neuro divergent clinic and a COVID-19 clinic with us. She said in terms of partnering with Bloomfield, West Hartford and Bloomfield District do all of their vaccine clinics and that we have continued our partnership with South Windsor based on need.

Councilor Gluck Hoffman asked if there was a pharmacy other than Beacon that we partner with. Ms. Waldo said it was just Beacon and that if there was a need to do other vaccines that they would work with them as well.

Councilor Walker referenced page I-7, the second bullet point under community assessment, and asked about the details of working with the Windsor school residents counselor. Ms. Waldo clarified if he was talking about the school readiness program and Councilor Walker replied yes. Ms. Waldo explained that she sits in on a monthly meeting that is led by Windsor Public Schools and the readiness council where they have discussions on the kind of work that they are doing and if there is anything we can do to support them. She explained that they talk about early childhood education programs like with Windsor Public Schools and First Church.

Councilor Naeem asked about the grant shifts that she is seeing and that it looks like we are reducing almost in half in terms of expected grant contributions for FY 2026. She asked if any of that is in relation to what they are seeing from cuts at the federal level trickling

down to the town level. She also asked if there was anything that we should be anticipating getting impacted in terms of programs and services that are proposed in the FY26 budget through grant funding. Ms. Waldo replied that the vaccine grant was awarded for \$95,000. Last summer they were told that they would receive additional funds, around \$40,000. She said they never had an executed contract and that funding is not going to be awarded to us based on what has happened with federal funds. She said they have an executed contract for the suicide prevention and mental health promotion grant and have been told because it is executed that we will receive all the funds. She reported that those were the two grants that were most likely to be impacted.

Councilor Naeem asked if the vaccine grant was for a specific type of vaccination clinic or if it was broader. Ms. Waldo said that it was for the flu vaccine clinics because those are the clinics that we administer.

Councilor Naeem asked about the grant that had been executed and if that had been a traditionally recurring contract that we can anticipate not receiving for FY 27 or if this was the first time we were receiving it. Ms. Waldo replied that it was a one-time grant and it has concluded and we have received all of the money. Town Manager Souza added that we will continue to do our annual flu clinics and that the grant was to enhance and expand it. He stated that we would continue to partner with senior services.

Councilor Gluck Hoffman asked for more information regarding the question that Councilor Walker had asked and the school readiness council. Ms. Waldo said that they have used it to promote some of the programs that they have done like the therapy dog visits and mental health promotion suicide prevention. That is the extent of the support provided through the Health Department.

Councilor Pelkey asked what causes them to review and make changes to fees. Dr. Pepe replied that every year they take a regional look at other Health Departments and districts and try to maintain a place somewhere in the middle.

Councilor Armstrong referenced page 1-7, bullet point four, and asked about bicycle helmets. Ms. Waldo replied that they do have helmets for sale upstairs in the Health Department. She said they fit them and sell bicycle and ski helmets as well.

Councilor Armstrong asked how the public is made aware of that procedure. Ms. Waldo replied that they spread the word through social media and the website.

Councilor Armstrong asked about the vial of life product that they provide. Ms. Waldo said that it is a vinyl envelope that has a magnet on it with a form that slips inside there that includes health history, medications and physicians. She said first responders know to look for that information when called to a residence and gives them some background before starting care.



Councilor Armstrong stated that she saw a decrease in personnel and services on page I-8, and asked for a reason for that. Dr. Pepe replied that it was a result of a sanitarian who left and that there was a period of time that they did not have someone filling the position. The position has since been filled.

Town Manager Souza added that there is a loss of the immunization grant on page I-8. There is a combination of circumstances and not solely the loss of a full-time staff member.

Councilor Armstrong referenced page I-9, last bullet, and asked what is a neurodivergent friendly vaccine clinic. Ms. Waldo explained that it is a term used for people who do not think like others like those with autism or someone on the spectrum and that the clinic was set up to ensure they were successful in getting the vaccine.

Councilor Armstrong asked if it was still offered. Ms. Waldo replied that we are going to attempt to do it again this fall with Beacon pharmacy.

Councilor Armstrong referenced page I-11 under emergency management, the last bullet, and asked how they would update the volunteer database. Dr. Pepe responded that it has to do with our public health emergency preparedness component and they send out a periodic email to ask individuals if they are still interested in volunteering. He said they also do some advertising to get new volunteers.

Mayor Black-Burke called attention to the FY 2026 goals and looked forward to what comes out of the community health needs assessment. She thanked them for their service and for all that they do.

3) POLICE DEPARTMENT

Donald Melanson, Police Chief; Captain Andy Power; Captain Heather LaRock; and Suzanne Brannack gave an overview of the budget as follows:

Chief Melanson stated the overall FY 25 expenditures are expected to come in under budget by \$186,160 or 1.4% mostly due to savings in Personnel costs for partial year vacancies, workers compensation and disability leave. The FY 25 General Fund budget is expected to come in under budget by \$117,440 or 1.0% due to the same reason.

The overall FY 26 proposed budget reflects an increase of \$675,750 or 5.3% as compared to the FY 25 budget primarily due to Personnel costs. The FY 26 General Fund proposed budget, including Town Support for Education, reflects an increase of \$698,930 or 5.9% mostly due to Personnel costs. Increases to the FY 26 General Fund budget have continued to be mitigated in part by the increased use of Other Funds.

Mr. Melanson outlined some FY 25 highlights and the goals for FY 26.



Councilor Pelkey inquired about the significant increase in the Police Private Duty Fund for FY 25 to FY 26, which saw a rise of approximately \$60,000 to \$70,000. Chief Melanson explained that the increase was related to the need for additional vehicle maintenance costs, radio repairs, and budget adjustments for FY 26. The Department forecasts usage based on historical trends and contracts with utility companies like Eversource and Comcast.

Councilor Naeem asked about the mix of part-time and full-time dispatchers in FY 25. Chief Melanson explained that staffing challenges were a result of retirements, medical leave, and the difficulty of finding full-time dispatchers. Part-time dispatchers, including retired officers, helped fill the gaps. The Department is transitioning to a full-time dispatcher staff, with eight dispatchers nearly fully on boarded and another one about to start.

Councilor Naeem asked about the \$200,000 allocated for maintenance under the communications line item. She asked if that was for needed software and phone systems. Chief Melanson confirmed that the funds were designated for the repair and maintenance of the police radio system and associated software.

Councilor Naeem inquired about the hiring of full-time staff and its impact on community engagement, particularly for non-emergency support services. Chief Melanson explained that while some positions were moved to patrol to address staffing shortages, there is still an emphasis on support services and community outreach. He said they do have positions within the support services budget for four dedicated officers, the SRO and two youth engagement officers and their goal is to have two community relations officers as well.

Councilor Naeem asked how many community relations officers do we have now? Chief Melanson replied that we have one filled right now.

Mayor Black-Burke commented that on the bottom of F-8 she read they propose to have 12 individuals for support services and asked if that was correct. Chief Melanson replied yes.

Mayor Black-Burke said that would be the SRO, two community relations officers and asked what others did she miss. Chief Melanson said there would be two youth engagement officers.

Mayor Black-Burke asked if the 5% increase is due to personnel and that they are looking to add one FTE to community relations. Town Manager Souza provided clarification that they are not adding but shifting from administrative services to public relations. Chief Melanson agreed and said that they are not adding but shifting from one function of the department to another function.

Mayor Black-Burke asked who assists if a group wants to march or have a community event. Chief Melanson replied that typically our community officers coordinate that and set that up and it falls under support services.



Councilor Pelkey asked about the increase to Animal Control supplies. Chief Melanson said that it is for veterinary services for some of the animals that we have and that it is very hard to budget.

Councilor Pelkey asked if we track in-kind donations that are non-monetary for Animal Control. Chief Melanson replied that the Friends of Windsor Animal Control is no longer active so any donations that they receive are given back out to the community.

Councilor Armstrong asked what they do with the animals they have. Chief Melanson said that they post on the Department's Animal Control Facebook page when dogs come up for adoption and many dogs are adopted. He said they also work with many other agencies throughout the State that help place dogs that are in the pound.

Councilor Armstrong asked how many Animal Control officers are in the Department. Chief Melanson said that we have one.

Councilor Armstrong asked if it was funded by the General Fund. Chief Melanson replied yes.

Councilor Gluck Hoffman asked about grants that come through for Animal Control. Chief Melanson explained that there is help with placement and that some of those are in-kind services and that the licensing fees help offset some of those costs.

Councilor Gluck Hoffman congratulated Detective Nicole Alberti who was promoted today to Sergeant.

Councilor Armstrong asked about Part One crimes. Chief Melanson explained that Part One violent crimes is tracked because the FBI publishes national data on that. It allows us to compare where we are to national and State data. He said that Part One crimes include any criminal homicide, rapes, robberies, aggravated assaults and human trafficking. He said Windsor has always had relatively low rates and that it is a very safe community.

Councilor Walker thanked the department for all they do for the community. He said they are very professional.

Councilor Eleveld agreed with Councilor Walker and asked if they would be fully staffed for the year. Chief Melanson responded that they are short on officers right now. He said they have one at the academy right now and four that will be onboard for the July academy class. They hope that by September/October that they will be fully staffed.

Councilor Eleveld asked how long it takes from the time a person is hired to the time they can be in the vehicle by themselves. Chief Melanson explained that it is about 11 months, which encompasses training at the academy and field training with the Police Department.

Councilor Eleveld asked about field training. Chief Melanson explained that it is a 14 week program that they have to ride along with another officer and that officer cannot leave their side. So it is really the two are considered one officer.

Councilor Armstrong asked if the officers have to be trained as first responders. Chief Melanson replied yes and that all of their officers are first responders for Windsor and that all of their officers are trained at the medical response level.

Councilor Armstrong asked how old does one have to be to be a police officer? Chief Melanson responded 21 years old.

Councilor Eleveld asked if there were any other requirements other than a clean record needed? Chief Melanson said that they do look for at least two years' worth of college or four years of military background or it can depend on experience and qualifications.

Councilor Pelkey asked how long it would take a new hire that was coming from another department in the State to be trained. Chief Melanson said that he would estimate it would take six to eight weeks if they were a certified officer. He said that a lot of the training is learning Windsor and our policies and procedures.

Mayor Black-Burke thanked them and all of the officers in the Department for all they do.

4) FIRE DEPARTMENT

Steve Bianchi, Fire Chief, Fire & Rescue Services, Daniel Savelli, Assistant Fire Chief and Paul Goldberg, Fire Administrator gave an overview of the budget. The overall FY 25 expenditures are expected to come in over budget by \$69,420 or 5.0% due to Energy & Utility costs. The FY 25 General Fund budget is expected to come in over budget by \$68,620 or 5.0% for the same reason. The FY 26 General Fund proposed budget reflects an increase of \$44,220 or 3.2% as compared to the FY 25 budget primarily due to Personnel costs and Energy & Utility costs.

Mr. Bianchi gave the highlights and statistics for FY 25 and goals for FY 26.

Councilor Pelkey commented that he attended a recent service award and that it looked like it grew this year. He was happy to see more people invested and excited to be part of the organization. He asked about the 17 resignations and what it was attributed to. Chief Bianchi replied that more people are getting career jobs now. Some are moving and some are going on to do different things. He said he was not worried as they have such a positive promotion going on with recruitment and retention. He stated that he did lose a lot of individuals due to paid departments.

Councilor Naeem stated that she would like to know more about what we are doing from a recruitment perspective. Chief Bianchi replied that they are doing a lot of advertisement and that most of the time it is by word of mouth. He said they managed to pick up five kids

through the high school program over the last few years and that the program is growing by leaps and bounds. He also said they have a recruitment head named Darius Wilmont who has really taken this on. He also stated that the biggest thing is the amount of events they do out in the public, like Touch-a-Truck and Shad Derby.

Councilor Naeem asked if it was a budget challenge to pay for advertising or other channels. Chief Bianchi said that they could throw money at it, but thought they were doing well with the route that they are on now. He said word of mouth has been the most helpful.

Deputy Mayor Klase asked to learn more about the internal review and what they are looking at. Chief Bianchi said they reorganized the Fire Department. Town Manager Souza added that there may be a time in the future where they bring on paid individuals during the day. He said it is not a goal of his or Chief Bianchi's but that we may need to think how they would make that work if they had to as our community ages. He said Chief Bianchi has been a strong proponent of working with other neighboring communities and departments and possibly working with what he terms automatic mutual aid responses where Windsor might get dispatched for a certain type of incident to Windsor Locks or East Granby. He said this is something that Chief Bianchi and his team are examining.

Deputy Mayor Klase asked if they thought they had adequate expertise to do an internal review to understand when we might need paid fire officers, and what that would entail. Chief Bianchi replied that he did. He said that he and Mr. Savelli are in town and that when there is a structure fire, there is a large response from volunteers. He said the problem becomes when one gets overburdened by having fire after fire but that is not the case here in town. He said he would know if they were headed down that road and he would be talking to a few people.

Councilor Eleveld asked about the age range of the members. Chief Bianchi responded that they have a gentleman in his eighties, and he shared that he has 52 years of experience.

Councilor Eleveld asked about the success of the high school program. Chief Bianchi replied that in the last three years they have managed to get five kids. He said that next year, they have a full year with two classes and they have 30 kids signed up.

Councilor Eleveld asked about the requirements if someone wanted to be a firefighter. Chief Bianchi explained that one would need to be at least 18 years old and go through the State's mandated training.

Town Manager Souza asked if they would explain the basic Firefighter One requirement. Mr. Savelli replied that to join the Department you must be 18 years old, pass a physical exam and background test. He said they have an academy that they call Firefighter One and is two full semesters. He said the Department is constantly training but completion of Firefighter One is the benchmark step where they are invested.



Councilor Eleveld asked if there was anything that the Town Council can do to assist in recruiting and retention. Mr. Savelli replied that we have a lot of new people in Windsor that do not know we have a volunteer Fire Department and do not know it is an avenue that they can pursue. He said the recruitment programs and the high school program are just dropping seeds.

Councilor Eleveld asked if women were readily accepted into the Department as well. Mr. Savelli replied absolutely and that they have several wonderful women in the Department.

Councilor Eleveld thanked them for their service and encouraged them to avoid the full-time Department if they can help it.

Councilor Eleveld asked them to expand upon recruiting folks with businesses in town. Chief Bianchi replied that he tries to look for businesses that are pro-Windsor and spoke about a new young person that just came to the Department. He spoke about upcoming events that the Department will be attending.

Councilor Armstrong asked if they have firemen that specialize in different categories. Chief Bianchi replied that they have a lot of people who are specialized and mentioned various members who bring training from their jobs.

Councilor Armstrong asked how many firefighters they have. Mr. Goldberg replied that they have 62 current active firefighters and about 80 on the books. He explained to be an active firefighter one needs to go to a minimum of 10% of the calls annually. He said they do not throw anyone out because while they may not be going to calls, they may be contributing to training or recruitment.

Councilor Armstrong asked how many fire houses are located in Windsor. Chief Bianchi replied that there are four and one satellite house out on Rainbow Road.

Councilor Armstrong asked if they were looking to purchase another ladder. Chief Bianchi replied that they are in the process of putting out specifications right now and hopefully that will be done around September. Town Manager Souza stated that the 2026 Capital Improvement Program (CIP) has a replacement of a 27 year old ladder that is assigned to Poquonock currently. He said as soon as the Chief and his committee have developed the specifications, they will be coming to Town Council asking for the funding to replace the ladder. He stated that it takes upward of three years to manufacture and deliver.

Councilor Armstrong asked if they have a boat. Chief Bianchi replied that they have a few. He said they use them when there is a problem with a boater or someone is in the water. He said they send out two boats at one time.

Councilor Walker thanked them for their service and said that Windsor is fortunate to have a volunteer team.



Mayor Black-Burke thanked them for their presentation and for all they do.

5) AMBULANCE SERVICES

Dan Moylan, Ambulance Services, stated the overall FY 25 expenditures are expected to come in on budget. The FY 26 General Fund proposed budget reflects an increase of \$160,000 as compared to the FY 25 adopted budget due to lease payments related to planned ambulance replacements.

Councilor Eleveld asked how many emergency calls do they receive. Mr. Moylan replied approximately 5,000 a year.

Councilor Eleveld said that about 500 of those are being filled by East Windsor. Mr. Moylan said that is correct.

Councilor Eleveld asked if that was because we do not have any equipment or teams available. Mr. Moylan replied correct, and that most of those are due to the timing of the calls. He said typically they are staffing three ambulances during the day and two overnight. He said Windsor is notorious for getting three, four or five calls in a very short period of time. He said that it typically takes them about an hour and 15 minutes from when a call is received to the time the ambulance comes back. He explained that when they receive multiple calls in a short period of time that they run out of resources, and that is usually when you will see the mutual aid such as East Windsor coming into town to provide backup.

Councilor Eleveld asked if the new ambulances would be coming in this fall. Mr. Moylan replied that they are hoping to start taking delivery of the first ones sometime in the late spring, around June. He said there is a total of five that they are expecting to stagger in with the last ones to come in at September/October.

Councilor Eleveld asked if these new ambulances would be smaller. Mr. Moylan explained that the ones they have on order are the smaller van style. He said East Windsor has several of them and the bigger commercial services primarily ran them over the last few years. He said it was due to cost and the time to take delivery of new ambulances.

Councilor Eleveld asked if the smaller size could be ordered faster than the truck style. Mr. Moylan said that's correct and that originally, they had placed an order for two bigger modular style ambulances and they were expected to be about a three year delivery time and that the smaller transit ones would only take about six months or so to be delivered.

Councilor Armstrong asked if they were a non-profit. Mr. Moylan replied that they are a non-profit organization.



Councilor Armstrong asked if the vehicles would be a contribution. Town Manager Souza replied that the vehicles will be owned by Windsor EMS. He said the town's annual proposed contribution will be approximately \$755,000 and \$160,000 of that will be allocated to the annual lease payments over the course of the next five years.

Councilor Armstrong asked if that included personnel? Mr. Moylan replied that the staffing is already in place and that they have five ambulances currently. He stated that the average age of them is approaching 12 years and that their average lifespan is about seven years.

Councilor Naeem asked how often Windsor EMS is going to other towns for mutual aid. Mr. Moylan replied that in this fiscal year, they have primarily responded to Bloomfield and Windsor Lock 363 times.

Councilor Naeem asked what else is needed to ensure response times are happening in a timely manner. Mr. Moylan said the biggest hurdles that they will continue to face is the reimbursement rates again with Medicare and Medicaid and not being a hundred percent sure where that is going. He said costs were going up and he gave an example of IV fluid that used to cost \$3 and now it is about \$11 a bag and there are national shortages of it. He also added that the Hartford traffic is something that can affect a response time and that is out of their control. He said the hospitals are overcrowded and can take their crews 35 minutes just waiting to get their emergency patient through the emergency room doors and get triaged and into a room. He said for what they are able to do and able to control that they are doing much better than most places, not only in the State but nationally.

Councilor Naeem asked if he anticipated any significant changes with Medicare and Medicaid rates. Mr. Moylan said that the Medicaid rates are controlled by the State of Connecticut and that the Medicare rates are federally controlled. He stated that he did not have a great predication but hoped that would stay the same or go up just a little bit.

Councilor Naeem asked if there had been any advocacy for the challenges around Medicare and Medicaid reimbursement with delegations on the state or federal level. Mr. Moylan responded that there is not a true "lobbying" group to advocate for EMS and asked that people talk to their representatives to ensure they know what is going on so they understand that some of these cuts will have an impact on services.

Town Manager Souza added that there have been discussions through the Connecticut Conference of Municipalities, as well as the Council of Small Towns, during this general assembly session to increase awareness of the reimbursement rates and the challenges that communities, especially smaller communities, face in terms of trying to provide timely EMS responses.



Councilor Pelkey asked if he could give some sort of average collection rate. Mr. Moylan replied that it very much depends on each individual person's insurance situation. He said with anyone who has Medicare or Medicaid that it is about a 60% cut off of the allowable billable rates that the State sets and with private insurance they usually see a 75-80% reimbursement rate. He said those that do not have health insurance which is very hit or miss overall there is maybe a 50% collection on it.

Councilor Pelkey asked generally how much would it cost for an ambulance. Mr. Moylan said a basic level ambulance with transport to the hospital would be about \$920 and if there is a paramedic on the ambulance ride to provide a higher level of care then it is around \$1,400.

Councilor Gluck Hoffman commented on the response time to her house was about seven minutes. Mr. Moylan said that their average response time in Windsor is eight minutes.

Councilor Walker asked if they had included people from Windsor town government to be on their Board of Directors. Mr. Moylan responded that they have to figure out if there would be a conflict of interest. He said they have adopted new bylaws this past year, and that they are using current board members to recruit additional board members to keep that moving forward. He hoped that at their annual meeting in June it would bring two new board members, which would bring them up to 6 members.

Town Manager Souza commented that town finance staff, Assistant Town Manager Colby and he meet with Mr. Moylan on at least a quarterly basis to look at their finances with their hired accountant. He said he also meets with Mr. Moylan about once a month mainly around operational aspects. He said while not formally on the Board of Directors, he could say that as our contribution has increased over the last three years that our regular involvement has increased as well.

Deputy Mayor Klase thanked Mr. Moylan.

6) RECREATION AND LEISURE SERVICES

Paul Norris, Director of Recreation and Leisure Services; Richard Henderson, Recreation; Kurstin Coleman, Youth Services Bureau; Terry Nodine, Northwest Park, and Rebecca Joyce, Senior Services & Transportation Services gave an overview of the budget.

Mr. Norris stated the overall FY 25 expenditures are expected to exceed the budget by \$94,270 or 2.5%. This is primarily due to increased program offerings associated with unexpected funding for Senior Services and the Youth Services Bureau. The Senior Services division received state funding to support and enhance engagement at the Senior Center and a General Fund Unassigned Fund Balance allocation to support the senior lunch program. In addition, the Youth Services Bureau was awarded funds for juvenile violence prevention. The FY 25 General Fund expenditures are expected to come in under



budget by \$34,350 or 1.4%, primarily due to Personnel costs associated with staff vacancies.

The overall FY 26 proposed budget reflects an increase of \$247,710 or 6.7% compared to the FY 25 adopted budget primarily due to Personnel costs and increased Supplies to continue the Senior Center's elderly lunch program. The FY 26 General Fund proposed budget reflects an increase of \$210,860 or 8.4% compared to the FY 25 budget for the same reasons.

Mr. Norris gave an outline of FY 25 accomplishments and FY 26 goals.

Councilor Gluck Hoffman asked if the increase to the senior lunch program is due to cost increases from the distributors. Mr. Norris replied that the food organization that they were working with unfortunately lost their funding, so to replace the program they did have to come to Council and request funding to continue the program.

Councilor Naeem asked if we were anticipating maintaining the level of service for the senior lunch program. Mr. Norris replied yes we are, and that they are looking to continue the program five days a week through the entire fiscal year.

Councilor Naeem asked if we were anticipating any other available funds targeting senior programs and services through the State. Mr. Norris said that at this point in time they have not identified any additional funds through the State or Federal Government for senior programs.

Councilor Naeem thanked them and commented that she had heard from many in the community how awesome their staff is at each of the different facilities and programs.

Councilor Eleveld asked about the senior food program and the food vendors they are working with. Mr. Norris stated that one of the vendors that they are working with is CRT and they provide 56 meals per week as part of our free contract but that only covers about two days a week. He said that they do have in their budget to hire a part-time person that would be an administrator in the kitchen. He said the other three days per week, they do contract with another vendor that will provide lunches. He said those are the two groups they are currently working with and will continue for FY 26.

Councilor Eleveld believed CRT was the one that had a higher cost. Mr. Norris replied that was correct. Councilor Eleveld stated that CRT provides some of that food for no cost. Mr. Norris replied exactly.

Ms. Rebecca Joyce commented that they are taking advantage of the CRT program that they still provide us with the certain allotted meals per week but then we did contract with a vendor who does provide us meals for the remainder of the week at a lesser cost per meal.



Councilor Eleveld looked at page G-6 under facilities management and asked why there are no expenses and no personnel listed or if it was somewhere else in the budget. Mr. Norris replied that they do have a contribution to the LP Wilson Fund, which pays for the custodial staff and that is approximately \$385,000.

Councilor Eleveld asked if that was a similar situation at 330 Windsor Avenue. Mr. Norris replied that they do have \$15,000 in the recreation facility budget that goes towards some expenses at the 330 Windsor Avenue Community Center, which is paid for out of a special revenue account. There is also an additional \$33,000 that pays for electricity and propane gas that is attached to the General Fund.

Councilor Eleveld asked if we have solar on 330 Windsor Avenue. Mr. Norris replied that we do.

Councilor Eleveld asked if that is used to offset the electric bill for the entire building? Town Manager Souza said that is correct.

Councilor Eleveld asked about Youth Services and how they are doing. Ms. Kurstin Coleman replied that Youth Services as a whole is doing well and that they are losing a couple of grants.

Councilor Eleveld asked how much money would they be losing? Mr. Norris replied that they are losing \$15,000 from the youth violence protection grant, as well as \$13,000 from the Juvenile Review Board Enhancement grant.

Councilor Eleveld asked about Northwest Park and if the education and recreational activities is the education part of the program with the Windsor school system. Ms. Terry Nodine responded that they do have a partnership with the Windsor School system in that they provide environmental education programs to every pre-K-5th grade class at least once.

Councilor Eleveld asked if the taking care of the animals was under the facilities and property category? Ms. Nodine replied that the materials and supplies, as well as vet services for the heritage breed farm animals is under the educational budget.

Councilor Eleveld asked for an explanation about heritage breeds. Ms. Nodine said that heritage breeds are those that came over to America primarily from Europe and have not been genetically modified and have a lot of really hardy traits to withstand New England weather conditions, as well as they were known to be very maternal and good work animals. She said these animals are not being preserved because the factories are prioritizing production and that some breeds are going to extinction. She stated that there is a big conservation effort of which we are a part of to keep those breeds going and to keep the educational connection of their importance.

Councilor Armstrong looked to page G-3 and asked about the transfer from Caring Connection that was listed. Ms. Joyce replied that senior transportation provides the transportation for the Caring Connection, so that is what the transfer is for. She said it is for the fuel as well as maintenance and repair of our vehicles.

Councilor Armstrong looked at page G-5, next to last bullet point on the left, 'leisure opportunities'. You provide opportunities for toddler play groups. What does that entail? Mr. Henderson said that yes, we have a toddler play group at the 330 Windsor Avenue Community Center that meets weekly in the morning. They utilize the indoor playscape as well as the gymnasium areas there.

Councilor Armstrong asked if there were trained personnel there to work with the toddlers? Mr. Henderson said yes.

Councilor Armstrong asked about Page G-9, 4th bullet from the bottom on the left hand side, operate a busy medical device lending closet that loans equipment to residents free of charge. What does that entail? Ms. Joyce stated that is located in the Senior Services Department. We take in used medical equipment, such as wheelchairs, walkers, canes and those types of devices. They also maintain all of that equipment and then pass it back to the public.

Councilor Armstrong asked if a resident needed equipment like that, they can come and get it free of charge? Is that correct? How is that publicized? Ms. Joyce replied that they inform residents via their newsletter. They will also post it on their social media. They use their different marketing avenues to notify individuals of the closet.

Councilor Armstrong asked about Page G-11, Transportation. We provide trips to the store and so forth and coming to the facility. They do that by calling in correct? Ms. Joyce said they do via the reservation line and that's how they record the request.

Councilor Armstrong asked if that is done 7 days a week? Ms. Joyce replied they provide transportation Monday – Friday with their normal schedule between the hours of 8:00 AM – 4:30 PM. They do schedule evening and weekend trips as well. But those are special trips to a museums, special events and venues. Councilor Armstrong asked if these are provided to Windsor residents? Ms. Joyce said that was correct. Councilor Armstrong asked if there is a cost? Ms. Joyce explained their annual suggested donation is \$35. There's no actual fee, rather it's a suggested donation for the year. Councilor Armstrong said that is not for one trip. Ms. Joyce replied that is for the whole year.

Councilor Armstrong asked if this includes the storage of the vehicles? She recalls there was something with the vehicles at one point. The catalytic converters or something like that. Mr. Norris replied there was an incident this previous year where we had catalytic converters removed from the buses that were stored overnight at LP Wilson. We now move the vehicles over to the Police Department/Public Works complex and they're stored

there in the evenings. Councilor Armstrong asked if there was any cost with that? Mr. Norris said there is no cost.

Councilor Armstrong asked about youth. She sees there's a lot of programs provided for them even at the high school and other activities. She is a little disturbed that we don't have the juvenile justice any longer. However, how are the youth recruited? Ms. Coleman explained that there are various ways youth are recruited. They either come through their juvenile review board or through programming like marketing, where she's always outside at different events and just talking to the youth. Youth then talk to their peers and spread the word. Some come in for the summer teen employment program. Many of those kids will stay with them through the school year. Mostly, it's through marketing and word of mouth.

Mr. Norris stated that Ms. Coleman does an outstanding job with her being visible at the high school. She's cultivated relationships with both staff and the youth at the high school and then entices them to get into our programs. She's very in tune with the youth that participate in the recreation programs.

Councilor Armstrong asked if there are any funds provided for youth who want to attend the after school or school out programs? Mr. Norris said yes. Ms. Coleman does offer programs that are free to youth so they can get into programs that way. We also offer discounts and scholarships to youth in need to participate in our school out special programs as well as our summer camp programs. Town Manager Souza asked Mr. Norris what is the dollar amount that is provided from the General Fund? Mr. Norris replied there is \$14,000 in the General Fund under the Recreation division that provides scholarships year round. For the most part, it's spent for summer camp programs. Town Manager interjected that they also have a special revenue account. Mr. Norris explained that they do use their special revenue funds and give discounts to the youth for programs from that resource as well.

Councilor Pelkey asked about the 330 Windsor Avenue use of transportation. What is the breakdown of a resident versus a non-resident using those services? Mr. Norris replied that they don't monitor resident versus non-resident usage of facilities. He can, however, get him the information from their recreation software stating the number of residents or non-residents that sign up for a program. He believes that the Senior Center does the same thing when it comes to their programs. Councilor Pelkey asked Mr. Norris to forward that information to him as he is asked that question frequently.

Councilor Pelkey said that when you go down Wilson, you see new bathrooms at the new Wilson park site. Is that part of this budget or is that the Department of Public Works? Who is responsible and where does that fit into? Where's the budget? Town Manager Souza stated it's going to be a combination. There will be water charges that will be reflected through Recreation in Special Revenue accounts. We do have a well there. So the water is going to be relatively low use. It's going to be related to the restrooms and so all the



irrigation will be on well water, so we'll be avoiding the MDC charges. The maintenance costs for the grounds component are going to be built within the Public Works department.

Councilor Pelkey asked as far as the facility upkeep and maintenance, how do we get to a point where the Welch tennis courts were in the condition that they are currently in? How do we ensure that we're not having anything deteriorate to the point of not being usable? He's had several people ask him how they got to this point and how did we not realize that? Town Manager Souza said that's part of the challenge with the multi-year capital improvement program. About a dozen years ago, we did do preventative work at Welch, where when the pavement was starting to crack, we went and did some seal cracking and some redoing there. It's all about balance relative to a major project like that which is three quarters of a million dollars or so.

Councilor Pelkey said some things are obvious, but not to anyone just walking by. Town Manager Souza asked Mr. Norris to talk about his spring and fall walks with public works. Mr. Norris stated in the mid spring, usually around now, the first week in May, me, Mr. Henderson, and a couple of public works staff, (usually Jesse English) will tour the outdoor parks and start to work on a list. That list includes what needs to get done for opening day, and then we go down again in late fall, and start to look at another list that we can try to take care of during the warm winter months, so to speak, but on an indoor facility. Rich, and I do it annually. The staff gives us verbal reports weekly as well. An example is that we need in another year or two to resurface the gymnasium at 330 Windsor Avenue. So we already have itemized that and have it in a folder for when we need to submit a decision packet to the Town Manager. Those are the kind of things they try to address.

Councilor Eleveld stated you indicated on Page G-20 the number of recreation programs offered. Are those new offerings in a given year that were not offered in the prior years? Mr. Henderson replied those are current programs. Councilor Eleveld then asked they have 20 recreation programs being offered as an estimate for this coming year? Mr. Henderson retracted his statement and said those are new. He thought the Councilor was referring to the top of the page.

Councilor Eleveld said they had 435 programs this past year. So you're looking at 425 programs. The reason is for lack of interest he presumes? Mr. Henderson stated that they look at some programs far off and depending on the interest there and based on the instructor availability they'll decide if it is viable.

Councilor Gluck Hoffman stated she knows all the things that Recreation does. She appreciates all they do for the camping program through Northwest Park. How many campers do we have enrolled this year? Ms. Nodine said they are at approximately 60% enrolled right now. They have a maximum capacity for the entire summer of approximately 360 participants and the counselors.

Councilor Gluck Hoffman asked what the qualifications are if you wish to become a counselor? Ms. Nodine said Northwest Park's requirements are slightly different than



summer fun camp. For Northwest Park, we are looking for camp teachers who are able to provide pre-written curriculum because it is a specialty environmental education camp. We do require at least one year of college. Interest in the natural world is wonderful, but we do have a mix of those that have a background in natural sciences and those that are classroom teachers. We also pair together those individuals to make successful teachers. They also have a junior counselor program. We have campers who have grown up through our programs and we serve up to the 8th grade. So those that are going into 8th grade and it's their last year of being a camper, then once they are in high school, they can become a junior counselor.

Councilor Armstrong asked if she was correct when she saw we have a dog park in town. Mr. Henderson said yes, we do.

Deputy Mayor Klase asked if the Council would like to have the Board of Education come back for another round before them? It was agreed by the Town Council that they do not need the Board of Education to come back.

7) ADJOURNMENT

MOVED by Councilor Eleveld seconded by Councilor Gluck Hoffman to adjourn the meeting at 8:48 p.m.

Motion Passed 7-0-0 (Mayor Black-Burke and Councilor King absent)

Respectfully Submitted,

Andrea Marcavitch
Recording Secretary

April 22, 2025
Special Town Council
Minutes



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 22, 2025
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 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

MOVED by Deputy Mayor Klase seconded by Councilor Walker to move Adult Day Care Enterprise Fund from #5 to #2 on the agenda.

Motion Passed 6-0-0 (Councilors Gluck Hoffman, Naeem and Pelkey absent)

2) ADULT DAY CARE ENTERPRISE FUND

Cheryl Rosenbaum, Caring Connection Manager, gave an overview of the budget. The FY 25 expenditures are expected to come in over budget by \$47,520 or 23.2% primarily due to Capital Outlay for the purchase of entry area furniture and an outdoor pavilion, funded by Covid Relief Funds, as well as Services for training and certification costs, funded by an increase in the Alzheimer's Aide grant.

The FY 26 proposed budget reflects an increase of \$6,560 or 3.2% as compared to the FY 25 budget due to Personnel costs for market wage adjustments and increased staffing for projected census increases.

Ms. Rosenbaum stated that she will be retiring at the end of the fiscal year.

Mayor Black-Burke told Ms. Rosenbaum that she will be missed. She thanked her for her dedication, service and all she has done along with her incredible team.

Deputy Mayor Klase thanked Ms. Rosenbaum for all that she has done and said she would be sad to see her go but understood about her retirement. She asked Ms. Rosenbaum if partial funding comes from the home care program for elders. Ms. Rosenbaum said that was correct.

Deputy Mayor Klase asked if Ms. Rosenbaum heard anything on the State side regarding funding for programs and does she know what percentage of the budget it is for her. Ms. Rosenbaum said that they have heard that it's business as usual and it will be no different than other years when we apply for some of the clients who are on the program. Those are the clients who get funding from North Central Area Agency on Aging. With regards to the other program, it is business as usual.

Councilor Eleveld congratulated Ms. Rosenbaum on her retirement. He stated that there was a projection of \$483,000 in revenues but the year end estimate came in at \$433,000. What was the reason for the shortfall? Ms. Rosenbaum said she was a little more zealous than what actually came in, which is a little lower than projected.

Councilor Eleveld said that for next year they are looking at receiving \$504,000 in revenue. Ms. Rosenbaum said the fourth quarter is when they see a big jump, which they are already seeing. She feels confident they are heading in the right direction.

Councilor Eleveld said this year you're estimating you're going to have about a \$107,000 loss. He asked what's the cost of keeping up 330 Windsor Avenue in total? Town Manager Souza stated there's a combination of operational costs at the Caring Connection. The Caring Connection contributes \$65,000 in rent which goes to support the 330 Windsor Avenue utilities and minor repairs at the facility. They also make a transfer of approximately \$62,000 for transportation services to the General Fund. When you combine those two, it is approximately \$120,00-\$125,000 that they're contributing. If the Caring Connection did not make those contributions, then the town would need to make those up in some form or fashion, since we have shared transportation between Dial-A-Ride and the Caring Connection.

Councilor Eleveld asked if we were to take those two numbers out of the equation for conversation's sake, the net results is that they would have a small profit. Town Manager Souza said that is correct.

Councilor Eleveld said that if the Caring Connection was not involved at all, we would still be liable for the \$130,000. Town Manager Souza said there may be some reduction on the transportation side, but not a lot because they are shared in nature. As said, there might be some reduction in transportation side of the equation, but we still have to maintain the building.

Councilor Armstrong said she sees on Page S-13 nursing. Is that provided on the premises or do you have visiting nurses? How is that handled? Ms. Rosenbaum said that they have a full-time nurse that is second in command in the program. She supervises the nursing part of their medical model at the Adult Day Center. She supervises the CNAs, the certified nurse assistants, who provide care as well as the entire medical piece of the program which is all provided on site.

Councilor Walker congratulated Ms. Rosenbaum on her retirement. He noticed on Page S-9 that their marketing efforts are geared towards Hartford, Bloomfield, and Windsor Locks. He believes that two of them have their own senior services recreation programs. Ms. Rosenbaum replied they have their own senior centers but don't have Adult Day Care programs.

Councilor Armstrong said that on Page S-9 she saw where they provide services to caregiver siblings who are states away from each other using these services when their loved ones are in Connecticut. Ms. Rosenbaum said they have some clients who one of their children lives here in Connecticut, and one may live in Florida. The children share caring for the older person. When the person is here in Connecticut, they're part of our program when the person is in another state, they attend a different adult day center there. Councilor Armstrong said we provide care for that person that is here in Connecticut. Is that correct? Ms. Rosenbaum said that is correct.

Councilor Armstrong stated that they don't communicate with that person that is out of state. Is that correct? Ms. Rosenbaum said that they communicate with the family member that's here. They also communicate with their family member in Florida, or wherever the state may be, so they're not here alone. They're here with a child, and then they go to another child in another state where they're cared for there.

Councilor Armstrong stated you involve clients and ongoing intergenerational community programs with schools. Can you tell me a little bit how that is done? Ms. Rosenbaum replied sometimes we will have a school like the Montessori school come to do an intergenerational program. I do have to say that since COVID, it's been harder to make some of these connections. Recently one of our staff members brought her daughter in, and she was involved in a program for our clients. We try, when possible, to bring in young people at holiday time for celebrations. They're invited to join us. They bring big smiles to our clients. So, when we can involve children in a classroom situation, we do that. Children are always encouraged to visit.

Councilor Armstrong thanked her for her responses and told her good luck on her retirement.

3) INFORMATION SERVICES

Town Clerk's office

Scott Nolan, Town Clerk, stated the overall FY 25 expenditures are expected to come in under budget by \$10,220 or 2.3% primarily due to Personnel costs as a result of a partial year vacancy. The FY 25 General Fund expenditures are expected to come in under budget by \$6,420 or 1.7% due to the same reason.

The overall FY 26 proposed budget reflects an increase of \$2,650 or 0.6% as compared to the FY 25 budget mostly due to Personnel costs and is offset in part by less use of



special revenue funds. The FY 26 General Fund proposed budget reflects an increase of \$5,200 or 1.3% mostly due to Personnel costs.

Mr. Nolan gave an overview of FY 25 accomplishments and FY 26 goals.

Deputy Mayor Klase asked if Mr. Nolan can describe to her what the no excuse absentee ballot voting means. Mr. Nolan stated if you recall last November, there was a question on the ballot in which Connecticut overwhelmingly came out to support the legislator reviewing this issue. At this time, we don't entirely know. We're still waiting to hear what no excuse absentee ballot voting would mean. My guess is, it would remove the six questions on the application process. It would eliminate those just to allow any qualified voter the opportunity to vote absentee.

Councilor Walker asked about Page N-5 under 'election support'. There's a figure in there and he'd like to know how much of that amount we get from the State of Connecticut to reimburse for election support? Mr. Nolan stated none at this time. He is not expecting any additional grant money for the upcoming elections. Councilor Walker then stated that the town has to pay for all of that correct? Mr. Nolan said correct.

Councilor Eleveld said we have a list of fees and it appears that the vast majority of those fees are state regulated. Mr. Nolan said in the Town Clerk's office they are. Most of the fees are set by *Connecticut General Statutes*.

Councilor Eleveld commented that most of these fees look like they are from 1999. The *Town Charter* is \$10. That was set in 1999. Is it time to maybe consider increasing some of those? Or is there just no demand? Town Manager Souza stated there is no demand. All of this information is digital or online now and that's why we haven't adjusted them because there's so little demand.

Councilor Eleveld asked if we are checking the prices relative to other communities for certain services? Mr. Nolan said yes. In some cases, he's checking the market rate as well.

Mayor Black-Burke said in thinking about the Citizens Academy, she's wondering about the particular costs associated with that. Is it something that could be offered twice a year? If we were to do that, what would be the financial burden? Is there a financial burden? Ms. Jubrey stated the actual cost is very low. There aren't a lot of supplies. There may be refreshments or the gift we give them at the end which are certificates. So, it's under \$200. However, there's a lot of staff time involved. Staff comes out on the night they are slated to give their presentations. Town Manager Souza added that they've had conversations about other ways of being able to continue that engagement. Some of those thoughts that have arisen is maybe a shortened version, instead of doing what we presently do for 8 weeks in 12 different departments, is maybe doing something that would be in an evening

or on a Saturday. Then maybe hitting Public Works and then Public Safety perhaps. Something off cycle of that October or fall timeline.

Ms. Jubrey brought up some exciting news. She stated that the town is embarking on some sort of a youth citizens academy. Something in that nature. Molly is actually working with a teacher at the high school, and there is a class that when they finish their AP Exams, they are taking it on as their capstone project, because we really want to hear from the students what they think that should look like. What we do for adults in the fall may not meet their needs, so we are not sure what shape or form this is going to take. But we're going to gather everything we can and figure it out.

Public Relations

Enita Jubrey, Assistant to the Town Manager, and Andrew Goldberg, gave a brief overview of the budget. The General Fund FY 25 expenditures are expected to come in under budget by \$7,140 or 1.7% due to Personnel costs as a result of a partial year vacancy.

The FY 26 General Fund proposed budget reflects an increase of \$15,710 or 4.5% as compared to the FY 25 budget mostly due to Personnel as well as increases to contractual costs for software.

Ms. Jubrey outlined FY 25 accomplishments and FY 26 goals.

Mayor Black-Burke asked Ms. Jubrey about the software fees. Are these just regular renewals? Ms. Jubrey stated we carry three software fees in this budget. We carry Granicus, which provides the video streaming and your iLegislate programs, See Click Fix, and social archiving, which is split between Public Relations and the Town Clerk's office, which is basically a records keeping of social media record retention. They've each increased by 5%. The companies basically told them they're going to go up 5% per year. That's what we're anticipating.

Councilor Eleveld stated for the benefit of the public what are the addresses that people can send a note to in order to be added to the mailing list or email list? Ms. Jubrey said the easiest way to find the Public Relations employees' addresses is through the front cover of the *There's A lot to do in Windsor* magazine. Their emails are there. They are also available on the website. If they look for the stay connected page, they can sign up for library newsletters, for recreation newsletters, the Town Manager's report or town announcements. So, it's all in one place.

Councilor Eleveld said that would allow them to know if there's a vote coming? Ms. Jubrey said that's correct.

Councilor Walker said he has a question that is a follow up to the question he asked earlier under election support. That's a statewide, unfunded mandate. While he knows other towns have the same problem, his question is if the Connecticut Secretary of State

planning to do anything here? Also, to the Town Manager, is CCM reaching out in response to other towns having the same unfunded mandate? Town Manager Souza answered the Council of Small Towns, as well as CCM have been actively advocating for some State assistance relative to early voting and the other mandates that are either here in place or expected to come down the line relative to elections. Unfortunately, there's been none other than some Grant monies that were received in Fiscal Year 25 that were used for early voting at this point. There's no clear decision relative to state funding if it would be part of the budget, the State's budget or not. Mr. Nolan said he agrees with what the Town Manager said. He added that the Connecticut Town Clerks Association is also closely following this issue. They meet monthly with the Connecticut Secretary of State's office and she has commented more than once that while she's advocating that municipalities get funding, we are not anticipating there being money available. Councilor Walker said so the taxpayers foot the bill? Mr. Nolan said that was correct.

Councilor Armstrong asked about Page 7 under the second bullet of 'products and services.' Can you tell me how you act for the Town Manager as a first responder for calls, complaints, issues, problems and questions? Ms. Jubrey said they monitor the social media platforms. And while they do not regularly engage with people posting, if there's a specific question such as when is Town Hall open, they will respond and act as the first responder to give that information to the person that's seeking it. If there's a question such as there's a pothole on my street. What do I do? We will respond and let them know, go to See Click Fix. It's very easy to use and things of that nature. Also, she mentioned the inside front cover of the magazine has their names, phone numbers and their email addresses so they can use that resource as well.

Mayor Black-Burke said in regards to SeeClickFix, she thought it is listed in the pay statistics, maybe it wasn't. Is that calculated? How is that looked at? How is the response rate in terms of acknowledgement? Town Manager Souza said our goal is to acknowledge within one business day, and then, periodically, the Town Manager's office looks at the number that have been closed out, and then we work with the departments to make sure those are being closed out. The two largest departments in terms of frequency are Public Works and Health Department in terms of the number of SeeClickFix issues that they receive. So those are the primary departments that we work with and help monitor the acknowledgment and the responses.

Councilor King stated we all talk about how people say they don't hear things. How often are we going back and looking at the tactics we're doing to see what the response rates are? One on the top on his mind has to do with printing as it gets more and more expensive each year to do. Mailers are more expensive as well. We are doing a lot of those. When we hear "I don't hear about that", do we go back and measure them and ask ourselves if we should still be doing that practice? Ms. Jubrey stated they are particularly interested in engagement and for people to engage with the information they put out there. We do monitor those statistics and we look at QR codes that we place out on various rack cards, or what we're putting out on social media. This helps us to track and see when they spike

and then we'll say because that was at this particular event, we handed this out, and a lot of people engaged with it. Mr. Goldberg added more information on how they track social media.

Councilor Eleveld said the engagement with Windsor High school and getting kids interested maybe in looking at how that works, are there any thoughts in trying to lead to potential careers in Windsor? Ms. Jubrey said we're always looking into that kind of workforce development. She's had discussions about getting some of our younger employees involved in some of these things, so that the students are able to see themselves in their place and say, this may be a possible career that I could go into. We're always looking for that. We're looking for opportunities, for the students to join in and tag along on work days, or whatever it may be. We're really excited to hear what they might come up with.

4) LIBRARY DEPARTMENT

Gaye Rizzo, Director of the Library Services and Cailey Klasson, manager of the Wilson Branch presented the budget. Ms. Rizzo stated the FY25 General Fund budget is expected to come in under budget by \$3,760.

The FY26 General Fund budget reflects an increase of \$73,350 or 3.7% due to Personnel Costs. It is and always will be the overarching goal of Library Services to maintain excellent staff, programs, materials, technologies – all the resources necessary at any point in time to respond to the evolving informational needs of our library patrons.

Ms. Rizzo gave an outline of what the library has done in the past year along with FY 26 goals.

Councilor King asked what is our annual take in for late fees? Ms. Rizzo stated that they brought in \$12,196.80 last year. Councilor King then said if we were to eliminate late fees, we would be losing \$12,000. We'd have to add that amount to the budget, is that correct? Town Manager Souza said yes that's correct. Those funds do not go directly to the library. They go into our General Fund.

Deputy Mayor Klase said that the Library Association, of which she is a member, talked about late fees. If she recalls, there was a reason you didn't want to do too much in late fees, but there's a reason you do put late fees in place. Is she correct? Can you talk about that a little bit so we are actually in the minority. Ms. Rizzo stated that Windsor is in the minority. She gave an explanation as to why she feels having late fees are important.

Councilor Eleveld asked if the Library lends garden implements? Ms. Rizzo said if you are going to plant a bulb, you need a bulb planter once a year. So, the library has a bulb planter available for use. We have tables that can be borrowed as well. Councilor Eleveld said

these are available for use like a book? Ms. Rizzo said yes you borrow them then bring them back.

Mayor Black-Burke said in regards to the Wilson branch, on J-12 it references the Upper Albany Neighborhood Alliance. Is that just a donation or is it a grant? Ms. Klasson said they are basically refunding us for the supplies that we buy for the tutoring program. She believes it is a grant. Ms. Rizzo added that we're getting reimbursed for certain items and there's no actual grant that's been given to the town or any promised amount to us.

Mayor Black-Burke asked about the process for getting the money from the Upper Albany Neighborhood Alliance. Ms. Klasson stated there is an application and we apply for that yearly. This is just for the tutoring students and it's not open to the public. It's reimbursement for the basic things such as snacks, juice, notebooks, pens, pencils, etc. They did provide a trip to Bright Nights in Springfield during the holidays as well. Town Manager Souza added that if we don't get funds via the application, the tutoring program would still continue. We have part-time monies within the budget that pays for the part-time coordinator.

Deputy Mayor Klase stated that on Page J-5, they talk about proctoring exams for long distance learners. She's wondering what that was about. Ms. Rizzo stated we aren't doing as much of that now as we were in the past. But colleges, for example, would have students come locally and you needed to have a Master's Degree librarian overseeing the proctoring of that exam. Then you have to submit it in a folded, sealed envelope and send it over within 'X' number of hours back to the school. We would collect \$25 for doing that.

Councilor Armstrong said she appreciated Ms. Rizzo's comment about converting the reel to reel. Do you get many people coming in for that? Is there a cost for converting it? Ms. Rizzo said there are lots of people that come in and it doesn't cost anything to do. All the supplies have been donated to the library for this.

Councilor Armstrong asked if the library has Kindles available to the public? Ms. Rizzo responded that they don't have Kindles now as they did not move often when they did have them. Books are now on MP3 players and there are CDs that you can borrow.

Councilor Armstrong asked about providing meeting space. Is there a cost for that for the community? Ms. Rizzo said if you're a nonprofit community group that's Windsor based, there is no fee. The only fee we collect is if you are a private company that wants to rent the meeting room space, and it's \$45 an hour to rent the meeting room.

Councilor Armstrong asked if the photocopiers and printers are leased? Ms. Rizzo said the only thing they do not own is the fax machine. That is not on a lease. The supplier gives them a percentage of the proceeds that he collects. At the branch library, they own their fax machine.

Councilor Armstrong said there is a price for using the copier. Ms. Rizzo said it's \$0.20 per page if it is black and white and \$.50 per page if it is in color. Town Manager Souza added that those funds are segregated and Gaye uses those for purchasing a replacement copier on a given life cycle.

Councilor Armstrong asked if there was a limit to the copying. Ms. Rizzo said there is no limit.

5) CHILD DEVELOPMENT SERVICES ENTERPRISE FUND

Laura Casey, Discovery Center & Montessori School Director, stated that despite their growth and continued success, the Child Development Fund is estimating a loss of \$45,930 for FY25, compared to a budgeted loss of \$6,360. This is primarily due to our inability to fully enroll students in full-day Primary spaces.

Looking ahead to FY26, we are projecting a loss of \$3,800, compared to a budgeted loss of \$6,360 for FY25. In addition to the slight increase in capacity due to the new state ratios, we are implementing a tuition increase across all programs. This increase, coupled with additional full-time spaces based on current interest, will help generate the necessary revenue to meet the market demands for staff salaries, rising service costs, utilities, and repairs.

Councilor Eleveld asked if the staffing levels takes effect in July? Ms. Casey said one of the elementary staffing levels took place in October. For the toddlers it took place once every child in the classroom was two. That meant we couldn't implement that until January first, so it wasn't for the whole fiscal year.

Councilor Eleveld stated that last year they budgeted for 21.3 employees and they've had a challenge finding staff. You ended up with 20 employees so you missed the mark. He presumes with the increased mark, we brought in more students, more revenue and potentially modified your loss. This coming year, you're looking at 21 employees. Is that because of the increased staffing and you don't need as much people? Ms. Casey responded with the increased staffing and the ratios for the children we would need less staff for the elementary group.

Councilor Eleveld stated you're raising rates. He believes the early childhood program at Oliver Ellsworth is being cut back. Town Manager Souza said that it is his understanding as well. He doesn't have the details, but he knows there is some reduction at the pre-k level. Councilor Eleveld asked if we are looking at possibly picking up some of those kids? Ms. Casey said anyone that is interested can certainly join our waiting list, but for the fall right now we are already full.

Councilor Armstrong asked as far as the tuition goes, is that a sliding scale for families? Ms. Casey said we do not currently have a sliding scale. However, we do participate in the

care for kids, state subsidy. So, families who meet the State subsidy guidelines are welcome to attend the program with that subsidy if the family is qualified, of course.

Councilor Armstrong stated that on Page S-21, it says the program does not have room for students under three years of age until July 2026 due to the births of siblings of enrolled children who receive priority and placement. Councilor Armstrong said that the program does provide for infants, correct? Ms. Casey said they start at six weeks.

Councilor Armstrong asked in regards to the parents' involvement, is it volunteer or are they paid? Ms. Casey responded it is all volunteer.

Deputy Mayor Klase stated she has a couple of questions. The rates for an infant are at around \$1,585 per month. Is that correct? Ms. Casey said that was correct. Deputy Mayor Klase asked what is the comparison to a private center? Ms. Casey said they are slightly higher by \$1,000 and are still lower than Montessori schools west of West Hartford.

Deputy Mayor Klase asked if Ms. Casey had any comparison to non-Montessori models? Ms. Casey said they are right there with private and profit centers in the area.

Councilor Eleveld said you are not directly competing by undercutting your competition in the private sector, correct? Ms. Casey said no, we are not. People come to Montessori for this specific, unique Montessori experience. Councilor Eleveld has heard from the public that they are undercutting their pricing, but it sounds like you are in the same neighborhood as them relative to pricing. Ms. Casey said from the research she has done and the comparisons that she'd done, that is correct. We are within 5%.

Councilor Eleveld asked Town Manager Souza how much the rent is at the school? You're paying \$18,000 a year in rent. Is that the cost of operating the Milo Peck building? Town Manager Souza said that if you take into consideration deferred maintenance costs, it does not meet the overall cost. So those funds get segregated into a separate fund, which is used for the operation of that program and building repairs. Obviously not the major capital piece, but day to day repairs at the facility.

Councilor Eleveld said if they were not having to pay for that, they would end up turning a profit for this past year. Town Manager Souza said that is correct. Councilor Eleveld asked if they were not in the building, we would still end up having a good chunk of that cost? Town Manager Souza stated we would certainly have a challenge on how we would maintain that given its age and how it has been constructed in various stages over the years.

Mayor Black-Burke asked if the staff that are utilized in after school, the Discovery center, do they have to be Montessori certified as well? Ms. Casey said they do not. We actually have an employee who works in the Montessori program in the morning and then he's the lead staff in the afternoon.



8) ADJOURNMENT

MOVED by Councilor Armstrong, seconded by Councilor Eleveld to adjourn the meeting at 7:45 p.m.

Motion Passed 6-0-0 (Councilors Gluck Hoffman, Naeem and Pelkey absent)

Respectfully Submitted,

Helene Albert
Recording Secretary

April 23, 2025
Special Town Council
Minutes



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 23, 2025
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

Present: Mayor Nuchette Black-Burke (virtual), 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 Lenworth Walker

2) DEVELOPMENT SERVICES

Todd Sealy, Assistant Town Planner, representing Development Services; Environmental planner, Chloe Thompson; Fire Marshal, Dan Volovski; Building Official, David Langworthy; Town Engineer, Suzanne Choate, and Economic Development Director, Patrick McMahon gave an overview of the budget.

The overall FY 25 expenditures are expected to come in over budget by \$41,050 or 7.5% mostly due to the use of special revenue funds for the 2025 Plan of Conservation and Development. The FY 25 General Fund expenditures are expected to come in under budget by \$49,950 or 9.1% mostly due to Personnel costs for a partial year vacancy. The FY 26 General Fund proposed budget reflects a decrease of \$20,700 or 3.8% as compared to the FY 25 budget primarily due to reduced Personnel costs and is partly offset by increased utilities and service contract costs.

Councilor Pelkey asked for them to explain the ombudsman services role and what that service actually is. Mr. McMahon answered that's his role in Economic Development. That would be anybody who is a business owner or property owner who contacts his office looking for a new space or expansion purposes where they could find some potential financing for their business. He hooks them up with the appropriate resources to make things happen.

Councilor Pelkey asked about the costs on page K-9 for the geographic information system and K-11 information services. What are the differences between those he asked? Chloe Thompson said that the software and licenses themselves cost around \$10,500. These are increasing. We see every year incrementally; they are increasing but that's the total that we paid in FY 25. Town Manager Souza added that it's the allocation of staff time



that's dedicated towards that. So, the percentage of Chloe's time and the Assistant Town Planner's time that's allocated towards maintaining the system, which, as you know as a user has a variety of different layers. They maintain that as well as provide services to other departments, not only development services, but other departments that may be needing to have maps created.

Councilor Armstrong asked about implementing the Transit Oriented Development Plan for Windsor. Mr. McMahon said that between 2012 and 2014, the town did an extensive planning study for the town center. It was a Transit Oriented Development Master Plan. It had a number of recommendations in the plan that we have been furthering, whether that is some sidewalk connections, for instance, along Mechanic Street. In the past, this new Founder's Square development was actually a recommendation of that plan. So, it's taking the recommendations and is continuing to bring them forward.

Councilor Walker asked a follow up question regarding what Councilor Armstrong asked earlier. He asked if the Transit Oriented Development Plan for Windsor Center includes overriding our local Town Planning and Zoning regulations. Particularly when it comes to the number of housing units we can construct in town. Mr. McMahon stated that it is in conjunction with the Plan of Conservation and Development and the town regulations. So, it's just a series of recommendations. But ultimately any development that is proposed does need to meet the current zoning regulations and/or the developer would have to seek amendments to the regulations.

Councilor Walker wanted some clarification on the State of Connecticut having the idea to ban the usage of transit-oriented development. This means the State could come in and override local Town Planning and Zoning regulations, so the town in itself would not have any say in the number of units. For example, high density housing. He asked if this is the same thing that they are discussing? Mr. McMahon said that the State legislature is looking at that very thing that he is mentioning. If you have a transit stop, that is where the State would like to prioritize housing. If you have that area, you would have to potentially create a certain number of housing units within that jurisdiction. Regarding the legislation we don't know ultimately what will come forward at the end of the legislative session. My presumption is, they will lean towards the side of leaving local control or a certain opt-in. So, if you want to benefit yourself for some state funding, you can opt into this sort of transit-oriented activities, but it is a separate issue from our own planning and what our vision has presented to date.

Town Manager Souza added that the Planning and Zoning Commission adopted a Windsor Center design guideline, which is specific to what we call an overlay zone for the commercial district here in Town Center. There's a similar concept for the Wilson commercial district as well, but that overlay district sets out an exact process which requires two public hearings for developers or property owners to go through. It sets out the density and the type of construction in terms of housing and/or commercial that can occur within those districts. So, it's primarily at the discretion of the Planning and Zoning commission. The Town Manager has spoken at CCM and to State legislators, saying that



he is opposed to altering State law which would take away the right of the local Zoning Commission relative to transit-oriented development. He truly believes that's a local decision and so that has been voiced to our legislative delegation as well as to folks at CCM.

Councilor Walker thanked the Town Manager for advocating and stated that we need to keep local control over how we develop our Town and our center.

Councilor Naeem asked about a business recruitment perspective in terms of how you're working with different organizations. What does that process look like? Mr. McMahon said that on the recruitment end of things he is in constant communication with folks at AdvancedCT, which is the recruitment arm for the State of Connecticut as well as our regional economic development entity, the Metro Hartford Alliance. The goal is to find out ahead of time what the prospects are. He has to be proactive to reach out to those entities and DECD to see what firms are out there looking and then try to reach out and meet up with them in identifying what their needs are by way of knowing their facility, acreage, and size of the building. Can we accommodate it here in Windsor? Is it a good fit for Windsor? He will also add that he's in constant communication with the commercial realtors and they're the ones who generally are the first to hear about a potential prospect.

Councilor Naeem asked in your conversations what are you hearing? What types of businesses are floating around right now when you look at what the Metro Hartford Alliance, AdvancedCT and the realtors are sharing with you? Mr. McMahon said that there's still a possibility for advanced manufacturing related to aerospace. There are some biomedical type facilities that gravitate closer to universities, but it doesn't necessarily mean that locations in Windsor couldn't be a good fit for them.

Town Manager Souza stated that there is still a significant amount of logistics and distribution and so in terms of looking to find locations within North Central Connecticut, Mr. McMahon does field a number of those requests as well.

Councilor Naeem had a question about the performance measures focused around the percentage of residential permits without final inspection. In 2025 investment seems pretty high. Was there anything done from a software or service perspective? Or is that because of revaluation? What sort of caused that spike? What does that mean for those permits? Mr. Langworthy stated that the percentage of what she's looking at for the FY 25 estimate is final inspections that aren't getting completed. These are usually inspections that the contractor doesn't call in for a final inspection or leaves it to the homeowner to call in. The homeowner then will forget to call it in so that estimate was a little higher. We have our part time Administrator who works daily on contacting these folks that haven't called in for the inspections. It gets them to schedule inspections. So, we get those numbers down as low as we can throughout the year.

Councilor Naeem asked so the goal is to keep it as low as possible? Mr. Langworthy said yes, as low as possible. Councilor Naeem asked are we going to sort of target that 55%

and try to get them to allow us to come in for inspection? Mr. Langworthy answered yes, we target the older permits first. We go oldest out and work our way forward. I think we're caught up to 2024 at this point.

Councilor Gluck Hoffman asked about the large number of buildings that are vacant but owned. So how do you work with those locations, those owners to help better develop or get their businesses open sooner rather than later. What's the process?

Mr. McMahon said he stays in contact with that particular developer or property owner, trying to understand their needs, their time frames for development or redevelopment. There are certainly some vacancies within the town center, but there is a lot of activity going on right now, so he thinks that residents of Windsor are going to see new businesses opening up in several storefronts. So that's very encouraging. We just have to stay in that constant communication and urge the investment. The owner of many of the properties is making a giant investment in the town center at currently over \$28 million of investment. So, it's not always at the time frame that the residents may want to see, but they're still making the investment and they're improving historic buildings within the town center. So, he thinks we're going to see a lot more happening in the next year and that's going to be a real positive for the community.

Town Manager Souza wanted to add that Mr. McMahon, and other members of this team, worked with a shop that relocated from here in the town center, which she had outgrown and made that connection with her current landlord. This group here took that Ombudsman role and really helped that small business owner work through that process that she had never gone through before. So those connections there with Mr. McMahon and other folks, knowing the landlords and also knowing the needs of other small businesses within town and trying to make those marriages if you will. Now, not all of those work. There's a lot of introductions made and a lot of courting going on, but they don't necessarily always come to fruition. But that's an example of this particular team working together all the way from Mr. McMahon making the introductions to the code folks walking through the building with a property owner and the potential tenant and helping them understand what those requirements would be.

Councilor Gluck-Hoffman stated that she appreciates what Town Manager Souza had said. She also stated that she just wanted the public to know, because she believes a lot of people see empty buildings, and as we all know, they talk. So, it's better to get it out there and really show them what you all do, and how important your roles are here in the community. She thanked them all.

Councilor Eleveld asked what the school to business career connection is about? Mr. McMahon said that's a new initiative between the Windsor public school system and the Chamber of Commerce to make sure that the students are being introduced to all the various careers that are out there from manufacturing to hospitality. Some of the things that they're working on is a Speaker Series. There was a session yesterday at the High School where executives from Amazon presented to high school students. There's going

to be a couple more Speaker Series. They're trying to set up opportunities for the businesses themselves to either have representatives go into the classrooms, or have students go and actually visit the facilities here in Windsor. So, it's that opportunity for the students to see that range of employment in Windsor and hopefully encourage them to potentially stay here in Windsor and work someday. Everybody's not going to go to college. Some people will be looking for manufacturing jobs and those are plenty right now in Windsor, in the State of Connecticut. So, if we can encourage students to look at both the college track, but maybe a trades track as well, it's important.

Councilor Eleveld asked about the pricing guide. He stated that he is a little surprised that some of the pricing elements are 40 years old. Is there a reason we haven't updated them? Are we competitive with other communities? He also stated that 40 years is a long time, with no price change and that he isn't trying to nickel and dime anyone who's trying to do something here in Windsor.

Town Manager Souza stated that similar to all the fees and price guides, those that are not set by the State of Connecticut we review on a regular basis each year. We ask staff to look at benchmark communities to make sure that we are generally within that range of similar sized communities. So, that's why you see some that are rather dated. There are two new proposals and adjustments here, which again are meeting the marketplace in the demands. One particularly is related to the building inspections. You have a little bit of a punitive situation where contractors continue to call for inspections and they aren't ready, then the fire marshal and building safety folks have to continue to go out there when the property isn't really ready for inspection. And so that's a new one for us. We have not had that in years past. Other communities have had that for a good number of years, and you will see there's a proposed increase to building permit fees and again we increased that last year incrementally to make sure we're staying where the marketplace is.

Town Manager Souza added that some of the reason that they are not changed is because the demand is so minimal. They're still there because on occasion we'll get that request.

Councilor Eleveld asked if a business is coming into town, since we're a bit of the cutting edge, that we try to meet with prospective developers or builders. Can someone please explain that process? Mr. Sealy responded that as a development services team, they collaborate quite frequently on any application that goes before Planning and Zoning, and applications that are looking to submit a building permit at whatever stage for a large corporation, regional business or local business. We provide this service and the development team meets every Tuesday where they all get together in a room with the Health Department as well. They hear applicants or prospective applicants and what they're looking to do. We go around the room and try to give them the best feedback that we can and get our comments in writing so they know what the next steps are for their application. Anything that goes before the Planning and Zoning commission usually has one or more meetings with our development services staff. We use that as a service to our community and businesses to make the best possible application.

Councilor Armstrong asked on Page K-7, the second bullet where it says business retention and expansion. You assist existing businesses in securing public or private sector financing. Mr. McMahon stated there are several different private sector or quasi public financing sources that often businesses aren't even aware of. He sees it as his purpose to make sure that a small business knows that they can reach out to the Hartford Economic Development, they can reach out to the Connecticut Community Investment Corporation and community economic development funds. There are resources out there. The challenge is that not everyone knows about them. So, when they contact him, they'll get the full rundown.

Councilor Armstrong asked about Page K-14, development services. It indicates acres of open space preserved. Can you explain that? Mr. Sealy stated through the Planning and Zoning process subdivision, there's provisions for dedication of open space or fees in lieu of open space. The town does retain an open space fund in which we're looking to acquire open spaces if they are contiguous to other open spaces or meet some other town wide goals for the preservation and conservation of sensitive areas. There haven't been any recent preservations. We have a number of 15 in there as a target range. It's not specific to any parcel. It's just the kind of thing that we're always thinking about what might be out there that could possibly be acquired to meet those open space and conservation goals.

Councilor Armstrong inquired if these particular areas are what he is saying they are targeting? Mr. Sealy stated that they aren't specific areas. They use a matrix to determine the best open spaces. There are different goals that we look at with open space, not a particular site or property with the 15 acres that we have listed there.

Councilor Naeem stated she knows there's mention of incubators and Windsor Worx and the Collective. Are there any formal, true incubation service programs happening right now? Have we seen any sort of new businesses come out of these spaces that are looking to land within Windsor? Mr. McMahon stated incubation is a multi-year process. They had the incubation series at Windsor Worx. He can't say that they've opened a storefront, but they've improved their business acumen and hopefully are in the growth mode. We will continue those efforts.

Councilor Naeem said to just follow up on that, she knows that the town provided through the American Rescue Funds, funding for both of these programs. At this point in the current budget, there is no funding for those programs, correct? Mr. McMahon said that is correct.

Councilor Pelkey stated regarding the traffic data collection, are we going to use the speed cameras for any specific area or is this filling the normal services that we would be doing anyways just to monitor throughout town? Ms. Choate said yes to both. It's our typical program that we conduct starting about now until October. We do assist if the Police Department is looking for more data in respect to where placement might be. That would be included.



Councilor Pelkey said that we have a lot of these vacant buildings in town that are not being used at the moment. People are concerned that a vacant building is not watched. What do we do to help ensure that those buildings which seemingly aren't watched or don't have people in them aren't burning down? What do we do? Mr. Volovski, Fire Marshal, stated there are just a couple of tools that can be used throughout the process and things that they've implemented in the office previously. The Connecticut State Fire Prevention code for seasonal and vacant buildings has some provisions as far as providing security for the building, making sure that all the possible accesses, including window openings and doors are fully secured so that buildings can't be broken into or damaged. The possibility of arson is reduced because of that. Security is one of those items along with any of the building fire protection features that are already in place such as automatic sprinklers and fire alarms that either need to be maintained or the building needs to be completely cleared out of anything combustible inside that could burn. These provisions help to reduce the risk of a fire.

Councilor Pelkey stated on K-15, #5 bullet #3. The goal in 2026 is Broad Street traffic calming and pedestrian safety. Town Manager Souza stated that we're going to continue to pursue alternatives relative to meeting the long standing community objective of slowing traffic down to improve public pedestrian safety. About two weeks ago, we had a conversation with the Connecticut Department of Transportation to look at how we might be able to revise the scope of the traffic calming that was sent to referendum in March. We'll continue to pursue what those alternatives might be for the Broad Street/town center area.

3) ADMINISTRATIVE SERVICES

Jim Bourke, Finance Director; Linda Collins, Assistant Finance Director; Frank Angelillo, IT Director; Jack Goldberg, Risk Manager; Josh Gaston, Town Assessor; Cathy Elliot, Tax Collector; and Amelia Bliss, Human Resources Director (virtual) were present.

Mr. Bourke stated the FY 25 General Fund expenditures for Administrative Services are expected to come in under by approximately \$46,000 or 1.5%. This is mostly due to savings in Personnel costs for a vacancy in the Tax Assessor office. The FY 26 General Fund budget is expected to increase approximately \$132,110 mostly due to Personnel costs including a wage adjustment reserve in the Human Resources budget associated with the recently comprehensive compensation study that was done.

Mr. Bourke gave an overview of some FY 25 highlights and FY 26 goals.

Councilor King said there are very different IT requirements for the Board of Education and the town. Can you tell me the reason why those aren't standardized? He assumes if they were, there would be some sort of savings for the Town. Mr. Angelillo agreed that operations are very different between the Board of Education and the town. The primary application that can maybe be merged is the financial system. We worked on that a few years ago and the vendor basically stated it will be a per user charge. So, there were no

cost savings in that particular environment. We are more departmental where every department has their own suite of applications whereas the Board of Education would have the student systems. The Board of Education has less systems, but a lot more people where we have less users but a lot more systems. It's fair to say that it's been explored.

Councilor Pelkey asked from an IT and Risk Management perspective, if we've ever put in a multi-factor authentication. Mr. Angelillo said multi-factor authentication has been implemented within our systems. Councilor Pelkey asked if employees need to do this. Mr. Angelillo said if someone is trying to get in remotely, yes, they would need to do that.

Councilor Naeem said one of the goals this year is the website transformation. Are we doing that ourselves or is it through a third party? Mr. Angelillo said we are doing it together with a third party. Civic Plus is the hosting platform we have. They also own SeeClickFix and Rec1. In the next couple of weeks, we should see our website design. The next milestone will be to transfer the information from the Town to Civic Plus platform in June. We won't be going live until October or November. The other transition is switching over to the .gov domain.

Councilor Naeem asked if we are hoping to complete the website update by the end of this coming fiscal year? Town Manager Souza said it should be in that October/November time.

Councilor Gluck Hoffman said she has a question for Risk Management. How are we looking at premiums this year? Mr. Goldberg stated premiums are usually driven by trend analysis, industry analysis and how many people can actually address your risk. Typically, you're always going to see an influx of premiums. Almost rarely, if not ever, will you see a reduction. You'll always see an increase. His job is to mitigate that increase for the Town of Windsor. He looks at where we deserve a reduction or at least where to mitigate that increase as much as possible. Town Manager Souza added that essentially, it's ranging from 3%-10% depending upon the line item but generally that is where it's at. A lot of the external world is influencing it. Not necessarily our own claim experience.

Councilor Gluck Hoffman asked how many people pay their taxes online. Ms. Elliot stated there were 13,500 transactions since July 1, 2024 with over \$17 million collected online. It has steadily increased since they first started in 2014. This has helped to make less traffic in the office as well now that people saw how easy it was to pay their taxes online.

Councilor Gluck Hoffman asked if the goal is to go fully electronic in future years? Town Manager Souza said he feels that is significantly down the road, just given the nature of our population and folks that do have a lot of questions. One of the challenges he sees is the convenience fee which is on a percentage basis which can get to be expensive for some individuals.

Councilor Armstrong asked Ms. Elliot if we still use constables. Ms. Elliot said yes.

Councilor Armstrong questioned the collection of parking ticket fees for the Police Department. Ms. Elliot said yes that they take care of that task. There has been an increase of them this year. The main time is between November 15-April 15 when people cannot park overnight on the street. They also take care of handicap parking violations. Councilor Armstrong asked if there was a fee with that? Town Manager Souza stated there is no other fee than the parking ticket itself.

Councilor Naeem asked regarding information technology when we looked at consolidation previously was that just in terms of the application support or was it broader with web hosting storage, staffing, etc.? Mr. Angelillo stated with the three people that are in the IT Department, they service the departments here. In order for us to service more departments, we're almost at capacity within this particular structure. The Board of Education is just a different environment than ours.

Councilor Naeem asked with what are we looking to go off premise? Mr. Angelillo stated just for the website. Town Manager Souza added that we have other services that are off premise. We've migrated some of our applications which are in the cloud over the last 5-7 years. Mr. Angelillo stated anything with a payment they keep outside, specifically because of the amount of security that's involved and we're a 24-7 operation. Town Manager Souza interjected that both on the Board of Education and town side, staffing levels are slim. Just with our Police Department, Mr. Angelillo is dedicating ½ of an FTE and at other times even more because of all the technology that is new in the field. He would submit that we would gain little efficiencies from a staffing perspective by doing any type of merger with the Board of Education. They did try to merger the financial system with the Board of Education, but there was no cost savings in doing it, so they did not.

Councilor Naeem asked how much would it cost to migrate off premise for as much as we can? We haven't done any further migration except for a couple of years ago onto the cloud. Is that correct? Mr. Angelillo said a couple of years ago you were referring to our backups for storage and we did do that. They implemented that last June. Councilor Naeem said to clarify, we are running many of our technical programs on premise but they are being backed up on the cloud as well as offsite. Correct? Mr. Angelillo said that was right.

Councilor Pelkey asked about payroll. Have we looked at this and are there any cost savings to changing the frequency of payroll? From a savings standpoint, is there anything to truly be gained shifting \$2,000 in keeping people happy at their current pay. Mr. Bourke stated they looked at it a few years ago but going from the way we do it now to a twice a month payment, we didn't determine that it would create a huge amount of savings. Town Manager Souza added we are pretty decentralized so we have one full time payroll clerk for the town side. What it would do is free up some time for the payroll clerk that could do some other quality control, but it would not save any money.

Councilor Pelkey said what's the meaningful level? He knows it's subjective but what's the meaning? Would that cut half the time off of that position? Town Manager Souza said it was perhaps 20.2 (a quarter of an FTE) of that time could be shifted.

Councilor Eleveld said going through the fines and fees he came across an item of a bad check fee of \$25. Aren't banks charging more than \$25 these days for bad checks? Ms. Elliot stated that the Tax Department only charges \$20 for a bad check. The state statutes say \$20 so that is what we charge. She's not sure what the bank charges us. Ms. Collins stated that we don't get directly charged by our bank for non-sufficient funds or checks that don't go through. We have an analysis on the interest that we earn in the bank and our fees are absorbed by that so we don't have any direct cost.

Councilor Gluck Hoffman stated there are no return check fees based on the kind of account the town has with the bank. So, she thinks that is what it is based off of – the kind of account that we have.

4) GENERAL GOVERNMENT

Linda Collins, Assistant Finance Director, gave a brief overview of General Government.

General Government programs provide funds for the activities of the Town's elected officials and appointed boards and commissions as well as the operations of the Town Manager's Office. General Government also includes funding for the Town Attorney, Treasurer, Probate Court, Independent Audit, Intergovernmental Services and Community Services.

The FY 2025 General Fund expenditures are estimated to come in over budget by \$63,000. This is mostly due an increase in the Counsel & Legal Advice budget for workers compensation litigation and Elections for early voting costs.

The Fiscal Year 2026 General Fund proposed budget reflects an increase of \$39,000 as compared to the Fiscal Year 2025 budget. This is mainly due to an increase in Community Services and is offset in part by a reduction in Elections due to two elections in FY 26 versus three larger elections budgeted in FY 25 and is offset in part by an increase for the costs of annual maintenance fees for new voting machines provided by the state.

Councilor Gluck Hoffman said you mentioned the machines needed for voting. Do you have an idea of the cost of those? Ms. Collins said the increased cost is going to be \$12,000. Town Manager Souza interjected that is just for licensing and maintenance. The existing tabulators that we have are approaching 18-20 years. He does not have the cost for the tabulators on a per tabulator basis.

Councilor Armstrong stated on Page P-4, products and services. Town Council is the town's legislative and policy making body composed of 9 volunteers elected at large for

terms of two years. She thinks she's been approached many times about this question so she stated it for public knowledge.

Councilor Eleveld said there is \$20,000 set aside for boards and commissions. Do you know what those dollars are used for? Ms. Collins said they are used for materials and supplies, small contractual services, and an annual youth summit. Town Manager Souza added this also supports the Human Relations Commission and their activities. It also provides for training costs that are mandated by the State for Planning and Zoning commissioners, along with the costs for transcription services for the Public Building Commission.

Councilor Naeem asked about Page P-13 under community services, the Caribbean Culture Heritage contribution for \$14,000. Is that an organization or is that a program? Town Manager Souza said this is a group that had received funding seven years ago and the Town Council provided funding for one or two years. They are now asking for funding once again to support their efforts as outlined on Page P-13. It preserves and promotes culture and history through a variety of exhibits and programs. They have been working with the Historical Society and then using the Chaffee House for some displays over the course of the last several years.

Councilor Walker gave an outline of what the Caribbean Culture Heritage was about.

Councilor King asked what is the process for how you collect and receive the grant requests? Ms. Collins stated that annually, they send out an email to the organizations that have received funding in the past. Organizations are aware of it as it is in the budget document. Town Manager Souza stated that we do not do a full blown open call. Town Council established a policy probably about 15 years ago which outlines the submittal process and so that's what puts some general parameters on the requests.

Councilor Pelkey asked how do we notify others that aren't being notified by email who have never applied for the contribution? Town Manager Souza said they do not have a general call. If organizations during the course of the year say we have an unexpected need or a future program we'd like to provide, we inform them that this is an annual submittal in that December timeframe. And so that's how other groups have submitted over the course of the year.

Councilor Pelkey said he thinks the process should be reviewed so more organizations could take advantage of it.

Councilor Gluck Hoffman said most of the organizations asking for funding are connected to the community, so they have a foundation here. She would like people to understand that these organizations are fundamental to our continuing the stewardship of this community and why we're here.

5) COMMUNITY DEVELOPMENT

Flavia Rey De Castro, Community Development Specialist, gave an overview of the budget. The overall FY 25 expenditures are expected to come in over budget by \$1,127,780 mostly due to increases in Services, Grants & Contributions and Loans. The increase in Services is associated with the use of Community Development Block Grant (CDBG) Funds to assist with a housing modernization project at the Housing Authority's Shad Run Terrace. Increased expenditures in Grants & Contributions and Loans are associated with allocations of American Rescue Funds (ARF) for the Community and Neighborhood Enhancement Grant Program, the Multi-Family Rehabilitation Program and the Housing Rehabilitation Program. The FY 25 General Fund expenditures are expected to come in on budget. The overall FY 26 proposed budget reflects an increase of \$1,495,250 as compared to the FY 25 budget due to the continuation of the Shad Run Terrace housing modernization project as well as the receipt of a CDBG Small Cities grant. The FY 26 General Fund proposed budget reflects an increase of \$11,200 or 9.8% as compared to the FY 25 adopted budget due to the re-allocation of funding for the expiration of ARF-funded programs, which partially covered Personnel costs in previous years.

Councilor Naeem stated that she's a huge fan of the housing rehab program and she is really glad that they were able to use American Rescue funds this year. Looking at the budget, we don't have any funding sources proposed for it, but you're saying we'll be able to pull from the loans that get paid back from that program? Ms. Rey De Castro answered and said that partially so, there's some program income that we have left but we have been awarded a grant for the 2024 CDBG Grant cycle.

Town Manager Souza added which will be approximately \$400,000, which will provide for approximately \$300,000 to \$350,000 worth of loans.

Councilor Naeem stated that it wasn't reflected on Page L-1, correct? Mr. McMahon said that it is reflected under the Small Cities Funds under funding source. There's \$69,000 there that's the projection of how much of the \$400,000 we feel we would be able to expend this coming fiscal year. There's always a time gap between the time we get awarded. So, by the time we actually have access to those funds, that's how much we think we'll be able to expend out of that grant.

Councilor Naeem asked if that grant is paid in arrears. So, is it something where you get the funding coming in after you've expended the contract or signed off on kind of how you're going to be spending it, or does that money come in when it is awarded? Ms. Rey De Castro answered and said that it was a reimbursement.

Councilor Walker asked about the Housing Authority's Shad Run grant on page on L-1. Is that a grant that you guys already have or is that a loan from the Town? Ms. Rey De Castro

answered and said this is also a part of the CDBG grant from the 2023 Grant cycle, a total of \$2 million.

Councilor Armstrong asked about the Address Quality of Life Issues in Neighborhoods through various initiatives located on page L-4. Can you tell me some of those initiatives? Ms. Rey De Castro said some of the things that we can mention include the work that was done through the Wilson/Deerfield Committee—the community cleanups. We've done beautification initiatives. Then of course indirectly, through the housing rehab program.

Mr. McMahon stated that last year they incorporated a couple of those planters that you've seen in the town center. There's now one in front of the Wilson Library and one in front of 330 Windsor Avenue. So, we're always looking at opportunities to improve the visual quality of the neighborhoods and helping to get information out to the public about the importance of maintaining the housing stock in the community. Ms. Rey De Castro also stated that they don't want to take all the credit for that, because it's a committee member driven initiative, the beautification.

Councilor Walker complimented Ms. Rey De Castro and her staff. He also agreed that Windsor needs that multifamily housing assistance. So many property owners have asked about it. He doesn't know if there's a waiting timeframe to get some loans, but he has personally worked with Ms. Rey De Castro on his home, and it worked out perfectly. He thanked Ms. Rey De Castro for all that she does.

6) GENERAL SERVICES/CAPITAL SPENDING

Jim Bourke, Finance Director stated the FY 25 General Fund expenditures will come in on budget. The FY 26 proposed budget is based on planned FY 25 capital projects to be financed through general obligation bonds as well as short-term borrowing. The FY 26 General Fund portion of debt service, including Town Support for Education, is proposed to increase by \$255,570 or 3.0%. The anticipated use of debt service reserves is estimated at \$215,060.

Councilor Eleveld asked about the error in the calculation on Great Pond last year and asked if they fixed that problem for this year? Town Manager Souza stated this transfer is based upon 28.9 mills. If the mill rate gets changed through the Town Council adjustments or referendum, then we'll need to make further adjustments assuming a downward trend.

Councilor Eleveld stated what's going to end up occurring going forward, will it be based upon the budget. Town Manager Souza stated that will be the same adjustments that we will need to make for the Windsor Center TIF district, because those all are revenues predicated upon the ultimate mill rate.

Councilor Eleveld stated that there are expenditures that you're looking at making out of the Tax Increment Finance district. We're looking at making contributions to the Art Center, First Town Downtown, and about \$200,000 plus for paving parking lot improvements.

Town Manager Souza said yes, that's correct for parking lot improvements. The paving project we're looking at is what we refer to as the commuter parking lot on Mechanic Street on the other side of the railroad tracks. That is in need of repairing. That will depend upon a few different factors, but we're also potentially looking at the roadway in front of CVS to repave that as well. I believe it is referred to as Constitution Plaza, or Broad Street, depending upon how long you've been in town. Those are to be the two paving projects. First Town Downtown that is an increase year over year, and that increase is driven by the cost of liability insurance for all the different events that they provide. There's been a notable increase related to liability for those different events such as the Broad Street Halloween event, the concerts on the green, the Farmers Market, and the torchlight parade. All those are driving that cost up. The recommended appropriation for the Arts Center is aligned with the Town Council's goal of continuing to work to increase the vitality in town center. This provides some sustainable funding hopefully for the Arts Center, so they can either have part-time hours or contractual hours to continue to do the fine program that they've been building up over the years.

Councilor Eleveld stated that we've got an additional expenditure because we're getting more money from Great Pond. He thinks it's important that people understand that the value of the property, when it was owned by Combustion Engineering, it was basically empty space. They paid so much to us for taxes. The agreement with them was if they make improvements to the property, they would need to set up a special taxing district. We would then take the original tax amount subtracted from the total amount that's potentially collected and then split the remainder in half, with them getting half and the Town getting half. That money was to be used, and he believes it is being used, through the Great Pond Improvement District, which has issued bonds for putting in roads and infrastructure.

Town Manager Souza stated that was a fantastic recap. He also stated that to date there's been over 200 million dollars' worth of private economic development activity at Great Pond Village, between the apartment complex and the target facility, as well as a recently opened convenience and gas station, over \$200 million of private investment the Town of Windsor is receiving in taxes. We're receiving a net, \$2.1 million. We're transferring another additional \$2 million—as you said that 50%. So, they're paying over \$4 million in taxes, those property owners within the district and the Town General Fund are receiving \$2.1 million of that. So basically, it's a win-win.

Councilor Eleveld asked how long does this TIF District run? Town Manager Souza answered and said it runs for as long as there's debt issued by the Great Pond Improvement district for the various public infrastructure elements that you mentioned.

Right now, it would look like it would be somewhere in that 25 to 30 range. It depends upon the next phase of infrastructure and when that occurs, and to the terms of that bond issue.

Councilor Eleveld stated that if he remembers correctly, the original plan for that project was 4,000 housing units and 7,000 residents throughout the whole project. He believes there was \$100 million of infrastructure building over time along with some commercial and open space. Unfortunately, the realities of economics have kind of changed that and then, relative to the TIF District in the center, we're also doing the same thing in that we are collecting monies but in the case of the center, we're actually giving up a little bit of the money that we would not otherwise have gotten.

Town Manager Souza asked Councilor Eleveld to rephrase his statement. Councilor Eleveld rephrased his statement and said we're taxing everybody in the district which we've been taxing in the past and we're then taking the differential from what was the tax bill from roughly, three odd years ago, the current tax bill and splitting that increase. The Town gets 75% and the district gets 25%, right? Town Manager Souza said essentially yes, and if there's a separate agreement with any kind of new development or redevelopment, then that's where they have the potential of receiving a partial rebate based upon a separate agreement that the Town Council reviews and would approve in those situations.

Councilor Eleveld stated which is the case with the Founder Square project. They have a separate credit enhancement agreement. Town Manager Souza said correct. Just to put some numbers on it, for FY 26, it's estimated that the Town's General Fund will receive \$124,000 and also from those incremental revenues within the Town Center district, we're also proposing that an additional \$125,000 be dedicated (knowing that this is the second year of revaluation) that will help go towards mitigation or go towards the General Fund. So, there'd be approximately \$250,000 that would go towards the Town's General Fund.

Councilor Pelkey asked about the funds for Windsor Center TIF district that is a transfer to them. Why doesn't that stay with the town? He doesn't understand the behind the scenes of that process. Town Manager Souza gave an example on how it all works.

Councilor Armstrong asked about Page Q-10, Recycling. Is there any way to tie that in with trash removal? Mr. Bourke said this is the curbside recycling pickup for residences.

Town Manager Souza explained further for the people that are in attendance, or viewing this meeting can have an understanding of what is going on. The Town has for about 12 to 14 years provided curbside recycling. Those are the blue bins, and its single stream. The Town contracts with a local vendor that is put out to bid, and which is separate than the trash that is collected in the green bins, which is a private subscription service, where residents contract with a private hauler, which in this case, the predominant hauler is Windsor Sanitation. The private company Windsor Sanitation. So just for clarity on how that works.

Councilor Gluck-Hoffman wanted to circle back to a statement Councilor Pelkey said. She wants people to understand that a lot of those events that fall under First Town Downtown now used to be under the Chamber of Commerce at some point in time. So, folks understand that the reason why it was moved over to First Town Downtown is because of the Economic Development part is to help that. I think a lot of people don't understand why it has changed. So maybe there's a way to explain that just for public knowledge.

Town Manager Souza stated that originally First Town Downtown started as a separate entity in the organization, and they've always maintained their own nonprofit status. For a period of time, they had worked together, or kind of under the umbrella of the Chamber of Commerce, to try to gain some efficiencies. That turned out to be an inherent conflict. The Chamber of Commerce works on a town wide basis and works with businesses of all different scale and scope while First Town Downtown's focus is truly the Town Center. So, several years ago, the Board of Directors made a decision to segregate it back out again, to be able to allow that they could focus on their core missions of each organization.

Councilor Walker asked a question regarding recycling/curbside on page Q.-10. He asked if we're paying \$514,860 for the recycling? Town Manager Souza said yes that's correct. It is every other week collection of the blue recycling bins.

Councilor Walker asked when this went out to bid, did anyone else bid on this? We've done I believe five year contracts. For the first cycle, there were a number of bidders. He wants to say there were three at that time. This second time around when we went out to bid there may have been two but he can't say that for certain.

Councilor Eleveld stated he is doing this from memory but isn't Windsor Sanitation currently doing the recycling? Town Manager said yes, that's correct. Councilor Eleveld asked at one point in the past has a group from Willimantic done that for us? Town Manager Souza said they did it before we went to the automated single stream. They did it for a short period of time, maybe for two years or so.

7) INSURANCE INTERNAL SERVICE FUND

The FY 25 estimate is expected to come in on budget. The overall FY 26 liability insurance budget reflects an increase of \$52,740 or 3.6% as compared to the FY 25 budget due to industry standards and coverage allocations.

The FY 25 employee and retiree general fund benefit costs are expected to come in over budget by \$584,000 or 10.1%. This is due to higher-than-expected claims experience for health, prescription drug, and disability claims costs and increases in the Medicare supplement plans premiums due to changes based on the federal Inflation Reduction Act that went into effect January 1, 2025.

The FY 26 total benefit costs are increasing \$718,010 or 12.4% based on medical, prescription and disability claims trend and expected claims projections. The FY 26 General Fund contribution is increasing \$656,080 or 16.5% as compared to the FY 25 budget after deducting employee and retiree copays, enterprise fund contributions and anticipated prescription drug rebates. Due to the increasing cost of prescription drugs and specialty medications, the town partnered with a pharmacy benefits advisor to negotiate better pricing and rebates with our vendor. This helps mitigate the increases to prescription drug costs.

Liability and Worker's Compensation Insurance

Jim Bourke, Finance Director; Jack Goldberg, Risk Manager and Amelia Bliss, Human Resources Director, gave an overview of the Insurance Internal Service Fund.

Mr. Bourke stated that they are expecting the premiums for the various policies to increase between 3% - 8%. Nationally, carriers are increasing rates to stay ahead of risk trends that include property damage caused by natural and man-made disasters and other events. Auto repair costs continue to climb, and carriers are also monitoring national tariff developments which might impact material costs in the future. Carriers also focus on the replacement cost of buildings and other town assets and include inflationary factors to stay current. Lastly, 3rd party litigation trends have caused higher settlement and jury decisions and a resulting need for liability insurance rate change over the last several years. We have had good claims, experience which should assist our broker with their negotiations on our behalf to limit our premium increases. We are also evaluating the possibility of either raising our deductibles or self funding a portion of certain policies while keeping the same limits for all of our insurance policies. Our excess Workers Compensation policy is projected to have a single digit increase. As a reminder the town self insures for Workers Compensation claims at or below the \$600,000 retention limit for all employee classifications except \$750,000 for public safety, which is our fire, EMS and law enforcement. The funds are also used for 3rd party claims, administrative services, excess insurance policy premiums and costs associated with centralized training and safety.

Councilor Gluck Hoffman stated the Town is ranked in a very good favor for insurance companies. So is there a way you could explain that to the public, so, they know how good a job you guys do. Mr. Goldberg stated that Chris (our insurance broker) handles up to 40 different towns throughout Connecticut and he speaks extremely highly of Windsor as one of his top performers.

Councilor Eleveld stated that we are still dealing with the hardened insurance market. Mr. Bourke said yes.

Councilor Eleveld asked in terms of the Worker's Compensation Insurance Internal Service Fund, something that he noticed is that we split the cost with the Board of Education 50/50, but doesn't the Board of Education have two times the amount of employees? Mr. Bourke said the Board of Education has a lot more employees than we do, but their claims are typically a lesser dollar value.

Councilor Eleveld asked that they give an example of where they're thinking of self insuring? He knows he said Worker's Compensation, but are there any other areas? Mr. Bourke answered they could possibly look at raising a deductible or for auto repairs. Town Manager Souza added that we wouldn't be necessarily getting out of any of these lines, there might be more adjusting, reviewing with those deductibles with USI who is our agent and broker.

Councilor Eleveld stated so by increasing for those, when you increase the deductible, you'll lower the cost because you're willing to accept a larger proportion of the risk.

Councilor Naeem said she just wanted to clarify Councilor Eleveld's question in terms of the Board of Education paying for half. That's actually coming from the Town Support for Education account, so, it's not counted in the Board of Education budget that is presented. Mr. Bourke said that is correct, it's in the General Fund budget that you have before you in the Town Support for Education section. It's identified there because those are coverages that are unique to the Board of Education, but paid for on behalf of the General Fund.

Councilor Naeem asked so that would not be found in the Board of Education budget, correct? Mr. Bourke stated that was correct.

Councilor Pelkey asked if they can give a picture of what the options are if you are a municipal entity and maybe if that costs anything? Mr. Goldberg gave an example and said say, you and I are going to insure a vehicle, insure a home. We have this large pool that we can choose from. People would be throwing this offer at us vice versa. Instead, you're dealing with a municipality. That pool shrinks dramatically. So instead of 20 different carriers we're looking at four that would even look at insuring our municipality. Out of those four, you have to evaluate them extremely effectively, and that goes for everything from services rendered, you know. What can they provide to us for a town? What are we getting for our premiums? And that's extremely important, because what you don't want is you don't want to carry just dealing with touch points where they see municipality. It's consistent rolling money, and they're not going to provide any services. Mr. Goldberg explained further what is needed from an insurance carrier on the Town's end.

Councilor Pelkey summarized it and said that basically we as a Town don't have 20 options. Mr. Goldberg interjected that we'd only have 3 or 4 and we'd have to be extremely selective when looking at them. Town Manager Souza added that we have multiple different types of coverages which narrows it down even more. Councilor Pelkey stated that we can go shop easily and save money every single year, if you will, or not see an increase, but as a Town we're not able to. We don't have the availability. Town Manager Souza said that was correct.

Councilor Gluck Hoffman complimented and thanked them for what they are doing.



Insurance Internal

Amelia Bliss, Human Resources Director, stated she will be discussing the Employee and retiree Benefits section of the Insurance Internal Service Fund. It's found on page R. 6 of your budget. The page reflects an overview of the cost for health, dental life and disability insurance for our active employees and health and dental insurance for retirees.

The FY 25, employee and Retiree General Fund benefit costs are expected to come in over budget by \$584,000 or 10.1%. This is due to higher than expected claims. Experience for health prescription drugs and disability costs and increases in the Medicare supplement plans. The premiums and the premium increases are due to changes based on the Federal Inflation reduction act that went into effect on January 1st of this year.

The FY 26 total benefit costs are increasing \$718,000, or 12.4%. This is based on medical prescription and disability claims trends and expected claims projections. The FY 26 General Fund contribution is increasing \$656,000, or 16.5% as compared to the FY 25. budget after deducting employee and retiree copays, Enterprise Fund contributions and anticipated prescription drug rebates.

Due to the increasing cost of prescription drugs and specialty medications. The town partnered with a pharmacy benefits advisor to negotiate better pricing and rebates with our vendor. This has helped mitigate increases in the cost to prescription drugs.

The town continually seeks ways to deal with increasing costs of employee and retiree benefits. We work closely with our consultant and our benefit providers to control costs and ensure we're up to date on trends and plan changes to maximize, cost, effectiveness.

Councilor Armstrong asked on the line for Life Insurance, is that insurance that the employee takes out and it's only \$55,000. Is that it? Ms. Bliss said that's term life insurance that the town pays the premiums for our employees. Councilor Armstrong asked that's the amount that the town pays? Ms. Bliss confirmed that is correct.

8) TOWN SUPPORT FOR EDUCATION

Linda Collins, Assistant Finance Director, stated the FY 25 expenditures are expected to come in over budget by \$10,720 due to aid to private education and police support services. The FY 26 proposed budget reflects an increase of approximately \$499,000 as compared to the FY 25 budget mostly due to an increase in debt service costs.

Councilor Eleveld asked why there is an increase in debt service costs. Mr. Bourke said the simple explanation is, due to the projects that we're going to bond issue this spring, of which some are significant school projects such as O'Brien Field, Clover Street Phase II restroom. The school debt is separate and reflected on this page, and if there's more of it being issued, then you'll see an increase here.



9) ADJOURNMENT

MOVED by, Councilor Eleveld seconded by Councilor Pelkey to adjourn the meeting at 8:44 p.m.

Motion Passed 8-0-0 (Mayor Black-Burke absent from vote)

Respectfully Submitted,

Rachel Collins
Recording Secretary

April 28, 2025
Special Town Council
Minutes



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 28, 2025
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

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

2) PUBLIC COMMENT

Dr. Linda Alexander of 155 Fieldstone Drive shared concerns of increased taxes in town making it unsustainable and unaffordable for many.

John Cassarino of 48 Arrowbrook Road stated he opposed the current budget proposal and wanted to see the Town of Windsor and the Board of Education's budget broken down to the lowest level and shared with all Windsor taxpayers before the referendum.

Sally Grossman of 106 Niles Road urged the Town Council to keep the education budget that was passed by the Board of Education, and stated that their budget maintains the level of services already in place without any additions.

Leonard Lockhart of 57 Columbia Road spoke about the Town Council's request of the Board of Education to address the achievement gap and one of the things they did was to use ESSER funds for additional positions to ensure students are getting the help they need. He said the schools need those positions. He also stated as a firefighter he was disturbed by the public requesting that their stipend be taken away. He said the volunteer firefighters provide a huge tax benefit to the town and provide excellent service.

Dennis Palmer of 123 Eastview Drive stated that he was in favor of the Board of Education budget as was passed and believed that we have to invest in our children as they are the future leaders. He believed that we should tap into our rainy day fund to meet the current needs of the community.

John Willin of 433 Lantern Way stated that he opposed the proposed budget and the significant property tax increase. He shared ways that he has had to restrict his spending.



He also urged the Town Council to consider reforming the senior tax relief schedule and proposed three options – to index senior property tax increases in line with the social security COLA increased percentage, to freeze property taxes for seniors at the level they were at when a senior attained age 65 or 70, or to increase the income level to qualify for the current town's senior tax relief program up to a level of roughly \$75,000. He commented that while the tax increases of the past two years have placed a burden on seniors, that it is not a senior citizen issue.

Coralee Jones of 1171 Matianuck Avenue stated that she was opposed to the current budget proposal and shared that owning her home is becoming unaffordable and her budget is unsustainable. She also shared concerns of the Board of Education budget increase. She stated that the town generated extra revenues from the first half of the revaluation last year and she wanted an explanation as to what happened to that additional money that the town received last year and is receiving this year.

Becky Jacobson of 50 Lighthouse Hill Road shared that she has five children in Windsor Schools and supported the Board of Education's budget. She cautioned the Town to continually decrease funding and take away programs like other towns. She stated that her family is restricting their spending too but would pay higher taxes for a good education for their children.

Tim Keating of 131 Tobey Avenue shared that he moved here five years ago to retire and now he will likely sell his home and move out of town due to tax increases, which have gone from \$3,600 to \$5,200. He stated that he did not understand how this happened and for the Council to fix it back to the way it was.

Tracey Zotter of 28 Spring Street commended the Town Council for lowering the mill rate to help compensate for the increased budget and stated that there are a lot of increases that are outside of the town's control. She stated that cutting the Board of Education's budget is not going to make test scores higher or make our economy stronger and that it would do the opposite. She encouraged people to understand, read the fine print in the budget and ask questions as there are valid answers out there.

Jeremy Halek of 1890 Poquonock Avenue stated that the budget is way too high and he hoped the Town Council would listen to everyone tonight and make a good decision.

Ayana Taylor of 88 Farmstead Lane shared that she is a parent of Windsor school children and the Vice President of the Board of Education. She implored the Town Council to be intentional and to help educate the public on what is in the school budget. She supported the Board of Education's budget and stated that there is no fluff in it. She said we should have quality education, not just the bare minimum, and that they have been working with the bare minimum for a long time. She hoped the Town Council would support the Board of Education's budget.

3) PRELIMINARY DELIBERATIONS

Mayor Black-Burke clarified that those serving on Town Council or any board or commission in the town are volunteers and do not get paid. She asked that anyone listening or watching spread that information as there seemed to be misinformation in the community.

Mayor Black-Burke stated that a revaluation is mandated by the State every five years and that it is for every town. She asked Town Manager Souza to talk more about the revaluation before moving to other budget deliberations.

Town Manager Souza recapped the overall process and stated that the State requires a revaluation at least once every five years. He said it could be done multiple times during a five year period. He also said that each municipality is required to do a full revaluation and compare those fair market values at that particular time with the previous time a revaluation was done. He said that was done with the October 23rd Grand List and then by state law municipalities have the option of either implementing the new values in the following fiscal year or up to a five year "phased-in" approach. He stated that the Town Council last year decided to phase it in over two years.

Town Manager Souza responded to the question where did my money go. He said that the money went into Board of Education and town services. He gave an example of a commercial property that experienced value changes to their property. He said in Fiscal Year 2024, Voya paid \$1.8 million in personal and real estate taxes and in Fiscal Year 2026 they are projected to pay approximately \$720,000. So it is a \$1.1 million loss in revenue from that particular commercial business. He said that those funds are still needed to provide services and it has shifted over to the residential properties, which saw a greater increase. He gave another example, Hartford Life is projected to pay \$800,000 less than they did in fiscal year 2024. He reported that Walgreens on International Drive did not see as big of a decrease in their commercial valuation and will be paying approximately \$300,000-\$400,000 less largely due to their depreciation and personal property. He said these are three examples totaling over two million dollars that got shifted due to the residential component of the Grand List.

Town Manager Souza stated that the town did not collect more funds and that the Town Council actually used \$3 million of the General Fund cash reserves to mitigate the tax rate and impact both residential and commercial folks for Fiscal Year 2025 that we are currently in. He reported that the Town Council has also the General Fund reserves for purchasing capital projects so we do not incur as much long-term debt. He stated that in Fiscal Year 2024, the Town Council used approximately \$4 million in reserve funds for pay as you go capital, and therefore, the town is not paying principal and interest on those funds over the course of the next 15 years.

Councilor King reiterated that the Town Council members are not paid and that many, like him, also have full-time jobs. He expanded on the Town Manager's comments and said

that we have the same pie and it is just that the residential properties value increased while the commercial properties decreased. He said legally by the State the town is only allowed to have the same mill rate across all those things, with the exception of motor vehicles, so the Town cannot change it to go back the way it was. He said that the budget is a maintenance budget and does not include any big improvements. He said they are pretty bare bones with all of these budgets, including the Board of Education, where they have already taken significant cuts. He also commented that the Board of Education budget was a bipartisan budget and has been supported by the Republican minority leader. He hoped everyone could understand that every town is going through this right now, and that we do not want to be in a position where we are laying off teachers, police officers, and cutting other services.

Councilor Naeem spoke about a couple of things that the Town Council did going into this budget cycle recognizing the impacts of the revaluation, along with the impacts that are causing our budgets to increase and that it does carry a heavy burden for all of us as taxpayers. She said starting last December the Town Council increased the senior tax credit income levels to \$62,000, which was a significant bump up from what they were previously to qualify for that credit. She noted that the town has maxed out our Veterans tax abatement of \$20,000 and also increased the income limits for that one to \$62,000 as well to match what we did with the senior tax credit. She added that they also established a line of duty death tax exemption, which she hoped we do not have to tap into.

Councilor Naeem continued that she wanted to address a couple of the comments that were made and to put things into perspective. She stated that the challenges we are facing is not only a Windsor problem and that it is happening in every single town across this state. She said West Hartford just passed their budget about three weeks ago and have a mill rate of 44.78 compared to Windsor's rate which is below 30 mills. She said this information means that their houses, which are significantly higher in price, are paying almost four and a half percent in taxes versus ours, which is below 3%. West Hartford passed a budget with a 5.7% increase after making some cuts on their end as well and their population is about twice the size of Windsor. She said they have a population of about 60,000 people but their Board of Education, which is \$214 million, is almost two and half times our proposed Board of Education budget. She said to keep that in mind when thinking about the investment being made, and what you hear about students graduating from West Hartford Schools, and what quality education is there.

Councilor Naeem also looked to the Town of Avon with a population of about 20,000 and they have a Board of Education budget of \$118 million. She said taking all this into context and looking at what is happening around us, we see that this is not a problem that we are choosing to create as a Town Council. She stated that the property revaluation is something that is State mandated. We are trying our best to figure out how to mitigate the impact. She said the Town Council had discussions on how they can most strategically use opening cash/rainy day fund. She hoped the Council would all be in agreement to that again this year along with looking at other areas where they may be able to provide some relief. She said for every \$4.5 million cut, it is one mill rate, so that is less than 1% of the



impact on your tax bill. She said she would like to hear from the Town Manager what it would look like if we were to cut the budget down to a zero percent increase and what we would be losing in terms of services.

Deputy Mayor Klase asked the Town Manager what it might look like with a zero percent increase or a 1% increase in the budget.

Town Manager Souza clarified if she was asking for just the town portion of the budget not including the Board of Education budget. Deputy Mayor Klase replied that is what she was looking for.

Town Manager Souza stated that the overall town budget is proposed to increase \$8.9 million and approximately \$4.9 million is the Board of Education. He said they could also subtract the two factors, which the town does not control – Great Pond Improvement District and Metropolitan District Commission – which leaves the town operating budget just under \$2.9 million. He said to get a town operating budget down to a zero percent increase, it would mean a reduction of \$2.9 million from the proposed budget that was presented to you the first week of April.

Councilor Naeem stated that \$4.5 million is approximately one mill rate and Town Manager Souza replied that was correct.

Councilor Eleveld also reiterated that the Town Council, the Board of Education and anyone serving on a board or commission does not receive any compensation or a tax cut. He said that the volunteer firefighters do receive a small financial benefit and that they save the town \$5-\$10 million per year for what we could be paying for a paid fire department. He said if they come in and ask for \$25,000 - \$100,000 for something that is needed that he would not vote against it. He said the volunteer firefighters deserve our thanks for the services they perform for us.

Councilor Eleveld continued explaining how the town calculates taxes. He said any resident can pick up a budget book and see where our revenues come from. He stated that the biggest chunk of money is in the State of Connecticut property taxes. He said they have to have a balanced budget by State law. He explained that they take the amount of money that is needed to run the town, subtract all the revenue sources and then they are left with an amount of money that needs to be raised to cover the cost of operating the town. He said they typically collect 98.75% of taxes and they take that number and compare it to the value of the property and that creates the mill rate. He said they do not collect extra money on the mill rate and that it's calculated based upon the amount of money that we are going to spend for the year. He explained that the Board of Education operates with about \$90 million dollars and the town with about \$44 million. He said there are certain expenditures that we have contractual obligations for that cannot be changed like MDC costs up about \$5 million for sewer services. He also provided the example of the Great Pond Improvement District has a \$1 million increase to \$2 million that we have

to pay them as we are contractually obligated from an agreement that we made almost a decade and a half ago. He concluded by discussing capital projects, and stated these are the projects that pay for road repair. He said that we can cut that but that means we will have potholes in the street and we will have to live with them for two to three years when we have the money to fix it. He hoped he helped illustrate some of the running problems. He explained that if the Town Council cuts \$4 million from the town side of the budget then that could mean eliminating an entire department or two, or getting rid of a handful of police officers or a handful of public works employees. He stated that he thought the budget should be lower and that is an issue that the Council would deal with over the next few days but it will not be a zero percent budget increase because of the second part of the two year phasing. He said they could use more from the opening cash/rainy day fund but cautioned about using too much and discussed how it could create problems for the town in the future.

Councilor Walker shared that he believed that the Town Council should listen to the taxpayers and that he has heard their overriding message of affordability.

Deputy Mayor Klase stated that the proposed budget is available in detail on the town's website and in fact Windsor has won the distinguished budget presentation award last year for its layout.

Mayor Black-Burke mentioned an email they received and shared in regards to mental health services but that the Council would not discuss that tonight but a little bit later. She stated that she knows that there are collaborations and line item pieces attributed to mental health services, and that we have supports at our Police Department. She hoped to discuss later what mental health services are tied into this budget and what that looks like.

Councilor Pelkey shared that it was news to him about people saying things about our firefighters not having stipends or any of the things that they very much deserve. He stated that if we had 100 volunteer firefighters that we would be looking at roughly a \$2,000 max stipend. He believed it was the very least we can do for all that they do for us. He believed affordability should be the focus as they discuss the budget. He relayed an encounter with a new resident of Windsor who has experienced a 30% tax increase over the last two years. He said it is the percent change that has really hit people and reviewed different tax percentage increases of properties across Windsor. He stated that our budgetary increases, whether it is on the town-side or with the Board of Education, are ahead of some of these other indicators of inflation. He said when he starts to look to the future, in terms of the Grand List, we have had a lot of investment in the town, and we have seen the Amazons go up and we are benefiting from those as they pay millions in property tax and personal property tax. He said unfortunately, when we look to the next two or three years, we do not have any more large property tax abatements that are going to add \$40 million to the pot. He said if we have this arc of spending going up that he thought to keep an eye on the future and bend that spending curve down and find a new way to address

the issue. He thought that the Town Council very much owed it to our neighbors in town to try to lessen any tax increase to the best extent possible.

Councilor Naeem commented on something Councilor Pelkey said about our budgets outpacing inflation. She said if you look to the last five to 10 years, our budgets have been below inflation, and she thought we have not done a good job of spending and keeping up with the demands and then they catch up to us both when it comes to competitive salaries for all the folks that work between our education and town departments, as well as the cost of services that we require like on software and technology side or the cost of construction and such. She stated that budgets in the past had very minimal increase or zero increase and that has led us into a place where we are needing to catch up significantly.

Councilor Naeem asked the Town Manager to share with the public how we could potentially come up with \$3 million if there was a zero percent increase. Town Manager Souza explained that within the operating budget there is a variety of capital projects, and said he would refer to them as CIP (Capital Improvement Program) cash or pay as you go. He said there is approximately \$2.8 million within that and that the Town Council has the opportunity to reduce any of those categories within there and stated that they had last year. He noted that close to \$2 million is related to replacement of larger fleet primarily in the Department of Public Works (DPW), approximately \$900,000. He said they have elected not to borrow money for those large replacements. He stated that there is also about \$800,000 for street repaving and that is from the General Fund and is coupled with some state aid that we receive each year. He said those are two large categories. He reported that the Town Council established a Public Safety equipment replacement fund, and that is funded at approximately \$500,000 as pay as you go. With those items there is about \$2 million. He said those are choices the Town Council would need to make. He commented as a refresher to Council that to mill and overlay a typical 30 foot wide street is estimated at \$280,000 a mile for the summer of 2025. He said we have over 160 miles of roadway in town, and we are fortunate to receive several competitive grants thanks to our wonderful engineering staff. He said we are doing about six miles, maybe eight miles of roadway each year of those 160 miles, so the Town Council will need to be cognizant of any reductions in that area. He stated there is one opportunity to reduce pay as you go, but again, it is a choice just like if you went to move towards services. He reported the average cost of salary, benefits, pension, retirement, and fringe is about \$90,000 to \$100,000 per person. He said we would be looking at eliminating 30 or so full-time equivalent slots or choosing to reduce staffing all the way up to that amount. He said a combination could be done by reducing capital or reducing the amount to open space account, which the Town Council chose to do last year.

Mayor Black-Burke thanked the Town Manager and said that is the hard conversation that they are going to have to get to. She said the conversation in regards to affordability is real and asked what affordability looked like. She thought it was important for the public to hear that it could mean cutting jobs. She said we are all feeling this burden that we are now carrying, and that it is happening everywhere.



Councilor Naeem wanted to bring everyone's attention to the Town Manager's budget presentation to the public about a month ago. She said he chose a random single-family house and its market value was \$213,000 in 2022 and then the value increased in 2023 to \$267,000 and in 2024 it increased to roughly \$312,000. She discussed that to cut the budget to a zero percent increase could mean a mix of possibly cutting 45 to 50 positions, adjustments to a library branch, street repaving, public safety equipment and public works impacts, which would save the homeowner \$374 a year. She shared this example to show the annual dollar impact to the individual and what we lose in terms of services, personnel and staffing.

Mayor Black-Burke stated that the Town Council will meet again on Wednesday, April 30th to deliberate the budget and receive public comment.

Town Manager Souza stated that he and the Superintendent will be conducting a budget forum at the invitation of the League of Women Voters on Wednesday, May 7th at Poquonock Elementary School at 6:30 p.m. He said they would also be at 330 Windsor Avenue Community Center on May 6th at 6:30 p.m. and at the Senior Center/L.P. Wilson Community Center on May 8th at 10:00 a.m.

Mayor Black-Burke said these are great opportunities to learn about the budget and have conversations with the Town Manager, as well as the Superintendent.

8) ADJOURNMENT

MOVED by Councilor Pelkey seconded by Councilor Naeem to adjourn the meeting at 8:00 p.m.

Motion Passed 8-0-0 (Councilor King virtually unavailable)

Respectfully Submitted,

Andrea Marcavitch
Recording Secretary