



Council Agenda

Council Chambers
Windsor Town Hall
June 2, 2025



Zoom Instructions

Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **840 1931 3352** 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.

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Please go to the following link: <https://us02web.zoom.us/j/84019313352>

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1. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
2. During 'Public Comment' if you do not wish to speak you may type your comments into the Q&A feature.

7:20 PM Public Hearing

To hear public comment on applications submitted for the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Naeem
3. PLEDGE OF ALLEGIANCE – Councilor Naeem
4. PROCLAMATIONS/AWARDS
 - a) Declaring the Month of June 2025 as National Caribbean-American Heritage Month
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) Historic District Commission



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8. TOWN MANAGER'S REPORT
 9. REPORTS OF STANDING COMMITTEES
 10. ORDINANCES
 11. UNFINISHED BUSINESS
 12. NEW BUSINESS
 - a) *Approve Resolution for Neighborhood Assistance Act (Town Manager)
 - b) *Authorize the submittal of a grant application to the State of Connecticut's Community Investment Fund for the Senior Housing Planning project (Town Manager)
 - c) *Set a Public Hearing for June 16, 2025 at 7:20 p.m. to solicit public comment on proposed construction of sidewalks on Prospect Hill Road (Town Manager)
 13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the May 19, 2025 Public Hearing
 - b) *Minutes of the May 19, 2025 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 17. ADJOURNMENT

★Back-up included

Proclamation

Declaring the Month of June 2025 as National Caribbean-American Heritage Month

WHEREAS, National Caribbean-American Heritage Month is the time we acknowledge the significant way Caribbean-Americans have shaped our culture and heritage; and,

WHEREAS, Those with roots in the Caribbean have greatly enriched our society by contributing to the arts, business, journalism, technology, government, religion, sports, music, education and many other fields; and,

WHEREAS Caribbean-Americans have helped improve our nation by leading communities and being active members of their neighborhoods and towns/cities; and,

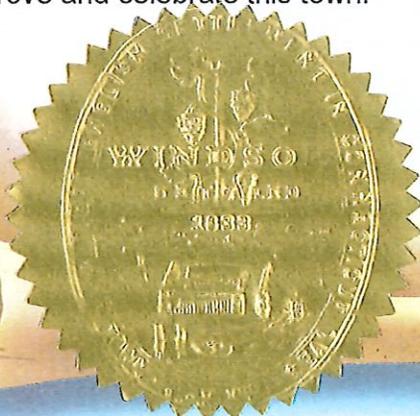
WHEREAS, We acknowledge the Caribbean American men and women who are proud members of the Armed Forces and those serving as first responders, medical professionals and other essential personnel on the front line. Our nation is safer, stronger, and healthier because of their service and sacrifices; and,

WHEREAS, We acknowledge the contributions of the migrant farm workers who travel here annually to work the fields and farms providing food, tobacco and goods that contribute to the economy of the Town of Windsor, other towns and the state; and,

WHEREAS, In 2004, an Official Campaign for June as National Caribbean-American Heritage Month was initiated and a Proclamation making the resolution official was signed by President George Bush on June 5, 2006.

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

The Town of Windsor declares the month of June 2025 as National Caribbean-American Heritage month as we pay tribute to every Caribbean-American for all they have done to improve and celebrate this town.



Nuchette Black-Burke, M.Ed.
Mayor of Windsor
June 2, 2025

Agenda Item Summary

Date: June 2, 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 Tax Credit Program

Background

The Neighborhood Assistance Act (NAA) Tax Credit Program, established by the Connecticut General Assembly, offers non-profit and municipal organizations an opportunity to enhance their fundraising capabilities by offering tax credits to eligible corporations. Corporate donors receive a tax credit against their state corporate tax liability in an amount equal to 60% of their contributions or, in the event the proposed activity is an eligible energy conservation project, equal to 100% of their contribution. All applications are subject to approval by the local governing body, subsequent to a public hearing to allow for public comment. Applications are ultimately reviewed and approved by the Connecticut Department of Revenue Services as well.

The program has several statutory limitations, including the following:

- Businesses are limited to a tax credit of \$150,000 annually
- Non-profits may receive up to \$150,000 in contributions annually
- The minimum contribution on which a tax credit may be granted is \$250
- The program has a \$5,000,000 overall cap, which if exceeded, results in proration of approved donations

Discussion/Analysis

The Office of Community Development issued media releases and sent email notices to non-profit organizations in an effort to ensure that eligible organizations are aware of the NAA Program. In addition, the public hearing was duly noticed.

The applications received this year include the following:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Archer Memorial African Methodist Episcopal Zion Church	\$ 36,600	Energy Efficiency upgrades
Madina Academy	\$150,000	Energy Efficiency upgrades
Oliver Benoit Foundation	\$ 90,000	Distribution of personal care packages for Homeless and Shelter Residents

Financial Impact

The dollar amounts listed above for each applicant are essentially fundraising goals for participating organizations. It is up to the applicants to secure donations from corporate sponsors using the NAA Tax Credit program as a financial inducement. The cost for the town to participate is minimal, essentially limited to promotion of the program, publication of a legal notice for the public hearing, and minimal staff time.

Other Board Action

None

Recommendation

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

“MOVE that the attached resolution approving applications for participation in the 2025 Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services be approved.”

Attachments

Resolution

WINDSOR TOWN COUNCIL

NEIGHBORHOOD ASSISTANCE ACT (NAA) TAX CREDIT PROGRAM

RESOLUTION

WHEREAS, the State of Connecticut, acting through its Department of Revenue Services, administers a program authorized by the state legislature entitled the Neighborhood Assistance Act (NAA) Tax Credit Program which provides corporations with tax liability in the State of Connecticut an opportunity to receive tax credits for donations made to participating municipal and tax-exempt organizations; and

WHEREAS, in order to utilize the NAA Program eligible municipal and non-profit organizations must first secure the approval of the local governing body in a town served by the applicant; and

WHEREAS, the organizations listed below have submitted applications for assistance in the NAA Program and the Town Council believes that the proposed activities are in the best interests of Windsor's residents;

NOW THEREFORE BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL that the following applications for participation in the 2025 Neighborhood Assistance Act Tax Credit Program are hereby approved:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Archer Memorial African Methodist Episcopal Zion Church	\$ 36,600	Energy Efficiency upgrades
Madina Academy	\$150,000	Energy Efficiency upgrades
Oliver Benoit Foundation	\$ 90,000	Distribution of personal care packages for Homeless and Shelter Residents

Agenda Item Summary

Date: June 2, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Community Investment Fund Application – Senior Housing Planning Grant

Background

The town is eligible to apply to the State's Community Investment Fund 2030 (CIF). This competitive grant program is focused on fostering economic and community development in 54 communities that have the designation of a Public Investment Community (PIC) and/or Alliance District. Windsor qualifies for this grant funding as both a PIC and Alliance District. Municipalities as well as not-for-profit organizations and community development corporations that operate within them may apply. The deadline for the seventh round is June 6, 2025.

As part of the CIF program, the Department of Economic and Community Development (DECD) invites planning grant applications in the amount of \$250,000 that can go towards certain eligible expenses, including community engagement, feasibility studies, zoning analyses, conceptual drawings, and construction budget development.

Staff is recommending the submission of a grant application to determine the feasibility of developing new affordable senior and disabled housing adjacent to Windsor Housing Authority property at the intersection of Mack Street and Bloomfield Avenue currently used for ballfields. Grant award decisions are anticipated in the fall of 2025.

Discussion

Windsor has an aging population with approximately 18% being 65 years or over. Many Windsor senior and disabled residents are interested in downsizing from their single family homes but there is a lack of alternative housing options especially for those who are on fixed incomes. We have received public input that senior residents would like to remain in Windsor where they raised their families but now find it challenging to locate affordable housing units.

To demonstrate the demand, there is a waiting list of 325 for the three Windsor Housing Authority facilities at Mill Brook, Fitch Court and Shad Run which have a total of 152 units. Typically, the waitlist average is one to five years and that depends on the vacancy rate which is typically no more than 1% per year.

Most of the 590 units of new apartments that are under construction or have been permitted through the zoning process will be market rate units. Approximately 44 units are set aside for people that make less than 80% of the area median income and are not restricted to the senior and disabled

population. Also, many seniors on fixed incomes would need an affordability between 30% and 50% of area median income. So though there are some affordable units in the pipeline, additional senior and disabled housing choices are needed.

The Fitch Park property is 4.47 acres. We are exploring the development of this property as it is adjacent to the Windsor Housing Authority’s Millbrook Village and Fitch Court facilities and its connectivity to Windsor Center amenities/services. A preliminary concept layout utilizing the entire property could yield approximately 95 units in several two and three-story structures. Such a plan would necessitate the relocation of one or two Little League ballfields to an alternative site to be identified as part of the study.

The planning and feasibility study would incorporate several elements including 1) a survey showing the boundary, topography and existing condition; 2) geotechnical survey analyzing the soil suitability for construction; 3) Phase 1 environmental study and Phase 2 if necessary; 4) conceptual site plans; 5) analysis of zoning and permitting; 6) schematic architectural plans for floor plans and elevations; 7) market analysis; 8) preliminary project pro-forma for development budget and operating budget; 9) develop design parameters for baseball field relocation; and 10) community engagement opportunities. Outlined below are estimated costs per anticipated scope of work element.

Category	Description	Estimated Cost
1. Architecture & Engineering	Conceptual and Schematic design, design development, MEP, civil, structural consultants	\$120,000
2. Environmental Studies	Phase I ESA, Phase II (if needed)	\$15,000
3. Geotechnical Report	Soil borings, compaction testing	\$20,000
4. Land Use & Zoning	Planning consultant, rezoning, variances, community outreach	\$10,000
5. Legal Fees	Land use counsel, contract review, entitlement support	\$10,000
6. Surveying	Land survey, topographic survey	\$7,500
7. Site Due Diligence	Utilities verification, site visit costs, existing condition assessments	\$5,000
8. Market Study	Required for financing (e.g., LIHTC or public subsidy sources)	\$7,500
9. Appraisal	Land valuation for lenders and/or investors	\$5,000
10. Predevelopment Consultant	Development and Operations Pro formas, Financing Feasibility	\$50,000
11. Administrative/Misc.	Printing, grant administration	\$10,000
12. Contingency	For unforeseen costs	<u>\$15,000</u>
TOTAL		\$275,000

Financial Impact

As in the past, it is anticipated this will be a very competitive funding round. As such, demonstrating the leveraging of local funds is critical. It is recommended a local match of \$25,000 be incorporated in the proposal utilizing a portion of the funds for the Senior and Workforce Housing Planning Initiative in the Community Development budget.

Other Board Action

Town staff would work closely with the Windsor Housing Authority on these planning efforts, as well as seek input from the Commission on Aging and Persons with Disabilities on the needs for senior and disabled housing.

Recommendation

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

“MOVE that the Town Manager is authorized to submit an application to the Department of Economic and Community Development pursuant to the attached resolution for the Community Investment Fund in the amount of \$250,000 and that a commitment of \$25,000 in general funds be made as a local match.”

Attachments

Municipal Resolution

MUNICIPAL RESOLUTION

WHEREAS, pursuant to Connecticut General Statutes Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Windsor make an application to the State for \$250,000 in order to undertake the Windsor Senior Housing Planning project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by 32-285a.
2. That the filing of an application for State financial assistance by the Town of Windsor in an amount not to exceed \$250,000 is hereby approved and that Town Manager Peter Souza is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

Agenda Item Summary

Date: June 2, 2025

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Prospect Hill Road Sidewalks

Background

The town has a grant commitment through the Local Transportation Capital Improvement Program (LOTICIP) for repaving a section of Prospect Hill Road, between the intersection of Day Hill Road and Lang Road. The initial LOTICIP project includes milling existing pavement and repaving. The State Department of Transportation (DOT) has requested the town to assess the possibility of constructing a sidewalk from Woodduck Farms Road to Day Hill Road. The DOT has indicated they would fund 100% of the sidewalk construction.

Construction of new sidewalks is regulated by Chapter 15 of the Code of Ordinances. Section 15-32 requires review by the Town Planning and Zoning Commission, which was done on May 20, 2025. The ordinance also calls for the Town Council to hold a public hearing before acting on the proposal and requires that a notice of the hearing be published and mailed to abutting property owners. It is respectfully requested the Town Council set a public hearing for June 16, 2025 at 7:20 p.m.

Discussion/Analysis

Prospect Hill Road is classified as a major collector roadway with an Average Daily Traffic (ADT) volume of approximately 3,200 vehicles per day. The proposed five foot concrete sidewalk would connect with existing sidewalk segments that run continuously to Prospect Hill Road's intersection with Poquonock Avenue. There are several residential subdivisions located off of Prospect Hill Road which have over 230 homes on or within a quarter mile of Prospect Hill Road. The new sidewalk would provide safe separated pedestrian linkages to Northwest Park as well as the multi-use path on Day Hill Road.

This proposed stretch of sidewalk would fill a gap for pedestrians, provide important connections, improve safety of the traveling public as outlined in the town's Plan of Conservation and Development and helps meet the objectives of the Federal Highway Administration's Safe Streets 4 All program along with working toward CT DOT's Vision Zero which aims to eliminate transportation related fatalities and severe injuries involving pedestrians, bicyclists, motorists and passengers.

The engineering department held a neighborhood information meeting on April 24, 2025 with the majority of residents in favor of sidewalks.

If the Town Council approves the proposed sidewalk following the required public hearing, final design would commence with anticipated project bidding occurring in the upcoming winter of 2026 and construction in summer of 2026.

Financial Impact

The LOTCIP program is structured such that the town is financially responsible for the design of the project and the State, via the Capital Region Council of Governments, funds 100% of the construction. The town has received a Commitment to Fund \$1.67 million which includes \$1 million for pavement rehabilitation and \$670,000 for sidewalk construction.

Additional design funds for the sidewalk are expected to utilize Town Aid for Roads in the amount of \$20,000. The design of the roadway rehabilitation, \$70,000, was appropriated from the Capital Projects Fund last year.

The town would be responsible for maintenance and repair of the sidewalk and abutting property owners would have snow and ice removal responsibilities.

Other Board Action

The Town Planning and Zoning Commission reviewed and recommended the construction of a new sidewalk along Prospect Hill Road between Woodduck Farm Road and Day Hill Road during their May 20, 2025 meeting.

Recommendations

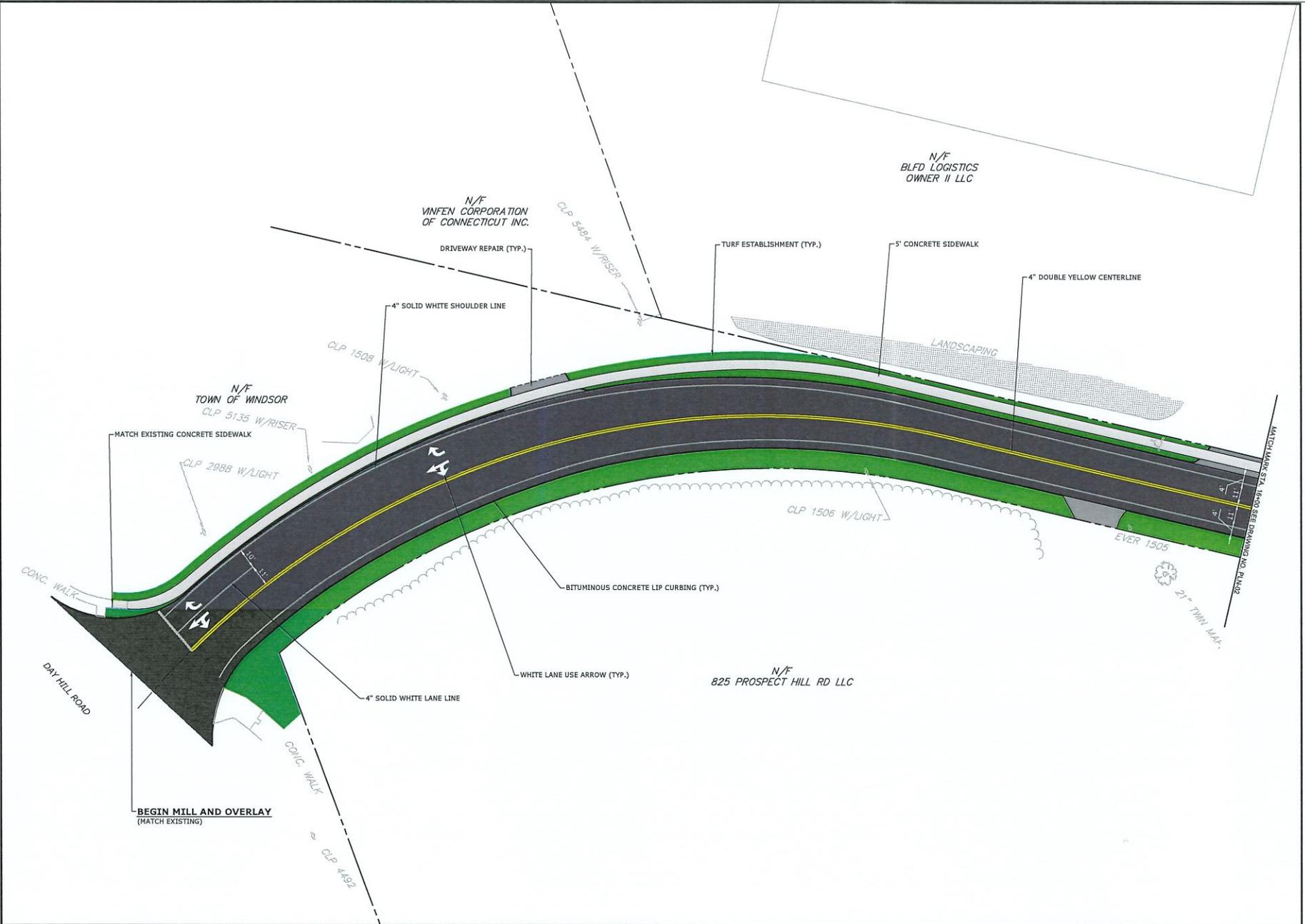
If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE to set a Public Hearing on the proposed construction of a new sidewalk along Prospect Hill Road between Woodduck Farm Road and Day Hill Road for Monday, June 16, 2025 at 7:20 p.m.”

Attachments

None

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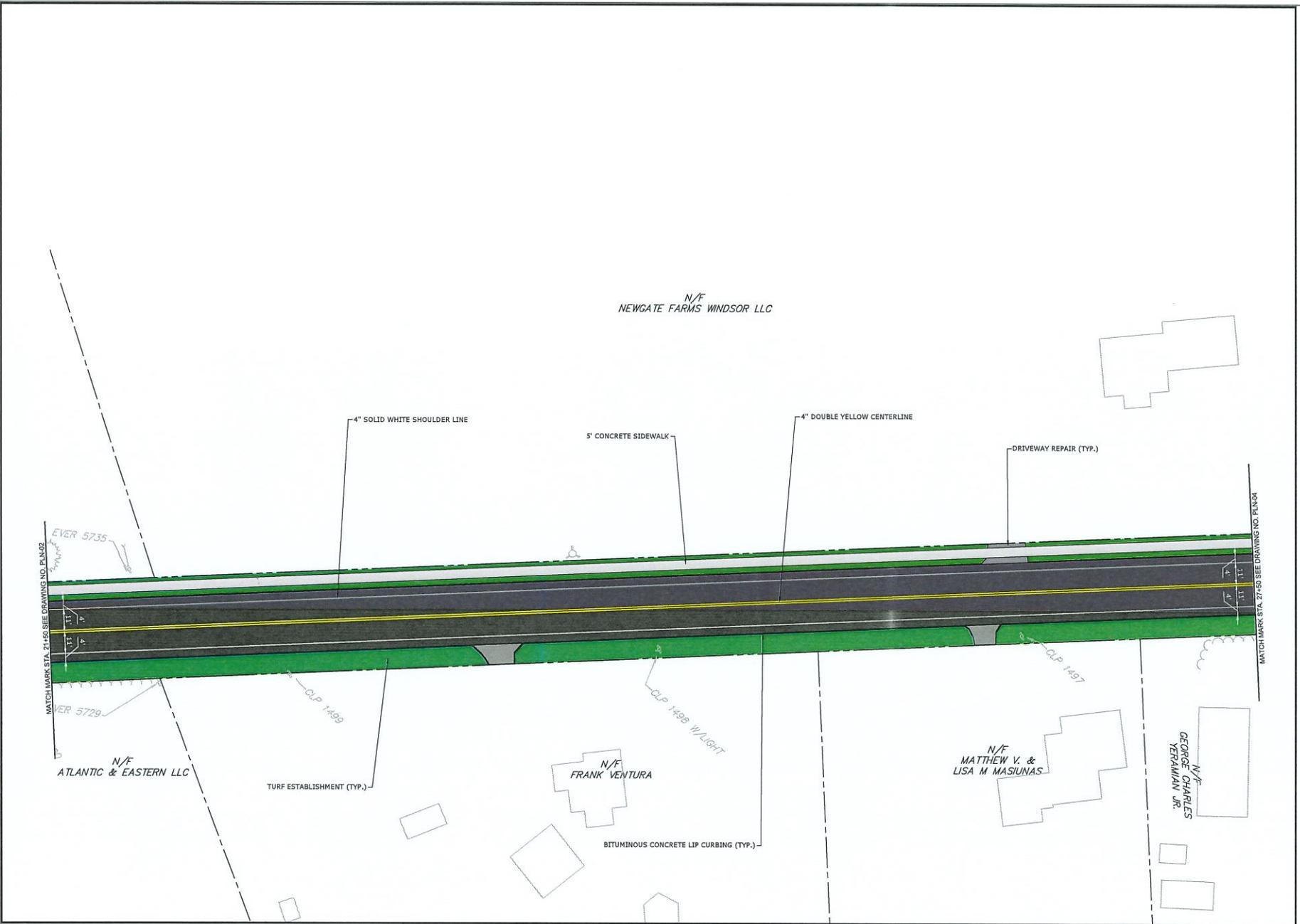
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 WINDSOR, CT

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 PROJECT NO: 141.13600.00052
 PRODUCT: PLN-01

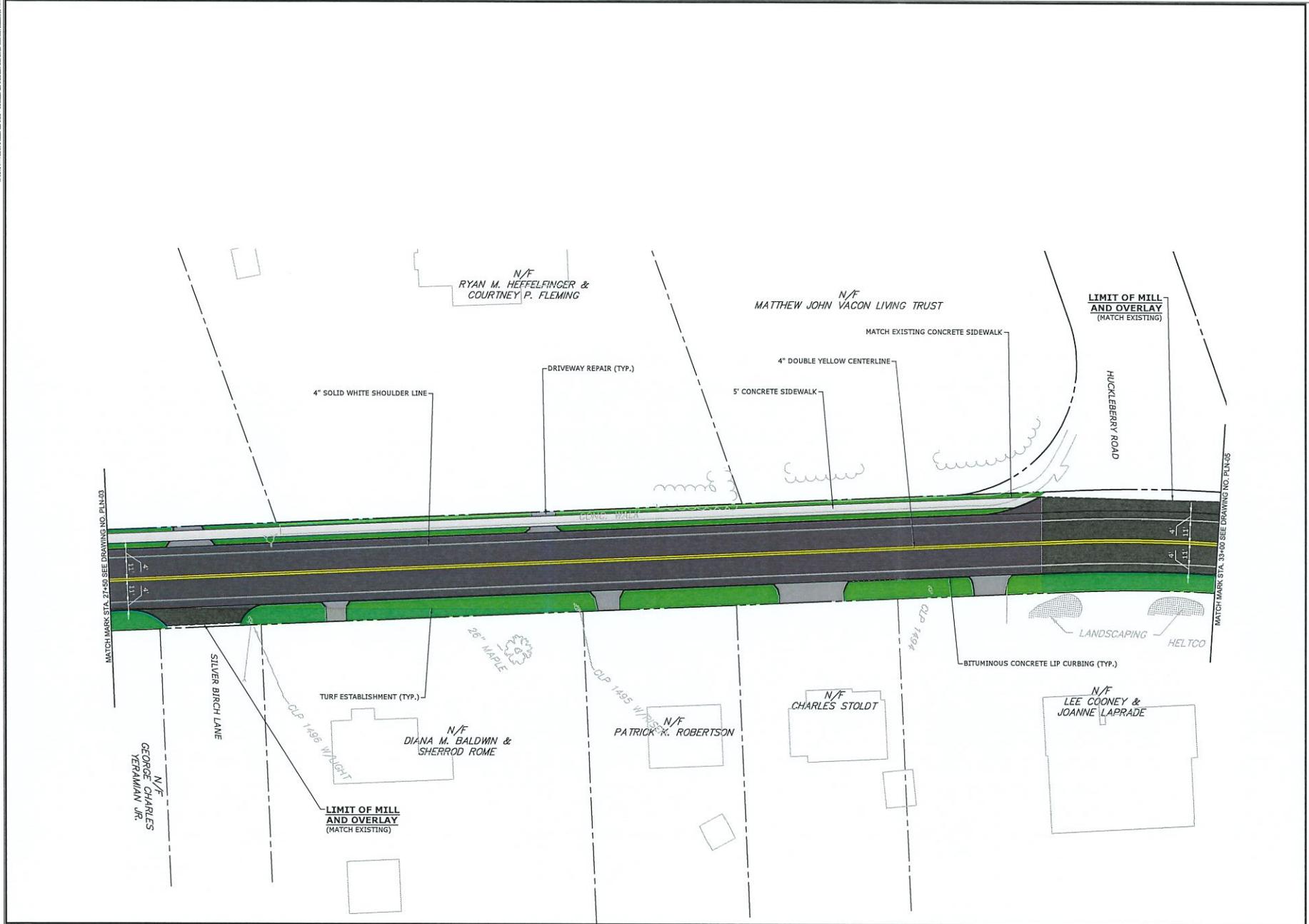
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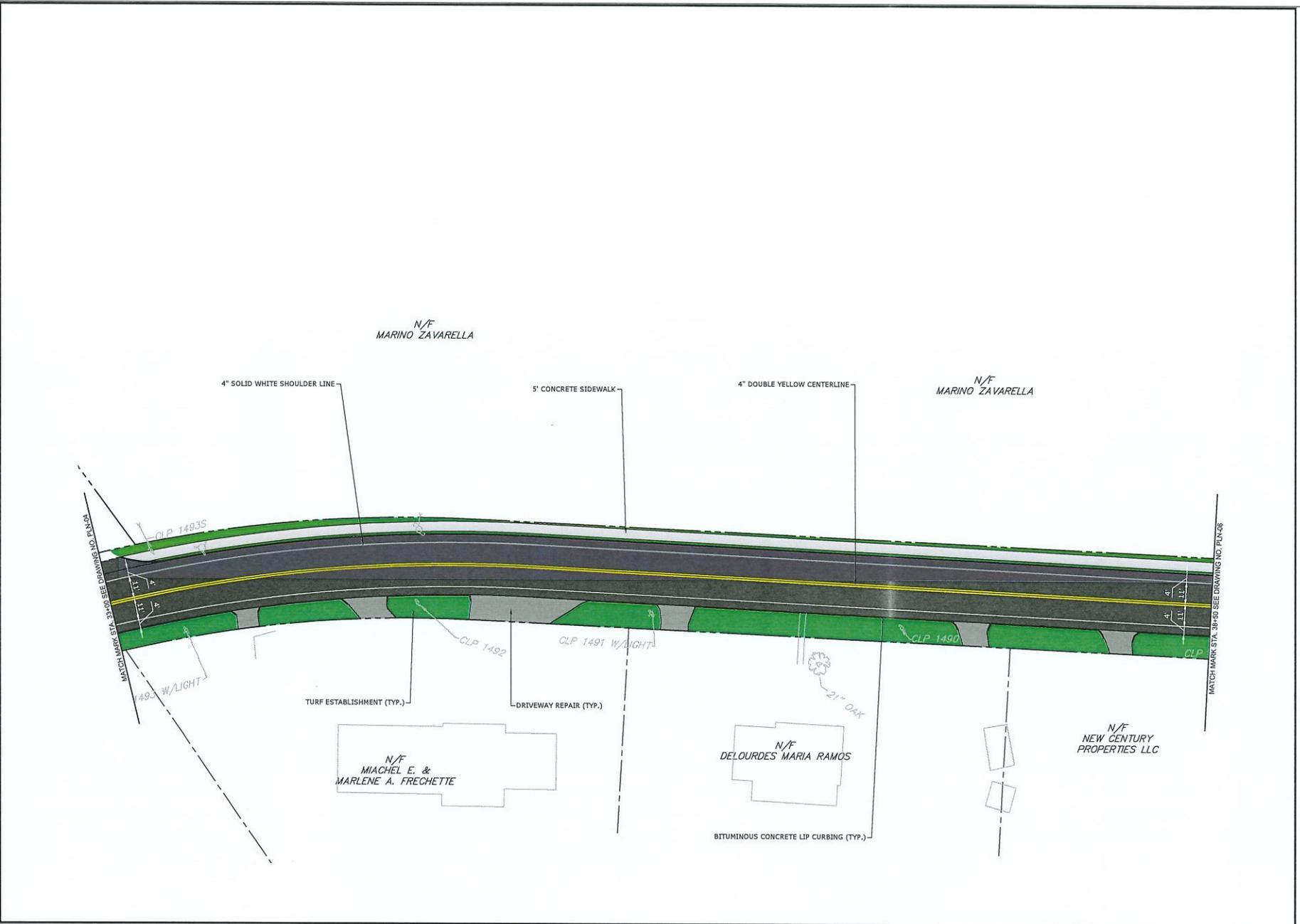


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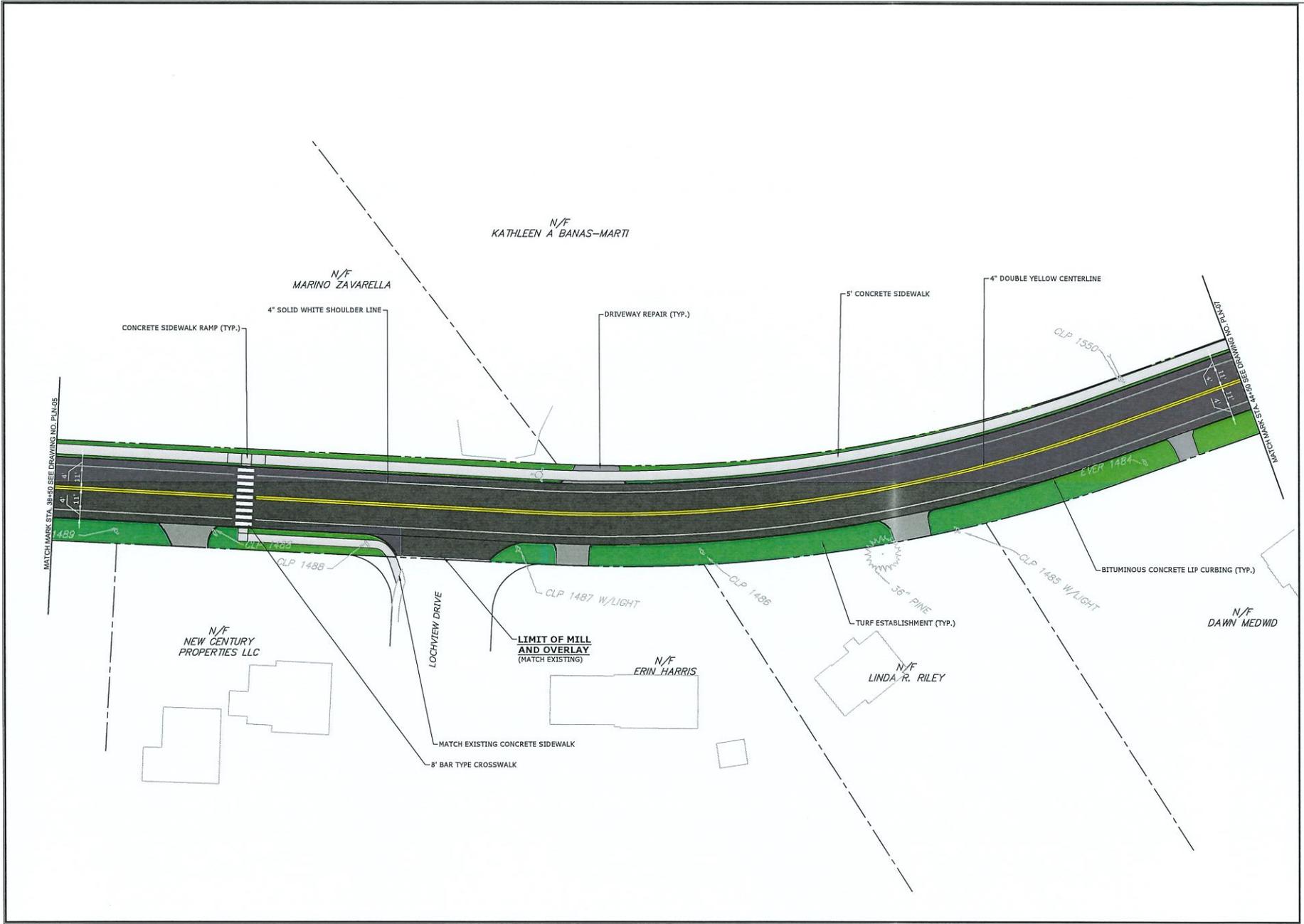
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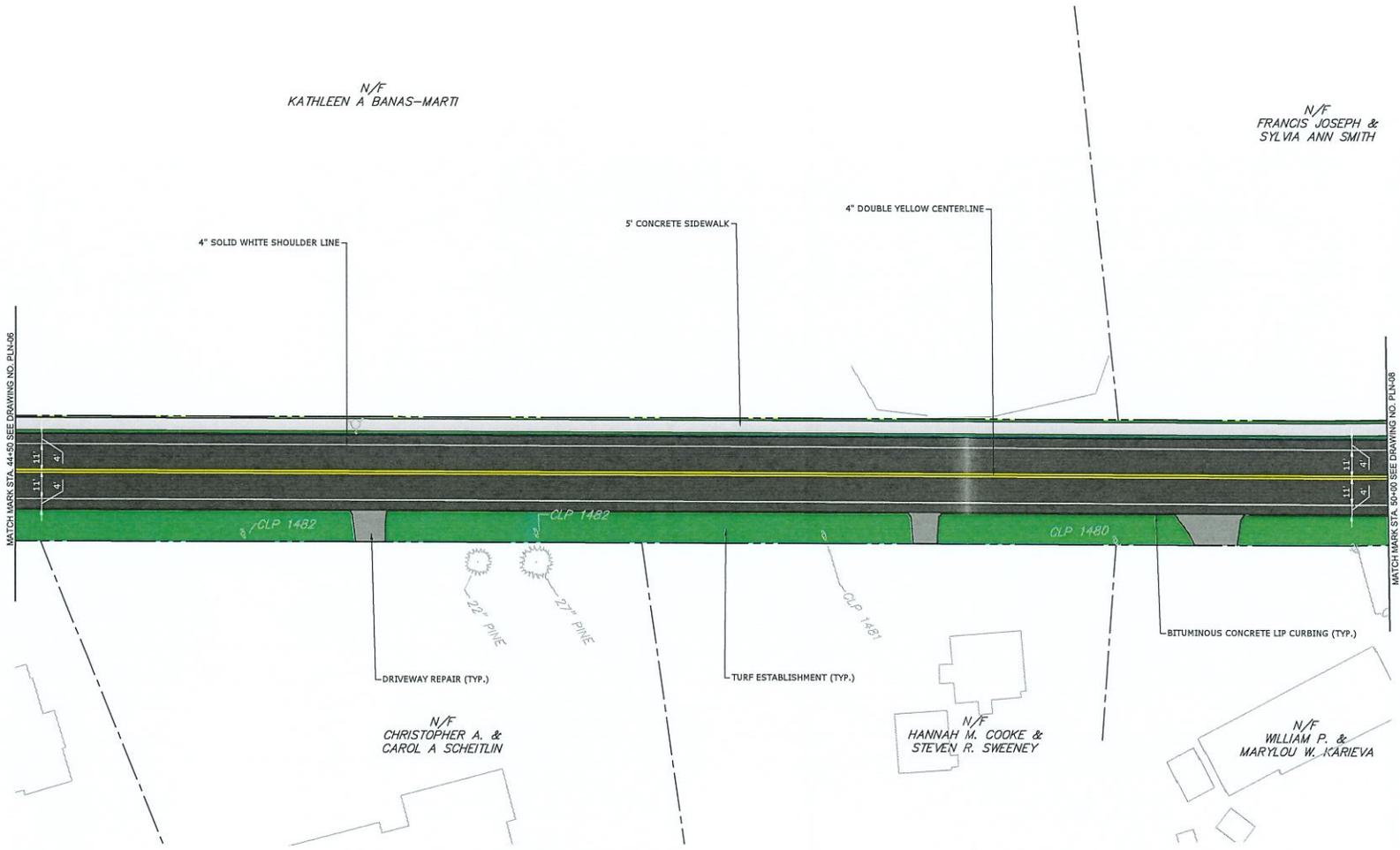
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Town Council

Resignations/Appointments/Reappointments

June 2, 2025

Resignations

None

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

A. One Green Member

Conservation Commission

Five Year Unexpired Term to expire November 30, 2026 or until a successor is appointed

(Nigel Pepin - resigned)

“MOVE to appoint Mike Douville as an Unaffiliated member to the Conservation Commission for a five year unexpired term to expire November 30, 2026 or until a successor is appointed.”

B. One Republican Member

Housing Code Board of Appeals

Five Year Term to expire October 31, 2028 or until a successor is appointed

(LisaAnn Orme – moved out of town)

“MOVE to appoint Mike Douville as an Unaffiliated member to the Housing Code Board of Appeals for a five year term to expire October 31, 2028 or until a successor is appointed.”

C. One Democratic Member

Public Building Commission

Three Year Term to expire November 30, 2027 or until a successor is appointed

(Milo Peck - reappointment)

“MOVE to reappoint Milo Peck as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2027 or until a successor is appointed.”

D. One Republican Member

Inland Wetlands and Watercourses Commission

Four Year Term to expire March 31, 2029 or until a successor is appointed

(Steven Fraysier - reappointment)

“MOVE to reappoint Steven Fraysier as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2029 or until a successor is appointed.”

E. One Republican Member

Greater Hartford Transit District

Four Year Term to expire February 28, 2028 or until a successor is appointed

(Dave Raney – moved out of town)

“MOVE to appoint Alfred Tanguay as an Unaffiliated member to the Greater Hartford Transit District for a four year term to expire February 28, 2028 or until a successor is appointed.”

F. One Democratic Member

Windsor Housing Authority

Five Year Unexpired Term to expire July 31, 2026 or until a successor is appointed

(Harry Freeman - resigned)

“MOVE to appoint Donald Trinks as a Democratic member to the Windsor Housing Authority for a five year unexpired term to expire July 31, 2026 or until a successor is appointed.”

G. One Democratic Member

Arts Commission

Three Year Unexpired term to expire August 29, 2026 or until a successor is appointed

(Edward Richters – resigned)

“MOVE to appoint Christina Crosset as a Democratic member to the Arts Commission for a three year unexpired term to expire August 29, 2026 or until a successor is appointed.”

H. One Democratic Member

Library Advisory Board

Three year term to expire April 30, 2028 or until a successor is appointed

(Kaitlin Walsh – reappointment)

“MOVE to reappoint Kaitlin Walsh as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2028 or until a successor is appointed.”

I. One Democratic Member

Youth Commission

Three Year Term to expire September 30, 2027 or until a successor is appointed

(Bruce McCormick - resigned)

“MOVE to appoint Matthew Hellman as a Democratic member to the Youth Commission for a three year term to expire September 30, 2027 or until a successor is appointed.”

J. One Democratic Member

Zoning Board of Appeals

Four Year Unexpired Term to expire November 10, 2027 or until a successor is appointed

(Max Kuziak – resigned)

“MOVE to appoint Andrea Olson as a Democratic member to the Zoning Board of Appeals for a four year unexpired term to expire November 10, 2027 or until a successor is appointed.”

K. One Democratic Alternate (Residential) Member

Historic District Commission

Two Year Term to expire October 14, 2027 or until a successor is appointed

(Marcia Hinckley – resigned)

“MOVE to appoint Andrea Olson as a Democratic Alternate (Residential) member to the Historic District Commission for a two year term to expire October 14, 2027 or until a successor is appointed.”

L. One Republican Member

Commission on Aging & Persons with Disabilities

Three Year Term to expire January 31, 2028 or until a successor is appointed

(Marva Douglas-Wilks - reappointment)

“MOVE to reappoint Marva Douglas-Wilks as a Republican member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2028 or until a successor is appointed.”

M. One *Unaffiliated* Member

Youth Commission

Three Year Term to expire January 30, 2028 or until a successor is appointed

(Marco Romero - reappointment)

“MOVE to reappoint Marco Romero as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2028 or until a successor is appointed.”

Names submitted for consideration of appointment

None



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
MAY 19, 2025
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

Present: Mayor Nuchette Black-Burke, 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

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

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

2) PUBLIC COMMENT

Glenn Magnussen, 180 Tobey Avenue, stated he is at the public hearing to get familiar with the process because he has not been connected with the Town Council with only what we read in the paper, which is much less than it used to be in years past. He and his wife are excited about learning about the Council and their process and their participation with them. He thanked them for the opportunity to do so.

3) ADJOURNMENT

Mayor Black-Burke declared the Public Hearing closed at 7:26 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary



TOWN COUNCIL

HYBRID MEETING – VIRTUAL AND IN-PERSON

MAY 19, 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 Lenworth Walker

2) PRAYER REFLECTION

Deputy Mayor Klase led the group in prayer/reflection

3) PLEDGE OF ALLEGIANCE

Deputy Mayor Klase led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating May 18, 2025 – May 24, 2025 as Public Works Week in Windsor

Mayor Black Burke and Councilor Gluck Hoffman read aloud the proclamation designating May 18, 2025 – May 24, 2025 as Public Works Week in Windsor.

- b) Proclamation designating May 2025 as Historic Preservation Month

Councilor Armstrong read aloud the proclamation designating May as Historic Preservation Month.

- c) Proclamation proclaiming May 2025 as Asian American and Pacific Islander Heritage Month

Councilor Naeem and Deputy Mayor Klase read aloud the proclamation proclaiming May 2025 as Asian American and Pacific Islander Heritage Month.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Susan Miller, 130 Palisado Avenue, stated on behalf of the Windsor Climate Action team she'd like to invite everyone to their upcoming event on Wednesday, May 28, 2025 at 6:30 PM in the Council Chambers at town hall. They are presenting Vanessa Brown from Anthro Clinic Consulting. She will be speaking about the health impacts of climate change, extreme heat and air pollution for residents of Windsor and our particular vulnerabilities and our risks and what we can do about it. There will be refreshments.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor King said thank you to everyone for voting on the budget referendum recently. He wanted to give a shout out to the Jaycees and the other organizations for the Shad Derby event. It was a really good time. It was great to see the whole town come out. He hopes everyone has a great Memorial Day.

Councilor Eleveld stated Shad Derby was a great day except for the short amount of rain. They had a good turnout and the parade was wonderful. Some of them had the pleasure of walking in the parade. Coming up next Monday is the Memorial Day parade and Mr. Nicholas Dally is going to be a great Marshal. It's a great opportunity to thank those who have served this country and have given us the freedom and ability to speak our minds (freedom of speech), which is something that many other countries don't have. He thinks it's important that we recognize those who have passed to provide us this privilege.

Councilor Naeem said to piggy back off the comments of Shad Derby, she had a really great time. She gave a shout out to her favorite float of the evening which was the town's float. It was cool to see all the different pieces coming together for the Plan of Conservation and Development. It's a great idea to put a big QR code to get people to go fill out the survey as well. It was really well done. This is a great opportunity to get involved. We have different focus groups going on. We have one coming up this Thursday evening, 5/22/25, around transportation. We want to hear from our citizens what they think is important as we think about the next coming decade. Another event coming up is at Windsor Worx on Wednesday, 5/21/25, around design thinking strategies at 6:00 PM.

Councilor Pelkey stated that the Shad Derby helps to pull our community together and he feels that is important. Many different civic organizations were there. He wanted to thank the families of our volunteer firefighters. Firefighters were there volunteering at the Shad Derby event and that takes away time from their families. Thank you for giving us your firefighter and for allowing them to serve. He appreciates that. If you or someone you know might be interested in volunteering at the fire department, please go to windsorfire.org for more information.

Councilor Armstrong said it's always a joy to see those that come out, especially our town workers who work so hard and those who are virtual. There's always something to do in Windsor. We're a very active town. She encourages people to support the town's small

businesses. She does want to express that although the Council does not comment at the dais, they do listen and they discuss those concerns. We are upon the flu and allergy season, so self-care is the best care. We need to take care of ourselves. Also look out for our seniors and those that you don't hear from in a while. It's good to just check in on them as you never know. She appreciates the public's comments as that is how they know what is going on and if there are any issues that need to be looked at. She thanked the Town Manager and staff who are always supportive in that initiative.

Councilor Gluck Hoffman gave a big thank you to the Windsor Police Department and Public Works department. They do so much to prepare prior to and after the Shad Deby event and she wanted to thank them for all they do.

Councilor Walker reminded everyone of the Memorial Day parade that is coming up which Lieutenant Dally will be a part of. He asked that everyone please support our small businesses in the center of town. It's small businesses that help us thrive as a community.

Deputy Mayor Klase stated she wanted to thank the Conservation Commission. She went to a presentation on light pollution here at the town hall. She learned about dark skies ordinances and Windsor has quite a robust set of them to help reduce light pollution. She thanked all our commissions and boards. On Thursday, 5/22/25 at 6:30 p.m., at the town hall in Council Chambers there will be a focus group looking to inform the Plan of Conservation and Development. They will be looking at housing and accessibility and public and pedestrian infrastructure.

Mayor Black-Burke stated the focus groups are a great time to share your input. She attended the last one that involved historic places. She encouraged all to attend the next one on Thursday evening. She wanted to lift up the Shad Derby event. She can't stress enough how important it is to continue celebrating that Windsor tradition. Another plug in is for the documentary that was called Windsor's Homecoming. It's available on Youtube. Anyone can watch it. It's a great history lesson. She wanted to remind citizens, our neighbors, that if you need to talk to someone we have a Suicide and Crisis Lifeline at 988. You can call or text and chat to someone with no judgment at all. How we use our minds, matters.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Mr. Richard Hazelton, Public Building Commission, gave the following report:

Wilson Fire Station – Roof Replacement - 9585

Project is 100% complete and close out documents have been received.

Wilson Fire Station – Interior Renovations – 9585

Project is in progress with 80% of the work completed. Project expected to be completed by the end of July 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 of June 2025.

Sage Park Middle School Roof Phase-2 Project – 9541

Roof related work is 100% complete and all safety railings have been installed. The only items left are the pads for the condensing units on the roof. Project expected to be completed by the end of July 2025.

LP Wilson HVAC Renovations Phase 1 Project - 9551

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

LP Wilson HVAC Renovations Phase 2 Project – 9551

Building controls continue to be programmed and adjusted for proper operation. Removal of existing AC window units is completed and openings are to be repaired during summer break. Project expected to be completed by the end of July 2025.

LP Wilson HVAC Renovations Phase 2B Project – 9551

Bids have been received and approved by the PBC. Contractors have received notification and a kickoff meeting will be scheduled for next week. Project is on schedule with construction to begin in June of 2025 and expected to be completed by mid-August 2025.

Welch Park Pool House Renovations Project - 1938

Project is completed and all punch list items have been repaired. Final inspection by the Architect is scheduled for this week. If approved, the project will be completed. Project expected to be closed by the end of May 2025.

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

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

Councilor Eleveld asked if Mr. Hazelton will be here for the next several months. Mr. Hazelton stated he will be in Greece in June and will be back in July.

b) Fair Rent Commission

Charles Jackson, Chair of Fair Rent Commission, gave the following report:



The Fair Rent Commission was established for the purpose of regulating and eliminating excessive rental charges for residential property within the Town of Windsor in accordance with state law.

Renters can submit a complaint through the Community Development Office related to excessive rent increases and/or the condition of their units. Town staff notifies the landlord and provides a copy of the tenant's complaint. If the complaint includes issues with the condition of the unit or complex, then the Health Department will inspect the property and provide a report which is shared with both parties. Town staff will assist the tenant and landlord to try and arrive at a solution that is satisfactory to both parties. If the tenant and landlord are unable to agree on terms, the matter is referred to the Fair Rent Commission to hold a hearing and render a decision that will be binding on all parties.

The Commission will hold a special meeting whenever a hearing is necessary. Under state law, a Commission will determine if a rental charge is "so excessive, with due regard to all the circumstances, as to be harsh and unconscionable," and the commission is authorized to reset an excessive rental charge to an amount that is "fair and equitable."

For elderly or disabled, the Commission must only find that the proposed increase is not "fair and equitable" rather than excessive. State law provides thirteen criteria that the Commission must consider in the course of their decision-making. The most important are size of the rent increase, the condition of the premises, the landlord's operating costs, the services included in the rent (e.g. heat and utilities), the income of the tenant, and the rents for comparable housing in the town.

Over the last year five complaints were received by the Community Development Office and all issues have been satisfactorily resolved between the parties without the need for a hearing before the Commission:

- Williamsburg – rent increase, landlord and tenant arrived at mutually agreeable rent increase.
- Rivers Bend – rent increase, landlord and tenant arrived at mutually agreeable rent increase.
- Deerfield Apartments – rent increase and repairs/condition, landlord completed repairs required by Health Department and landlord and tenant arrived at mutually agreeable rent increase.
- Rivers Bend – electric utility charge dispute, landlord determined that the billing was in error and reversed the charges to the tenant.

The Commission has held two meetings this year for organizational purposes. There are a number of new members to the Commission so an orientation meeting was held and town staff outlined the process when complaints are received. The Commission requested a training session and a mock hearing so as to be prepared should a complaint not be resolved satisfactorily between the parties. As a result, Rafie Podolsky from Connecticut Legal Services and Sarah White from the Connecticut Fair Housing Center



were invited to give an overview of a hearing process, answer questions from Commissioners, and observe a mock hearing.

Deputy Mayor Klase thanked the Fair Rent Commission for having all those organizational meetings. She knows that quite a few new members were appointed to the commission recently as well.

Mayor Black-Burke said she really appreciates that Mr. Jackson included that they were having training sessions for new members. She knows that in the future she's sure there will be other things that come up, but she's just really grateful that they are taking the time to reset the table. She feels that is important. She asked from the three apartment complexes that are listed here, historically do you see complaints from this particular grouping or is it spread out across? Mr. McMahon stated primarily it is from those three locations. On occasion we have received complaints from a four unit rental like on Bloomfield Avenue or other locations in town.

Mayor Black-Burke stated she just wanted to ensure that everyone is aware that the Fair Rent Commission is available. You don't have to live in an apartment complex type setting to access it. She hopes there will be further education to the masses here in town that they know this is an available resource to them.

Councilor Walker thanked Mr. Jackson for the report. As long as he's been on the Town Council, tonight outlined the most meetings and most involvement he's heard from the Fair Rent Commission. To him, honestly, he thought it was defunct before they gave this presentation tonight.

8) TOWN MANAGER'S REPORT

Town of Windsor Memorial Day Observances

Memorial Day observances will be held on Monday, May 26, 2025.

An observance will be held at the Elm Grove Cemetery located in Poquonock beginning at 8:00 AM followed by a ceremony at Veteran's Cemetery at 9:00 AM. Following the ceremony at Veteran's Cemetery, the Memorial Day Parade will proceed to Windsor Town Hall via Poquonock Avenue. The parade usually arrives in the center of town between 9:45 AM and 10:00 AM. The 10:00 AM ceremony at town hall will include a special flag ceremony performed by Windsor Scouts.

This year's Parade Marshal is Windsor Police Lieutenant Nicholas Dally. He joined the United States Marine Corps at the age of 17, and served for eight years as a Motor Transport Operator in a reserve unit based in New Haven, CT.

Lieutenant Dally became a police officer with the Windsor Police Department in 2016. He currently serves as the Patrol Lieutenant and holds various leadership roles, including, Commander of the Honor Guard Unit, Co-Commander of the North Central Municipal



Emergency Services Team, and Coordinator of the police department's Peer Support Program.

In case of rain, one single ceremony will be held at 10:00 AM in the Town Hall Council Chambers. Contact Enita Jubrey at 860-285-1835 with any other questions.

Suicide and Crisis Prevention Line and Awareness Program

Did you know the national suicide and crisis prevention line is 988? In an effort to spread the word of 988 and its importance, the town has distributed magnets, cup coasters, cheat sheets and flyers to town businesses and community facilities to help raise awareness.

The Windsor Health Department will be holding a free QPR (Question, Persuade and Refer) training class for residents tomorrow, **May 20, 2025, at 6 PM** at 599 Matianuck Avenue. This will be a 90 minute program designed to teach people to identify warning signs of suicide, persuade the person to get help, and refer the person to appropriate resources. To register, visit the link below. For any questions, please reach out to the Windsor Health Department at 860-285-1824.

<https://url.us.m.mimecastprotect.com/s/ITAPCEREWDSRvjotNf1f72JxY?domain=usrtf59ab.cc.rs6.net>

For more suicide prevention information, visit 211ct.org or go to: www.preventsuicidect.org.

Public Works Open House

You're invited to celebrate National Public Works week and meet the amazing crews who take care of our community at the Open House on Thursday, May 22, from 3:00 PM – 6:00 PM at the Public Works facility located at 99 Day Hill Road.

Step into large equipment, go for a ride in a plow truck, take a tour of the facility and learn more about what goes on behind the scenes at the Public Works facility. Staff will be grilling and serving hot dogs and beverages for all in attendance. For more information, contact Public Works at 860-285-1855.

Plan of Conservation and Development Focus Group meeting

Come join us at the Plan of Conservation and Development (POCD) Focus Group on Transportation and Housing, on Thursday, May 22, at 6:30 PM at the town hall. Do you care about Windsor's transportation and housing? Join the conversation and give your thoughts and ideas to help shape the future of transportation and housing resources in our community. The POCD is a strategic guide for managing growth and preserving valuable resources within the Town of Windsor. The plan is updated every 10 years. For questions, please contact Todd Sealy at 860-285-1981 or go to <https://plan.windsorct.com/>

WinWag Photo Contest

Don't forget to cast your vote in the Wag Photo Contest! The public voting period ends May 30th at noon. This year's contest has eight categories: Top Dog, #1 Puppy, Best Smile, Best Athlete, Community Ambassador, Town Employee Mascot, Most Spoiled and



Judges Choice. The winning entries determined by online public voting through our website, will be announced on June 3rd. Please call 860-285-1902 if you have any questions. For more information regarding the contest, go to: <https://forms.windsorct.com/winwag-contest/>

Repaving Schedule

Phase One of the town's annual milling and repaving program will begin on June 24th with milling followed by paving beginning on July 6th. Roadways in Phase One include: Filley Street, Lennox Avenue, Crest Drive, Preston, Remington Road, Capen Street, Olin Street, Prospect Street, Phelps Street, Brown Avenue, Upper Broad Street, and Kellogg Street. A portion of the work in Phase One is being performed by the Town in coordination with the MDC as part of their required restoration for which we will be reimbursed fully by MDC.

Partnership with East Windsor on Police Radio Project

Town staff has continued conversations with the Town of East Windsor regarding a cooperative effort on a public safety radio communication system. East Windsor would like to utilize three of the privately owned communications towers that are located at Town of Windsor facilities. This effort coincides with our need to upgrade our radio system software and some of the town owned equipment at each of the tower facilities. The State of CT has approved funds toward this project. Staff is currently discussing possible terms for an inter-local agreement with East Windsor. There is a potential a proposed agreement will be presented to the Council in June for consideration. We will provide further information later this month as discussions and planning proceed.

Councilor Eleveld stated he appreciated the town working on sharing our emergency service towers with East Windsor. As he's stated for years, we should be looking at things like this. It would help defray some of the costs for the Town of Windsor.

Councilor Walker asked the Town Manager to repeat the website to vote for Dom's. Town Manager Souza stated it is wfsb.com. He believes there is a QR code on Dom's Facebook page as well.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Deputy Mayor Klase – nothing to report.

Finance Committee – Councilor Naeem – nothing to report.

Health and Safety Committee – Councilor Armstrong – nothing to report.

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

Personnel Committee – Councilor King – nothing to report.



10) ORDINANCES

- a) Approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS."

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

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS."

Town Manager Souza stated 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. Charts are attached 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.

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.

Town Manager Souza stated there has been a request to increase the income limits. That is not part of this proposal here tonight. The Town Council can do that during the course of the year, ideally before the January time frame because this application window lasts between February and March 15th of each year.

Councilor Eleveld said they received a communication from a member of the public which he believes everyone has seen. The person is making the suggestion to increase the lower amount from 100% to 150% plus \$125.

AMENDED MOTION

MOVED by Councilor Eleveld, seconded by Councilor Pelkey that the Town Council amend the table for those earning \$0 - \$22,7000, married and single, from 100% to \$150% plus \$125.

Deputy Mayor Klase asked where we would get that money for the amendment from and if Councilor Eleveld knew the cost of that amendment? Councilor Eleveld asked Town Manager Souza if he has a guess for the cost. Town Manager Souza said the Town Assessor has the categories broken down but the Town Assessor noted that it would probably be around \$9,200. Councilor Eleveld stated that perhaps we can get that money from the 'rainy day' fund.

Councilor Eleveld said based on some average numbers, as received from the person from the public, this would take those at the lowest level of income and potentially cover the majority of the tax increase that was just approved by the tax voters.

Mayor Black-Burke asked that Councilor Eleveld repeat what he said. He repeated that the calculation the person from the public came up with would cover the majority of the tax increase on an average house for those in this income range, the lowest income range.

Councilor Naeem stated she wanted to clarify that she believes the information that was shared was based on a random house, not an average house. To that point, she believes there were many great additional ideas brought forward after the Town Council's conversation on this during budget deliberations. She would like to bring those back to the Finance Committee for further review. We need to double check and verify those numbers to better understand what the impact is. She will be voting 'no' on the amendment, but would like to take the senior tax credit back to the Finance Committee for further review going into next year.

Mayor Black-Burke stated that she knows it's \$9,000 from the 'rainy day' fund. Is that something that could potentially be done? Yes, she believes it's possible, but she does think we need to take the time to actually process through what the actual impact is because each house is different therefore, the amount would be different. That was her concern when she was asking about is it truly the majority or is it too broad of a statement for right now and if it's something that we should send back to the Finance Committee as we've done earlier this year for further conversation.

Deputy Mayor Klase said she is in agreement with Mayor Black-Burke. She would love to support this motion, but she feels we have to be very careful and really make sure we evaluate this carefully. The Finance Committee has a meeting coming up so it can get together pretty quickly.

Councilor Naeem stated the Finance Committee would probably not discuss this until closer to the fall, along with some of the income limit questions that have come up. As

the Town Manager stated, that would go into later on. Any changes we do bring forward out of Finance, we would need to go through the ordinance changing process all over again. There's a lot more than just that bottom bracket piece that they'd have to think through. She doesn't want to promise that they'll cover everything at their next meeting.

Mayor Black-Burke stated she knows that it's a conversation that we do need to pull apart. If we are going to make a shift, she'd like to ensure that they are doing it in a way that is going to have a benefit.

Councilor Pelkey said it's \$125 for those who need it most. It's still \$9,000 and some change. He has to support this. He can't tell his neighbors who can't afford to have their driveways plowed or lawns taken care of especially because they are seniors to say that I'm not going to give you another \$125 and help do that. He understands the argument that we need to look at this holistically, but based on conditions that weren't of their own fault, it's \$125. To not help them out, how can anybody say 'no'.

Councilor Naeem reiterated that the Council is increasing the overall match through this ordinance vote tonight that was proposed by an additional 50%. So that would be from a 100% match to 150% match. She does not disagree with Councilor Pelkey. We are trying our best to make sure we're helping those that need it. Then the question becomes what about those folks that were off by \$1,000 or \$2,000? That is why she really thinks they should look at it holistically. But just to clarify, we will be increasing the local match if the original motion passes tonight.

Mayor Black-Burke asked if this moves forward, does it impact any of the other components as it relates to the ordinance, tax bills that would be coming down the line, anything like that? Town Manager Souza said he'd take that in two parts. He doesn't believe there's anything in the ordinance before you other than the table for married and single to be adjusted as Councilor Eleveld has made as part of his motion. In terms of impacting the issuance of tax bills, this would have to be acted on this evening as tax bills are being prepared in the next 2-4 weeks for distribution.

Deputy Mayor Klase said she just needs to understand the reality of the number. Her understanding is that the calculation that we received was based on a random house, not an average house so it could be \$10,000 or it could be \$20,000 and the next group is \$2,000 in income assistance difference or \$1,000. That's the next category of people that are eligible. Is that correct? Councilor Naeem replied the category that the amendment, she believes is addressing is \$22,700 - \$30,400. Then the next group starts at \$30,400 - \$37,900. We have it broken down into six different tiers. This is based off of what the State Elderly Tax Credit law is as well. Matching it to how they have it set up, it allows us to also maintain the increases year after year. If the income limits are increasing at the State level, the way our ordinance is written, they will also increase automatically at our local town level.

Councilor Pelkey stated again he was given the low dollar amount, but the huge benefit it has to those folks making under the income level is under \$22,700. Under that amount, \$125 is a fairly significant amount to those individuals and it helps out with those very small by very important quality of life issues for them. He stated this is for 74 people that are probably the most in need and we could help them out immediately. He's not saying that we can't revise something going forward, or that we shouldn't take a look at something going forward, but waiting until the fall after they've already received their tax bills, it's \$125. It's a low amount. This is helping somebody live and feel comfortable and afford to stay in our wonderful town. He is going to support the amended motion.

Mayor Black-Burke reiterated that broadly, it's an additional \$9,000 or so the contributor shared that they've spoken with our town assessor, and also the contributor shared that with Town Manager Souza. Will this impact the mill rate? That is another question that has come up that the contributor who sent in the correspondence asked. So, that's another question that she has. Town Manager Souza stated without having the calculation in front of him, his sense is that \$9,000 probably would not alter the mill rate due to a rounding perspective.

Councilor Eleveld asked if we were to approve this, then we would need to do a second motion next month for the \$9,000 to come from the fund balance. Is that correct? Town Manager Souza said that could be an action the Council could make and it will ensure that the budget was balanced starting as of July 1st versus running the year and having less expenditures or more revenues, you would start the year with a full balanced budget.

Mayor Black-Burke said last year we had such an issue with tax bills. Town Manager Souza stated there should not be an issue if this was to be adjusted as long as it is done this evening.

Councilor Gluck Hoffman hears what everybody is saying and is not disagreeing with that. She'd like to see this increase happen. Playing devil's advocate, when we get a communication like that from someone in the community, we always want to listen and do our best to hopefully fulfill whatever comes our way. However, if we do that every time, where does that leave us? What's the precedence? She's not against what the person is saying and she agrees with it. But if we do that every time without doing our due diligence, and going through everything, having the proper meetings and things like that, it would not be thorough. She would like to see that happen. As Councilor Naeem stated, we are going to be doing an increase, we're not decreasing anything.

Councilor Naeem said she does think that we want to do more. We just want to make sure we're doing it in a way that makes the most impact, because it might need to be more than \$125.

Councilor Walker stated his sense is that the Council wants to do more. It would have been nice to have a little bit more time before we got to this stage, so whatever we can do to help those people who have tax bills and who are struggling literally, the income

limits are beyond ridiculously low. So if we can do this this evening and not have it impact the town's operations, fine. But either way, he's fine with the direction the Town Council wants to go. The bottom line is it's not a lot of money. If we can help, I think we can always go back. We have a competent Finance Committee. We can adjust and improve. He is going to support whatever we can do this evening fully understanding that he doesn't get a sense that anybody up here is saying no literally.

Mayor Black-Burke stated that a few pieces have come out of this one. She thinks precedent is always going to be important as it should be something that we should be mindful of when we're making any decision, correct? She feels the Finance Committee should take up this conversation further. If we want to add the \$9,000 overall, we've heard from the Town Assessor and also the Town Manager Souza that there would be no real impact to the mill rate.

AMENDED MOTION

Motion Failed 3-6-0 (Mayor Black-Burke, Deputy Mayor Klase, Councilors Armstrong, King, Naeem and Gluck Hoffman opposed)

MAIN MOTION

Motion Passed 9-0-0

Mayor Black-Burke asked Councilor Naeem that this be the first order of business and to place this item onto the Finance Committee's agenda. She knows they already have items slated for the next meeting, but if they could add it to the meeting after that. It's because we hear our community loud and clear that there is a need for that. So, we need to determine what our next steps are going to be, so we don't have to be here again. She feels if they had this information ahead of time, they would be in a much better place to address it in making sure the conversation covered all the pieces.

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Set mill rate for Fiscal Year 2026

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong that the mill rate for the Fiscal Year 2026 beginning July 1, 2025 be set at 28.45 mills for real estate, personal property and motor vehicles, which reflects the October 2023 property revaluation with a two year phase-in and a total estimated net taxable grand list for FY 2026 of \$4,552,339,190.

Town Manager Souza stated the voters adopted the FY 2026 General Fund budget of \$152,012,160 on May 13, 2025. The adopted budget requires a tax rate of 28.45 mills for real estate, personal property and motor vehicles.



Tax increases on real estate are based on individual property assessments as determined by the Town Assessor's office per the October 1, 2023 revaluation and the second year of a two year phase-in of said revaluation.

Tax bills will be mailed the last week of June with a due date of July 1st, and are payable in full no later than August 1, 2025 to avoid interest charges. Any bills not paid in full prior to or on August 1st will incur a monthly interest fee of 1.5%.

Motion Passed 9-0-0

b) Approve Tax Suspense List

MOVED by Deputy Mayor Klase, seconded by Councilor King that \$399,186.41 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years: OCTOBER 1, 2020 - \$72.83 and OCTOBER 1, 2021 - \$399,113.58.

Cathy Elliot, Tax Collector, stated in accordance with *Connecticut State Statutes* §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2021 Grand List that are considered not collectable. I have also included one account from the 2020 Grand List, which was added on after that list had been suspended and is still showing as an active account.

Various methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the Suspense Book does not mean we cannot collect if the taxpayer appears or is found through further efforts. However, this transfer presents a more accurate picture of the town's accounts receivable at this time.

Councilor Armstrong noted that the Tax Office is doing a wonderful job on accomplishing tax payments for the Town of Windsor.

Motion Passed 9-0-0

c) Accept a utility and pedestrian easement at 150 Broad Street

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman that the Town Council accept an electric utility easement and a pedestrian right of way easement at 150 Broad Street as shown on the attached map entitled 'Easement Map' dated April 4, 2025, prepared by Alford Associates.

Suzanne Choate, Town Engineer, stated a new electric line is being installed from an existing service panel near the intersection of Palisado Avenue across 150 Broad Street

(Founders Square) to service a relocated town-owned street light on Prospect Street. It's a 120 unit mixed use residential development. The town is seeking an electric utility easement as well as a pedestrian right of way easement across the property. The new electric line is being installed from an existing panel near Palisado Avenue across the development to service a relocated street light on Prospect Street.

A sidewalk that previously connected the neighborhood behind the development along Upper Broad Street to the main intersection at Broad Street and Palisado Avenue is being relocated as a result of the redevelopment. As part of the site plan approval process, a pedestrian right-of-way was included to provide a connection between Upper Broad Street and the Palisado Ave and Broad Street intersection. The town is not accepting the sidewalk itself but the easement ensures that pedestrians have the right to walk across the site on the relocated sidewalk. The town will not assume maintenance and repair responsibilities or costs.

Councilor Eleveld said this is an underground conduit that's going to be run to the pole he presumes? Ms. Choate replied yes. Councilor Eleveld stated that we can't feed the pole from another direction? Ms. Choate stated there are other electric lines that go through the same area in the middle of the property. So, it was conducive to adding our line to it as well. Councilor Eleveld asked so there are already conduits on the ground for this stuff correct? Ms. Choate responded that's right.

Councilor Eleveld stated regarding the pedestrian walkway. We are not really marking anything on the ground per se for a walkway, correct? Ms. Choate stated there is an easement with meets and bounds along a sidewalk that is being installed through the property. Councilor Eleveld asked so it looks like it will go through some parking spaces? Town Manager Souza stated where you see parking spaces where the blue line is on the map, it's actually a sidewalk.

Councilor Pelkey said this sidewalk goes through the property, correct? Ms. Choate said that is correct. Town Manager Souza added it used to run along the fence line and so it's being shifted in from the fence line at the top of the retaining wall. It's being shifted from that Palisado retaining wall and following the sidewalk that the developer is building interior to his development.

Councilor Eleveld said this is the sidewalk the developer is building for his tenants' use? Ms. Choate stated yes added and for passage from Upper Broad too. Councilor Eleveld stated he is doing a delineated sidewalk which he presumes is just basically a line on the road. Town Manager Souza stated there will be an actual sidewalk except for one or two spots where it crosses the drive lane inbetween islands. Councilor Eleveld said we are basically getting an easement on this sidewalk so that our residents can walk from the south side of the property to effectively the north side of the property and Upper Broad Street. Town Manager Souza said that was correct. Councilor Eleveld said that if he's looking at the sidewalk it's going to run in front of the parking. Town Manager Souza said it will cross through two islands and two drives.



Councilor Gluck Hoffman asked in regards to the sidewalk, she knows the developer is doing this. What is the liability to the town if somebody was injured or hurt? What the liability to the town with the sidewalk? Is it ours? Do we maintain it? What is our piece of it? Town Manager Souza said it is the responsibility of the property owner and developer to maintain that both in terms of snow removal as well as 'conditions.' We do not have those responsibilities, nor do we have the responsibilities of the construction cost.

Councilor Pelkey asked if they are responsible as a developer or future property owner, bound and responsible to fix, repair, etc. or can they let it return to grass in 15-20 years and rip it all out? Town Manager Souza said they are responsible for maintaining that sidewalk.

Councilor Armstrong asked what happens to 144 Broad Street? Ms. Choate said the number has been accepted as changed to 150 Broad Street, so there won't be a 144 Broad Street any longer.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

Councilor King stated there is a whole series of names that have been submitted for consideration that we will vote on at the next meeting. If there's any questions, feel free to reach out to him. There is some information in the packet that you can look at as well.

14) MINUTES OF PRECEDING MEETINGS

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve the minutes of the:

- April 30, 2025 Special Town Council meeting
- May 5, 2025 Regular Town Council meeting

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to enter into Executive Session at 9:01 p.m. for the purpose of discussion of the selection of a site or purchase of real estate.

Motion Passed 9-0-0

16) EXECUTIVE SESSION



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

Staff: Peter Souza, Town Manager; Patrick McMahon; Economic Development Director

The group exited Executive Session and returned to the Regular Town Council meeting at 9:21 p.m.

17) ADJOURNMENT

MOVED by Councilor Armstrong, seconded by Councilor Gluck Hoffman to adjourn the meeting at 9:22 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary