



Council Agenda



**Council Chambers
Windsor Town Hall
July 7, 2025**

Zoom Instructions

Dialing in by Phone Only:

Please call: **646 558 8656**

1. When prompted for participant or meeting ID enter: **839 2465 9210** 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/83924659210>

When prompted for participant or meeting ID enter: **839 2465 9210**

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 Walker
3. PLEDGE OF ALLEGIANCE – Councilor Walker
4. PROCLAMATIONS/AWARDS
 - a) Recognizing July 2025 as Parks and Recreation 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) Public Building Commission
 - c) Historic District Commission
8. TOWN MANAGER'S REPORT



9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Approve the construction of Prospect Hill Road sidewalks per Section 15-33 of the *Windsor Code of Ordinance* (Town Manager)

12. NEW BUSINESS

- a) *Accept donation of Addison Road Right of Way (Town Manager)
- b) *Authorize the acceptance and expenditure of a State of Connecticut grant for installation of Wi-Fi infrastructure at Wilson Gateway Park. (Town Manager)
- c) *Approve an appropriation of \$40,000 from the Capital Projects Fund for roof design at Town Hall (Town Manager)
- d) *Approve an appropriation of \$40,000 from the Capital Projects Fund for roof design at L.P. Wilson community Center (Town Manager)
- e) *Approve an appropriation of \$140,000 from the Capital Projects Fund for exterior repairs and improvements at the town owned Chaffee House (Town Manager)
- f) *Introduce Fiscal Year 2026 – 2031 Capital Improvements Program (Town Manager)
- g) *Provide guidance and direction relative to Traffic Enforcement Cameras (Councilor Armstrong)
- h) Consideration of settlement in Buffalo-Windsor Associates, LLC vs Town of Windsor (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the June 16, 2025 Regular Town Council Meeting
- b) *Minutes of the June 16, 2025 Town Council Public Hearing (Sidewalks)

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)



16. EXECUTIVE SESSION

- a) Strategy and Negotiations in respect to pending claims and litigation (Buffalo-Windsor Associates, LLC vs Town of Windsor)
- b) Discussion of the selection of a site or purchase of real estate

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Recognizing July 2025 as Parks and Recreation Month in Windsor

WHEREAS, Parks and recreation is an integral part of communities throughout this country, including Windsor; and,

WHEREAS, Parks and recreation is a leading provider of healthy meals, nutrition services and education; and,

WHEREAS, Parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, Alzheimer's, and attention deficit disorders; and,

WHEREAS, Parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and,

WHEREAS, Parks and recreation programming increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and,

WHEREAS, Parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors.

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

July 2025 is Parks & Recreation Month in Windsor and all residents are encouraged to celebrate by participating in their choice of recreational and leisure activities.



Nuchette Black-Burke, M.Ed.
Mayor of Windsor
July 7, 2025

Agenda Item Summary

Date: July 7, 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 *Windsor Code of Ordinances*. Section 15-32 requires review by the Town Planning and Zoning Commission, which was done on May 20, 2025. In accordance with Chapter 15, a public hearing was held on June 16, 2025 and abutting property owners were notified by mail of the public hearing. At the June 16th Town Council meeting, several abutting property owners who have very lengthy street frontage on Prospect Hill Road expressed concerns with the requirement of clearing snow. Five or 40% of the abutters have 320 feet or more of street frontage. Of these five abutters, four have 570 feet or more of frontage. In order to consider the public comments more fully, the Town Council chose to table the item until the July 7, 2025 regular Town Council meeting.

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, on the west side of Prospect Hill Road, 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 those residents in attendance indicating support of the sidewalks although there were questions concerning clearing of snow.

If the Town Council approves the proposed sidewalk, final design would commence this summer 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 of \$1.67 million which includes \$1 million for pavement rehabilitation and \$670,000 for sidewalk construction.

Additional design funds for the sidewalk would be allocated from the annual Town Aid for Roads grant 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 unless the Town Council provided other direction.

Other Board Action

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

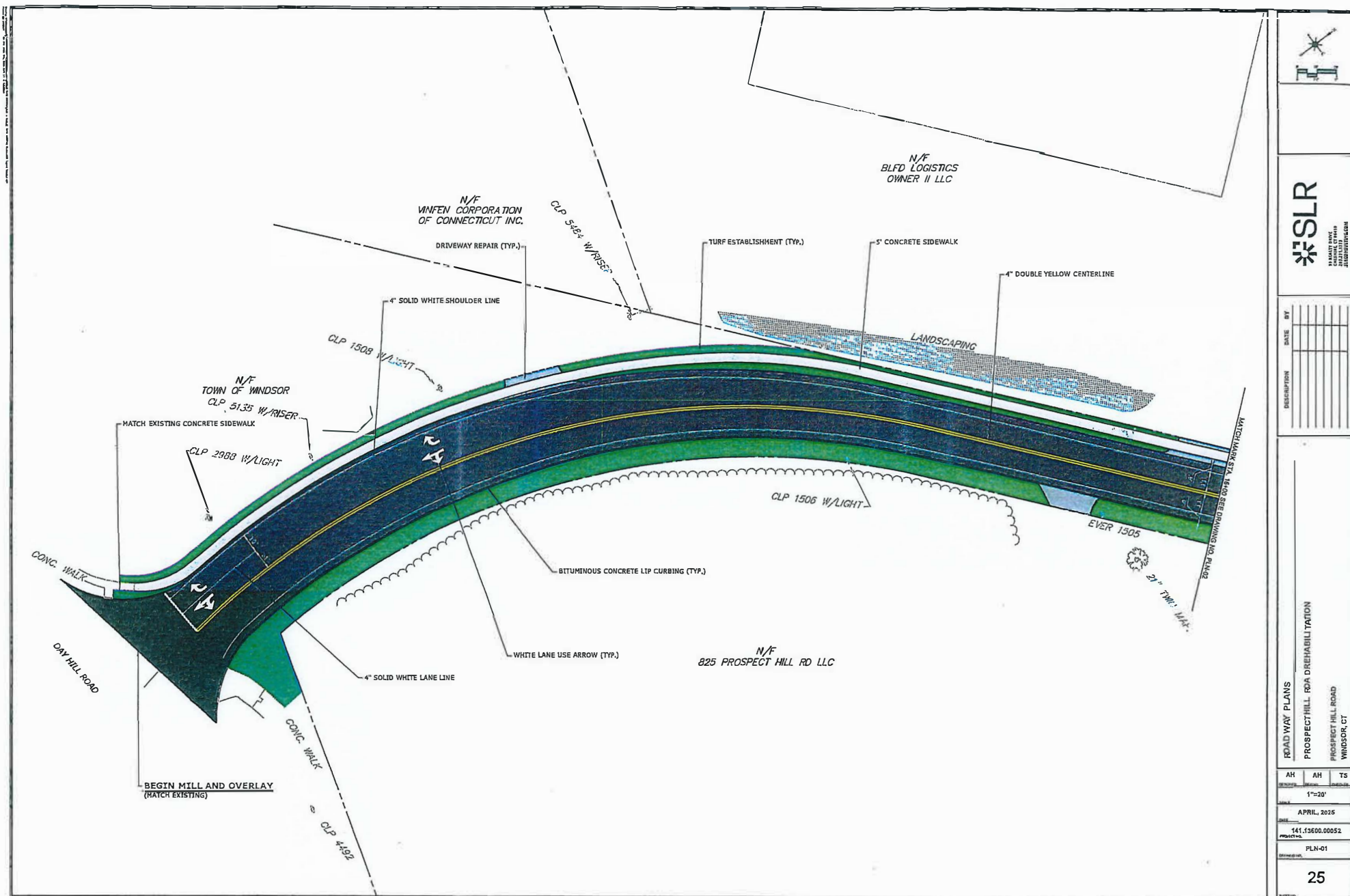
Recommendations

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

“MOVE to approve, per Section 15-33 of the *Windsor Code of Ordinances*, the design and construction of a sidewalk along Prospect Hill Road between Woodduck Farms Road and Day Hill Road.”

Attachments

Preliminary Sidewalk Layout Plan



SLR
 STATE OF CONNECTICUT
 DEPARTMENT OF TRANSPORTATION

DESCRIPTION	DATE	BY

ROADWAY PLANS
 PROSPECT HILL ROAD REHABILITATION
 PROSPECT HILL ROAD
 WINDSOR, CT

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 APRIL, 2015
 141.13600.00052
 PROJECT NO.
 PLN-01
 SHEET NO.
25



SLR

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203.271.1733

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RECOMMENDATION

ROADWAY PLANS

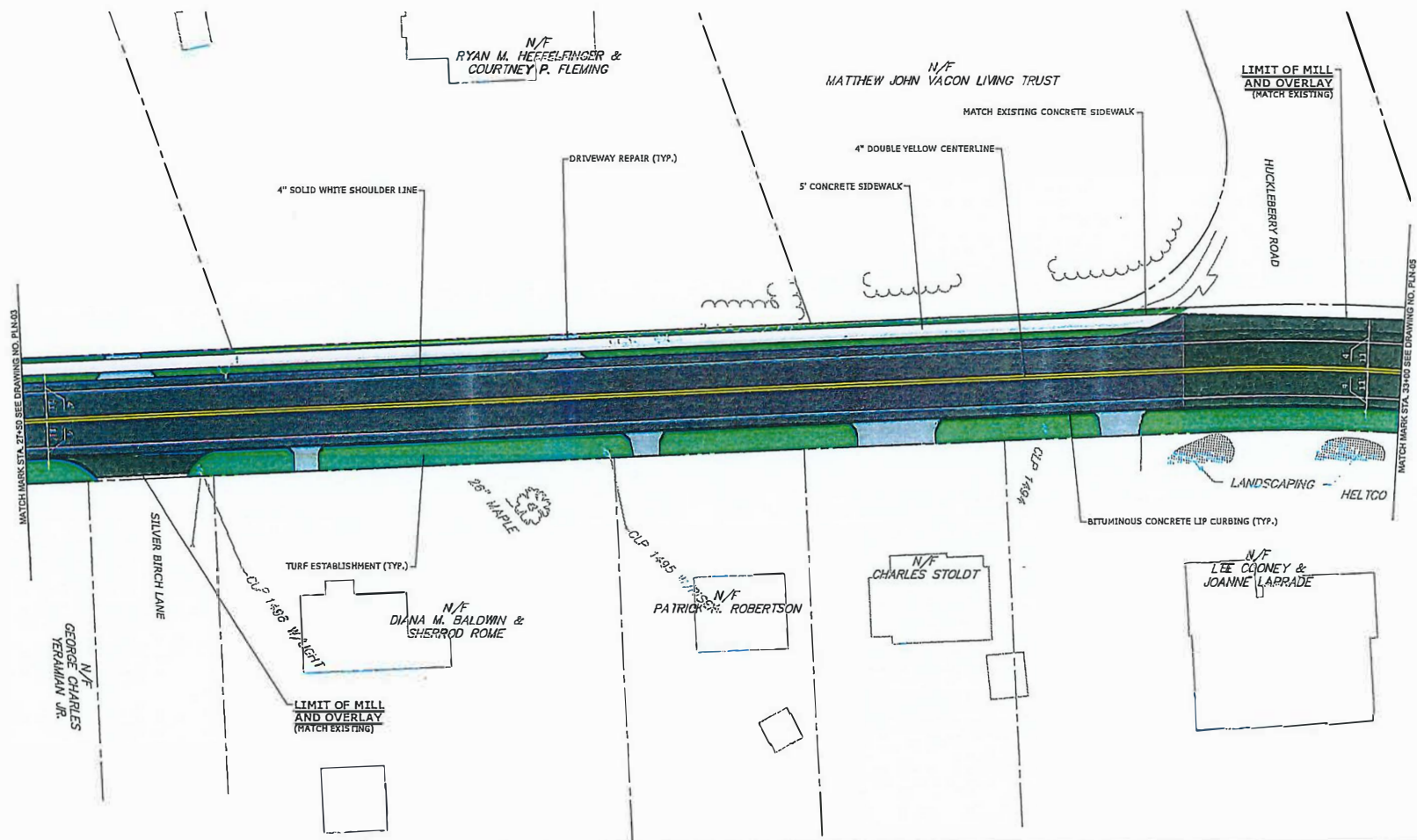
PROSPECT HILL ROAD REHABILITATION

PROSPECT HILL ROAD

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APRIL, 2025		
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26

PROSPECT HILL ROAD REHABILITATION
 141.13600.00052
 PLAN-04



SLR
 SURVEYING
 ENGINEERING
 ARCHITECTURE

DESCRIPTION	DATE	BY

ROADWAY PLANS
 PROSPECT HILL ROAD REHABILITATION
 PROSPECT HILL ROAD
 WINDSOR, CT

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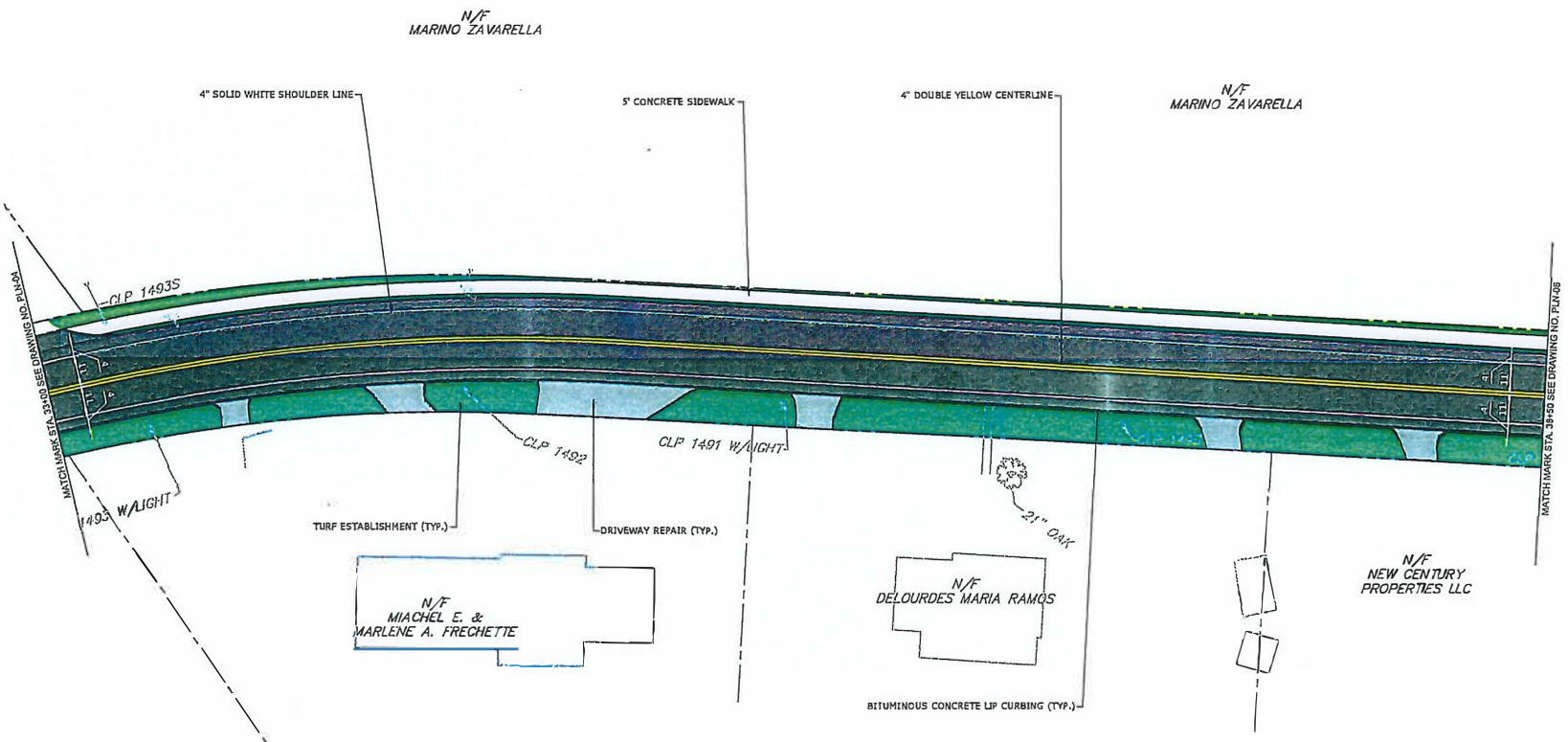


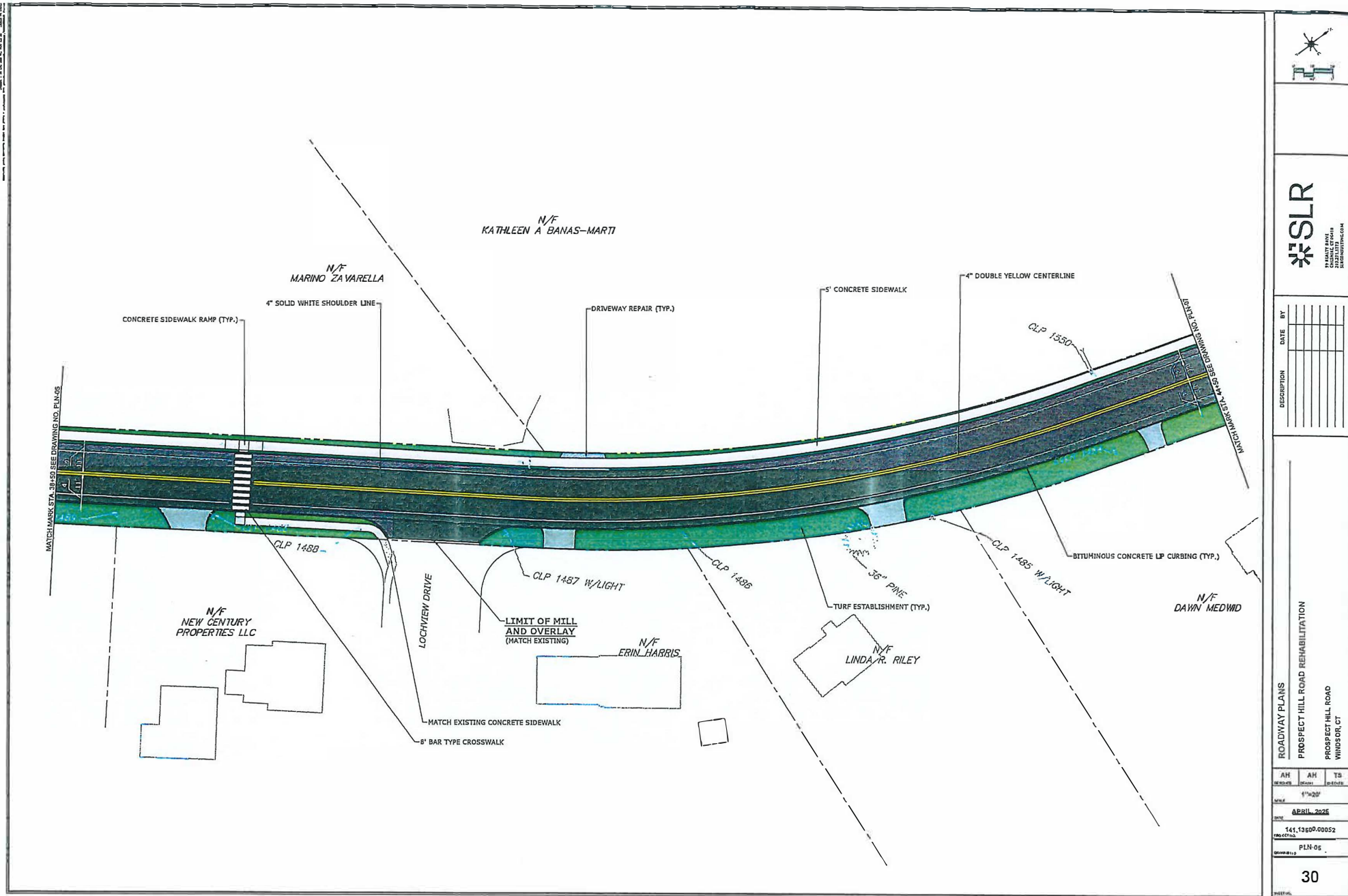
SLR
SLOAN LINDEN RAY
INCORPORATED
1000 WEST 10TH STREET
ANN ARBOR, MI 48106-1500
TEL: 734.769.1234
WWW.SLRINC.COM

DESCRIPTION	DATE	BY

ROADWAY PLANS
PROSPECT HILL ROAD REHABILITATION
PROSPECT HILL ROAD
WINDSOR, CT

DATE	BY	TS







99 ALABAMA DRIVE
CHICKEN, CT 06418
203-271-1177

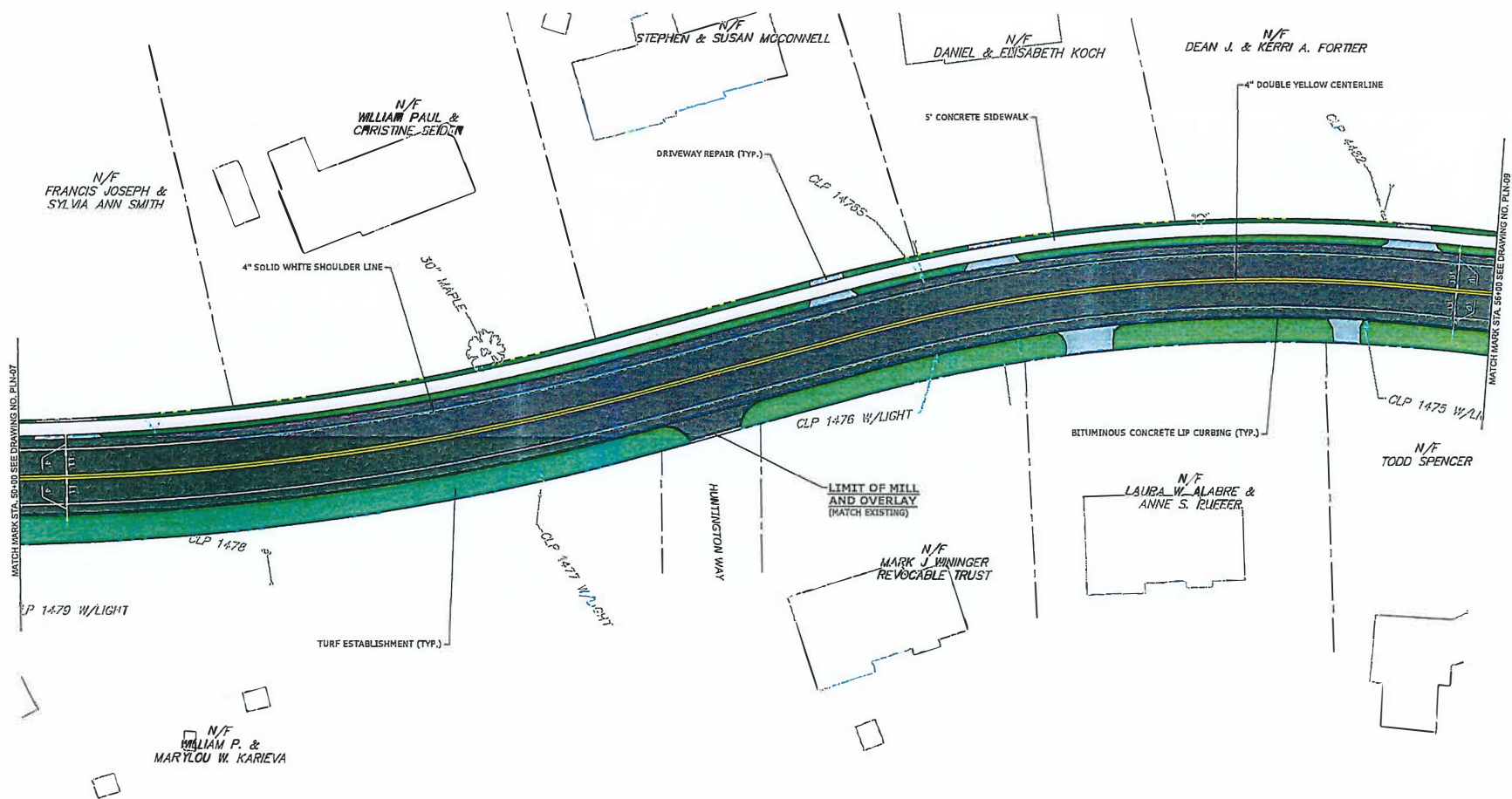
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PROSPECT HILL ROAD
WINDSOR, CT

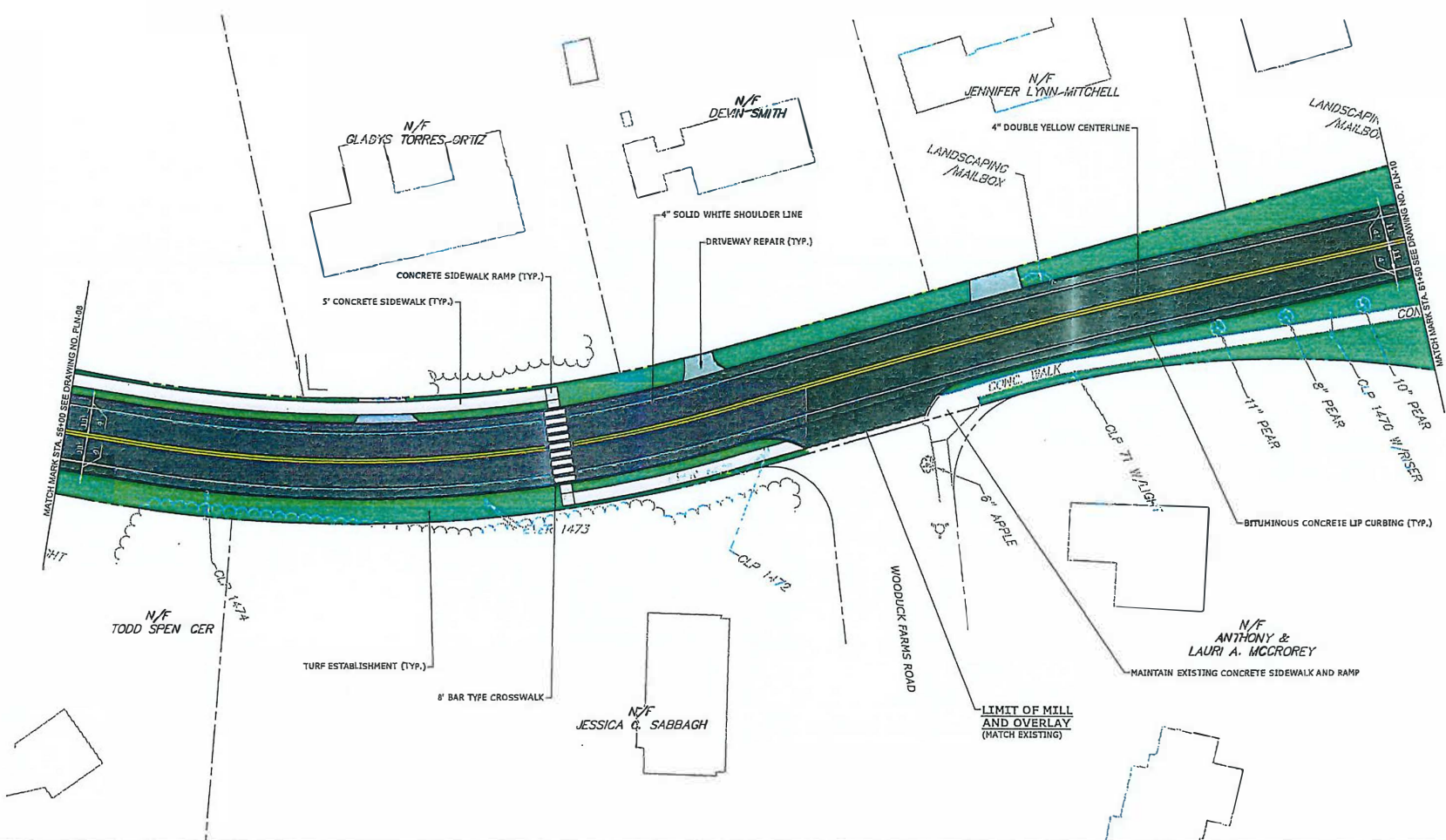
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 UNLESS OTHERWISE NOTED
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1. ALL DIMENSIONS ARE IN FEET AND INCHES. FRACTIONS SHALL BE SHOWN AS NUMERATOR OVER DENOMINATOR. 2. ALL DISTANCES ARE TO THE CENTERLINE UNLESS OTHERWISE NOTED. 3. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION OF HIGHWAYS AND BRIDGES, AS APPLICABLE. 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND RIGHTS-OF-WAY. 5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES. 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES. 7. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE THROUGHOUT THE PROJECT. 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL DEBRIS AND WASTE MATERIAL. 9. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES THROUGHOUT THE PROJECT. 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ENVIRONMENTAL FEATURES. 11. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORD DRAWINGS. 12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES. 13. THE CONTRACTOR SHALL MAINTAIN ADEQUATE ACCESS TO ALL ADJACENT PROPERTIES. 14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ENVIRONMENTAL FEATURES. 15. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORD DRAWINGS.

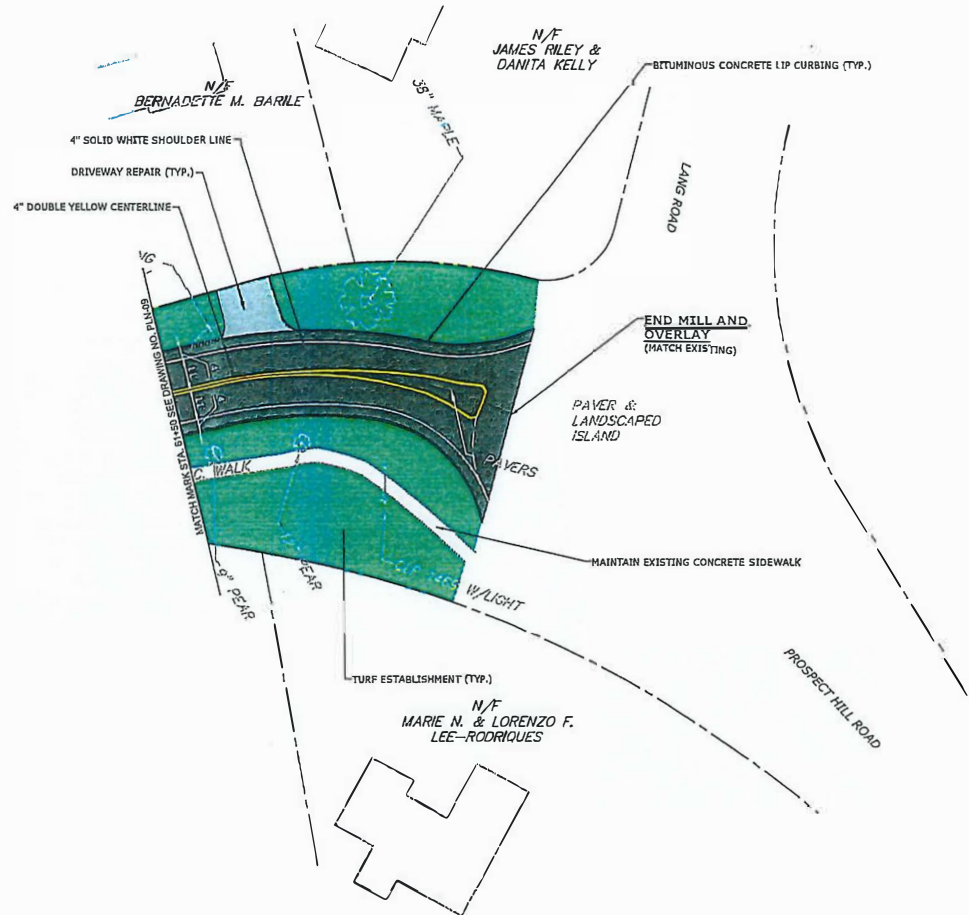


SLR
 SLR CONSULTANTS
 1000 ROUTE 1
 WINDSOR, CT 06095

DESCRIPTION	DATE	BY

ROADWAY PLANS
 PROSPECT HILL ROAD REHABILITATION
 PROSPECT HILL ROAD
 WINDSOR, CT

AH	AH	TS
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SCALE	1"=20'	
DATE	APRIL, 2025	
PROJECT NO.	141.13600.00052	
DRAWN BY	PLN-09	



SLR
 SURVEYING
 LANDSCAPE ARCHITECTURE
 PLANNING

DESCRIPTION	DATE	BY

ROADWAY PLANS
 PROSPECT HILL ROAD REHABILITATION
 PROSPECT HILL ROAD
 WINDSOR, CT

REVISED	DATE	BY	TS

Agenda Item Summary

Date: July 7, 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: Public Improvements Associated with Addison Road

Background

A portion of Addison Road from Pigeon Hill Road and the southern end of 175 Addison Road is constructed within a 60 foot wide easement granted to the town by Aetna in the mid 1970s when their campus was developed. The easement area also includes a portion of Pigeon Hill Road where it intersects with Addison Road. The town completed the construction of the roadway at that time and has maintained the roadway throughout the years. The Aetna campus is in the process of being repurposed / redeveloped and the property to the east side of the roadway has recently been subdivided from the western portion of the parcel into a separate industrial lot. At this time the property owner would like to convey the easement area to the town.

Discussion/Analysis

On June 10, 2025, the Town Planning and Zoning Commission approved the subdivision of 175 Addison Road into two parcels with a public Right-of-Way for Addison Road. In the mid 1970's a 60 foot-wide easement totaling approximately 159,657+/- square feet was granted to the town by Aetna for purposes of constructing the road as an unrestricted public roadway. The intent of the recent subdivision is to facilitate redevelopment and to allow the town to take ownership of the easement area.

Financial Impact

The land will be a donation. With the acceptance of the improvements and right-of-way, the town will continue to be responsible for the perpetual maintenance of the public improvements.

Other Board Action

On June 10, 2025, the Town Planning and Zoning Commission approved the subdivision of 175 and 176 Addison Road. This action included the proposed conveyance of approximately a 159,657 square foot parcel to the town as public Right-of-Way for Addison Road. Also, per CGS Section 8-24, a recommendation to accept the right-of-way and public improvements on Addison Road will be on the Town Planning and Zoning Commission's agenda on July 8, 2025.

Recommendations

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

“MOVE to accept the donation of land as public right of way as shown on the attached map entitled ‘Subdivision -Town R.O.W. Plan, property of 175 Addison Property Owner, LLC, 175 & 176 Addison Road, Windsor, CT, sheets SUB-1 and SUB-2 by F.A.Hesketh & Associates, Inc., dated 5/2/2023, revised 7/1/2025, scale 1"=100'. ”

Attachment

Right-of-Way and Easement Plan, Addison Road

Agenda Item Summary

Date: July 7, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Frank Angelillo, Information Technology Director

Reviewed By: Peter Souza, Town Manager 

Subject: Community Wi-Fi Grant

Background

The Community Wi-Fi Grant program is a competitive reimbursement grant initiative administered under the State of Connecticut's CEN Broadband Infrastructure program. The town has been awarded \$157,132 to fund the installation of public Wi-Fi at the newly developed park in Wilson.

Discussion/Analysis

The awarded funds will cover costs associated with the installation of a fiber circuit, Wi-Fi infrastructure, access points, and supporting networking equipment at the park along with five years of maintenance/warranty. This installation will support future installation of security cameras at the park. The Town Council is requested to appropriate these funds from the General Fund Unassigned Fund Balance and to authorize submission for reimbursement in the same amount. It is expected that this work will be completed in the spring/summer of 2026.

Looking ahead, staff recently applied for the second round of funding through the same program to replace and install unified Wi-Fi systems at both the Wilson Library and Main Library, further advancing its goal of providing reliable, high-speed internet access in key community spaces.

Financial Impact

The Town Council is asked to appropriate \$157,132 from the General Fund Unassigned Fund Balance and to authorize submission for reimbursement in the same amount. The grant funds would be returned to the General Fund Unassigned Fund Balance. After the five years (FY 2031) there would be a monthly cost of \$277 for the fiber circuit lease which provides the internet access.

Other Board Action

None

Recommendations

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

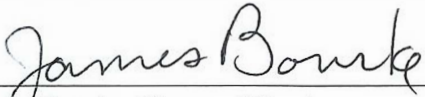
“MOVE to authorize the acceptance of the Community Wi-Fi Grant in the amount of \$157,132 and to approve \$157,132 from the General Fund Unassigned Fund Balance to fund the installation of Wi-Fi at the Wilson Gateway Park and authorize submittal of 100% reimbursement from the State of Connecticut.”

Attachments

None

Certification

I hereby certify that there is \$157,132 in the General Fund Unassigned Fund Balance to fund the above appropriation.


James Bourke, Finance Director

Agenda Item Summary

Date: July 7, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Marco Aglieco, Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Design of Town Hall Roof Replacement

Background

The existing Town Hall roof consists of two sections. Section one, installed in 2001 (24 years old) is the flat section of roof that covers approximately 15,000 square feet. Section two, installed in 2010 is made up of shingles that covers approximately 2,000 square feet. The perimeter of the roof has decorative concrete railing and masonry that has some minor deterioration.

The Town Council is requested to approve funding of \$40,000 for project design from the Capital Projects Fund.

Discussion/Analysis

The Siplast section of the roof has reached the end of its useful life and has had multiple repairs to prevent leaks, over the years. Loss of granules throughout the roof surface has caused it to lose most of its UV protection which is causing cracking and blistering. It has exceeded its 20-year warranty by 4 years.

This project will involve the removal of the layers of roofing material down to the structural decking, HazMat testing as required, metal edging flashings, safety railing, and all installation details and specifications. There is a center skylight which will be replaced and the masonry will be repaired as needed as part of the construction. The new roof will have insulation tapered to roof drains along with a 20-year warranty with an expected life of approximately 25 years.

The shingled roof section is excluded from this project as it is in good shape and still within its useful lifespan.

Financial Impact

If authorized, design would start this month and be completed in the fall. This design project is in the current Capital Improvements Program (CIP). The total design costs are \$40,000 including a \$6,000 contingency. Construction funding is allocated in FY 2026 of the CIP.

Other Board Action

The Public Building Commission (PBC) would be assigned to oversee the project.

Recommendations

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

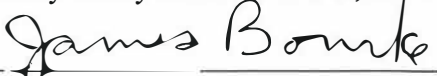
“MOVE that \$40,000 be appropriated from the Capital Projects Fund for design services related to the Town Hall Roof Replacement Project.”

Attachments

None

Certification

I hereby certify that there is \$40,000 in the Capital Projects Fund to fund the above appropriation.



James Bourke
Finance Director

Agenda Item Summary

Date: July 7, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Marco Aglieco, Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Design of LP Wilson Roof Replacement (North End)

Background

The existing roof at LP Wilson Community Center is approximately 122,000 square feet in size. The North end section, was replaced in 2004 with Siplast roofing system and is approximately 58,000 square feet. Section two (South End), was replaced in 2013 and is approximately 64,000 square feet in area.

At this time, funding of \$40,000 is being requested to complete design services for the replacement of the north section of roof.

Discussion/Analysis

The north end section of the roof has reached the end of its useful life and has had several repairs to prevent leaks from occurring. Loss of granules throughout the roof surface has caused it to lose most of its UV protection which is causing cracking and blistering. It has exceeded its 20-year warranty.

This project will involve the removal of the layers of roofing material down to the structural decking, HazMat testing as required, metal edging flashings, safety railing, and all installation details and specifications. As part of the construction, the skylights will be replaced with new and include fall protection hardware. The new roof will have insulation tapered to roof drains and will have a 20-year warranty with an expected life of approximately 25 years.

Financial Impact

If authorized, design would start this month and be completed in the fall. This design project is in the current Capital Improvements Program (CIP). The total design costs are \$40,000 including contingency. Construction funding is allocated in FY 2027 of the CIP.

The costs for the project are as follows:

Design	\$34,000
Contingency	\$6,000
Total	\$40,000

Other Board Action

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

Recommendations

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

“MOVE that \$40,000 be appropriated from the Capital Projects Fund for design services related to the L.P. Wilson Community Center Roof Replacement – North End Project.”

Attachments

None

Certification

I hereby certify that there is \$40,000 in the Capital Projects Fund to fund the above appropriation.

A handwritten signature in black ink that reads "James Bourke". The signature is written in a cursive style with a horizontal line underneath it.

James Bourke
Finance Director

Agenda Item Summary

Date: July 7, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Marco Aglieco, Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Exterior Improvements to Chaffee House

Background

The Chaffee House located at 108 Palisado Avenue was built by Dr. Hezekiah Chaffee, Sr. in 1767. In subsequent years, the house stayed in private ownership until 1926 when it was sold to the Loomis Institute to be used as Chaffee School. In 1969 Loomis Institute sold the property to the Town of Windsor, who leased it back to Loomis Institute. In 1992 the town leased the house to Windsor Historical Society, who still leases the Chaffee House from the town today. Per the lease agreement, the town is responsible for repairs to the exterior of the building.

The Town Council is respectfully requested to approve an appropriation of \$140,000 to continue a multi-phased project to make repairs and improvements to the building exterior.

Discussion/Analysis

Several years ago, the town embarked on a multi-phase project to make repairs and improvements to the exterior of the Chaffee House. The building has been re-roofed, portions of the trim boards, fascia and soffits have been replaced or repainted. The next phase of the work will include additional repair and repainting of exterior wood trim, repointing of brick sidewalls, masonry repairs, as well as repairing and painting of windows.

Financial Impact

If authorized, construction will be scheduled in FY 26. This project is in the adopted Capital Improvements Program and the total funds requested are \$140,000 including a 10% contingency. The recommended funding source is the Capital Projects Fund.

Other Board Action

The Public Building Commission (PBC) would be assigned to oversee and manage this project.

Recommendations

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

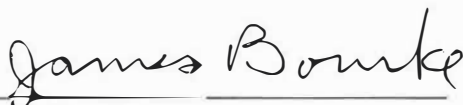
“MOVE, that \$140,000 be appropriated from the Capital Projects Fund for Exterior Renovations to Chaffee House.”

Attachments

None

Certification

I hereby certify that there is \$40,000 in the Capital Projects Fund to fund the above appropriation.



James Bourke
Finance Director

Agenda Item Summary

Date: July 7, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2026 – FY 2031

Background

The town's six year Capital Improvement Program (CIP) provides a means for planning, coordinating and prioritizing the capital project requests of various departments and agencies. FY 2026 - FY 2031 includes project descriptions and projected costs by fiscal year. Other than projects that are funded through the General Fund operating budget, funding for each of the projects needs to be subsequently authorized by the Town Council, Special Town Meeting or referendum in accordance with the *Town Charter*.

Discussion/Analysis

The information the six year CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for identified projects.

The development of the draft CIP has been a challenge this cycle as the macro global economics continue to put significant upward pressures on material, commodity and labor costs as well as availability.

Below are a few highlights of the proposed six-year CIP which totals approximately \$126 million in projects:

- The CIP includes approximately \$10.2 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6 year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$32.4 million. Of the total \$42.6 million included for the asset management of town roadways, \$11.1 million is planned to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast inclusive of all projects requiring voter referendum, are projected to be within the 8% policy goal in each year of the proposed CIP.
- The proposed CIP identifies \$28.8 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance and the General Fund Unassigned Fund Balance. The Capital Projects Fund source fluctuates from year to year as that fund is comprised of closed out balances from completed projects.
- The remaining Outdoor Pool Facilities project (Veterans Pool) is scheduled for concept design in FY 2026, full design in FY 2027 and construction funding in FY 2028. This project may require voter referendum depending on the scope of work and phasing.
- The proposed CIP forecasts \$80.5 million in new bonding authorization. The 6-year CIP cycle includes three projects that would require voter approval based on current estimated costs. These projects are:

- Milo Pack HVAC, Electrical, and Energy Improvements
 - Windsor High School Roof Replacement
 - Windsor High School Fieldhouse Renovation
- School related projects total \$41.1 million over the 6-year period. Projects range from a fieldhouse renovation, roof replacements, window replacements, envelope improvements, and HVAC updates to boiler renovation/replacement and ventilation updates.

There have been public comments made in recent months concerning long-range planning for school facilities. While there is currently no planning funding included in the draft CIP, this topic is something to be further explored between the Town and Board of Education.

In addition there have been public comments relative to the incorporation of the Broad Street Traffic Calming project into the proposed CIP. Concerns of motor vehicle speeds, accidents, and pedestrian and bicyclist safety remain; therefore, staff believes it is appropriate to include the project in the CIP with a reduced scope of work and estimated cost. The revised scope of work does not include traffic roundabouts and assumes traffic signals at Maple Ave and Batchelder Road are only modified and not fully replaced.

Financial Impact

If funding were to be authorized for all projects listed in the CIP as proposed, annual debt service payments would be expected to increase from roughly \$9.8 million in FY 2027 to a peak of \$14.8 million in FY 2032. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) ranges from \$2.7 million to \$3.9 million per year during the 6 year period. The debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

The Capital Improvements Committee (CIC) completed their review of the proposed CIP on June 23. The Committee voted to recommend the approval of the proposed FY 2026-FY 2031 CIP, with a recommended adjustment of moving the Luddy House Fire Protection Installation from Unscheduled to FY 27. That recommendation is incorporated in the proposed plan.

Recommendations

It is recommended that the proposed CIP be referred to the Town Improvements Committee for review prior to final consideration by the Town Council.

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2026- FY 2031 Capital Improvement Program online at:

<https://townofwindsorct.com/finance/documents/fy-2026-fy-2031-draft-cip/>

Capital Improvement Program

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY25 Adopted CIP
<u>FY 2026</u>								
1	pa	Pavement Management Program	1,025,000	845,000	180,000			
2	pa	Sidewalk and Curb Replacement Program	150,000	150,000				
3	sw	Stormwater Management Improvements	400,000		400,000			
4	c	Fleet and Public Works Equipment Replacement	850,000	850,000				
5	c	Tree Replacement Program	40,000				40,000	¹
6	c	Historic Monument and Ancient Cemetery Preservation	130,000	130,000				
7	c	Town Facility Improvements - Core Server Replacements	150,000	150,000				
8	c	Town Hall Roof Replacement (Construction)	744,000		744,000			Update from Greg Rose 2/21/25: Increased from \$567,000 to \$744,000
9	c	Town Facility Improvements - LP Wilson HVAC Improvements - South Phase 3 (Construction)	2,555,000		2,555,000			
10	c	Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Design)	30,000	30,000				
11	c	Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Design)	30,000	30,000				Construction in FY 28
12	c	Town Facility Improvements - Wilson Library Roof Replacement (Design)	25,000				25,000	¹ NEW based on assessment
13	c	Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Preliminary Design)	125,000				125,000	² Moved from FY25
9	c	Train Station Boiler Replacement	175,000				175,000	²
14	c	Veterans Memorial Cemetery Expansion & Enhancements	210,000				210,000	²
15	r	Construct Sidewalks - Arterial Roads (Poquonock Avenue (Marshall St. to Tiffany Dr., Design)	75,000				75,000	¹
16	r	Day Hill Road Pavement Management (Marshall Phelps Road to Baker Hollow Road, Design)	135,000				135,000	¹ Reduce from \$2,116,400 to \$135,000 for Design. Move Construction to FY27
17	r	Marshall Phelps Road Rehabilitation (Bloomfield Ave to Day Hill)	1,353,600		1,353,600			Moved from FY25
18	r	Prospect Hill Road Rehabilitation (Day Hill Road to Lang Road)	1,671,600		1,671,600			Moved from FY25
19	r	Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps to Helmsford Way, Construction)	265,000				265,000	¹ Moved from FY25
20	r	Pedestrian Bridge Improvements & Replacement Program	445,000		250,000		195,000	² NEW Project based on condition assessment
21	r	Broad Street Traffic Calming Project	3,230,000			2,980,000	250,000	² Moved from FY 25 and revised without roundabouts
22	rec	Athletic Field Master Plan - Sharshon Park Improvements (Construction)	694,000		694,000			Increase from \$637,000 to \$694,000
23	rec	Outdoor Pool Facilities Improvements - Veterans Pool (Concept Design)	130,000				130,000	² Split into concept assessment (130k FY 26) & design (250k in FY27)
24	ps	Public Safety Equipment Fund - Poquonock Fire Station - Ladder Truck 2 Replacement	2,490,000	500,000	1,290,000		700,000	³ Increase from \$1,981,000 to \$2,489,375
25	boe	BOE - L.P. Wilson - Main Hall Restroom Renovation (Construction)	880,000		880,000			
26	boe	BOE - Clover Street School Partial Roof Replacement (Construction)	2,422,000		1,332,100	1,089,900		
27	boe	BOE - Oliver Ellsworth School Building Envelope Project	1,948,000		1,948,000			Moved from FY25 increased by 4%. Design Summer of 2025
28	boe	BOE- Poquonock Elementary School Boiler Removal	385,000				385,000	² Moved from FY29 based on School Admin Priority
29	boe	BOE- Poquonock Elementary School Boiler Replacement (Design)	65,000				65,000	¹ Moved from FY29; Design in FY 26, Construction in FY 27
30	boe	BOE - Windsor High School HVAC Systems Replacement (Design & Construction)	3,815,000		3,815,000			
Subtotal FY 2026		26,643,200	2,685,000	13,908,100	7,275,100	-	2,775,000	
<u>FY 2026 Projects Anticipated to Require Voter Approval</u>								
Subtotal FY 2026								
GRAND TOTAL FY 2026		26,643,200	2,685,000	13,908,100	7,275,100	-	2,775,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$605,000)

² General Fund Unassigned (Total = \$1,470,000)

³ Public Safety Equipment Fund (Total = \$700,000)

Capital Improvement Program

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY25 Adopted CIP
<u>FY 2027</u>								
1	pa	Pavement Management Program	1,085,000	905,000	180,000			
2	pa	Sidewalk and Curb Replacement Program	200,000	200,000				
3	pa	Pavement Resurfacing at Town Facilities & Schools	300,000		300,000			
4	c	Fleet and Public Works Equipment Replacement	\$50,000	850,000				
5	sw	River Street - Repair Culvert and Stream Bed (Construction)	750,900		750,900			Increase from \$673,000 to \$750,900
6	sw	Millbrook Enhancement Project - Stream Stabilization (Construction)	895,000		895,000			Increase from \$562,000. Cost to match hydraulic analysis est. & bridge repl. of \$300,000 for (2)
7	sw	Pheasant Run Drainage Improvements (Design & Construction)	196,000		196,000			Changed funding source, TAR
8	c	Town Facility Improvements - Luddy House Fire Protection Installation	107,000				107,000	1 Moved up from unscheduled
9	c	Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Construction)	466,000		466,000			
10	c	Town Facility Improvements - Wilson Library Roof Replacement (Construction)	255,000	255,000				NEW based on assessment
11	c	Poquonock Firehouse HVAC Replacement - Design	48,000				48,000	1
12	r	Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000				26,000	1
13	r	Day Hill Road Ped. Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way, Construction)	282,500				282,500	2 Design - FY 26 Sidewalks on Arterial Roads
14	r	Street Reconstruction - Basswood Road (Design)	215,000				215,000	2 Changed funding source
15	r	Road Rehabilitation - Design (Hayden Station from Kennedy to Archer)	105,000	105,000				NEW Project identified based on condition. Construction in FY 28
16	r	Palisado Avenue Corridor Improvements and Wall Repairs (Construction)	897,000		897,000			
17	r	Riverfront Trail Project - Phase 1 Construction (East Barber Street to Loomis Property)	1,242,000		993,600		248,400	2
18	r	Day Hill Road Pavement Management (Marshall Phelps Road to Baker Hollow Road, Construction)	2,065,500		2,065,500			Construction moved from FY26
19		Day Hill Road Pavement Management (Addison Road to Northfield Drive, Design)	151,000	151,000				Moved from FY 29
20	r	Day Hill Road Reconstruction (Blue Hills Avenue to Great Pond Drive, Design)	140,000				140,000	1 Moved from FY 28, construction in FY29
21	rec	Outdoor Pool Facilities Improvements - Veterans Pool (Design)	250,000				250,000	2 Split into concept assessment (130k FY 26) & design (250k in FY27)
22		Replace Tennis/Pickleball Courts at Sage Park Middle School (Design/Build)	1,168,000		1,168,000			
23	rec	Athletic Field Master Plan - Welch Field Improvements	341,000		300,000		41,000	1
24	ps	Public Safety Equipment Fund	530,000	530,000				
26	ps	Public Safety Equipment Fund - Hayden Station Utility Vehicle Replacement	70,000	70,000				
27	ps	Additional Fire Hydrants	275,000		275,000			
28	boe	BOE - Poquonock School Ventilation Upgrade (Design)	145,000	145,000				Construction in FY 29
29	boe	BOE - School Window Replacement (Design)	105,000	105,000				Construction in FY 28
30	boe	BOE - Oliver Ellsworth Gym Floor Replacement	289,000		289,000			Moved from FY 26
31	boe	BOE - LP Wilson Window Replacement (Design)	60,000				60,000	1
32	boe	BOE - Windsor High School Baseball Field Lighting (Barry Chasen Field, Design & Construction)	370,000		370,000			NEW Project based on assessment from State of CT.
33	boe	BOE - Poquonock Boiler Replacement	1,525,000		1,525,000			Moved from FY 29 based on School Admin Priority
Subtotal FY 2027		15,404,900	3,316,000	9,301,400	1,369,600	-	1,417,900	
<u>FY 2027 Projects Anticipated to Require Voter Approval</u>								
34	boe	BOE - Windsor High School Roof Replacement Project (Construction)	9,902,000	-	5,446,100	4,455,900	-	-
Subtotal FY 2027		9,902,000	-	5,446,100	4,455,900	-	-	
GRAND TOTAL FY 2027		25,306,900	3,316,000	14,747,500	5,825,500	-	1,417,900	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$315,000)

² General Fund Unassigned (Total = \$1,220,900)

³ Public Safety Equipment Fund (Total = \$0)

Capital Improvement Program

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY25 Adopted CIP
<u>FY 2028</u>								
1	pa	Pavement Management Program	1,180,000	1,000,000	180,000			
2	pa	Sidewalk and Curb Replacement Program	225,000	225,000				
3	sw	Stormwater Management Improvements	400,000		400,000			
4	c	Fleet and Public Works Equipment Replacement	875,000	875,000				
5	c	Tree Replacement Program	45,000				45,000	1
6	c	Painting Town Facilities - Interiors and Exteriors	380,000				380,000	2
7	c	Poquonock Firehouse HVAC Replacement	740,000	240,000			500,000	3
8	c	HVAC Roof Top Replacement at Addison Road DPW	335,000		335,000			
9	c	HVAC Roof Top Replacement at 330 Windsor Ave	255,000				255,000	2 Change funding source
10	c	Bus Shelter Replacement Program	225,000				225,000	2 NEW based on assessment
11	c	Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Construction)	240,000	240,000				Moved from FY 27
12	c	Town Facility Improvements - Windsor Library Roof Replacement (Design)	30,000	30,000				NEW based on assessment
13	c	Town Facility Improvements - Emergency Power Generators Replacement	510,000		510,000			
14	c	Town Facilities Improvements - LP Wilson HVAC Improvements - South Phase 4 (Construction)	2,370,000		2,370,000			Moved from FY 26
15	c	Town Facility Improvements - Veteran's Pool Improvements	3,750,000		3,750,000			
16	r	Day Hill Road Pavement Management (Addison Road to Northfield Drive, Construction)	1,534,000		1,534,000			Moved from FY 29
17	r	Kennedy Road Rehabilitation (River Street to I-91, Design)	140,000	140,000				Split with \$140,000 for design in FY 28 and \$1,952,000 for construction in FY29
18	r	River Street Roadway Rehabilitation (Poquonock Ave to Old River St, Construction)	649,000		649,000			
19	r	Road Rehabilitation - (Hayden Station from Kennedy to Archer, Construction)	1,320,000		1,320,000			NEW Project identified based on condition
20	r	Riverfront Trail Project - Phase 2 Design (Loomis Property to Town Center)	226,000	226,000				
21	ps	Public Safety Equipment Fund.	360,000	360,000				
22	boe	BOE - L.P. Wilson Roof Replacement Project - North End (Construction)	2,900,000		2,900,000			From Greg Rose 2/21/25: Increased from \$2,400,000 to \$2,900,000 Moved from FY 26
23	boe	BOE - School Window Replacement (Construction)	1,073,000		1,073,000			
24	boe	BOE - Windsor High School Gymnasium Bleacher Replacement	260,000	260,000				New Project
25	boe	BOE - Sage Park Middle School Gymnasium Floor Replacement	180,000	180,000				New Project
26	boe	BOE - School Emergency Generators (Design)	310,000				310,000	1
27	boe	BOE - Oliver Ellsworth School - Code Compliance Upgrades (Design)	50,000	50,000				Split Design In FY 28 and Construction in FY 29
		Subtotal FY 2028	20,562,000	3,826,000	14,841,000	180,000	-	1,715,000
<u>FY 2028 Projects Anticipated to Require Voter Approval</u>								
28	c	Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Construction)	3,995,000		3,995,000			Moved from FY 26
		Subtotal FY 2028	3,995,000	-	3,995,000	-	-	-
		GRAND TOTAL FY 2028	24,557,000	3,826,000	18,836,000	180,000	-	1,715,000
1 Capital Projects Fund Assigned Fund Balance (Total = \$355,000)								
2 General Fund Unassigned (Total = \$860,000)								
3 Public Safety Equipment Fund (Total = \$500,000)								

Capital Improvement Program

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY25 Adopted CIP
FY 2029								
1	pa	Pavement Management Program	1,200,000	1,020,000	180,000			
2	pa	Sidewalk and Curb Replacement Program	250,000	250,000				
3	pa	Sidewalk Installation - Poquonock Avenue (Marshall St. to Tiffany Dr., Construction)	394,000	394,000				
4	pa	Pavement Resurfacing at Town Facilities & Schools	317,000	317,000				
5	c	Fleet and Public Works Equipment Replacement	900,000	900,000				
6	c	Historic Monument and Ancient Cemetery Preservation	150,000				150,000	¹
7	c	Mill Brook Clubhouse Improvements	1,585,000		1,585,000			
8	c	Town Facility Improvements - Windsor Library Roof Replacement (Construction)	359,000	359,000				
9	c	Bus Shelter Replacement Program	225,000				225,000	² NEW based on assessment
10	c	Data Production Storage Replacement	294,000				294,000	² NEW based on assessment
11	r	Route 305 Corridor Improvements (Concept Design)	350,000	350,000				² NEW Project
12	r	Day Hill Road Reconstruction (Blue Hills Avenue to Great Pond Drive, Construction)	1,971,000		1,971,000			Reduced from \$625,000. Revised scope
13	r	Kennedy Road Rehabilitation (River Street to I-91, Construction)	1,952,000		1,952,000			Split with \$140,000 for design in FY 28 and \$1,971,000 for construction in FY29
14	r	Street Reconstruction - Basswood Road (Construction)	2,143,000		2,143,000			Split with \$140,000 for design in FY 28 and \$1,952,000 for construction in FY29
15	r	Pedestrian Bridge Program Design	100,000				100,000	Moved from FY 28
16	rec	Washington Park Improvements (Design)	100,000	100,000				² NEW Project based on assessment
17	ps	Public Safety Equipment Fund - Engine 1 Replacement	1,800,000	600,000	1,200,000			
18	boe	BOE - Windsor High School Fieldhouse Renovation (Design)	300,000	300,000				NEW
19	boe	BOE - Oliver Ellsworth School - Code Compliance Upgrades (Construction)	310,000		310,000			Moved design from FY 28, construction in FY 31. Funding source changed
20	boe	BOE - Poquonock School Ventilation Upgrade (Construction)	3,670,000		3,670,000			Split Design In FY 28 and Construction in FY 29
Subtotal FY 2029		18,370,000	3,879,000	13,542,000	180,000	-	769,000	
FY 2029 Projects Anticipated to Require Voter Approval								
Subtotal FY 2029		-	-	-	-	-	-	Moved from FY 29
GRAND TOTAL FY 2029		18,370,000	3,879,000	13,542,000	180,000	-	769,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$150,000)

² General Fund Unassigned (Total = \$619,000)

³ Public Safety Equipment Fund (Total = \$0)

Capital Improvement Program

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY25 Adopted CIP
<u>FY 2030</u>								
1	pa Pavement Management Program	1,255,000	1,085,000		180,000			
2	pa Sidewalk and Curb Replacement Program	250,000	250,000					
3	sw Stormwater Management Improvements	450,000		450,000				
4	c Fleet and Public Works Equipment Replacement	900,000	900,000					
5	c Bus Shelter Replacement Program	225,000					225,000	² NEW based on assessment
6	r Intersection Improvements - Capen Street & Sage Park Road (Design)	125,000	125,000					Price reduced from \$150,000 to \$125,000
7	r International Drive (West End) Rehabilitation (Seymour Road to Rainbow Road, Design)	150,000					150,000	² NEW Construction in FY 31. Moved from Unscheduled.
8	r Pleasant Street Boat Launch Reconstruction	710,000		710,000				
9	r Riverfront Trail Project - Phase 2 Construction (Loomis Property to Town Center)	3,052,000			3,052,000			
10	r Rainbow Neighborhood - Road Reconstruction (Design)	550,000		550,000				
11	r Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	378,500		378,500				
12	r River Trail Windsor Center Pedestrian Bridge Replacement	940,000		940,000				NEW Project based on assessment
13	rec Washington Park Improvements (Construction)	500,000		500,000				
14	rec Athletic Field Improvements - Northwest Park	360,500		360,500				
15	ps Public Safety Equipment Fund - Rescue 2 Replacement	2,000,000	500,000	1,500,000				NEW
16	ps Public Safety Equipment Fund	600,000	600,000					
17	ps Additional Fire Hydrants	284,500					284,500	¹
18	boe BOE - Windsor High School Emergency Power Generator Replacement	415,000	415,000					Changed funding source
Subtotal FY 2030		13,155,500	3,875,000	5,389,000	3,232,000		659,500	
<u>FY 2030 Projects Anticipated to Require Voter Approval</u>								
Subtotal FY 2030								
GRAND TOTAL FY 2030		13,155,500	3,875,000	5,389,000	3,232,000		659,500	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$284,500)

² General Fund Unassigned (Total = \$375,000)

³ Public Safety Equipment Fund (Total = \$0)

Capital Improvement Program

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY25 Adopted CIP
FY 2031								
1	pa Pavement Management Program	1,680,000	1,500,000	-	180,000	-	-	
2	pa Sidewalk and Curb Replacement Program	275,000	275,000	-	-	-	-	
3	pa Pavement Resurfacing at Town Facilities & Schools	500,000	-	500,000	-	-	-	
4	g Fleet and Public Works Equipment Replacement	925,000	925,000	-	-	-	-	
5	sw Stormwater Management Improvements (Deckers Brook)	500,000	500,000	-	-	-	-	NEW
6	r International Drive (West End) Rehabilitation (Seymour Road to Rainbow Road, Construction)	2,500,000	-	2,500,000	-	-	-	NEW Design in FY 30. Moved from Unscheduled.
7	r Intersection Improvements - Capen Street & Sage Park Road (Construction)	867,000	-	867,000	-	-	-	Design in FY 30
8	c Town Facilities Improvements - Hayden Fire Station Roof Replacement (Design)	60,000	60,000	-	-	-	-	NEW Moved from Unscheduled.
9	g Town Facilities Improvements - DPW Roof Replacement (Design)	86,000	-	-	-	-	86,000	NEW Moved from Unscheduled. Changed funding source.
10	r Wilson Park & Sharshon Park Pedestrian Bridge Replacement	500,000	-	500,000	-	-	-	NEW Project based on assessment
11	ps Public Safety Equipment Fund	600,000	600,000	-	-	-	-	NEW
Subtotal FY 2031		8,493,000	3,860,000	4,367,000	180,000	-	86,000	
FY 2031 Projects Anticipated to Require Voter Approval								
12	boe BOE - Windsor High School Fieldhouse Renovation (Construction)	10,000,000	-	10,000,000	-	-	-	Moved construction from FY 29, design in FY 29
Subtotal FY 2031		10,000,000	-	10,000,000	-	-	-	
GRAND TOTAL FY 2031		18,493,000	3,860,000	14,367,000	180,000	-	86,000	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$86,000)								
² General Fund Unassigned (Total = \$0)								
³ Public Safety Equipment Fund (Total = \$0)								
Total CIP Program FY 26 - FY 31		126,525,600	21,441,000	80,789,600	16,872,600	-	7,422,400	

List of Unscheduled Projects FY26 - FY31 CIP

	<u>Estimated Cost*</u>	
Road Reconstruction/Transportation System Projects		
Audible Pedestrian Crosswalk Signals	45,000	
Day Hill Road Capacity Improvements - Right Turn Lanes (Design)	106,000	
Day Hill Road Capacity - Right Turn Lanes (Construction)	334,000	Design FY28
Traffic Signal at Windsor Avenue and Corey Street	637,000	
Archer Road Safety Improvements	826,000	
East Granby Road Relocation	2,186,000	
Pond Road/Indian Hill Road - Street Reconstruction	2,666,000	
Plymouth Street Culvert	3,545,000	
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,717,000	
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,813,000	
Rainbow Road - Street Reconstruction	5,057,000	Design FY30
Construct Sidewalks Along Arterial Roads	5,135,000	Design FY27
Construct Sidewalks Along Collector Roads	5,411,000	Design FY29
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	5,434,000	
Route 30S Corridor Improvements	9,503,000	
Construct Sidewalks Within 1 Mile of Schools	33,892,000	
Subtotal	83,307,000	
Community Facilities and Assets		
Silver Birch Pond Improvements	176,000	
Milo Peck Roof Replacement	312,000	
Milo Peck Discovery Center Restroom Renovation	561,000	
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	3,439,000	
Town Center Parking Garage	15,728,000	
Subtotal	20,216,000	

	<u>Estimated Cost*</u>	
Pavement Management		
Ongoing	-	
Subtotal	-	
Public Safety		
Utility Vehicles	392,000	
Rainbow Firehouse - Engine Tanker Replacement	1,019,000	
Additional Fire Hydrants	1,390,000	
Subtotal	2,801,000	
Park Improvements		
Skate Park Improvements	276,000	
Northwest Park Activity Pavilion	331,000	
Athletic Field Improvements - Fitch Park	603,000	
Subtotal	1,210,000	
Stormwater Management Improvements		
None	-	
Subtotal	-	
I-91 Ramp Improvements		
Ramp Modification at I-91 & Route 75/Day Hill Road	67,879,000	State/Federal Funds
Subtotal	67,879,000	
Board of Education		
Sage Park Middle School Parking Lot Improvements	724,000	
Subtotal	724,000	

* Estimate in current dollars: includes 20% contingency and 1.5% bonding costs

Agenda Item Summary

Date: July 7, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Scott Colby, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Traffic Enforcement Cameras

Background

In 2023, the State of Connecticut enacted legislation authorizing municipalities to use automated traffic enforcement safety devices, also known as traffic enforcement cameras. An initial overview of this legislation was presented to the Town Council in January 2024. Since then, the Health & Safety Committee has held meetings in July 2024, December 2024, and most recently in June 2025 to examine the topic in greater detail.

During the June 2025 meeting, a brief presentation was given (see attached) and members of the public were invited to share their input and ask questions. The majority of the feedback received centered around concerns regarding data privacy and the handling of information collected by these cameras. Also, there was commentary about focusing on prioritizing physical changes to roadways to reduce speeds versus use of camera technology.

The Health & Safety Committee is referring this item to the full Town Council to seek direction on whether staff should pursue the potential implementation of automated traffic enforcement devices.

Discussion/Analysis

Public Act 23-116 (PA-116) authorizes Connecticut municipalities to use traffic enforcement cameras to reduce traffic-related injuries and fatalities, in alignment with the recommendations of the Vision Zero Council. These devices capture images of vehicles involved in two specific violations: traveling 10 miles per hour or more over the posted speed limit and failing to stop at a steady red light. At this time, the use of red-light cameras is not recommended due to the low number of signal-related traffic stops and accidents.

To participate, municipalities must adopt a local ordinance authorizing the use of traffic enforcement cameras, conduct a public hearing, and secure approval from the municipal legislative body. Additionally, they must submit a plan to the CT DOT for review and if cameras are proposed for placement on State roads get CT DOT's approval.

An image or data is only collected if a vehicle exceeds the 10mph speed limit. Connecticut state law requires that traffic enforcement camera data be stored securely to protect privacy. Personally identifiable information must be deleted within 30 days after a fine is resolved. All data is encrypted, reviewed by trained officials, and managed under strict privacy policies approved by the CT DOT. Municipalities must also adopt a privacy policy that meets or exceeds CT DOT's standards as part of traffic enforcement camera implementation.

Before activating traffic enforcement cameras, municipalities must install at least two warning signs on each roadway approach, conduct a public awareness campaign, train a certified operator, and notify mobile navigation app providers of camera locations (i.e. google maps, wayze).

Submitted traffic enforcement camera placement plans will be reviewed by CT DOT within 60 days, based on factors such as crash history, average daily traffic, prior traffic stops, and roadway alignment. The CT DOT will also assess whether camera placements are equitably distributed across the municipality.

Importantly, citations issued under PA-116 are municipal ordinance violations and are not reported to the Connecticut Department of Motor Vehicles (CT DMV); therefore, no points will be added to a driver's license or go against a driver's auto insurance.

Staff from the Engineering and Police Departments have evaluated traffic data using criteria such as:

- 85th percentile speed exceeding the speed limit by at least 10 mph
- average daily traffic volumes of 3,500 or more
- history of motor vehicle stops for speeding
- accident frequency

Based on the parameters listed above, four locations are being recommended for initial traffic enforcement camera placement:

- Poquonock Avenue (Route 75) between the I-91 South off-ramp and Farmstead Lane
- Broad Street between Island Road and Remington Road
- Windsor Avenue between Deerfield Road and the Windsor Shopping Center
- Rainbow Road between East Granby Road and Merriman Road.

Financial Impact

There are two funding options for implementing automated traffic safety cameras, each with distinct financial and operational implications. The first option involves a one-time capital investment to purchase the cameras and related equipment outright. This would require an upfront cost of approximately \$200,000 for eight cameras across four locations, not including any additional expenses for necessary electrical work. Despite owning the equipment, the town would still incur ongoing license and software fees which would be determined during a procurement process.

The second option is to enter into a monthly service agreement with a vendor, under which the town would lease the cameras. This arrangement includes installation, monitoring, maintenance, software updates, and technical support throughout the contract period, with no upfront capital cost. The monthly fee structure is approximately \$1,000 per camera, resulting in a minimum estimated cost of \$8,000 per month or \$96,000 annually. The key differences between the two options lie in ownership, upfront investment, and long-term maintenance responsibilities. Vendors offer different pricing models and processing fees, which may also influence the town's final decision.

Each proposed location will need two cameras—one for each direction of traffic. The revenue estimates are based on traffic volume and the percentage of vehicles speeding by more than 10 mph over the limit.

By state law, no fines can be issued during the first month. After that, we assume drivers will adjust their behavior, with violations decreasing 50% in the second month and then reducing by another 50% for the rest of the year.

- Poquonock Avenue (*Route 75*) between the I-91 South off-ramp and Farmstead Lane
\$52,700
- Broad Street between Island Road and Remington Road

\$96,600

- Windsor Avenue *between Deerfield Road and Windsor Shopping Center*
\$3,700
- Rainbow Road *between East Granby Road and Merriman Road*
\$82,100

Based on a conservative estimate year one revenue is forecast to be approximately \$235,000. We are assuming part-time police/program administration, including the appeals process at a cost of \$70,000.

Other Board Action

None

Recommendation

It is recommended that the Town Council provide direction to staff on whether to continue the process of the potential implementation of automated traffic enforcement devices.

Attachments

06-17-25 – Health & Safety Presentation

Automated Traffic Enforcement Safety Device (ATESD)

June 2025



What is an Automated Traffic Enforcement Safety Device (ATESD)?



Device designed to detect & collect evidence of alleged violations by recording images that capture license plate, date, time, and location.



An ATESD can only be installed in four types of locations.



Municipalities are responsible for establishing enforcement ordinances, selecting locations for ATESDs, and establishing protocols for maintenance and enforcement.



Applications for an ATESD (aka Plan) must be submitted to the Office of the State Traffic Administration (OSTA) for review and approval.

Guidance for Municipalities Regarding ATESDs

- CTDOT to provide guidance for municipalities considering ATESD by 1/1/2024
- ATESD Guidance will include:
 - Factors for selecting ATESD locations
 - Transportation Safety
 - Equity
 - Overview of OSTA review/approval process
 - Duration of ATESD approvals
 - Reporting requirements
 - Model privacy policy for the privacy, security, collection, and destruction of personal data
 - Process to notify companies with mobile applications regarding ATESD locations



3

Camera Location Criteria

- Transportation Safety Consideration
 - Average Daily Traffic
 - Roadway Geometry
 - History of traffic stops
 - History of crashes caused by speeding or red light running
- A Qualified Census Tract (QCT) is any census tract where either 50% or more of the households have an income less than 60% of the Area Median Gross Income (AMGI) or have a poverty rate of at least 20%.
 - Windsor does not have a qualified census tract

4

Proposed Camera Locations

Staff from the Engineering Department and Police Department have evaluated data to determine where these cameras could be placed. The following parameters were used in the evaluation:

- 85th Percentile Speed, 10 MPH over the posted speed limit
- Average Daily Traffic (ADT) volumes of 3,500 or greater
- Motor vehicle stops related to speed
- Location of motor vehicle accidents

Utilizing the above parameters four locations were identified to be considered for Traffic Camera installation:

- Poquonock Avenue (Route 75) between the I-91 South off-ramp and Farmstead Lane
- Broad Street between Island Road and Remington Road
- Windsor Avenue between Deerfield Road and Windsor Shopping Center
- Rainbow Road between East Granby Road and Merriman Road

5

Camera Enforcement & Fines

- Police Department employee or person designed by the Local Traffic Authority shall review and approve recorded images from the AETSD before a citation is mailed to the vehicle owner.
- For the first 30 days after an AETSD device is operational, the owner shall receive a written warning.
- Citation shall be mailed via 1st class mail not later than 30 days.
- Fines are violations of the ordinance and cannot be more than:
 - \$50 for 1st offense; or,
 - \$75 for 2nd and subsequent offenses.
 - A fee of up to \$15 can be charged for electronic processing of payment for the fine.

6

Privacy & Data Protection

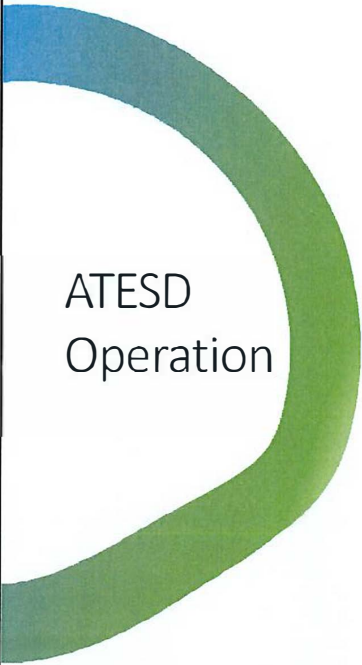
- Traffic enforcement cameras/ATESDs only capture vehicle images, no personal driver information is recorded
- Images are stored for enforcement purposes only and are not public records.
- All data, must be destroyed no later than 30 days after any fine is collected or the resolution of a hearing for the alleged violation, whichever is later.
- Municipalities must adopt a privacy policy that meets or exceeds CT DOTs standards

7

Other Key Notes

- Violations are considered to be a civil offense or violation of a municipal ordinance, like a parking ticket.
 - No points or insurance violations
 - Not reported to the Department of Motor Vehicles (DMV)
- The registered owner of the vehicle captured is liable for the citation related to their vehicle.

8



ATESD Operation

- Municipality must adopt an ordinance to impose a fine for citations.
- Municipalities can enter into agreements with vendors for the design, operation, or maintenance of an ATESD.
 - Vendors' fees cannot be contingent on the number of citations issued or fines paid.
- Annual calibration of an ATESD is required.
- Installation of at least two signs for each approach along the roadway leading to the device.
- At least 30 days before an ATESD is operational, the municipality shall develop and implement a public awareness campaign.
- Funds received from fines must be used for:
 - Investing in transportation infrastructure; or,
 - Pay for costs associated with an ATESD

9

Questions & Feedback



10



Town Council
Resignations/Appointments/Reappointments
July 7, 2025

Resignations

None

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

None

Names submitted for consideration of appointment

None



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
JUNE 16, 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:

- PROPOSED CONSTRUCTION OF A NEW SIDEWALK ALONG PROSPECT HILL ROAD BETWEEN WOODDUCK FARMS ROAD AND DAY HILL ROAD

2) PUBLIC COMMENT

David Martin, 630 Prospect Hill Road, stated on his property there is 800 feet of frontage and he is getting the sidewalk on his property. His property abuts another 8 acre farm that has 800 feet of frontage as well. Per the town ordinance, it is the resident's responsibility to perform snow removal on sidewalks during the winter. The typical property along Prospect Hill Road gets a sidewalk that is about 125 feet long. His property is six times that length. He doesn't feel it's reasonable to expect him to maintain 800 feet of sidewalk. He is 65 years old and his neighbor is Mrs. Zavarella is 75 years old. This sidewalk would have to be shoveled or cleared with a snowblower as it's five feet wide and cannot be plowed. He is proposing that the town take responsibility of clearing the snow along that 1,600 foot section of sidewalk along his property and his neighbor's as well. He gave examples of where the town does plow and/or shovel sidewalks in town. He would like the Council to consider his request.

Judith Sedor, 740 Prospect Hill Road, which you might know it as Newgate Farms. While she welcomes the sidewalks, she is also concerned about having to clear them. She noticed that there are some exceptions in the town where the town takes responsibility for large frontage areas that are being cleared and maintained by the farm. She's also concerned about the frontage where their field is. It will not only be a sidewalk on town property but it will also push their grass verge back about 10 feet. The main concern is the snow removal and sanding. She would appreciate the Council



taking that into consideration tonight and they make an exception to have the town take care of that large piece of frontage.

3) ADJOURNMENT

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

Respectfully Submitted,

Helene Albert
Recording Secretary



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
JUNE 16, 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

Councilor Pelkey the group in prayer/reflection

3) PLEDGE OF ALLEGIANCE

Councilor Pelkey led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Mayor Black-Burke wanted to acknowledge two members of the Windsor community. One is Allision Eichner who was a Windsor High School graduate who was away on vacation and had an untimely death. Also, she wanted to mention Pauline A. Scott, who was a long standing citizen here in town. She was the owner of Scott's Bakery in Hartford but lived her in Windsor for many, many years and she was laid to rest over the weekend. She just wanted everyone to pause for a moment of silence for these two individuals. She also wanted to congratulate Councilor Naeem. She graduated from the Yale Campaign School. She's a member of the class of 2025. Councilor Naeem was definitely engaged over the last week as she represented the Town of Windsor. She thanked her for putting in all the work associated with that and for also representing the Town of Windsor. She attended Windsor High School's graduation event. She also attended Windsor's Adult Education graduation and it was a wonderful event.

Councilor King congratulated all the Windsor High School graduates. He gave a shout out to Chloe Taylor who is the daughter of the Vice President of the Board of Education. She graduated as well. He said he hopes everyone has a very nice summer.

Councilor Eleveld stated that there were approximately 265 students that graduated. It was a good experience and hopefully the kids will move on to do great things. Quite a few are moving forward to prestigious schools.

Councilor Naeem gave a huge congratulations to the class of 2025 on graduating. There will be a celebration for Juneteenth in the town on Thursday, June 19th at 4:00 PM. She hopes that folks can come even if it's after work.

Councilor Pelkey is looking forward to seeing the town hall and green decorated this year for the July 4th holiday. He knows weather prevented that from happening last year, but hopes we can do it this year. Juneteenth is coming up and he wished everyone a Happy Juneteenth day. He will be at work so he won't be able to attend the event. During July 4th, please be careful when using fireworks and use them appropriately. To find out more about the Fire Department and if you're interested in joining, just go to windsorfire.org.

Councilor Armstrong thanked everyone for the comments and concerns brought before the Council. We all listen and take that into consideration. She wanted to say there's a lot to do in Windsor. If you stroll down the town green, there are many signs with events for summer programs on them. The trails are also open for exercise and walking. Please visit our small businesses in town. Be careful when walking, bicycling or driving. She attended the Sage Park Middle school graduation. Many accolades were given by our students and that's a lot to be said by our educational programs where all of our students are doing so well in Windsor.

Councilor Gluck Hoffman stated a terrible thing happened in Minnesota this weekend. Minnesota State Representative Melissa Hortman and her husband Mark were killed and Senator John Hoffman and his wife Yvette were injured. She just wanted to mention these civil servants. It was to her an act of domestic terrorism, and no civil servant or politician no matter what their political affiliation, should ever have to walk in fear. The ones that commit these crimes are the cowards in her opinion. This is a reminder and wake up call for all the folks that sit at the dais and every community that if we don't work together to stop this unnecessary violence, it's just going to continue.

Councilor Walker congratulated the Windsor High School graduates, class of 2025.

Deputy Mayor Klase stated she wanted to make note that on June 21, 2025 it is Make Music Day. The Windsor Arts Center is sponsoring Nelson Bellow and friends from 1:00 PM – 2:30 PM on the town green. The Farmer's Market will begin this Thursday, June 19.

Mayor Black-Burke stated that the 5th graders graduated as well.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Mr. Rusty Peck, Public Building Commission, thanked the Town Council for reappointing him for another three year term on the Public Building Commission. He really enjoys the work they do and it is reflected in so many buildings. As he's done consulting in other towns, he can say that our infrastructure is second to none. It does cost money, but the fact of the matter is our assets last longer and are safer for our residents whether that be the sidewalks, roads or buildings that we have.

Mr. Peck gave the following report:

1. **Wilson Fire Station – Roof Replacement**

Project is 100% complete. It was completed on time and on budget.

2. **Wilson Fire Station – Interior Renovations – 9585**

Project is in progress with 85% of the work completed. Remaining items are building controls and security upgrades. Project expected to be completed by the end of August 2025.

3. **Oliver Ellsworth School Humidity Mitigation Design - 9574**

The final items remaining is a roof ladder to obtain access over the ductwork and final inspection by the design engineer. Project expected to be closed by the end of June 2025.

4. **LP Wilson HVAC and Interior Renovations Phase-2B – 9551**

Kickoff meeting was completed and the project is progressing forward. All required permits have been issued and product is being ordered as needed. Project is on schedule with construction expected to be completed by mid-August 2025.

5. **Welch Park Pool House Renovations Project - 1938**

Project is completed and all punch list items have been repaired. Waiting on final inspection and approval by the Architect. Project expected to be closed by the end of June 2025.

6. **Clover Street School Restroom ADA Code Compliances Phase-2 - 9552**

Kickoff meeting was completed and the project is progressing forward. All required permits have been issued and product is being ordered as needed. Project is on schedule with construction expected to be completed by mid-August 2025.

7. **Sage Park Middle School Roof Replacement**

Roof related works is now 100% complete and all the safety railings have now been installed. Installation of weights on the roof for the mounted condensing units we have to wait for those. The architect has completed design which has been approved by

the Building Department. We are currently waiting on the final pricing. Project is expected to be completed by the end of June 2025.

Councilor Walker said the councilors all appreciate the work that Mr. Peck does.

8) TOWN MANAGER'S REPORT

Construction on State Route 159 (Palisado Avenue) at Pleasant Street

The Connecticut Department of Transportation has announced construction will commence on the rehabilitation of the culvert which runs under Route 159 (Palisado Avenue) at Pleasant Street on Monday, June 23, 2025

A portion of Pleasant Street at the intersection of Palisado Ave will be closed starting Monday, June 23, 2025 until Monday, August 18, 2025. Best access to the boat launch will be from the Poquonock Avenue end of Pleasant Street. Palisado access to the two restaurants will remain open. The project is scheduled to be completed in the Fall of 2025.

Wilson Gateway Park Update

We're just as excited as you are for the brand-new park coming to Wilson. We've seen some of you already stopping by to take a look. Please remember that the park is still under construction, and for everyone's safety, it's important to stay out of the park area until it's officially open.

While we don't yet have an exact date when construction will be 100% finished, we're currently planning a community block party celebration on Saturday, July 12th and we can't wait to celebrate with you then. As soon as the construction is officially completed, we'll spread the word.

Thank you for helping us to keep our community safe as we put the finishing touches on this exciting new space.

O'Brien Field

Starting June 16, the track and turf field surface at O'Brien Field will be closed to the public due to the replacement of the turf field. During this time, please take advantage of the paved walking paths along the Windsor Center River Trail, around the Sage Park fields or the L.P. Wilson Community Center fields. Thank you for your patience during this time as we work to update the turf athletic field. The track and field area is scheduled to be reopened in early August.

Traffic Enforcement Cameras Presentation

The Town Council's Health & Safety Committee will host a presentation and discussion on the potential use of traffic enforcement cameras as part of its regular meeting on Tuesday, June 17 at 7:00 PM in the Town Council Chambers at Windsor Town Hall. Tuesday evening's session will allow an opportunity for residents to gain more information on this topic along with being able to ask questions and share comments.

Longest Day Concert

Join us today, Tuesday, June 17, 2025 at 6:30 PM for Windsor's 4th annual Longest Day Concert on the town green featuring Noah Lis from NBC's television show "The Voice". The event is hosted by the Caring Connection Adult Day Health Center and Windsor Senior Center and aims to raise awareness and show support for caregivers and those living with Alzheimer's Disease and related cognitive disorders. Free. For more information, call 860-547-0251.

Juneteenth Event on the Town Green

The Human Relations Commission invites residents to the annual Juneteenth Celebration on the Town Green on Thursday, June 19th from 4-7 p.m. Juneteenth, observed annually on June 19th, commemorates the emancipation of enslaved African Americans in the United States. Now recognized as a federal and state holiday, Juneteenth celebrates African American freedom, culture, and achievements. The theme this year is Honoring the Past, Celebrating the Progress. The MC for the event will be Windsor's Poet Laureate, Brittana "Versatile Poetiq" Tatum and the Motivational speaker will be Dr. Michel Mallery. The event will feature spoken word performances, food trucks, local vendors, children's activities, and education highlighting African American history and culture. The Windsor Public Schools' Mobile Classroom will also be at the event. The town appreciates the financial support provided to this year's celebration by a grant from the Hartford Foundation for Public Giving.

Chamber of Commerce Annual Meeting and Auction

The Windsor Chamber of Commerce will be holding its Annual Meeting and Auction this Wednesday, June 18th from 5 p.m. to 9 p.m. at The Birdcage at 25 Central Street. The event will feature catering provided by more than a dozen of Windsor's eateries, a silent auction and live auction. The auction beneficiaries this year are the Windsor Education Foundation and The Simon Foundation (animal rescue). To register visit the Chamber website. <https://windsorcc.org/>

First Town Downtown Annual meeting

First Town Downtown will be holding its Annual Meeting on Tuesday, June 24th from 5:30 pm to 7:30 pm at The Birdcage at 25 Central Street. First Town members and the public are encouraged to attend to hear the latest news about Windsor Center and learn how we are "Growing Windsor Together." Michelle McCabe, Executive Director of the Connecticut Main Street Center will be the guest speaker. The Annual Meeting is Free to attend but registration is required at the First Town Downtown website. <https://www.firsttowndowntown.org/>

Farmer's Market

The 2025 Farmer's Market kicks off this Thursday, June 19th from 3:00 PM – 6:00 PM at 240 Broad Street in Windsor Center. The Market runs each Thursday through October 16, 2025. This well-attended weekly local marketplace features locally grown fruits, vegetables, baked goods, herbs, eggs, cheese, and more, along with live music! Come

browse and talk with Market farmers and other vendors this summer, enjoy live music and sunshine, and pick-up some fresh, healthy produce.

Make Music Day

Windsor will be participating in Make Music Day — a free, worldwide celebration of music held each year on June 21st. The Windsor Art Center, Town of Windsor, and Connecticut Office of the Arts is facilitating the matching of local venues and musicians for a series of free performances this Saturday. To participate as a venue or performer visit the Make Music Day Windsor website (<https://makemusicday.org/windsor/>). Scheduled performances will be highlighted on social media.

Mayor Black-Burke asked about the park and if there have been any delays or is it just not ready yet? Town Manager Souza responded that it is essentially on time. The substantial completion was targeted for about a week and a half ago. So they met the substantial completion. Now we are working through the punch list items. It is on schedule.

9) REPORTS OF STANDING COMMITTEES

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

Finance Committee – Councilor Naeem said we'll be talking about a few items later in the agenda.

Health and Safety Committee – Councilor Armstrong said there will be a Health & Safety Committee meeting tomorrow night. There will be a presentation for the speed enforcement cameras and we invite public comments. There will also be an overview of the Healthcare Needs Assessment Report that was given.

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

Personnel Committee – Councilor King - nothing to report.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

- a) Approve the construction of Prospect Hill Road sidewalks per Section 15-33 of the Windsor Code of Ordinance

MOVED by Councilor Deputy Mayor Klase, seconded by Councilor Naeem to approve, per Section 15-33 of the *Windsor Code of Ordinances*, the design and construction of a sidewalk along Prospect Hill Road between Woodduck Farms Road and Day Hill Road.

A Public Hearing was held earlier this evening and we had comments made by abutters relative to the snow removal responsibilities. If this project were to move forward by Town Council, we would move into the design stage with final design expected later this fall. The design work would be approved by the State DOT as they fund both the road rehabilitation project and the sidewalk project. If the Council was to move forward in construction, potentially it would be in the summer of 2026.

Mayor Black-Burke stated from the commentary that we have heard this evening, is that something we could entertain potentially clearing the sidewalk because that is a lot of sidewalk to clear. Is that something that can be considered? Town Manager Souza said the Town Council can certainly consider that. There are a few examples where the Town Council in years past have voted to take the responsibility of sidewalks or pathways. He gave a few examples.

Deputy Mayor Klase asked the Town Manager to talk about the open forum that they had. She believes there were a few residents that were in favor of sidewalks in that area. Is that true or did she misunderstand? Town Manager Souza responded that was accurate. Most of the individuals that attended the forum were supportive of the sidewalk installation.

Councilor Pelkey said when he first moved to Windsor, he bought his house explicitly because it did not have a sidewalk so he wouldn't have that burden. If he had to do it at his current age, he could but his mother for instance faces the similar ordinance in a neighboring town in Connecticut. She has to pay for someone to take care of her sidewalk because in her seventies, it's just too much of an ask. He would be fully supportive of voting to make an accommodation for the abutting property owners where the town actually takes the responsibility for the sidewalk. While there is a cost for that, it's being offset by the cost of the road and the construction of the sidewalk itself. As much as he might welcome what his neighbors might like, to have that responsibility put on him when he didn't have that sidewalk along his property when he bought it, he would be frustrated. He can't vote for this tonight, because he wouldn't want to vote for it if he was in their shoes either. He'd be supportive of going forward if we could relieve the abutters of the snow removal and ice removal off the sidewalks.

Councilor Naeem stated if she's hearing this correctly, there are two separate policy issues here. One is approval of the sidewalk construction and the second is a decision on if the town takes on the expense of snow removal for that sidewalk. Is that correct? Or is this tied in with one. Town Manager Souza stated it would be two separate items but they're part of the parcel.

Councilor Naeem asked do we have a sense of what the cost might be? Town Manager Souza said it's not necessarily a cost perspective as we would most likely be doing these in house. It's more a time factor. We're looking at a mile worth of sidewalk. It's not saying that's not possible. The ramifications would be depending on the timing of each storm.



Noted by one of the speakers, we do have smaller sidewalk segments in that general area that the town has responsibility for, so we would have that equipment in that general vicinity. However, each storm is different, so he can't necessarily say how much that would take time wise. We would not be contracting that out. It would not be cost efficient.

Deputy Mayor Klase said she just wanted to note that she lives in that neighborhood and there's a ton of walkers in that neighborhood consistently throughout the day and evening. Her concern is that if we start to plow that entire section, there's an entire sidewalk that goes all the way down that road to the second rotary so people would expect that those all would be plowed, in her opinion. She would suggest that most of them moved into that neighborhood because it has sidewalks, and it's a walker accessible neighborhood. So for her, the people she has been talking to are welcoming the sidewalks.

Councilor Eleveld stated we heard from people that represent about 2,000 feet of the sidewalk. Is it feasible to do just that 2,000 feet? Town Manager Souza said it wouldn't necessarily be cumbersome as they will be in the general vicinity. There are broader considerations based upon the fact that we have built improvements to Prospect Hill Road from Poquonock all the way to just shy of Lang Road where there were existing sidewalks there. It's not impossible for us to do that but it would be time consuming. He added that the Plan of Conservation and Development states 'to improve walkability' in the town. Most properties in Windsor are 150 feet or less in terms of frontage.

Councilor Eleveld asked would it be possible to turn around and say we'll plow those excessive frontages and take the responsibility for those pieces of sidewalk or would that create potentially a negative precedent? Town Manager Souza said there are several residential properties that would have that, but the predominant frontages are less than 150 feet or less.

Town Manager Souza said if there are outstanding questions that the Council would like staff to come back with in terms of cost or other options, the Council can certainly do that if they are not comfortable with voting this evening with some outstanding questions to be answered. We can add it back onto the July 7th Town Council agenda if that helps the Council.

Mayor Black-Burke said she agrees that they should take some more time to look at this.

No action taken on the main motion.

MOVED by Councilor Pelkey, seconded by Councilor Eleveld to table the main motion until the July 7, 2025 Town Council meeting.

Councilor Eleveld asked if tabling this item tonight will require the Council to hold another Public Hearing. Town Manager Souza said it does not.

Motion Passed 9-0-0

12) NEW BUSINESS

a) Approve Fiscal Year 25 year end transfers

MOVED by Councilor Naeem, seconded by Councilor Eleveld that the Finance Director be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit, \$44,180 be transferred from Safety Services to General Government, and \$98,500 be transferred from Safety Services to General Services to cover projected year-end deficits.

Councilor Naeem stated the General Government service unit is projected to be over budget by \$44,180, which brings the FY 25 General Fund expenditures for the service unit to \$1,343,810 as opposed to the adopted budget of \$1,299,630. The main drivers for this are additional costs from legal fees for workers compensation cases (\$81,230), and costs incurred related to elections (\$13,450). These costs are offset by savings primarily in the Town Manager, Town Council and Boards and Commissions budgets. It is recommended that a transfer of \$44,180 be made from the FY 25 Safety Services budget.

The General Services service unit is projected to be over budget by \$98,500, which brings the FY 25 General Fund service unit expenditures to \$19,386,190 compared to the adopted budget of \$19,287,690. The main drivers for this are additional costs related to the Great Pond transfer (\$96,160) and MDC sewer charges (\$19,420). These costs were offset by savings in tax refunds. It is recommended that a transfer of \$98,500 be made from the FY 25 Safety Services budget.

At this time, there are no service units that are anticipated to require a year-end transfer by the Finance Director. However, in the event a service unit should exceed the original budget authorization, it is requested of the Finance Committee to recommend to the Town Council that the Finance Director be granted authorization to make year-end transfers of up to \$5,000.

Motion Passed 9-0-0

b) Approve Fiscal Year 2025 Purchase Orders

MOVED by Councilor Naeem, seconded by Councilor Pelkey that the FY 25 General Fund year-end open purchase orders as presented be extended until October 20, 2025.

Councilor Naeem stated there are seven FY 25 General Fund open purchase orders totaling \$221,827.01 that are expected to be continued into FY 26. It is recommended the purchase orders be extended until October 20, 2025.

Motion Passed 9-0-0

- c) Approve collective bargaining contract with Windsor Police Department Employee Association for the period of July 1, 2025 through June 30, 2025

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the collective bargaining agreement between the Town of Windsor and the Windsor Police Department Employee Association for the period of July 1, 2024 through June 30, 2027.

Amelia Bliss, Human Resources Director, stated the collective bargaining agreement with the Windsor Police Department Employee Association (WPDEA) expired on June 30, 2024. A new three-year agreement, effective July 1, 2024 through June 30, 2027 has been reached. The WPDEA members have ratified the contract and Town Council approval is now being requested.

The lengthy negotiation process focused primarily on wages, health insurance, vacation leave, and clarification of policies related to filling overtime shifts, rules related to training and leave time. Notable issues included “order in” language, allowing use of certain types of leave in less than four-hour increments, officer reassignment from their shift to attend mandatory training, and implementing language allowing bi-weekly pay.

There were changes to the health insurance, including increases to the premium cost share, and copays for some services. These changes apply to both active employees and retirees, who retired after 2012, and are not yet Medicare eligible.

Employee contributions for health insurance premiums will increase incrementally by 0.05% per year, increasing from 23% to 24.5% by July 1, 2026 for the PPO plan and from 19% to 20.5% for the High Deductible Health Plan.

Other changes include:

- Office visit copay increases:
 - o \$5 increase for regular visits (to \$40)
 - o \$10 increase for specialist visits (to \$50)
 - Surgery, hospital, Rx and Retiree changes:
 - o Outpatient surgery: \$50 increase to \$250
 - o Inpatient hospital: \$25 increase to \$200/day or \$600 per stay
 - o Prescription drug copays increased for both plans by \$5 for generic and \$10 for brand and non-formulary
 - o Prescription formulary changes, including a cost relief program for specialty medications that reduces the cost for employees and the town.
 - o Maximum retiree health insurance contribution will increase from 25% to 30
- Employee & Retiree Health Insurance

Wages and Salary Schedule

The current pay plan for officers hired after 2016 will be merged into the higher pay plan for officers hired before that date. This alleviates the conflict within the bargaining unit due to having two pay plans for officers performing the same job. It also improves the town's salary competitiveness in the market and resolves pay compression between the ranks. Pay ranges for detectives, sergeants and lieutenants will now be based on a percentage above the maximum police officer step (e.g., sergeants start at 12% above).

The general wage increase (GWI) is 2.5% for FY 26 and 2.25% for FY 27. The GWI for the animal control officer position is 3.5% annually.

Other

Other negotiated issues that have been agreed to by the union and management include:

- Updating the vacation accrual schedule for officers hired after 2013 who are on a different schedule than officers hired prior to that date. The new schedule reduces the time it takes to reach the 3-week vacation accrual from 7 years to 5 and the 4-week level from 14 years to 13.
- Frontloading vacation on the employees' anniversary date rather than earning small increments each week as an accrual.
- Increasing the detective uniform allowance by \$375 per year.
- Clarifying overtime rules related to ordering in and mandatory training.
- Clarifying language for filling private duty jobs.
- Adding language allowing the town to implement bi-weekly pay.
- Changing the work period for Officers in the academy from 40 hours weekly to 86 hours bi-weekly as allowed by the Fair Labor Standards Act. This change reduces overtime payments a minimum of 3 hours per week saving approximately \$1,950 per recruit at the FY 26 wage rate.

The cost of the wage and step increases on a year over year basis are shown below.

WPDEA General Wage & Step Increases			
	% Increase	Wages + Step Increases	Additional cost each year over the prior year
FY 24 Budget - 4,601,335			
FY 25		4,790,221	188,896
FY 26	2.50%	5,162,835	258,119
FY 27	2.25%	5,376,816	213,982
TOTAL			472,100
Average Wage Increase	2.38%	For Years 2 & 3	

Changes to employee health insurance contributions and the prescription plan changes are projected to result in total avoided cost to the town of approximately \$120,000 over years two and three of the contract.

Motion Passed 9-0-0

- d) Consider Interlocal Agreement with East Windsor for Joint Public Safety Radio System Project

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, that the Town Manager is authorized to finalize and execute an inter-local agreement with the Town of East Windsor relative to the development and operation of a shared Public Safety Radio System.

Town Manager Souza said the town's radio system is scheduled for both software upgrades and life cycle replacement of certain infrastructure components. This work has been placed on hold the past year or so while discussions of incorporating East Windsor have been occurring.

Per the project design, East Windsor will be able to utilize radio system infrastructure on three of the privately owned communication towers that are presently located at Town of Windsor facilities. Additionally, two new tower sites will be constructed in their town which will greatly enhance radio coverage for East Windsor as well as strengthen our coverage beyond our town boundaries.

This project will benefit Windsor in several ways:

- Provide enhanced regional and statewide radio coverage
- Provide redundancy for equipment back-up, including the ability for either town to use the other town's dispatch center in case of emergency
- Create interoperability with regional and state agencies
- Provide direct communications with East Windsor EMS, who is the backup service for Windsor EMS
- Mitigates capital outlay for infrastructure replacement as well as future annual system maintenance costs
- Includes planned system infrastructure updates/life cycle replacement needs as part of annual maintenance agreement

A draft inter-local agreement has been developed which calls for a 10 year initial term, and outlines initial project administration, ongoing system management /oversight and a cost sharing approach for annual maintenance costs.

Councilor Pelkey asked when is East Windsor scheduled to vote or have they already done that? Town Manager Souza said they had a number of different votes to get the project to this point. His understanding is that it's on their agenda for this evening in terms of the MOU (memorandum of understanding). They may have one other step after that, depending on what their Charter calls for.

Councilor Pelkey said looking at the agenda item summary, he's reading from the Financial Impact section, that these annual maintenance costs are roughly \$40,000

higher than currently. They are approximately 55% less than what we would expect to pay annually if we were to remain a standalone system. How are we paying more but paying less without changing anything? Is this because we would be upgrading or changing or doing something anyways so our price would have increased? Is it because we're joining with East Windsor? Town Manager Souza said that the two communities together are paying about the same amount that we were repaying as a standalone.

Councilor Eleveld stated these sorts of agreements make a lot of sense for Windsor for us to connect with other local communities. In this case, it was the radios. Maybe in the not too distant future Windsor Locks or South Windsor or Bloomfield will say its easier to connect with them and create these interlocal agreements. It is better for us to control our destiny by agreeing to make these interlocal agreements that benefit us versus having the State picking an area that may not even be next to us.

Councilor Armstrong said she saw the grant was for \$8 million for East Windsor. If there's an amount that is over, there a negotiation between what parties? Paul Goldberg, Fire Administrator, said the arrangement they have with East Windsor is that they will be paying for the total cost of all the new equipment. So there is no cost for this project for us. Town Manager Souza added that if there happens to be a cost overrun, then that cost would be split 50/50 although the contract that is with Motorola is a fixed price.

Councilor Armstrong asked if the site location has already been chosen for the towers. Mr. Goldberg said it's in East Windsor. They are going to be using our three towers. We're all going to be using three towers and then there's two additional towers that'll be in East Windsor.

Councilor Armstrong asked if there is an individual that would be responsible for monitoring these towers? Mr. Goldberg said East Windsor would be responsible for their towers and Mr. Goldberg is basically the one that would be responsible for Windsor's towers. The arrangement they are looking at is there would be a key person for the entire system, which could be him.

Councilor Armstrong asked if Mr. Goldberg would be the representative that would sign on with this contract or agreement. Town Manager Souza said as envisioned currently, it would be the Police Chief and it would be the fire administrator and his or her successor.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to approve the minutes as presented of the:

- June 2, 2025 Public Hearing meeting



- June 2, 2025 Regular Town Council meeting

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Councilor Pelkey, seconded by Councilor Naeem to adjourn the meeting at 8:42 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary