



Council Agenda

Council Chambers
Windsor Town Hall
August 4, 2025



Zoom Instructions

Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **836 9584 5433** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press *9 to raise your hand. Please give your name and address prior to voicing your comments.

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When prompted for participant or meeting ID enter: **836 9584 5433**

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 Armstrong
3. PLEDGE OF ALLEGIANCE – Councilor Armstrong
4. PROCLAMATIONS/AWARDS
 - a) Proclamation honoring Richard Hazelton
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) Human Relations Commission
 - d) Inland Wetlands & Watercourses Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES



10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Approve Fiscal Year 2026 – 2031 Capital Improvements Program (Town Manager)

12. NEW BUSINESS

- a) *Consider approval of Manufacturing Machinery Equipment exemption for CCK Automation (Town Manager)
- b) *Authorize the acceptance of grant from the Hartford Foundation for Public Giving to fund Senior Services program scholarships (Town Manager)
- c) *Authorize the acceptance of a transportation microgrant from the Connecticut Department of Transportation and Capitol Region Council of Governments (Town Manager)
- d) *Authorize the acceptance of a EnergizeCT Community Partnership Initiative grant (Town Manager)
- e) *Approve proposed Project Manager position description (Town Manager)
- f) *Approve proposed Asset Management Technician job description (Town Manager)
- g) *Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,100,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A LADDER TRUCK; AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS AND NOTES AND \$500,000 FROM FISCAL YEAR 2026 GENERAL FUND CAPITAL BUDGET AND \$600,000 FROM THE PUBLIC SAFETY EQUIPMENT CAPITAL FUND TO FINANCE THE APPROPRIATION." (Town Manager)
- h) *Set a Public Hearing for September 2, 2025 at 7:20 p.m. for an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,100,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A LADDER TRUCK; AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS AND NOTES AND \$500,000 FROM FISCAL YEAR 2026 GENERAL FUND CAPITAL BUDGET AND \$600,000 FROM THE PUBLIC SAFETY EQUIPMENT CAPITAL FUND TO FINANCE THE APPROPRIATION." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the July 7, 2025 Regular Town Council Meeting



15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

Proclamation

Honoring Richard Hazelton

WHEREAS, *Richard "Rick" Hazelton*, worked at Trinity College for 36 years. In 1974, he was hired as an Assistant Professor, Head Coach of Men's and Women's Track, and an Assistant Football Coach. In 1982 he became Athletic Director and then in 1989 he became a full Professor. Richard retired in 2010. During his tenure at the college, he developed treasured relationships with staff and peers which were always like family to him; and,

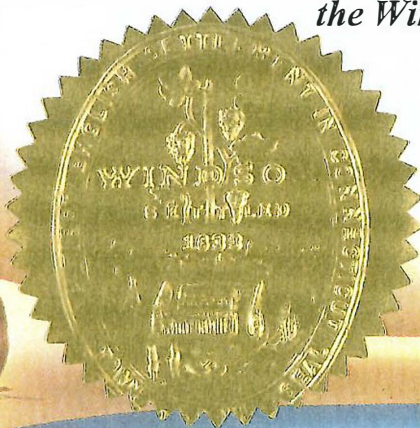
WHEREAS, Rick has been very active in the Windsor community for a combined 41 years. He served on several volunteer town boards and commissions including the Public Building Commission for 29 years where he served as a member and was Chair person for nine years, was a member on the Inland, Wetlands and Watercourses Commission for eight years, and was also a member on the Historical Society's Board of Directors for four years; and,

WHEREAS, During his leisure time, Rick enjoys to go fishing with the goal of catching some striped bass. One of his favorite fishing spots is at First Encounter Beach in Cape Cod, MA; and,

WHEREAS, Rick can be counted on to be frugal and make a buck stretch. This was memorialized by his receiving a sculpture from a staff member at Trinity College depicting a hand pinching a penny. Rick is an all-around 'likeable' guy.

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

Richard Hazelton is recognized for his valuable contributions to the Windsor community.



Nuchette Black-Burke, M.Ed.
Mayor of Windsor
August 4, 2025

Agenda Item Summary

Date: August 4, 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*. The Town Improvements Committee reviewed the proposed CIP at their July 15th meeting and recommended to the Town Council approval of the proposed FY 2026-FY 2031 Capital Improvements program as presented.

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 Peck 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 Avenue 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.

The Town Improvements Committee reviewed the proposed CIP at their July 15 meeting and recommended to the Town Council its approval of the proposed FY 2026 - FY 2031 Capital Improvements program.

Recommendations

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

“MOVE to approve the proposed FY 2026 – FY 2031 Capital Improvements Program as presented.”

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				
9	c Town Facility Improvements - LP Wilson HVAC Improvements - South Phase 3 (Construction)	2,555,000		2,555,000				Update from Greg Rose 2/21/25: Increased from \$567,000 to \$744,000
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	d 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	850,000	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	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	
12	r Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000	
13	r Day Hill Road Ped. Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way, Construction)	282,500					282,500	Design - FY 26 Sidewalks on Arterial Roads
14	r Street Reconstruction - Basswood Road (Design)	215,000					215,000	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						
18	r Day Hill Road Pavement Management (Marshall Phelps Road to Baker Hollow Road, Construction)	2,065,500		2,065,500	993,600		248,400	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	Moved from FY 28, construction in FY29
21	rec Outdoor Pool Facilities Improvements - Veterans Pool (Design)	250,000					250,000	Split into concept assessment (130k FY 26) & design (250k in FY27)
22	rec 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	
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 28
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	
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 28 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
FY 2028								
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
10	c	Bus Shelter Replacement Program	225,000				225,000	2
11	c	Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Construction)	240,000	240,000				NEW based on assessment
12	c	Town Facility Improvements - Windsor Library Roof Replacement (Design)	30,000	30,000				Moved from FY 27
13	c	Town Facility Improvements - Emergency Power Generators Replacement	510,000		510,000			NEW based on assessment
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			
17	r	Kennedy Road Rehabilitation (River Street to I-91, Design)	140,000	140,000				Moved from FY 29
18	r	River Street Roadway Rehabilitation (Poquonock Ave to Old River St, Construction)	649,000		649,000			Split with \$140,000 for design in FY 28 and \$1,952,000 for construction in FY29
19	r	Road Rehabilitation - (Hayden Station from Kennedy to Archer, Construction)	1,320,000		1,320,000			
20	r	Riverfront Trail Project - Phase 2 Design (Loomis Property to Town Center)	228,000	228,000				NEW Project identified based on condition
21	ps	Public Safety Equipment Fund	380,000	380,000				
22	boe	BOE - L.P. Wilson Roof Replacement Project - North End (Construction)	2,900,000		2,900,000			
23	boe	BOE - School Window Replacement (Construction)	1,073,000		1,073,000			From Greg Rose 2/21/25: Increased from \$2,400,000 to \$2,900,000 Moved from FY 26
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				
Subtotal FY 2028		20,562,000	3,826,000	14,841,000	180,000	-	1,715,000	Split Design In FY 28 and Construction in FY 29
FY 2028 Projects Anticipated to Require Voter Approval								
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 = \$880,000)								
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
<u>FY 2029</u>								
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					NEW based on assessment
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 Project
11	r Route 305 Corridor Improvements (Concept Design)	350,000	350,000					Reduced from \$625,000, Revised scope
12	r Day Hill Road Reconstruction (Blue Hills Avenue to Great Pond Drive, Construction)	1,971,000		1,971,000				Split with \$140,000 for design in FY 28 and \$1,971,000 for construction in FY29
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 \$1,952,000 for construction in FY29
14	r Street Reconstruction - Basswood Road (Construction)	2,143,000		2,143,000				Moved from FY 28
15	r Pedestrian Bridge Program Design	100,000					100,000	² NEW Project based on assessment
16	rec Washington Park Improvements (Design)	100,000	100,000					
17	ps Public Safety Equipment Fund - Engine 1 Replacement	1,800,000	600,000	1,200,000				NEW
18	boe BOE - Windsor High School Fieldhouse Renovation (Design)	300,000	300,000					Moved design from FY 28, construction in FY 31. Funding source changed
19	boe BOE - Oliver Ellsworth School - Code Compliance Upgrades (Construction)	310,000		310,000				Split Design in FY 28 and Construction in FY 29
20	boe BOE - Poquonock School Ventilation Upgrade (Construction)	3,670,000		3,670,000				
Subtotal FY 2029		18,370,000	3,879,000	13,542,000	180,000	-	769,000	
<u>FY 2029 Projects Anticipated to Require Voter Approval</u>								
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	1,265,000	1,065,000	160,000			
2	pa	Sidewalk and Curb Replacement Program	250,000	250,000				
3	sw	Stormwater Management Improvements	450,000		450,000			
4	o	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 Boal Launch Reconstruction	710,000	710,000				
9	r	Riverfront Trail Project - Phase 2 Construction (Lcomis 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
		<u>FY 2031</u>							
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	c	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)	80,000	80,000					NEW Moved from Unscheduled.
9	c	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	
		<u>FY 2031 Projects Anticipated to Require Voter Approval</u>							
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	 126,625,600	 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 305 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: August 4, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Josh Gaston, Town Assessor

Reviewed By: Peter Souza, Town Manager 

Subject: Manufacturing Machinery Property Tax Exemption – CCK Automation LLC / dba Accutron Inc.

Background

Manufacturing companies can apply to the local Assessor's office for a property tax exemption on certain eligible manufacturing equipment as described under CGS 12-81(76). An exemption claim form must be filed with the Assessor's office by no later than November 1 of each year. Companies that are unable to file by November 1 may request an extension of 45 days. A 25% penalty is incurred on any non-exempt property if the property declaration form is not filed or is late.

CCK Automation LLC / dba Accutron Inc (formerly Accutron Inc) did not file their personal property declaration or manufacturing exemption this past November for the October 2024 Grand List.

Discussion / Analysis

Current state law, CGS Sec. 12-94e, provides the authority to municipalities to grant a manufacturing property exemption for a company that did not file for the manufacturing exemption on time. Prior to the state law changing, a company that missed the filing deadline was able to ask their local state legislator to file "special legislation" to provide an exemption of the local tax on eligible machinery if the company filed documents with the town assessor within a certain time frame. Each year, there are several of these requests on a state-wide basis.

CCK Automation LLC / dba Accutron Inc, has reached out to town staff to discuss requesting an exemption per state law. The company owners have indicated that they had a turnover in ownership as well as company leadership last fall, resulting in their personal property declaration and exemption forms not being filed. Pursuant to state law, and in order to grant an exemption or relief, the Town Council would need to consider the request.

Since 2020, when the current State law took effect, there has been four requests presented to the Town Council to consider the approval of a manufacturing exemption. The Town Council approved each of those requests.

Financial Impact

The company's FY 26 personal property tax bill without a manufacturing exemption is approximately \$78,173.86. If the Town Council were to grant a manufacturing equipment exemption, the property tax liability for FY 26 would be reduced to \$6,331.55 including a 25% penalty for not filing the exemption form on time. The net change in personal property assessed value is \$2,525,213. When the Grand List was prepared for the FY 26 budget, a reduction factor or adjustment of approximately \$3.27M in assessed value for potential overall personal property tax appeals was utilized.

Recommendations

Staff recommends the Town Council consider favorable action to grant a manufacturing machinery equipment exemption under CGS Sec. 12-94e to CCK Automation LLC for the October 2024 Grand List with the company being liable for the 25% late filing penalty based on the non-exempted equipment assessed value.

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

“MOVE to grant a manufacturing machinery equipment exemption per CGS Section 12-94e to CCK Automation LLC for the October 2024 Grand List with the company remaining liable for the late filing penalty.”

Attachments

CGS Sec. 12-94e

CONNECTICUT GENERAL STATUTES SECTION 12-94e

Sec. 12-94e. Municipal option to grant certain previously waived exemptions. Whenever any person claiming the exemption from property tax under the provisions of subdivision (59), (60), (70), (72), (74) or (76) of section 12-81 has failed to file a claim with the assessor or board of assessors as required in said subdivisions and has further failed to apply for an extension of time under section 12-81k, the municipality, upon receipt of a request from such person, may, by vote of its legislative body or, where the legislative body is a town meeting, by a vote of its board of selectmen, grant such exemption according to criteria established by the municipality, including, but not limited to, allowing for any hardship experienced by the person which may account for the failure to claim the exemption or to file for an extension of time and whether the exemption would provide a net benefit to economic development in the municipality.

Agenda Item Summary

Date: August 4, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation & Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: Hartford Foundation for Public Giving - Grant for Senior Center Health and Wellness Scholarship Fund

Background

The Windsor Senior Center has been awarded a \$5,000 grant through the Hartford Foundation for Public Giving. This grant supports the Senior Center's ongoing efforts to improve the physical, emotional, and mental well-being of Windsor residents aged 55 and over through participation in health and wellness programs.

The purpose of this funding is to reduce financial barriers to participation in fitness and wellness opportunities, with a particular focus on promoting movement, mobility, and improved quality of life for older adults. The grant directly supports increasing access to health programs for under-resourced seniors within Windsor.

The Town Council is respectfully asked to authorize the acceptance and expenditure of the grant funds.

Discussion

This grant will be allocated to the Windsor Senior Services Health & Wellness Scholarship Fund through June 2026. The funds will provide scholarships of up to 50% off registration fees for eligible Windsor residents aged 55+ to participate in health and wellness programs, which include activities such as Tai Chi, Yoga, muscle conditioning, and 6-Month Senior Fitness Center Memberships.

Scholarships will be awarded on a first-come, first-served basis, with eligibility determined by the Federal Poverty Guidelines provided by the Social Services Department. It is estimated that between 75 and 100 residents could benefit from the scholarship fund over the course of the year.

The Senior Center will implement an outreach plan to inform residents of the scholarship opportunity, via newsletters, social media posts, flyers, and coordination with Social Services and Recreation staff.

The Senior Center will submit a final report to the Hartford Foundation for Public Giving within one year, including participant data, photos, and testimonials to highlight the program's impact.

Financial Impact

There is no financial impact to the town.

Other Board Action

None

Recommendations

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

"MOVE that the Town Manager be authorized to accept and expend the Hartford Foundation for Public Giving grant award for the Windsor Senior Center Health & Wellness Scholarship Fund in the amount of \$5,000."

Agenda Item Summary

Date: August 4, 2025
To: Honorable Mayor and Members of the Town Council
Prepared By: Aron Kiehne, Economic Development Intern
Reviewed By: Peter Souza, Town Manager 
Subject: Connecticut Department of Transportation Active Transportation Microgrant

Background

The Connecticut Department of Transportation (CT DOT) through the Capitol Area Council of Governments (CROG) has awarded the town an Active Transportation Microgrant in the amount of \$4,996.17 for the purchase and distribution of pedestrian and bicycle safety equipment and related educational materials. The Town Council is respectfully requested to approve the acceptance and expenditure of the grant funds.

Discussion/Analysis

The Active Transportation Microgrant program was created in March 2024 to help advance active transportation efforts across the state. The program awards up to \$5,000 for a limited set of non-infrastructure uses — including bicycle safety equipment, bike racks, educational programs, and bicycle fleets.

To increase pedestrian and bicycle safety, an application was submitted this past June, requesting \$4,996.17 for the purchase of rechargeable bike flashers, multi-use clip-on flashers, safety vests, reflective armbands, educational safety posters and brochures. Bike flashers and vests are anticipated to be made available at a nominal cost (\$5 to \$8), while clip-on flashers, armbands, and educational materials will be distributed for free at various events and programs. Doing so will increase the awareness of pedestrians, bicyclists, and drivers, both in regards to their own safety and the safety of other roadway users.

Windsor would be eligible to apply for a second grant after the expenditure of this grant. Future applications could include the purchase of bike racks, bicycle fleets, or funding programs, events, and trainings for residents. These could be administered solely by the town, or in partnership with other organizations like Windsor Public Schools, First Town Downtown, Youth Commission and other local non-profits.

Financial Impact

There is no General Fund impact outside of a minimal amount of staff administrative time. We anticipate bike flashers and safety vests will be made available at a nominal cost (\$5 to \$8). Revenues will be directed into the Health Department's special revenue fund for safety helmets, so to purchase other bike/pedestrian safety equipment or materials in the future.

Other Board Action

None

Recommendations

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

“MOVE that the Town Council approve the acceptance and expenditure of an Active Transportation Microgrant from the Connecticut Department of Transportation in the amount of \$4,996.17 for the purchase of pedestrian and bicycle safety equipment and related educational materials.”

Attachments

None

Agenda Item Summary

Date: August 4, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: Peter Souza, Town Manager 

Subject: Acceptance of Energize Connecticut Community Partnership Initiative Grant

Background

The Connecticut electric and natural gas utilities, Eversource Energy and Avangrid, cooperating as Energize Connecticut (EnergizeCT) administer energy efficiency programs. EnergizeCT solicited applications for their Community Partnerships Initiative which aims to work with local municipalities and community organizations to inform and educate residents and businesses about various energy efficiency programs.

The town applied for and has been awarded \$45,680 to support outreach efforts to highlight energy saving programs for residents and businesses. At this time, we respectfully request the Town Council approve acceptance and authorize expenditure of the grant funds.

Discussion/Analysis

The Community Partnership initiative seeks to leverage the local knowledge, trusted relationships, and experience of Connecticut's communities to help increase resident and business awareness regarding energy efficiency. The initiative includes four targeted areas for outreach:

Home Energy Solutions: Aims to increase the number of household homes participating in Home Energy Solutions program. Income eligible homeowners and renters may receive free home energy audits and the possibility of energy-savings upgrades at no or reduced costs. Eligibility includes households whose combined gross annual income is at or below 60% of the State Median Income.

Income Guidelines Yearly Income Limits (All Household Members)

Family Size	Maximum Annual Income
1	Under \$45,505
2	Under \$59,507
3	Under \$73,509
4	Under \$87,511
5	Under \$101,512
6	Under \$115,514
7	Under \$118,139
8	Under \$120,765

Heat Pump Adoption: Aims to lead to an increase in the adoption of heat pumps among income-eligible customers. Eligibility includes households whose combined gross annual income is at or below 60% of the State Median Income.

Small- and Micro-businesses: Aims to increase the participation of small and microbusinesses in low-income and environmental justice areas in the Small Business Energy Advantage program. This program includes no cost assessment of lighting, heating, ventilation/air conditioning and refrigeration systems. Businesses may be eligible for utility incentives and low interest loans for equipment upgrades. Eligibility for a small business is based on the annual electricity usage, not employment size.

Rental and Multi-Unit Dwellings: Aims to increase deployment of energy efficiency programs to rental properties and multi-unit dwellings through coordinated outreach to multifamily property owners and managers. Eligibility includes properties of five or more units.

The grant funds will cover the costs associated with outreach efforts for each target program. Staff will work with community organizations such as First Town Downtown, The Windsor Chamber of Commerce, Wilson Deerfield Advisory Committee, Windsor Climate Action, Efficiency for All and other stakeholders to promote and increase participation in the four target programs. In addition, there will be inter-departmental collaborations with Senior Services and Social Services to assist eligible homeowners.

Efforts will take place throughout town over a twelve month timeframe with special attention to the local environmental justice census block groups, as determined by DEEP, including Wilson and portions of Windsor Center and Poquonock (see attached map.)

Financial Impact

There is no impact on the town's General Fund budget. The grant includes \$12,500 to offset any costs related to administering the grant and outreach efforts.

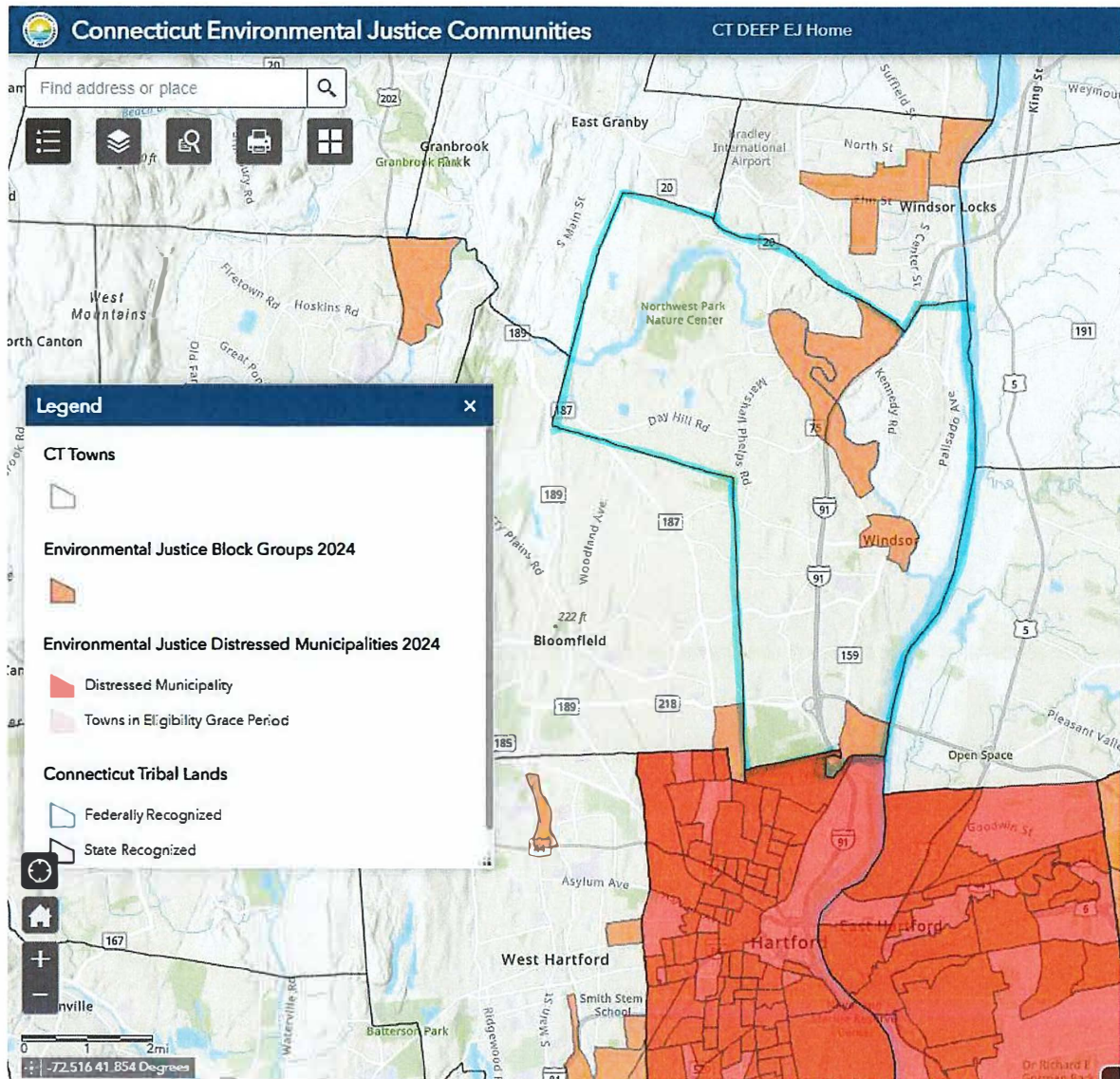
Recommendation

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

“MOVE to approve the acceptance and expenditure of the EnergizeCT Community Partnership Initiative grant in the amount of \$45,680 and authorize the Town Manager to sign a Memorandum of Agreement with EnergizeCT.”

Attachments

Map of Environmental Justice Block Groups



<https://ctdeep.maps.arcgis.com/apps/webappviewer/index.html?id=d04ec429d0a4477b9526689dc7809ffe>

Agenda Item Summary

Date: August 4, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director
Mark Goossens, Public Works Director
Marco Aglieco, Facilities & Buildings Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Job Description – Project Manager - Facilities

Background

The Buildings & Facilities Division of the Department of Public Works includes the unaffiliated full-time positions of Facility Manager, Assistant Facilities Manager, and an affiliated Maintainer II position. In addition to these positions, a part-time clerical assistant assists in the Division as well. This new position is being proposed to provide the Facilities Division an additional resource to plan, coordinate and monitor the many capital projects that fall under the Division's responsibility. The proposed job description was reviewed by the Facilities Manager, Public Works Director, Human Resources Director and the Human Resources Manager. This position would be funded by existing resources in the adopted FY 26 operating budget.

Discussion/Analysis

For many years now, the leadership within the Town of Windsor has regularly invested in maintenance and upgrades to various town and school building and facility assets through the multi-year Capital Improvements Program (CIP). The practice of reinvestment continues with the FY 2026 – FY 2031 CIP which includes fifty different facility design and construction projects at an estimated value of over \$60 million. A dedicated Facilities Project Manager will enhance the ability to plan, implement, and monitor these numerous capital projects. In addition this position will help enable the Buildings & Facilities Division to improve upon asset management and condition assessment activities.

The most significant responsibilities are:

- To develop and manage project scopes, budgets, and timelines, and to obtain the necessary approvals for projects from inception to completion.
- Develop and advertise RFP's for services, review bids and proposals, negotiate pricing, and make recommendations accordingly.
- Facilitate job meetings; coordinate, oversee, and evaluate the work of architects, engineers, contractors and other service providers.
- Ensure final close-out of projects including punch lists, warranties, and close-out documents.
- Serve as the point of contact between the town, committees, external consultants and contractors.
- Present project updates, change orders, and invoice requests to the Public Building Commission for approval.
- Assist with capital planning by identifying building needs and deficiencies, estimating project scope and budget, and prioritizing projects.

A job analysis questionnaire and point factor evaluation were completed. The results indicate the position should be placed in pay grade 6 of the administrative pay plan. Effective September 1, 2025, the pay range for this grade is \$72,000 - \$100,800.

Financial Impact

There is no financial impact. The Project Manager position is part of an internal staffing realignment and will be funded through the reallocation of funds that are available due to vacancies in the Public Works Department. No new funding is requested.

Other Board Action

None

Recommendations

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

“MOVE that the job description for the Project Manager – Facilities position be approved and placed in pay grade 6 of the Administrative Pay Plan.”

Attachments

Project Manager – Facilities, job description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Project Manager - Facilities
Department: Public Works
Reports To: Facilities Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs a variety of skilled technical and administrative work related to planning, design, budgeting, renovation, and installation of town municipal building, facilities and equipment replacement projects for the town's Facilities Management Division. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and manages project scope, budget, timeline, and obtaining necessary approvals for renovations and small construction projects from inception to completion.
- Assists in preparation of various grant applications for State and Federal assistance with facility improvement projects and studies.
- Coordinates with design consultants, architects, engineers, surveyors, or other experts to develop plans, specifications and other bid documents.
- Prepares and advertises Request for Proposals (RFP) for design, construction and consulting services; conducts pre-bid walkthroughs.
- Reviews and evaluates proposals. Confers with the Building Department, Fire Marshal's office, Engineering and Planning, as needed, to ensure compliance with municipal, state and federal codes and statutes. Makes recommendations based on the proposal that provide the best value and results.
- Serves as point of contact between the town, committees, external consultants, contractors and relevant state and/or federal agencies. Maintains engagement with all parties by providing project updates and communicating any issues that may impact project timeline or budget.
- Facilitates job meetings during construction to ensure compliance with standards and specifications, project timeline, and budget.
- Ensures proper close-out of all projects, including final punch list, warranties, and close-out documents.
- Assists Building and Facilities Manager in overseeing work of architects, engineers, contractors, and other external service providers.
- Reviews proposals and contracts for servicing of equipment and systems, assists in selecting vendors and negotiating pricing; evaluates performance of contractors and vendors ensuring all contract provisions are executed as required; ensures contractors and vendors adhere to various policies, procedures, safety guidelines and construction safety procedures.

- Presents project updates, change orders, and invoice requests to the Public Building Commission for approval.
- Assists with capital planning by identifying building needs and deficiencies, estimating project scope and budget, and classifying and prioritizing major projects.

ADDITIONAL DUTIES

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- May be required to be on-call after regular work hours and respond to calls and emergencies as needed.
- Performs related work as required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving – Identifies and resolves problems in a timely manner.
- Interpersonal Skills – Is respectful with the ability to establish effective working relationships. Maintains confidentiality. Ability to express ideas effectively in oral and written forms. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.
- Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.
- Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality Management – Demonstrates accuracy and thoroughness; motivated to deliver on promised results.
- Customer Service – Responds promptly to customer needs, responds to requests for service and assistance, meets deadlines.
- Quantity – Meets productivity standards, completes work in a timely manner and uses time efficiently.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in architecture, engineering, construction management, or closely related field with five years experience in building construction and project management, technology or maintenance; OR,

- Associate's degree in engineering, construction management or related field and professional license (General Contractor, Building Inspector) plus five years of experience related to construction project management, or;
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of building construction practices, tools and materials; thorough knowledge of the hazards and safety precautions common to building trades, maintenance and repair activities; considerable knowledge of facility maintenance; considerable knowledge of price trends and grades and quality of materials and equipment; working knowledge of the operation and maintenance of heating, air conditioning and other mechanical building equipment.
- Knowledge of the State of Connecticut prevailing wage regulations.
- Knowledge and proficiency with AutoCAD, and MS Office applications (Excel, Word, Outlook) and the Internet. Ability and skill to maintain proficiency as software is updated and new versions are introduced.
- ARC GIS knowledge desirable.
- Considerable skill in arriving at cost estimates on complex projects; skill in operating listed tools and equipment.
- Strong ability to establish and maintain effective working relationships with other employees, builders, consulting engineers, and state and federal agencies; ability to apply approved engineering methods and standards to the design and construction of public works projects; ability to perform technical research work and recommend solutions on a wide variety of problems; ability to plan, coordinate and facilitate work of technical personnel; ability to communicate effectively orally and in writing.

Special Requirements

- Valid driver's license or ability to obtain one.
- Successful completion of the Town's background and drug screening.

TOOLS AND EQUIPMENT USED

Personal computer, tablet, calculator, printer, copy and fax machine, motor vehicle, phone and portable radio.

PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, employee must be able to travel to various buildings and job sites to perform inspections and monitor work. The employee is frequently required

to communicate with others in person, over the phone, over the radio, and through email. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, and crouch.

- Must have the ability to operate objects, tools, and controls.
- Must be able to enter information accurately into the computer and maintain manual records.
- The employee must occasionally lift and/or move up to 25 pounds and occasionally lift up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus to perform inspections, review documents, read written instructions and verify data.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals or airborne particles, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Agenda Item Summary

Date: August 4, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director
Mark Goossens, Public Works Director
Sophia Castellanos, Human Resources Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Job Description – Public Works Asset Management Technician

Background

The Traffic Safety Division within the Public Works Department includes a vacant unaffiliated full-time Traffic Engineer position. This position became vacant when a tenured employee retired. Since that time, Public Works management staff have taken on the responsibilities of the position while assessing the future needs of the department. It is recommended a new position focusing on asset management activities and coordination of traffic signals, street lights and signage maintenance and repairs be approved to meet current and future operational and asset management needs. The job description was developed by the Public Works Director, the Human Resources Director and the Human Resources Manager, in collaboration with the Town Engineer as this position will also support the Engineering Department's asset management functions and Drive Wise program.

Discussion/Analysis

Historically, the Traffic Engineer has been responsible for both administrative, technical and professional tasks related to the repair and maintenance of town-owned streetlights, traffic signals, signage, and pavement markings. Addressing traffic signal issues requires specialized knowledge of signal timing plans and, at times, the ability to reprogram equipment. These types of repairs are relatively infrequent and had begun to be outsourced to a contractor prior to the retirement of the former Traffic Engineer. The updated job description no longer requires this advanced level of knowledge and expertise, which allows the Town to reclassify and fill the position at the technician level and add the responsibility for asset management functions. Having a position dedicated to asset management gives the town an opportunity to maintain a more robust asset database that includes life cycle tracking, maintenance history and scheduling.

The most significant responsibilities are:

- Conducts inspections of traffic signals, street lights, signage, pavement markings and other town infrastructure including bus shelters, park equipment, stormwater and drainage components, etc. to assess condition, functionality and safety compliance.
- Enters information including location, condition and life cycle into the town's asset management system for infrastructure including roads, sidewalks, drainage systems, street lights, signage and other public assets and facilities.
- Develops and implements a preventive maintenance and replacement schedule for public works infrastructure assets based on condition and priority assessment and available resources.
- Responds to public inquiries and coordinates with vendors and contractors regarding the repair and/or upgrades to street lights, traffic signals, and signs.

- Assists the Engineering Department with Drive Wise initiatives, assists with traffic data, and updates related traffic databases.
- Assists with the preparation of the Town's multi-year capital and maintenance plans based upon asset data and conditions.

A job analysis questionnaire and point factor evaluation were completed. The results indicate the position should be placed in pay grade 4 of the administrative pay plan. Effective September 1, 2025, the pay range for this grade is \$58,564 - \$79,061.

Financial Impact

No new funding is requested. This position would be funded by utilizing currently approved funding levels.

Other Board Action

None

Recommendations

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

“MOVE that the job description for the Public Works Department Asset Management Technician position be approved as presented and placed in pay grade 4 of the Administrative Pay Plan.”

Attachments

Public Works Asset Management Technician job description

Town of Windsor Position Description

Job Title: Public Works Asset Management Technician
Department: Public Works
Reports To: Director of Public Works
FLSA Status: Non-Exempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs technical and administrative work supporting the Town's asset management program for public works infrastructure. Maintains inventory records, tracks asset conditions, coordinates maintenance data, and assists with policy development and office support functions. Performs work in a manner consistent with the Town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts inspections of traffic signals, street lights, signage, pavement markings and other town infrastructure including bus shelters, park equipment, storm water and drainage components, etc. to assess condition, functionality and safety compliance.
- Enters information including location, condition and life cycle into the Town's asset management system for infrastructure including roads, sidewalks, drainage systems, street lights, signage and other public assets and facilities.
- Develops and implements a preventive maintenance and replacement schedule for public works infrastructure assets based on condition and priority assessment and available resources.
- Maintains accurate and up-to-date asset records and maintenance schedules.
- Assists in intersection signal and channelization design and maintenance; oversees traffic sign and pavement marking programs; oversees the inspections, timing adjustments, and maintenance of traffic signals; oversees maintenance of town-owned streetlights.
- Acts as primary contact with Windsor Police Department when traffic sign, traffic signal, and streetlight issues occur.
- Coordinates with vendors and contractors regarding service, repairs, replacements and upgrades to street lights, traffic signals and signs.
- Coordinates with DPW staff regarding repairs and replacements of signage.
- Assists with preparing and updating the Town's multi-year capital and maintenance plans based on asset data. Prepares basic cost estimates, updates detail sheets in partnership with project leads.
- Coordinates with Public Works and Engineering staff to document repair histories, maintenance activities, and service requests.
- Prepares maps, charts, reports and presentations using GIS, Excel, and other data analysis tools to support asset management, planning decisions and various projects.

- Assists with the Town's traffic safety programs, overseeing and conducting field assessments and traffic data collection. Processes and maintains traffic data using the town database.
- Drafts standard operating procedures, maintenance protocols, and department policies related to asset management practices.
- Maintains accurate and organized files and documentation for compliance, audit, and operational purposes.
- Performs general office duties such as answering phones, responding to public inquiries, including See-Click-Fix comments and complaints, schedules inspections and maintenance work, and supports budget and procurement tasks.
- Assists in responding to Call Before You Dig requests by researching and documenting utility locations.

Additional Job Responsibilities

- Participates in department meetings and serves on internal committees as needed.
- Assists with special projects and initiatives related to infrastructure planning, service delivery, and public works performance.
- May be required to respond to after-hours calls and emergencies.
- Performs related work as required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public; ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas; Listens to others without interrupting; Maintains confidentiality; Shows respect and sensitivity for cultural differences.

Technical – Ability to collect, measure, synthesize and analyze data; Use computer technology to manage, coordinate and present the results in an appropriate way to different types of audiences.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Customer Service – Responds promptly to customer needs; Responds to requested for service and assistance; Meets deadlines.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS

Education and Experience

- Associate's degree in public administration, engineering technology, GIS, data management, or a related field, and two years of experience in asset management, infrastructure maintenance, or public works operations; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Working knowledge of infrastructure maintenance concepts and asset life cycles.
- Familiarity with asset management software; ability to learn and apply new technology platforms.
- Knowledge of the Manual on Uniform Traffic Control Devices (MUTCD) including road markings, traffic signs and signals.
- Proficiency in Microsoft Office applications, particularly Excel, Outlook, and Word.
- Strong written communication skills; ability to draft clear procedures and summaries.
- Organizational skills and ability to work independently and prioritize tasks in a dynamic environment.
- Experience with GIS software and mapping tools preferred.
- Understanding of public works operations, project planning, and capital improvement processes is desirable.

Special Requirements

- Valid driver's license with good driving record.
- Successful completion of the Town's background and drug screening.

TOOLS AND EQUIPMENT USED

Personal computer, tablet, printer, calculator, copy machine, fax machine, measuring tools, field tablet, digital camera, mobile radio and motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to travel to various locations and perform inspections outdoors. Must have physical ability to perform all necessary assessments including navigating various terrain and the ability to climb, stoop, kneel, crouch, crawl and smell. While performing the duties of this job, the employee is required to use hands to handle documents and materials, operate tools, controls and equipment; and reach with hands and arms. Must be able to enter information into the computer and operate various office equipment. Must have ability to communicate with others in person and over the phone.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus in order to inspect documents, read written instructions and inspect town assets and pavement.
- The employee often works in outdoor conditions and is occasionally exposed to humid, hot, cold and wet conditions and moving mechanical parts. Must be able to drive to other town offices and job sites under possible adverse weather conditions, including extreme heat and cold.
- The noise level in the work environment is usually quiet in the office and can be moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Agenda Item Summary

Date: August 4, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Authorization to Purchase a Fire Department Rescue/Pumper

Background

The volunteer fire department currently uses two ladder trucks for emergency responses in town. These ladders vary in age from 10 years old to 28 years old. To ensure that response standards are maintained, a regular schedule of replacement is needed for fire apparatus. Using the National Fire Protection Association's (NFPA) 1901 guidelines, vehicles older than 15-20 years should be considered second-line apparatus and vehicles older than 25 years are recommended to be taken out of service.

At this time, the Town Council is respectively asked to introduce a funding authorization to replace a 1997 Pierce Ladder Truck and to set a Public Hearing for September 2, 2025.

Discussion/Analysis

The ladder truck planned to be replaced is currently assigned to Company 3 (Poquonock Firehouse) and is a 1997 Pierce Ladder Truck. This vehicle has a range of equipment with various firefighting and rescue capabilities. This vehicle responds to approximately 75% of the fire/rescue calls in town, equalling about 500 responses per year. This creates the need for a dependable, well-equipped and modern piece of apparatus. The equipment on the truck also is aging and is planned on being replaced.

In 2018, the fire department created a committee to develop a town-wide apparatus specification. This specification was used in a bid solicitation in the previous four pumers. The result was the submission of a single proposal from Pierce Manufacturing Company. It is proposed to acquire this equipment through the nationwide intralocal cooperative purchasing program known as *HGACBuy*. This cooperative purchasing program is geared for use by municipalities, counties and state jurisdictions and has thousands of municipal users. By using this program, we have reduced the cost of the vehicles slightly, but moreover have saved time and labor of implementing bid solicitation processes and have stayed consistent with the fire department's goal of standardizing the fleet. The new vehicle would be purchased from the Pierce Manufacturing Company. Delivery of the vehicle is expected to be approximately 18 to 20 months from the time a contract is executed.

Financial Impact

The purchase cost for a ladder truck is \$2,055,653. At this time, the Town Council is asked to introduce a funding authorization in the amount of \$2,100,000 which includes bond issuance costs. Funding authorization for the replacement equipment and tools is recommended to be deferred for approximately 12 months so firmer pricing can be obtained closer to when the apparatus is scheduled to be delivered. The preliminary estimated cost of replacement equipment, tools and contingency is \$100,000.

Proposed funding is a combination of bonding (\$1.0M) and the use of pay as you go funding from the Public Safety Equipment Fund (\$600,000) and FY 26 General Fund capital budget (\$500,000).

Bonding in the amount of \$1,000,000 is being requested. The average annual debt service based on a 20 year term and a 5.0% interest rate is \$76,250.

Please note actual borrowing will not likely occur until the bond issue of June 2027. This timing would result in the first debt service payment being in FY 2028.

Other Board Action

None

Recommendations

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

Waiving of the Reading

"RESOLVED, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$2,100,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A LADDER TRUCK; AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS AND NOTES AND \$500,000 FROM FISCAL YEAR 2026 GENERAL FUND CAPITAL BUDGET AND \$600,000 FROM THE PUBLIC SAFETY EQUIPMENT CAPITAL FUND TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Item 12 b) Introduce Ordinance

"MOVE to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,100,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A LADDER TRUCK; AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS AND NOTES AND \$500,000 FROM FISCAL YEAR 2026 GENERAL FUND CAPITAL BUDGET AND \$600,000 FROM THE PUBLIC SAFETY EQUIPMENT CAPITAL FUND TO FINANCE THE APPROPRIATION."

Item 12 c) Set a Public Hearing

"RESOLVED that a Public Hearing be set for September 2, 2025 at 7:20 p.m. (prevailing local time) to act on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,100,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A LADDER TRUCK; AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS AND NOTES AND \$500,000 FROM FISCAL YEAR 2026 GENERAL FUND CAPITAL BUDGET AND \$600,000 FROM THE PUBLIC SAFETY EQUIPMENT CAPITAL FUND TO FINANCE THE APPROPRIATION."

And

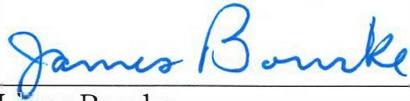
"BE IT FURTHER RESOLVED, that the town clerk is authorized and directed to post and publish notice of said Public Hearing."

Attachments

Bond Ordinance

Certification

I hereby certify that there is \$600,000 available in the Public Safety Equipment Fund and \$500,000 from the FY 26 General Fund Capital fund to fund the above appropriation.



James Bourke
Finance Director

AN ORDINANCE APPROPRIATING \$2,100,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A LADDER TRUCK; AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS AND NOTES AND \$500,000 FROM FISCAL YEAR 2026 GENERAL FUND CAPITAL BUDGET AND \$600,000 FROM THE PUBLIC SAFETY EQUIPMENT CAPITAL FUND TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO MILLION ONE HUNDRED THOUSAND DOLLARS (\$2,100,000) for costs in connection with the purchase of a fire ladder truck and related equipment, including, but not limited to, fire suppression equipment, forcible entry tools, ventilation equipment and other miscellaneous tools and equipment (the "Project"). The appropriation may be spent for design and construction costs, equipment, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing. The Fire Administrator of the Town of Windsor is authorized to determine the scope and particulars of the Project and may reduce or modify the Project scope, and the entire appropriation may be expended on the Project as so reduced or modified. The Town shall apply \$500,000 from the Fiscal Year 2026 General Fund Capital Budget Account and \$600,000 from the Public Safety Equipment Capital Account to the portion of the appropriation not financed with bonds or notes.

Section 2. That the Town issue bonds or notes in an amount not to exceed ONE MILLION DOLLARS (\$1,000,000) to finance the appropriation for the Project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the Project and not separately appropriated to pay additional Project costs. The bonds or notes shall be issued pursuant to Sections 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed ONE MILLION DOLLARS (\$1,000,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that Project costs may be paid from temporary advances of available

funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Fire Administrator, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project, including the application and acceptance of grants from the State of Connecticut, the federal government and others, and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council	_____
Public Hearing Advertised	_____
Public Hearing	_____
Adopted	_____
Advertised	_____
Effective Date	_____



**Town Council
Resignations/Appointments/Reappointments
August 4, 2025**

Resignations

None

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

None

Names submitted for consideration of appointment

None



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
JULY 7, 2025
Regular Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 7:30 p.m.

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

2) PRAYER REFLECTION

Councilor Walker led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Walker led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Recognizing July 2025 as Parks and Recreation Month

Mayor Black-Burke and Deputy Mayor Klase read aloud the proclamation recognizing July 2025 as Parks and Recreation month.

5) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate, 74 Ethan Drive, urged the Town Council to look over the agenda for the June Health and Safety Committee, because in the agenda summary item there was one item, one paragraph in there that's not in tonight's agenda item summary. This is what scares him about the cameras, because the cameras are the easy part. Here's the difficult part, along with adoption of an ordinance, municipalities are also required to create a comprehensive action plan which would be required three years after the first cameras become operational. Such a plan describes how a municipality would ensure that their streets can accommodate users of all ages, abilities, and modalities similar to a Vision Zero or complete streets plan. A comprehensive safety action plan can identify a variety of municipal traffic safety issues while presenting an array of methods to improve road

safety concerns. He doesn't care what the cameras cost. He doesn't care what the economics are. Those can be handled. If you have to prepare a plan but don't have to implement it, go ahead. But if you have to implement it, he really worries about the cost of that. He thinks the simpler thing where you maintain control in this town for speeding issues is to just hire two new police officers.

Eric Weiner, 130 Palisado Avenue, stated he is here to talk about data, and it starts with license plates, traffic and speeding. He would just urge caution before we proceed headlong into putting up speed cameras or red light cameras that we build a town wide policy regarding how any data that is recorded by the government, whether it's town staff, police department or fire schools, is shared. There are concerns nationwide being raised in councils all over the place regarding the Flock safety systems camera data being shared inappropriately and being tapped into at the Federal level and concerns about this folding into the data that's coming out of DOGE and their partnership with Palantir Data where they can build a profile of where everybody's been at all times in perpetuity. We don't have to buy into that as a town. He thinks we need to do a lot more work and have a lot more public discussion about civil liberties here in Windsor and what's important to our values. That needs to be a broader, community-wide discussion. It's much more than just our people speeding, or are they running a red light? This is very important to him, and he fears as a nation we are giving up our own civil liberties for expediency, and we will regret that.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor King stated he just hopes everyone had a great 4th of July.

Councilor Eleveld said he was at the Juneteenth parade over in Bloomfield. He was there along with the Mayor, Councilor Walker and Town Manager Souza. It was a nice day. Hopefully, everyone had a great 4th of July. Watch out for kids on the street. There are a lot of them and we don't want to hear of any accidents.

Councilor Naeem thanked the speakers for coming out tonight. We love hearing from folks in our community because they help us understand what is needed, so please continue doing so. She hopes everyone had a wonderful 4th of July weekend and stayed cool. It is a warm summer and hopefully the rain stays away on the weekends. A couple of shout outs over the last few weeks. First is the Windsor Chamber of Commerce who had their annual event and fundraiser which was a great time. It was the Windsor Cares auction. It was really amazing to see all of the different food vendors that came out. She actually got to try out a couple of restaurants that she's never been to. Then the week after, First Town Downtown had their annual meeting and saw a similar type of turnout. It was great that both of them are using The Birdcage. It's a great location. If anyone's looking for a spot to have a party event, please do check that out right here in town.



Councilor Pelkey reminded everyone to check in on individuals that you may know, especially those who may not have air conditioning, or who may have an older unit that may have failed them. They are too proud to say anything about it, but might need some help. Regarding fire hydrants in town, if you see one that is leaking, please call MDC. He had it happen on his street about a week ago and someone from MDC came and replaced it. It's very important to have those fire hydrants operating properly. On July 19, at Windsor High School at 3:00 p.m., there will be a charity softball game between the Windsor Volunteer Fire Department and the Bloomfield Fire Department. It's a charity where they're looking to raise funds and the proceeds are going to go to the Connecticut Firefighters memorial. The rain date would be the following Saturday, if needed. If you decide to join the ranks of the Fire Department, and are interested in what they do, or you want to know more, windsorfire.org is a great place to start.

Councilor Armstrong said it's great to see people out this evening, and virtually as well. She attended the grand opening of Haircraft 75. It was an enjoyable event, and also the Windsor Chamber of Commerce auction which was well attended and enjoyable. She also attended a seminar sponsored by the Commission on Aging and Persons with Disabilities on June 26th at L.P. Wilson, along with Jane Garibay and other officials, individuals and seniors. They all gained considerable knowledge from the presenters about the long-term community Ombudsman program. A wealth of information was gained. They are looking for volunteers and they are on the website for individuals who would like to find out more information about Ombudsman. She thinks individuals would find it to be a valuable asset. It's a season of walking, exercise, gardening, and riding bikes. Please watch out for the children and pedestrians. Drink fluids and remember health care is the best care. For those who don't know who to contact in a crisis situation, you can always call 211 or 988.

Councilor Gluck Hoffman gave a shout out to her favorite folks on the Public Works team here in Windsor. Everything looks absolutely fantastic. She was at the Hartford Yard Goats game the other day and Senator Blumenthal was there and they swore in a bunch of folks for U.S. citizenship. It was a wonderful thing to see and it kind of regained her hope and promise in this country.

Councilor Walker said he too was at the Juneteenth parade. He thanked First Cathedral for always helping out the community with the use of their parking lot and their building facilities. And hopefully, at some point, Windsor will have a parade of its own for Juneteenth. Windsor is pretty fortunate to have a very professional Police Department. If you've ever had to interact with them, most of us know that the outcomes are positive. The Police Chief and the Town Manager got together and gave their assessment on any negativity that's out there. He completely agrees with them. The job of a police officer is not easy. It takes a lot of mental acuity and a calm, sound mind. He was a training officer for many years. He just wants to take the time to say thank you to the Windsor Police department for everything they've done, and we're proud of them.

Deputy Mayor Klase stated that she's noticed that we've had a lot of bikes, motorized bikes, and scooters on the road, so please be careful of them. Also, she encourages them to ride on the correct side of the road, because they are considered a vehicle. Also, helmets can always be bought at the Health Department. The concerts on the green have begun and the farmers market is awesome, so she encourages people to go there. The VFW has a ribbon cutting coming up on July 12th at noon. Also, for those folks using our pools, please remember our lifeguards are very diligent, but probably a little overworked. We should make sure our kids are at the right stage of swimming so that our lifeguards are able to manage them the way they are supposed to be handled. She would just echo Councilman Walker's sentiments. She also appreciates the additional training the Police Department has taken on, and some of the procedural changes they have made.

Mayor Black-Burke said she wants to take a moment just to acknowledge that at the end of last week the Windsor community was impacted by the loss of a young life, Tiana Sutherland, or also called Leah. She just wants to take a moment of silence to honor her memory. She lost her life while visiting Jamaica. There's going to be a candlelight vigil for her this Thursday, July 10th at 6:00 p.m. She's sure there will be more information forthcoming. She is really saddened by the sudden loss. The Taste of the Caribbean had their celebration at The Birdcage, which is a very popular spot. The room was filled and it was a great event. She added that our own Commissioner Roby, from the Commission on Aging and Persons with Disabilities was asked to be a part of a statewide commission representing Windsor. Kudos to Windsor for being able to be recognized on a statewide level and for the work we are doing on the aging and those with disabilities. She knows Commissioner Roby has talked to the Council about the booklet that they put together year after year. So just again, putting Windsor on the map through the work that they are doing. They had two great events in June. She wanted to remind everyone that school is out, summer is happening and camps are open. She added that Windsor public schools does have their summer food program going. They're distributing meals Monday through Friday at Sharshon Park, 38 Skitchewaugh Street, from 11:30 AM – 12:15 PM and at John Fitch Park, 156 Bloomfield Avenue, from 12:00 PM – 12:45 PM. Our Police Department are hard working individuals. She's grateful that many of them live here in the community. To her, that's super important. There will always be areas of opportunity and growth for all of us, and she's really grateful to read and see in the report that training is at the top of that, because there's always room to grow. She is also acknowledging the hard work that happens each and every day. She thanked the Chief of Police for the hard work that's happening in the Police Department and she's really looking forward to how we can grow together as a community with our Police Department in those areas that have been highlighted by the Chief of Police and other reports that have come out.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Mr. Leonard Lockhart, Board of Education stated he wanted to thank the Mayor for leading off with the recognition of the sudden loss of a Windsor student. It's definitely

been a difficult time for the high school at this point, and those that are familiar with the student. So definitely, thoughts and prayers are going out to the family, both here as well as on the island.

Mr. Lockhart gave the following report:

- On Tuesday, June 10, we graduated the Windsor High School Class of 2025. For the first time in recent memory, two outstanding students are co-valedictorians for the Class of 2025. Amanda Eneh and Samuel Garcia. Amanda will attend Boston University in the fall, majoring in biology. Sam will be attending the University of Connecticut majoring in biomedical engineering.
- We are really proud of the WHS Class of 2025. Out of the 263 graduating seniors: 196 (75%) (2 yr or 4 yr college) **(The national average as of 2023 is 62%)**, 16 (6%) (technical/trade), 8 (3%) (military), 12 (5%) (workforce). We are happy to share that the 75% of the class who were accepted to colleges and universities, are attending all three tiers of schools:
 - 🎓 Tier 1: Nationally Prestigious / Highly Selective
 - UCONN (Flagship, R1, selective)
 - Boston University (Top private, national research university)
 - University of Miami (Top private, national research university)
 - Michigan State University (Top public research university)
 - Howard University (Top HBCU, national reputation)
 - North Carolina A&T (Largest HBCU, growing national presence)
 - The New School – Parsons School of Design (World-renowned design/art school)
 - 🎓 Tier 2: Selective / Regionally Recognized Institutions
 - Hofstra University
 - Quinnipiac University
 - Bryant University
 - University of Rhode Island (URI)
 - Springfield College
 - Salve Regina University
 - University of Hartford
 - University of New Haven
 - University of Saint Joseph
 - Western New England University
 - St. John's University
 - UMASS Amherst (Highly ranked, but grouped here for its blend of accessibility and prestige)
 - Delaware State University
 - Hampton University
 - Tuskegee University
 - Morgan State University

- Coppin State University
 - Bowling Green State University
-  Tier 3: Accessible Public & Private Institutions / Regional Focus
 - CT State Community College (Open access, 2-year system)
 - CCSU (Central Connecticut State University)
 - ECSU (Eastern Connecticut State University)
 - SCSU (Southern Connecticut State University)
 - WCSU (Western Connecticut State University)
 - Assumption University
 - Johnson & Wales University
 - Monroe University
 - American International College (AIC)
 - Rivier University
 - Dean College
 - Livingstone College
 - Hartwick College
 - Nichols College
 - Maine Maritime Academy (Highly specialized, career-focused)
 - Fachhochschule Wiener Neustadt (Applied sciences university in Austria – less commonly tiered in U.S. systems but career-technical in orientation)
- Thank you to all of our community scholarship partners. Our graduating seniors received over \$148,900 in scholarships at their Senior Scholarship and Awards Night on May 29.
- The WPS Summer Food Program will run from June 18 to August 13, Monday through Friday - rain or shine - (closed on July 4) at the following locations: Sharshon Park at 38 Skitchewaug Street, from 11:30 AM to 12:15 PM and at John Fitch Park, 156 Bloomfield Avenue from 12:00 PM to 12:45 PM. Due to changes in federal regulations for the Summer Food Service Program, the child must be present to be eligible for a meal - no parent or guardian pick-up is permitted and the child's meal must be consumed on site. Grab and Go meals are no longer permitted. Each child or teen 18 and under is eligible for one lunch per day. The menu is posted on the district website.
- Our Mobile Classroom is a Hit! We have been bringing exciting learning experiences to areas across town, and the response has been incredible! There are plenty of upcoming opportunities to for families to join in on the fun. Please check the district website for scheduled stops.
- The WPS Summer Reading Program, *Color Our World*, is underway for students in all our schools. Families should visit the district website for more information and book lists.

- We finished the year with all our district administrators at our annual end of year leadership retreat. Again, this year, we were able to have our leadership retreat at the firehouse on Bloomfield Ave. A special thank you to Mr. Paul Goldberg at the firehouse for all his help and time in making this event possible.
- Dr. Hill has announced the appointment of two new administrators:
 - Ms. Kristen Blume will be the permanent assistant principal for John F. Kennedy School.
 - Mr. Robert Fleeting will be a new assistant principal for Windsor High School.
- The first day of school for students for the 2025-2026 school year is Monday, August 25, 2025.
- Families are reminded to update their returning children(s) information in the PowerSchool Parent Portal - Returning Student Registration for 2025-2026. There is a banner on the district website and families may access their forms from there. It is important to update phone numbers, emergency contacts, etc. in the Parent Portal prior to the start of the new school year.
- The BOE's next regular meeting will be on Tuesday, September 17, 2025 at 7:00 PM in the Board Room at LPW.
- Finally, please remember to visit our website, www.windsorct.org, for the most current information, athletic schedules, and academic calendar. Families should make sure their child's school has their most up-to-date contact information.

Mayor Black-Burke asked in regards to the mobile classroom, she's not sure if the Board of Education has any information in regards to how many students they have served to date? Or is that something we can get at the end of the summer? Mr. Lockhart said that's something that's going to be aggregated by the end of the summer and presented to the Board sometime in September. Mr. Lockhart added that they also have media reaching out to them where they want to do one-on-ones with the bus, tour it and see it in action at the different locations within town. So, throughout the summer, you're definitely going to see a lot of promotion of this within the local news outlets. There's a lot of people saying that you see bad news on TV all the time. This is something that's refreshing where we're actually having good news and really showing how we invest in the community.

Councilor Armstrong asked if the mobile classroom information will be made public so that people will know the location and where they can attend the mobile unit. Mr. Lockhart said yes, he thinks it's rolling out two weeks ahead of schedule. If there's any changes in the schedule, they try to update it within the next business day. But they try to really put it in places where people are being more active and want to make sure that we have the most people being able to participate, but at the same time spreading it out so that everyone has access to it. So, the pools, places where the food drop offs are, has definitely been a very, very big hit for Windsor so far, but we want to try to look outside of that as well. There might be some experimenting here and there. But there's core



locations that they're doing throughout the summer, and those are updated on the website on a consistent basis.

b) Public Building Commission

Rusty Peck, Public Building Commission, gave the following report:

1. Wilson Fire Station – Interior Renovations – 9585

Project is in progress with 95% of the work completed. Remaining items are building controls and security upgrades. Project expected to be completed by the end of August 2025.

2. 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 July 2025.

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

Project is in progress with 40% of the work completed. Abatement is well finishing up with floor, ceiling, and HVAC to follow. Project is on schedule with construction expected to be completed by mid-August 2025.

4. Welch Park Pool House Renovations Project - 1938

Architect has completed his final inspection and a few more items have been added to the punch list. Some of these repairs may have to wait until the fall, so as not to disrupt use of the pool. Project expected to be closed by the end of September 2025.

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

Project is in progress with 50% of the work completed. Abatement is finished and construction is progressing without any issues. Project is on schedule with construction expected to be completed by mid-August 2025.

Mr. Peck said regarding the Public Building Commission, some updates are that they are streaming live, they go over the items, they're very diligent in closing out the invoices and finding out those items to be done. They do a fair amount of consulting for other towns. They are one of the more proactive Public Building commissions.

c) Historic District Commission

Liz Dupont-Diehl, Historic District Commission, stated the following:

SP September 12, 2024

- 236 Palisado Ave., Roof mounted solar, Stewart



- 249 Palisado Ave, Roof mounted solar, Sheehan

SP November 27, 2024

- 139 Palisado Ave., Constructing new fence, Munroe
- 107 Palisado Ave., Replace 2nd floor windows, First Church in Windsor

SP April 9, 2025

- 325 Palisado Ave., Roof mounted solar, Thomas

Ms. Dupont-Diehl stated they had three meetings last year and five applications altogether. She gave a shout out to Mitch Vye, who now helps with the Historic District Commission and Todd Sealy also did a really great job prior to Mitch coming on board. We approved all of the applications before us. Three or five of them were for solar panels. We continue a hybrid meeting format. We publish our meetings that we have and have not had a great deal of interest from the public, but it's working as intended.

8) TOWN MANAGER'S REPORT

Block Parties

The Windsor Youth Services Bureau and Windsor Police Department invites families to come out and enjoy the Community Block Parties this summer. The block parties run from 4:30 PM – 7:30 PM. Admission is a school snack donation for the Weekend Wheels program. All can enjoy tie dye shirts, bounce houses, face painters, henna artist, music and free food. There will be one party in July and one in August.

- Friday, July 25th at Lancaster Park, located on Lancaster Drive
- Friday, August 8th Deerfield Park, located on Seymour Street

National Night Out

The Police Department will be hosting National Night Out on Tuesday, August 5, 2025 from 5:00 PM – 8:00 PM on the Town Green. National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. Thousands of communities across our country take part in National Night Out every year on the first Tuesday in August.

Welch Pool Party

Come and enjoy a day of activities at the pool on Saturday, July 19, 2025 from 1:15 PM – 3:15 PM. There will be swimming, music, games and great company at the Welch Pool Party. Fun for all ages. There will be refreshments and a lively atmosphere. It's a perfect way to cool off and connect. Please come enjoy this free community event. For more info contact the Recreation Department at 860-285-1990.

Bottle & Can Drive

Our local student robotics teams, the Blazing Spirits, S.H.A.R.P, and Paragon will be holding a bottle and can drive on Saturday, July 12, between the hours of 9:00 AM – 2 PM. The drop-off area for this is 20 William Street, Windsor, CT. This is the street between the fire station on Bloomfield Ave and McDonalds's. Look for the Paragon trailer.

Gateway Park Grand Opening

We're celebrating the brand-new Gateway Park in Wilson with a fun community block party! No matter where you live in town bring your family, friends, and neighbors out for an exciting day of fun this Saturday, July 12, from 11:00 AM to 3:00 PM at 458 Windsor Ave. There will be bounce houses, face painting, a Live DJ, Kona Ice, food truck, playscape fun, Police Demonstrations and more! There's something for everyone!

Town Manager Souza added there's all sorts of activity related to street repaving in town Center. This is our Phase One of our repaving activity. He extended his appreciation to all the residents and business owners here in Town Center who've endured the last several weeks of different types of work. Utility work, waterline work and drainage work have been completed, and now they're in there milling off the first couple inches of asphalt and then over the next 10 days, paving will begin. Hopefully rain will not be too much of an issue and delay that.

Just as an FYI, hopefully, tomorrow, they're going to be starting the milling at the High School and Sage Park Middle School. So those parking lots will be done as well this summer. So, paving in this Phase One should hopefully wrap up in a couple of weeks. Then later in the fall, there's another round that will be done. And it's not in town center. Suzanne, can you remind me what part off top of your head? Ms. Choate does not have the answer but we'll get that information out to folks.

Town Manager Souza asked Chief Melanson to join them and speak to the recently released Inspector General's report concerning the use of force incident this past winter. Chief Melanson will talk a little bit about the report findings as well as moving forward with some activities that he's put in motion.

Chief Melanson provided an update in regards to the police related incident back in January. The safety and well-being of our residents and officers always remains our top priority, and we understand the impact an incident like this can have on our community's trust and law enforcement. The State's office of the Inspector General has completed their investigation of the incident involving Police Officer Thomas discharging his department-issued firearm instead of his taser during a foot pursuit of a suspect this past winter. Since the incident, Officer Thomas has been on restricted non-patrol duty status and has completed remedial training focused on use of force and taser deployment scenarios. The State's office of the Inspector General issued an arrest warrant for two misdemeanor charges, reckless endangerment and unlawful discharge of a firearm. Officer Thomas turned himself in and will be attending court for those charges. With the completion of the State's investigation, the Police Department intends to conclude its disciplinary review

process and impose appropriate administrative discipline, including additional training and oversight. In response to this incident, and as part of our ongoing commitment to improving safety and reducing the potential for critical errors, our Police Department is implementing changes to both equipment and carry practices. While the State model policy on electronic control weapons requires that tasers be carried on the non-gun side, it does permit cross draws with the dominant hand a method that is commonly used across Connecticut and historically by our Police Department.

Chief Melanson added moving forward, we are in the process of requiring all officers to carry their tasers on the non-dominant side, which is the non-gun side but also to draw it exclusively with the non-dominant hand which is the weak hand. This change is intended to create a greater physical and cognitive separation between the firearm and the taser reducing the chance of confusion in high stress situations. In addition, as part of our standard equipment replacement cycle, we are transitioning from black tasers to high visibility, yellow models to provide a clearer visual differentiation from service weapons. We are also incorporating additional scenario-based training using various approaches, including our video simulator. Our Police Department is committed to maintaining professionalism, accountability and public safety. Officers undergo ongoing training in de-escalation conflict resolution and the proper use of force, including tasers and firearms. This training works to ensure that our officers have the ability to make sound decisions and use force only when necessary. However, practical training cannot fully replicate the intense, unpredictable stress and emotional pressure officers experience during real life incidents. Once again, we want to reassure the public that the safety and well-being of our residents remain our top priority, and we understand the impact this has on community's trust and law enforcement.

Councilor Eleveld said Chief Melanson mentioned that you're looking at acquiring yellow tasers, which would obviously be a visual separation versus a black firearm. Do we have a timetable for replacement? Chief Melanson replied we've already purchased six. Based on the replacement schedule, we could move forward, replacing anywhere from six to ten a year to move forward.

Councilor Eleveld asked of the six tasers that were acquired, was that before or after this incident? Chief Melanson stated it was after this incident.

Councilor Eleveld said it was a decision that was based in part by the incident? Chief Melanson said yes, it was. Councilor Eleveld stated we already took proactive measures internally to create that visual differential. Chief Melanson said yes. Councilor Eleveld said then you should be commended for doing that. This has been an issue in other communities. We've all heard of the stories. Where this error has occurred, we were fortunate that no one was injured. In the high stress situation, we can all understand it. Mistakes can happen. He would suggest that, as he mentioned this to Town Manager, that we speed up the replacement of the weapons if it makes sense and try to get that completed in the next year or so. It just makes common sense.



Councilor Eleveld said he thinks the changes the Police Department is implementing, are not the standard in the State of Connecticut, would that be correct? Chief Melanson said they are higher than the required standards that most departments do. Councilor Eleveld said he appreciates that effort on the part of the Police Department.

Deputy Mayor Klase said she appreciates it's a very difficult and concerning situation. She appreciates the seriousness of the response. She knows that we're adding new scenarios, and have those been added to the training, or are they going to be added? And do you know when they'll be added? Chief Melanson responded they are being added now. We do have that capability with our simulators and we are starting to put officers through them as we speak.

Deputy Mayor Klase asked about the non-dominant hand use of the taser. Has that been done in other towns or cities in Connecticut or in other states? Chief Melanson replied in his conversations with Chiefs in Connecticut and with POST, the Police Council on Training, he doesn't believe any Connecticut towns require the non-dominant hand law. He has seen it more on the west coast and some of those districts like in California, but not in Connecticut.

Deputy Mayor Klase asked do we have the funding to expedite the purchase of the tasers in this fiscal year? Or would you need to have additional funding to have that done? Town Manager Souza stated there's two ways of being able to do this. We do expect that there'd be some salary savings in the department, but most likely, the source of funding would be from the police private duty account. If we look at approximately replacing 35 tasers that are issued to the police officers and sergeants and the folks that are in patrol, that will be approximately \$65,000. We would be able to use either a combination of police private duty fund and or some salary savings during the course of the year.

Deputy Mayor Klase said she thinks there would be a lot of interest in getting that done quickly. Thank you very much for your statement, and she appreciates everything the officers are doing as well.

Mayor Black-Burke said the question she has is in regards to the training. There's always room for growth. This is something that all Windsor police officers will be going through, correct? Chief Melanson stated yes, all Windsor police officers are going through additional training in regards to scenario based training.

Mayor Black-Burke commented that if we can expedite getting the tasers, that would be beneficial.

Councilor Pelkey asked are we simply just trying to switch to the yellow version over the black or has there also been some consideration of somehow getting a better piece of equipment as well at the same time? Chief Melanson responded we're always looking for new equipment that may be coming out on the market that enables an officer to use less

force than going hands on. Currently, there are no other items available for policing that would create less injury to officers and are as reliable as the taser.

Councilor Pelkey asked about training. He's actually had the hands on with this sort of thing, and he thinks that's wonderful, but is there anything that could be a little bit more real world? Is there something that's a little bit more heart pumping? Getting you in the heat of the moment training that is available. Chief Melanson stated we do that. This past April, we did active shooter training, which is force on force where we're actually using what they call simunition rounds, where it's like a soap round. It's kind of like high tech paintball. So, you actually have someone potentially shooting at you and you shooting at them. But we also, in addition to that training, incorporate all the other less lethal options that the officer may have to deploy. We change those scenarios up. We do that annually where we do a four hour training block just doing those specific types of scenarios force on force where it's real, more real world or more realistic training.

Councilor Walker said a police officer position is incredibly challenging. He thanks the Windsor Police Department for what they've done. He is 100% in support of them. Connecticut, like some other states, has addressed and attacked qualified immunity. So, people are hesitant to do a lot of things. But, thank you, Chief Melanson, for running a professional department.

Councilor Armstrong said she wanted to say thank you for being on top of the changes. As we all said, we appreciate the high standards of our police and the professionalism that they provide for our community. So that should go without being said that we appreciate you all. We know the incidents happen and you're on top of it. So, thank you for that.

Mayor Black-Burke asked about the block party of Wilson Park. There's been a lot of conversation throughout town over the months. Is it going to be called Gateway Park, or are we going to go through a naming contest? Town Manager Souza stated they will be staying with Wilson Gateway Park as the name to the park. It's the gateway to Wilson. It's the gateway to Deerfield if you're coming from the other direction. It's also a gateway to our wonderful town from the South End. The working title will be Wilson Gateway Park in Wilson.

9) REPORTS OF STANDING COMMITTEES

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

Finance Committee – Councilor Naeem – nothing to report.

Health and Safety Committee – Councilor Armstrong stated they had a meeting on June 17th. She wants to thank everyone who participated in the health community assessment. We did go over and review it and reviewed many of the comments, recommendations and suggestions. That data was completed. We will be coming back perhaps in October or November with the programs or with implementing the suggestions that were made.



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 Gluck Hoffman to approve, per Section 15-33 of the Windsor Code of Ordinances, the design and construction of a six foot sidewalk along Prospect Hill Road between Woodduck Farms Road and Day Hill Road with the town being responsible for snow removal.

Town Manager Souza stated at the last Town Council meeting, you heard an overview of this request, which is planned to be funded through a State of Connecticut grant. This is approximately less than a mile of sidewalk in that segment between the Lang Road, roundabout and on Prospect Hill all the way to Day Hill Road. We had a public hearing, as you know, on June 16th. We had several abutting property owners that came out. Each of those property owners have very lengthy street frontage on Prospect Hill, and they expressed their concerns with the requirement of clearing of snow. 40% of the street abutters of the proposed sidewalk have 320 feet or more of frontage, much greater than the typical street frontage for residential property. There's also a number of agricultural parcels. The six foot sidewalk would be similar to what other Town Councils have in the past approved and have accepted the responsibility of snow removal. He noted that the six foot width, even though this has not been fully designed, will likely require small easements from a number of those abutters to allow for the sidewalk to go onto their property and still allow a couple feet separation from the roadway itself. Those would be more specifically identified as we go through the specific design of the sidewalk. If the Council approves that this evening, this is part of the Pavement Rehabilitation project that the town has received a grant for at approximately \$1.6-\$1.7 million for the roadway to be repaved. Then there would be an additional, roughly \$670,000 for sidewalk construction. We would go back to Capital Region Council of Governments (CRCOG) as well as the Department of Transportation (DOT). If the Council were to approve a six foot wide sidewalk, we would ask for an amendment to the grant amount. Early indications are that it would be favorably considered by CRCOG and DOT.

Councilor Eleveld stated we discussed the five foot sidewalk. Is the increased size due to the anticipated additional apartments that are being discussed on Day Hill Road which would increase potential traffic heading to Northwest Park? Town Manager Souza said it's more of a combination of the pragmatic nature of being able to use a sidewalk machine or a plow to be able to navigate six feet versus five feet. Also, it stays in practice of past Town

Council actions when the Town Council has voted on taking on the responsibility of sidewalks, those that have been six feet or greater. It's a combination of the real world pragmatic aspect of it, but also it aligns with past votes Town Council had made in years past.

Councilor Eleveld asked are we anticipating more sidewalks being built anywhere in town that are not being done by development? Town Manager Souza stated there are many state roads in town. Most of them have residential subdivisions off of those. The State of Connecticut, their general rule is they will not build or initiate the construction of sidewalks. He cannot say that there wouldn't be other segments. We've had residents come to the Town Council in years past for Poquonock Avenue as you're heading north out of town center basically from Best Cleaners going out north towards Tiffany Drive for example. Most of the sidewalks, as you know, are developed when a piece of land gets either repurposed or developed through the land use process. Councilor Eleveld stated his concern is that he doesn't want to set a precedent.

Councilor Eleveld said he's not opposed to the sidewalk, but another concern of his is the cost of us having to plow it and maintain it. What would it cost? What would you estimate it to be? What might the average cost be based upon labor costs and a factor for fuel? Town Manager Souza said in the vicinity of \$180-\$200 for each area which is based upon two passes during a storm. He factored that as all over time, because it seems like it always snows in the night or on weekend. So that's the assumption. There are typically 12-15 storm events that happen on average.

Councilor Pelkey said there already is some existing sidewalk from Huckleberry to Silver Birch. What happens to that existing sidewalk and to the property owners? What about that current sidewalk? Town Manager Souza said what the plan has been up to this point is that those sidewalks would remain. He believes there's two houses there that have frontage. Councilor Pelkey stated there is one on the corner of Huckleberry. Town Manager Souza said which has this portion and he believes there's one other house or two other houses, so there may be two and a half houses worth of frontage. In reality the prospect of it would be that we would just plow clear those two and a half houses on the corner as well.

Councilor Pelkey asked if someone slips and falls, is it now the town's liability, if we are responsible for clearing that as opposed to the property owner? Town Manager Souza stated it's an interesting situation where the town had some level of protection because they're public entities. Other times, the courts have gone in a different direction. In reality, folks are going to be claiming or naming the town regardless of if it's the homeowner's responsibility or not. We get those claims fairly often during the course of a winter season. So, he doesn't think this action, if the Town Council were to accept it, will dramatically change our exposure.

Councilor Pelkey said his concern with doing this is that no matter what you do, we're setting some sort of precedent to somebody. He feels the cleanest way to do this is to

actually sunset it or, in other words, have the town take some responsibility in many ways as a thank you, because we're asking people to give up maybe a part of their property. He thinks it's a small thing for most residents in town to ask these residents to have this new obligation. We should do something for them. He's also concerned that some people might be clamoring for the six foot mark on their sidewalks as they want their sidewalks to be maintained by the town as well. He suggested that perhaps the town can take on these sidewalks for about five years or so. We can go longer, but could certainly go less. If approved tonight, the sidewalks wouldn't be done until about the fall of next year, according to the information in front of us. So that's one year. But if you had a few years, it allows some of these large frontages to be able to have a little bit more time and planning to figure out how they want to do this, both financially and from a time standpoint, or a company standpoint for what they would want to do to take it over. He would really like to see the town sunset the town's responsibility on this for a certain number of years. He would recommend five years, but he'd be open hearing something else.

Councilor Naeem said she wanted to address a couple of things. She keeps hearing about precedent. From what she's hearing from the Town Manager, and what she's been able to look into, and what has been shared with her is that previous Town Councils have set precedent. They have made the decision to make it a six foot wide sidewalk, so that the responsibility can be taken up by the town. Now the situations vary, depending on where the sidewalks are. This one in particular helps to have better connectivity to an area where we know a lot of people would prefer to walk to which is Northwest Park. It continues walking paths that we already have there. She has a sidewalk, but if she did it in the development that she lives in, she couldn't make that same argument of like, hey, I need a sidewalk, and I need the town to pay for it because it's not really public use. This one would have more public use than some other parts of town. She thinks the precedent has been there. This makes sense from a safety perspective on that road, as well as the use that it's going to get. She would be in support of moving forward with the motion, as stated.

Motion Passed 7-0-2 (Councilor Pelkey and Walker abstained)

12) NEW BUSINESS

- a) Accept conveyance of Addison Road Right of Way

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

Suzanne Choate, Town Engineer, stated 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.

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.

Councilor Eleveld asked how did we get here with this property? At one point or another, they gave us the right to go and put a street through it, but they own both sides of the street. Ms. Choate said that is correct. Ms. Choate explained that it was in the 70's that this all came about. Councilor Eleveld said but we built the road back then. Ms. Choate said that is correct and the road is ours and always has been. It was an agreement, per her understanding. Councilor Eleveld said but we didn't really own the earth under the road, correct? He added that basically, you've got corrections. Ms. Choate replied it's the right of way, instead of the easement. It's in the exact same position.

Councilor Eleveld said what he's trying to say is that we're basically going to own above and below the road when this is completed, plus whatever corrections versus planned versus as built. Ms. Choate said that was correct.

Motion Passed 9-0-0

- b) Authorize the acceptance and expenditure of a State of Connecticut grant for installation of WI-FI infrastructure at Wilson Gateway Park

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem 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.

Frank Angelillo, IT Director, stated 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.

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. Generally, it takes about 6 months to be installed. There's a lot of overhead for the providers, with all going up on the poles permitting which, you know, every poles owned by somebody different. So unfortunately, if we move forward. It won't be available Saturday. But we're looking for a soft opening in December.

Councilor Pelkey said he's actually used this in a lot of different major cities. He thinks LA was actually the first place that he saw it in some of the parks. That was a little bit back in the day before cell phones and smartphones were around, but literally he could take out his laptop and figure out the route for where he was next going on his road trip. He thinks this would be really great, because we have this open performance space that you can use for musicians, bands, artists, or other groups to be able to put on their show and have this help. He thinks that'd be something that could be really beneficial to a brand new park. Mr. Angelillo added that in addition to that, it'll also provide management for sprinklers for access controls and it will have the infrastructure in place should we decide at some point to add cameras.

Councilor Armstrong said she thinks Councilor Pelkey sort of went the way that she was going. She does appreciate that. It's much needed, especially now that we're moving up in another age where technology is so important wherever we go. We appreciate that and thank you for the grant.

Motion Passed 9-0-0

- c) Approve an appropriation of \$40,000 from the Capital Projects Fund for Town Hall Roof Design

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey that \$40,000 be appropriated from the Capital Projects Fund for design services related to the Town Hall Roof Replacement Project.

Marco Aglieco, Facilities Manager, stated 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.

Town Manager Souza added the funding source, as outlined, is a capital projects fund. For folks that are watching in, that's a fund that we use for pay-as-you-go projects similar to this just so we're not borrowing \$40,000 for design. Those funds are when the Public Building Commission closes out a project. Probably every other year we come to the Town Council to sweep those monies and transfer those monies into the Capital Projects fund. So, right now the projects account has over \$800,000 available for expenditure.

Councilor Pelkey asked where does the roof cycle fit in with the HVAC cycle or any other items that would be on our roof. Do we do the roof and the equipment in the same period? Is that what you're saying? Mr. Aglieco stated it's pretty common to do them separately. They'll remove the equipment off the roof, do the roof and then put the equipment back on. We just had that done at Sage Park, and so it would be more difficult to try to time it all together and try to coordinate all the efforts. The HVAC equipment just rests on the roof so it's not penetrating the roof. Therefore, you can just remove it and replace it.

Councilor Eleveld asked are we thinking of putting solar on the roof? Town Manager Souza said it's a relatively small section and has a skylight. There's other equipment that's there as well as the cupola. There's not a large amount of area there, so we don't believe that would be really an attractive outlay to lease the space like we've done in years past.

Motion Passed 9-0-0

- d) Approve an appropriation of \$40,000 from the Capital Projects Fund for L.P. Wilson Community Center Roof Design

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

Marco Aglieco, Facilities Manager, stated 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.

Motion Passed 9-0-0

- e) Approve an appropriation of \$140,000 from the Capital Projects Fund for exterior repairs and improvements at the town owned Chaffee House

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman that \$140,000 be appropriated from the Capital Projects Fund for Exterior Renovations to Chaffee House.

Marco Aglieco, Facilities Manager, stated 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.

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.

Councilor Gluck Hoffman asked does the Historic District Commission gets involved with this project at all? Town Manager Souza said it depends if the scope of work is going to change it. So, if we decide to go down the route of replacing windows, then they would review that. Depending upon if we have to decide to change type of materials, then we'd ask the commission to take a look at that too. Mr. Aglieco added if colors are changed, they also need to go before the commission for its review.

Motion Passed 9-0-0

- f) Introduce Fiscal Year 2026-2031 Capital Improvements Program

Assistant Town Manager Colby gave an overview of the Proposed Fiscal Year 2026-2031 Capital Improvements Program as follows:

The information in 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:
 - o Milo Pack HVAC, Electrical, and Energy Improvements
 - o Windsor High School Roof Replacement
 - o 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.

The Capital Improvements Committee completed their review of the proposed CIP back on June 23rd and the committee voted to recommend the approval of the proposed CIP with a recommended adjustment of moving the Luddy House Fire Protection installation project from unscheduled to Fiscal Year 27. That recommendation is incorporated in the proposed plan that you have before you, and it's we are just looking for recommendation that the CIP be referred to the Town Improvements Committee for review prior to the final consideration by the Town Council.

Councilor Pelkey asked about the Luddy House fire sprinkler. Is that something that couldn't be done in Fiscal Year 2026, or why do we want to do it in Fiscal Year 2027, given the relatively low dollar amount, but also the sort of importance of what it is? Town Manager Souza stated there are two factors. One is that we'd have to be able to put a design together but more importantly, the ability to manage another project. This would allow Mr. Aglieco to be able to pull together another project and be able to get it out for bid. Most of that work can, from a design perspective, be done in-house. Maybe a design bid, but that's the primary reason.

Mayor Black-Burke recommended that the proposed CIP for Fiscal Years 2026-2031 be referred to the Town Improvements Committee for review prior to final consideration by the Town Council.

g) Provide guidance and direction relative to Traffic Enforcement Cameras

Councilor Armstrong stated the Health and Safety Committee had a meeting on June 17th and traffic enforcement cameras was one of the items on the agenda. In that discussion, they had a presentation and public comment about traffic enforcement cameras. It was considered and determined by the committee, Deputy Mayor Klase, and Councilor Walker that they should bring this before the Town Council in fullness as to the multiple steps required, and look into our consensus to direct the staff to move to the next steps.

Town Manager Souza stated as Councilor Armstrong mentioned, the Health & Safety Committee met on June 17th. It has met three times to review this topic in more detail. It will take a fair amount of time to prepare a plan as well as ordinances for Council review,

and then ultimately the DOT's review. We'd love to be able to get general direction this evening on if the Town Council wants to proceed or not. Or do we want to wait and see how other communities are doing it and their experience? Because there are now three communities statewide that have been approved with these cameras and he believes two are in operation and there will be more to come.

Assistant Town Manager Colby stated these devices capture images of vehicles involved in two specific violations, traveling 10 miles per hour over the posted speed limit and failing to stop at a steady red light. At this time, we're not recommending the use of red light cameras due to the low number of signal-related traffic stops and accidents. Some of the steps that do need to occur prior to a plan submittal to State Department of Transportation (DOT) is that municipalities must adopt a local ordinance that would authorize the use of the traffic enforcement cameras, as well as conducting a public hearing and securing the approval from the legislative body to allow the use of those cameras. Additionally, they must submit a plan to the DOT for the review of the cameras that are proposed for placement on state roads and get the DOT's approval as well. Typically, that takes about 60 days. There could be some back and forth in regards to that, if they have any feedback. There are some other items that do have to occur as well, such as creating a data policy. An image or data is only collected if a vehicle exceeds the 10 mile an hour posted speed limit. So, if a vehicle is traveling on a posted road at 30 miles an hour, and it's traveling at 29, no image or information is collected on that vehicle. Assistant Town Manager Colby said Connecticut State law requires that the traffic enforcement camera data be stored securely to protect privacy. Personally identifiable information must be deleted within 30 days after the fine is resolved. All data is encrypted, reviewed by trained officials, and managed under strict privacy policies approved by the DOT. Municipalities have to adopt that privacy policy that meets or exceeds DOT standards as part of the traffic enforcement camera implementation as well as before activating any traffic enforcement cameras. Municipalities also have to install two warning signs on the roadway approach to those cameras as well as conducting a public awareness campaign and notifying the mobile navigation app providers of the camera locations, such as Google Maps or Waze. The submitted traffic enforcement camera placement plans will be reviewed within the 60 days of its submittal, based upon factors such as crash history, average daily traffic, prior traffic stops and roadway alignment. Citations, just as a note, are not reported to the Department of Motor Vehicles. Therefore, no points will be added to the driver's license or go against the driver's auto insurance carrier. But what happens is, if you have your vehicle and say you loan that to another relative or a friend, and they go through at above the posted speed limit of 10 miles an hour, then the owner of that vehicle would be the one to receive that citation.

Assistant Town Manager Colby added staff from the Engineering and Police Department have evaluated traffic data using criteria such as the 85th percentile speed exceeding the speed limit by 10 miles an hour, average daily traffic volumes of over 3,500 or more, the history of motor vehicle stops for speeding and accident frequency. Based upon those parameters, four locations are being recommended for the initial traffic enforcement camera placement and those include Poquonock Avenue between I-91 south off ramp,

Farmstead Lane, Broad Street between Island Road and Remington Road and Windsor Avenue between Deerfield Road and the Windsor Shopping Center and Rainbow Road, between East Granby Road and Merriment Road.

Assistant Town Manager Colby explained the two ways to go about getting funding.

Councilor Pelkey asked what the penalties are after the first month. Assistant Town Manager Colby explained for the first 30 days it is just a warning. There's no fine associated with that. Then, 30 days after those cameras are live and operational, the first fine would be \$50. Anything after that would be \$75. Under Connecticut State law, it also allows up to a \$15 administrative fee to be included on top of that fine. That would vary depending upon vendor to vendor and what the cost would be for the software and how to process the mailings of those citations.

Councilor Pelkey asked aside from the probationary first month, how does that compare? Is it the same as if the Chief of Police pulled someone over later that night? Is it the same penalties? Chief Melanson said the fines for infractions are much higher than what's allowed for by the speed cameras. And it's all based by miles over the speed limit. He believes the minimum fine is in the area of \$85. That's 1 to 9 miles over the speed limit, and then it increases all the way up to about \$200-\$250, depending on how many miles over the speed limit you're going.

Councilor Pelkey stated his understanding would be, if you were to pull someone over for speeding, you can pull them over for anything over the speed limit, whether you do or don't discretion entirely, but you can pull them over, and they can get a ticket for one mile an hour over the speed limit. Correct? Chief Melanson said that is correct.

Councilor Pelkey commented under this new proposal, you have to be 10 miles an hour or over the posted speed limit for these traffic enforcement cameras to catch the vehicle. It sounds like there might be greater effect if you had folks who were in person just in terms of a deterrence effect.

Councilor Pelkey asked what is the distance, or perhaps effective range of these cameras? He knows that maybe it depends on exactly which ones we buy. But do you have a general understanding of what that is? Assistant Town Manager Colby said the cameras typically take an image of the rear of the vehicle for the license plate and it's roughly 100 feet. Councilor Pelkey said so, in other words, they can only detect a vehicle whether it's in excess of the speed limit, or maybe 10 miles an hour over within 100 feet of that camera. Assistant Town Manager Colby stated it takes a few snapshots at a time. It's a very fast camera, and so it takes a few snapshots of that vehicle. It detects it as it's approaching. And then, as it's moving away, that's when it snaps the photos to be able to capture that image.

Councilor Eleveld said mechanically, this is the easy part of the mechanics. So, as you're approaching the camera, if it's clocking you in a 30 mile per hour area doing 45, it takes

a picture of the front of the car or not? Assistant Town Manager Colby said it's taking images as you're passing it. So, it has the radar on the front side. Typically, the camera is on the back side, and it's taking an image of the rear of the vehicle.

Councilor Eleveld asked so how does it know you have the right vehicle if it's not taking a picture of the car approaching at the speed. Assistant Town Manager Colby stated he would have to look into that as he doesn't know the technology on that. He just knows that they're high level cameras that are able to capture that image.

Councilor Eleveld said if you're driving and a police officer pulls you over because you're speeding and you get a ticket, you're going to get an infraction. You're going to get points on your license and it gets reported to the motor vehicle department. Would that be correct? Chief Melanson stated for normal infractions, he doesn't believe there are any points against your license, so he doesn't believe you automatically get points anymore for regular infractions. But if you do get a higher fine, and the information gets posted and he believes the insurance companies do look through the Infractions Bureau for that information.

Councilor Eleveld stated in this case, there are no infractions, no picture is taken if they are driving the speed limit, and there will be no privacy issues if you are a good old-fashioned law-abiding citizen who follows exactly the 40 miles per hour speed limit on the 40 mile per hour area. We have LPR cameras, license plate reading cameras. Correct? How long is that data held? Chief Melanson responded the license plate reading cameras, the data is held for 30 days. Councilor Eleveld said unless it is needed for investigative purposes? Chief Melanson said the system, the bulk data, is held for 30 days. If an officer was looking for a specific vehicle, he can look back as far as 30 days. Once that 30 day period is gone, you can't go back any further. However, let's say he finds something from a week ago, and he's looking at a burglary trend where for that vehicle he can capture those hits that he found a week ago from a vehicle. He can keep those. He can download that little bit of data just on that one vehicle and that one search. So now he can build a case to say, okay, that vehicle did a burglary with us. And now it did a burglary in Glastonbury. We can tie those data points together.

Councilor Eleveld asked in the case of speed cameras, it's also 30 days presuming they paid the ticket in a timely manner, correct? Assistant Town Manager Colby said yes, it would be 30 days if the individual wishes to appeal that then that information would be 30 days until their case is resolved. Councilor Eleveld added like in the prior example with the burglary, it would be that one snapshot or set of snapshots for that vehicle would be held until the issue is resolved. Assistant Town Manager Colby said that was correct.

Councilor Eleveld asked do we have any preliminary data? He means this is brand spanking new and he doesn't think they've had them out for more than a month or two, have they? Assistant Town Manager Colby said Washington was the first community that went live and it was in the early part of June.

Councilor Eleveld asked at this point, it's really early to see how successful they are or if the economics makes sense. Assistant Town Manager Colby said that would be correct. We would certainly have to reach out to them to see how their initial months have been.

Councilor Eleveld said we need to decide whether or not we want to move forward with the administrative aspects of this program which is compiling various pieces of information for the DOT to give us approval. Town Manager Souza said that as well as coming back to the Town Council with a proposed ordinance and a variety of the items which then the Town Council can decide to have a required public hearing or not. So, we're really trying to look for that direction, because it will take time over the course of the summer to develop all that information and prepare it so later this fall the Town Council could be able to decide if they want to have a public hearing on the ordinance, and all the other steps that have to be done prior to submitting a plan to the DOT.

Councilor Eleveld said he would then make a guess that we would have some data potentially from the other communities that have put in the speed cameras for probably at that point for 4 or 5 months. Would that be? Town Manager Souza said that would be our hope. The next largest two communities right now are Middletown who is supposedly going live with their cameras this month and then Marlborough who has maybe two locations.

Mayor Black-Burke said from listening to the questioning and from the Health and Safety Committee meeting, her opinion is that there aren't enough data points out there for us to even compare against. If she's understanding this correctly, we just don't have that information yet to even put that in place. She thinks it would need to go back to Health and Safety. We would need to at least get more data maybe 6 months or a year's worth of data from other communities to see if this is something that could even be feasible here in our town. But again, she's not really excited about the traffic cameras. She thinks our Police Department is able to do that type of work, but that's her thought and opinion.

Deputy Mayor Klase said she would like to see it play out in another community for a year. Then we can take it up after we have some other data and see what that data looks like, how it's stored, and how it's being used. Then we could revisit and see if it feels good to the residents of those communities. Do they feel like their privacy is being protected or impacted and do they feel like it's really protecting traffic speed and is it doing the things it's supposed to do, or would they rather invest in policing? So that would be her suggestion. A lot of investment in time, staff time for a lot of questions we have unanswered right now. That's my suggestion. She doesn't know if there is enough data currently and she thinks we should let everybody have an opportunity to speak before we get a second bite of the apple.

Councilor Gluck Hoffman stated that she is in agreement. Don't speed and don't do anything wrong and you will be fine. She also stated that she would like to focus on having more of the police force be part of that than the cameras.

Councilor King said that he would be in agreement with sending it back to the committee. He doesn't think we have enough information. He also thinks there's a lot of equity questions that get raised with fines that are not necessarily reported, or infractions by police if it's a \$50 ticket and you can do that as many times as you want. So, I think there are things there that need to be addressed as well. We need to see how that works out with other communities as well as some of the other issues raised here.

Councilor Naeem wanted to make one clarifying point in terms of sending it back. Because she knows that staff is looking for direction. She thinks what she's hearing is not sending it back now for further refining and coming back for the fall, but wanting to wait the year to see what other communities see when they install these? Because there is a significant upkeep cost of these, and if we're losing money and we're not seeing much coming out of it, she's hoping people just don't speed.

Mayor Black-Burke said that was an assumption in her statement in sending it back, because Health and Safety needs to be watching this. So, it's not to dismiss and dispose of it tonight, but send it back to Health and Safety. This is an ongoing conversation while we are tracking other communities. She thinks it's definitely up to Health and Safety to determine who that's going to be. So that was her assumption to say it needs to go back to Health and Safety for them to track over the next year.

Councilor Armstrong stated that this is why they brought it back to the Town Council is to get a consensus. She believes that there still needs to be further research and study before they can proceed with this. She stated that she is not sure if it'll be a full year that they can bring something back once they have further information about this. She wants to commend the Town Manager and the Assistant Town Manager because a lot of work had been done so far with this particular item. They wanted to make it known, and also have further public comments about it, once the determination from other towns and the expenditures and other items are brought forth. She is in agreement to bring it back to Health and Safety, and they can monitor it at some stage.

Councilor Walker said that he will defer to his colleagues on the Health and Safety Committee.

Councilor Eleveld made a suggestion to table this item until the February meeting, where you can then resend it back to Health and Safety, because the truth of the matter is, it may get lost between now and then. Town Manager Souza stated that it will not get lost.

Mayor Black-Burke said that she wants to make sure that everybody's clear. Councilor Naeem brought it back up. Coming out of Health and Safety, and after reading through the agenda, they wanted to bring it here for doing exactly what we're doing right now, having a conversation on the information that counts. Mayor Black-Burke thanked Councilors Armstrong, Walker, and Deputy Mayor Klase for asking for that level of detail to be brought to this meeting and sharing that information. What is it, how does it work and what is the cost, \$25 or \$50, or is that even worth investing in the cameras? So, it's something that

they have been watching and sending back to Health and Safety for them to continue to track because they have been looking at it for well over a year and it's now coming back to them. So, she doesn't think it will get lost, it will just be something that continuously appears on their agenda to say this is what we are looking at.

Councilor Pelkey said that he agrees with everyone and he thinks that more analysis of a lot of these different questions is definitely warranted and before we take any more precious staff time on this, he wouldn't be opposed to looking at it. Now, some of the specifics obviously are going to be different, but if we only have 3 towns here in Connecticut, he thinks it might be valid. When he lived in Maryland, he knew that Washington, DC. had these, and this was 20 or 21 years ago. So, while technology certainly has changed, he thinks there's some sort of items that can go to implement best practices, those sorts of things that could be looked at. Obviously, we have to deal with Connecticut State laws and etc., but he thinks even if we looked a little bit further ahead, we might find some lessons learned and best practices. He's not necessarily outright opposed to this. It's just at this point without the information, he thinks studying it more and since we may not even in a year have great data from Connecticut, just expanding where we're looking at for generalities might be helpful. He just wanted to throw that in there.

Mayor Black-Burke stated moving forward, they recommend to look at other Connecticut towns in addition to another town outside of Connecticut just for data's sake.

Town Manager Souza said that he appreciates the Town Council providing that direction. He wants to make sure everyone knows that we will still continue our traffic committee that we have in place that involves our Public Works Department, Police Department and our Engineering Department. We continue to gather data across the town, both on our main arterial roads as well as neighborhood roads. We have our Drive Wise program, which is really our education and awareness program. So, if folks in your neighborhood would like to volunteer to have signs, please contact our engineering office and we can make arrangements for that. The Police Department will continue to be on the road doing enforcement. He stated he did appreciate the Council's direction and guidance here, and we'll continue to pull together information as you move through the summer into the fall.

- h) Consideration of settlement in Buffalo-Windsor Associates, LLC vs Town of Windsor

MOVED by Councilor Naeem seconded by Councilor Eleveld to move item 12 h Consideration of settlement in Buffalo-Windsor Associates, LLC vs. Town of Windsor to after item 16, Executive Session.

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 16, 2025 Public Hearing meeting (sidewalks)
- June 16, 2025 Regular Town Council meeting

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate, 74 Ethan Drive, said he just wants to give his current state of consciousness with respect to the big brutal bill where his learning is, it got postponed until after the midterms. But he's not sure if that's true, totally. But that's one aspect. My understanding is you don't lose Medicaid, or Husky, as it's called, is that you just don't comply. You don't register every 6 months. For all of us, if we're not sent out reminders that you have to register your car every 6 months, you have to get emissions every 6 months, none of us would be driving a legitimate vehicle. But that's how you lose Medicaid. He doesn't think you lose it. You just don't comply, and therefore you lose it. That's his current understanding. The forms are going to be difficult to comprehend and fill out. But there's also a workaround, and that is, if you're able bodied, you're supposed to work or volunteer. So, he guesses we're back to the Roosevelt era where Windsor needs a volunteer coordinator. We need to dream up projects for people to do volunteer work. He doesn't know how that would play out. He hopes the State picks it up. If not, you will determine whether or not those folks fall through the cracks. Don't know what you're going to decide. He again hopes the State does it. When he goes out, they talk to the police when they get on site, because the police know which residents have medical devices. He's just wondering that if we go through a process locally, if we know who have the medical devices, if we can find out who's on the Medicaid Husky program. He never realized Husky had 9 separate types of programs. If you match that up, you can figure out what we can do, but he guesses we will learn.

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to enter into Executive Session at 9:58 p.m. for:

- 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

Motion Passed 9-0-0



16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; Josh Gaston, Town Assessor

Guest: Kevin Deneen, The Law Offices of O'Malley, Deneen, Leary, Messina & Oswecki

MOVED by Councilor Naeem, seconded by Councilor Eleveld to exit Executive Session at 10:21 p.m. and return to the Regular Town Council meeting.

Motion Passed 8-0-0 (Councilor King absent)

17) ADJOURNMENT

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to accept the settlement of Buffalo-Windsor Associates, LLC vs Town of Windsor as discussed in Executive Session.

Motion Passed 8-0-0 (Councilor King absent)

MOVED by Councilor Armstrong, seconded by Councilor Eleveld to adjourn the meeting at 10:22 p.m.

Motion Passed 8-0-0 (Councilor King absent)

Respectfully Submitted,

Helene M. Albert
Recording Secretary