



Council Agenda

Council Chambers
Windsor Town Hall
September 2, 2025



Zoom Instructions

Dialing in by Phone Only:

Please call: **312 626 6799 or 646 558 8656**

1. When prompted for participant or meeting ID enter: **824 9792 4711** 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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1. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
2. During 'Public Comment' if you do not wish to speak you may type your comments into the Q&A feature.

7:20 PM Public Hearing

To hear public comment on, "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."

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Mayor Black-Burke
3. PLEDGE OF ALLEGIANCE – Mayor Black-Burke
4. PROCLAMATIONS/AWARDS
 - a) Proclamation designating September 21 – 27, 2025 as National Adult Day Services Week
 - b) Proclamation designating September 2025 as Monarch Butterfly Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS



7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Arts Commission
 - c) Human Relations Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve 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)
12. NEW BUSINESS
 - a) *Authorize the submittal of a grant application in the amount of \$15,000 to the State of Connecticut related to youth violence prevention programming (Town Manager)
 - b) *Approve acceptance of land at 75 and 85 Baker Hollow Road for off-site public infrastructure improvements (Town Manager)
 - c) *Approve amendments to Information Technology position descriptions (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the August 4, 2025 Regular Town Council Meeting
15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
16. EXECUTIVE SESSION
 - a) Discussion of the selection of a site or purchase of real estate
 - b) Strategy and Negotiations in respect to collective bargaining (Teamsters)
17. ADJOURNMENT

Proclamation

Honoring National Adult Day Services Week September 21-27, 2025

WHEREAS, Windsor's Caring Connection Adult Day Health Center located at 330 Windsor Avenue in Windsor provides professional and compassionate services; and,

WHEREAS, Through its services, the Caring Connection enables functionally and cognitively other abled older adults with a safe, supportive, and enriching environment that fosters opportunities for social connection, creative expression, physical activity, community integration, pet therapy, art and music therapy, horticultural engagement, wellness-centered events, and, access to healthy nutrition; and,

WHEREAS, adult day health centers provide a coordinated program to serve the elders of the community including skilled and preventive nursing care, assistance with activities of daily living as needed, rehabilitation, and individual and group therapeutic recreation; and,

WHEREAS, adult day health centers offer participants an opportunity for enriching educational, therapeutic, and social experiences outside the home and in their community; and,

WHEREAS, centers like the Caring Connection provide much needed respite, assistance, guidance, support and counseling for caregivers and involved others.

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

The Town of Windsor Caring Connection Adult Day Health Center and the National Adult Day Services Association have designated September 21, 2025 through September 27, 2025, as *National Adult Day Services Week*, celebrating Adult Day Services, Integration and Community in Windsor, Connecticut and we urge the citizens of Windsor to honor and celebrate this special event.



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

Proclamation

Declaring September 2025 as Monarch Butterfly Month

WHEREAS, the monarch butterfly (*Danaus plexippus*) is an iconic North American species known for its extraordinary multigenerational migration journey and unique metamorphosis from caterpillar to butterfly; and,

WHEREAS, monarch butterflies are vital pollinators, contributing to the health of cultivated flowers and agricultural crops, and serves as a key indicator species for the ecological health of entire ecosystems; and,

WHEREAS, Eastern monarch populations have experienced alarming declines due to habitat loss, pesticide exposure, and climate change, threatening their remarkable migratory cycle; and,

WHEREAS, cities, towns, and counties have a critical role to play in reversing the monarch's decline by restoring and conserving habitats that support pollinators; and,

WHEREAS, Windsor is listed on the Pollinator Pathway website and is committed to becoming Connecticut's first designated Monarch City through Monarch City USA, and actively supports monarch conservation through the Windsor Monarch Project in partnership with First Town Downtown; and,

WHEREAS, the Town celebrates these efforts through the annual Eco Monarch Festival, which engages the public in pollinator education, native plant gardening, and community habitat restoration projects; and,

WHEREAS, citizens, schools, organizations, and businesses are encouraged to plant native milkweed and nectar-producing plants, reduce pesticide use, and participate in programs that protect and expand monarch habitats.

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

The month of September 2025 be declared as Monarch Butterfly month in the Town of Windsor, and we urge all residents to support monarch conservation efforts by participating in the Eco Monarch Festival, planting native habitat, and helping make Windsor a model for pollinator-friendly communities across Connecticut.



A handwritten signature in dark ink, appearing to read 'NR' or 'Nuchette Black-Burke'.

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

Agenda Item Summary

Date: September 2, 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 respectfully asked to approve the funding authorization to replace the 1997 Pierce Ladder Truck.

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 pumpers. 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 approve funding 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), the use of pay as you go funding from the Public Safety Equipment Fund (\$600,000) and the 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.

Approval of Ordinance

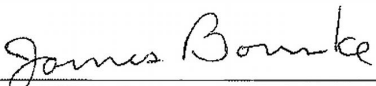
"MOVE to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,100,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A LADDER TRUCK; AND AUTHORIZING THE ISSUE OF \$1,000,000 BONDS AND NOTES AND \$500,000 FROM FISCAL YEAR 2026 GENERAL FUND CAPITAL BUDGET AND \$600,000 FROM THE PUBLIC SAFETY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

Attachments

Bond Ordinance

Certification

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

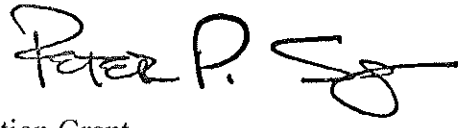
Distributed to Town Council	8/4/25
Public Hearing Advertised	8/8/25
Public Hearing	9/2/25
Adopted	
Advertised	
Effective Date	

Agenda Item Summary

Date: September 2, 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: DECD Youth Violence Prevention Grant

Background

The town has been made aware that it is eligible to receive a \$15,000 grant by the State Department of Community and Economic Development (DECD) related to youth violence prevention. The goal of the grant is to promote positive youth development. These funds may be used to increase or enhance opportunities for youth. This grant represents a continuation of the Youth Violence Prevention Grant funding that we have successfully received in previous years.

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

Discussion

The grant period will run through June 30, 2026. Funds will be used for free access to the evening teen center at 330 Windsor Avenue Community Center. Grant resources will continue to be used to support social learning and youth violence prevention awareness programs across Recreation and Youth Services Bureau programs. Social learning programs focus on fostering positive behaviors, emotional regulation, and healthy relationships. Violence Prevention Awareness emphasizes recognizing, avoiding, and de-escalating violent situations through conflict resolution, empathy, and communication skills.

Financial Impact

There is no local funding match required for this grant. This is a reimbursement grant, and the grant award funds will be disbursed from the State in a single payment upon completion of the fiscal year on June 30, 2026.

Other Board Action

None

Recommendations

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

“MOVE that the Town Manager is authorized to submit an application to the Connecticut Department of Economic and Community Development for the youth violence prevention grant, and further authorize the expenditure of funds in the amount of \$15,000 for the purpose of implementing youth violence prevention initiatives as outlined in the grant proposal.”

Attachments

None

Agenda Item Summary

Date: September 2, 2025

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Parcel to be Deeded to the Town for Public Improvements Associated with 75-85 Baker Hollow Road Development

Background

The Town Planning and Zoning Commission previously approved the subdivision of 75 and 85 Baker Hollow Road to include a parcel to be deeded to the town. The subject parcel lies at the intersection of Baker Hollow Road and Old Poquonock Road, totaling 3,258 square feet or 0.075 acres. At this time, the Town Council is respectfully requested to approve acceptance of the land as a public right of way.

Discussion/Analysis

The intent of the subdivision was to divide and reconfigure parcels previously known as 903 & 1001 Day Hill Road, 140 Old Poquonock and 55 Baker Hollow Road. Two parcels now have Day Hill Road addresses and two lots are now created on Baker Hollow as numbers 75 & 85. As part of the subdivision approval, a 3,258 square foot parcel is to be deeded to the Town to accommodate off-site improvements to Baker Hollow Road at its intersection with Old Poquonock Road. The owner of the property is now ready to transfer the small parcel of land to the town which will allow them to begin site development work.

Financial Impact

The owner will donate the property to the town at no cost. The roadway and intersection will be realigned and constructed within the current ROW at no cost to the town.

Other Board Action

The Town Planning and Zoning Commission previously approved the property subdivision and a development site plan.

Recommendations

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

“MOVE to accept the parcel of land shown on the attached map entitled, ‘Subdivision Plan Prepared for Condyne Capital Partners, LLC 75 and 85 Baker Hollow Road’, Alford Associates, Dated November 10, 2023, and Revised through May 21, 2024.”

Attachment

Map showing parcel to be accepted



hroll 0J - Baker Hollow\2023 55 6

Agenda Item Summary

Date: September 2, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Sophia Castellanos, Human Resources Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Information Technology – Job Description Approval and Amendments

Background

The Information Technology Department currently includes three unaffiliated full-time positions: Coordinator of Information Technology, Systems Applications Specialist, and Information Technology Specialist.

As part of the classification and compensation study, the Systems Applications Specialist position was reclassified from Information Technology Specialist after a review determined that the duties and responsibilities more accurately align with a Systems Applications Specialist role. While this change was reflected in the town's pay plan, the corresponding job description was not updated at the time. The revised job description is now being presented for approval.

In addition, the job descriptions for the Coordinator of Information Technology and the Information Technology Specialist have been reviewed by the Coordinator of Information Technology and Human Resources staff and updates are needed.

Sections related to "General Purpose", "Essential Duties and Responsibilities" and "Minimum Qualifications" have been updated to better align with the requirements of the positions, and "Competencies" have been added to conform to the town's current format. The "Physical Demands and Work Environment" sections have been updated. Some terminology and duties have been updated to align with changes that have occurred over the years.

Discussion/Analysis

The most significant changes proposed for all three of the job descriptions relate to changes in technology infrastructure, software, and hardware. They all include proposed updates to reflect an emphasis on cybersecurity, networks, cloud services, risk assessment and disaster recovery.

We are recommending a title change from Coordinator of Information Technology to Director of Information Technology to align this position with the responsibilities of the position and the titles of other town department heads.

The salary range for the Information Technology Specialist (Pay Grade 5, \$64,420 - \$86,968) no longer aligns with the market so a job analysis questionnaire and point factor evaluation were completed and the results indicate the position be placed in pay grade 6, \$72,000 - \$100,800.

Financial Impact

There is no financial impact as the current incumbent's salary is within the range for pay grade 6.

Other Board Action

None

Recommendations

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

“MOVE that the job descriptions for the positions of Coordinator of Information Technology, Systems Applications Specialist, and Information Technology Specialist be approved as presented, and the Information Technology Specialist position be placed in pay grade 6 of the Administrative Pay Plan.”

Attachments

Director of IT – proposed and current job description

Systems Applications Specialist – proposed job description

Information Technology Specialist – proposed and current job description

Director of Information Technology

Proposed Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Director of Information Technology
Department: Information Technology
Reports To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Provides strategic leadership and oversight for the town's Information Technology (IT) infrastructure, operations, cybersecurity, and digital services. This position is responsible for planning, maintaining, and securing the town's technology environment to support efficient municipal operations and ensure the security and integrity of all systems and data. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all IT operations, including systems administration, cloud infrastructure, software applications, network management, storage, and user support.
- Leads the development and implementation of technology strategies, policies, and procedures that ensure reliable, secure, and scalable services for all town departments.
- Directs cybersecurity efforts, including network protection, data privacy, access controls, incident response, and staff cybersecurity training.
- Develops and maintains cybersecurity protocols such as threat detection, risk assessment, vulnerability management, and compliance with applicable standards and regulations (e.g., CJIS, NIST, HIPAA).
- Manages IT staff; assigns work, provides direction, reviews progress and conducts evaluations.
- Collaborates with town departments to identify technology needs and deliver solutions that enhance operational efficiency and improve service delivery.
- Oversees major IT projects including system upgrades, infrastructure enhancements, system migrations, and digital transformation initiatives.
- Develops and manages the IT department's annual budget, monitors expenditures, and ensures responsible use of public funds.
- Manages procurement and vendor relationships for technology equipment, software, and services.
- Maintains up-to-date IT and cybersecurity documentation, including network diagrams, policies, inventories, and contingency plans.

- Leads the development, testing, and execution of disaster recovery and business continuity plans.
- Provides regular updates and technology recommendations to the Town Manager, Town Council, and other stakeholders.

ADDITIONAL DUTIES

- Represents the town in professional associations and interagency working groups focused on technology and cybersecurity.
- Stays informed about emerging technologies and trends to guide future planning and investment.
- Performs other duties as assigned.

COMPETENCIES

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

- Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.
- Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts of public finance and budgeting and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.
- 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.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- Interpersonal Skills – Tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, local businesses, 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. Shows respect and sensitivity for differences.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.
- 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.

- Budget/Financial – Develops, prepares, presents and monitors annual department budget. Presents fee, expenditure and revenue projections and recommendations to the town manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in Information Technology, Computer Science, Cybersecurity, or a related field with a minimum of 8 years of progressively responsible experience in IT, with at least 2 years in a management role; or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Strong knowledge of IT infrastructure, networking, cybersecurity principles, cloud platforms, storage, and enterprise systems.
- Understanding of public-sector regulatory and compliance requirements related to data and cybersecurity.
- Demonstrated ability to plan and manage complex projects and technology initiatives.
- Strong interpersonal and communication skills, with the ability to collaborate across departments and explain technical concepts to non-technical audiences.
- Proven leadership skills, including staff supervision, budgeting, and strategic planning.
- Ability to identify risks and implement proactive solutions to ensure the stability and security of town systems.

Special Requirements

- Valid driver's license or ability to obtain one.
- The position may require evening or weekend work in response to emergencies, system maintenance, or project deadlines.

TOOLS AND EQUIPMENT USED

- **Personal Computing Devices:** Modern desktop and laptop systems, mobile devices, printers, multifunction devices.
- **Infrastructure and Networking:** Servers, network switches, routers, wireless systems, VoIP, VPNs, and backup/recovery devices.
- **Cloud and Remote Access:** Cloud-hosted applications, remote support tools, and video conferencing tools and peripherals.
- **Security Tools:** Firewalls, endpoint protection software, multi-factor authentication (MFA), security information and event management (SIEM) systems, and data backup/recovery systems.

- Enterprise Software: ERP systems (e.g., Munis), geographic information systems (GIS) (e.g., ESRI), document management systems, and permitting systems.
- Productivity and Collaboration Tools: Microsoft Teams, SharePoint, Zoom, and project management platforms.
- Other IT Support Tools: Additional IT support and security tools as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

Must be able to sit and stand for extended periods of time while working at a computer.

Must be able to travel to various locations to perform IT related assistance. Must have physical ability to bend, stoop, and kneel occasionally when installing and troubleshooting equipment.

While performing the duties of this job, the employee is required to use hands and fingers to operate computer keyboard, mouse and other equipment., tools and controls. Must have ability to communicate with others in person and over the phone. The employee must occasionally lift and/or move equipment, such as computers, monitors, servers, and related hardware generally up to 40 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 view and read the computer screen, documents, written instructions.

Work is performed in an office setting. The noise level in the work environment is usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

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.

Coordinator of Information Technology

Current Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Coordinator of Information Technology
Department: Information Technology
Reports To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of complex administrative and technical work in the development, installation and maintenance of Information Technology Systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the activities of the Information Technology Department; manages assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; evaluates and motivates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other town departments as needed.
- Provides professional advice to Town Manager and other staff; makes presentations to staff, boards, commissions, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Prepares progress reports to inform Town Manager of project status and deviation from goals.
- Defines and documents Information Technology objectives in terms of systems development and plans overall systems development in relation to future databank concepts; consults with relevant staff to determine information requirements of the various departments and to discuss system needs.
- Assists staff in technical projects such as identifying equipment specifications or developing computer programs for specified applications.
- Coordinates the procurement of computer equipment, hardware, software and supplies.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions; serves as a member of various employee committees.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree in management information systems, or a closely related field, with five years progressively responsible Information Technology experience; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of Information Technology concepts, principles and practices; considerable knowledge of systems analysis and design; considerable knowledge of management information systems; considerable knowledge of wide area networks (WAN).
- Administrator of NT Network, SQL Database, Website, Exchange, multiple department specific databases and network equipment, and Technology Project Coordinator.
- Skill in operation of listed tools and equipment.
- Ability to prepare and analyze complex reports; ability to maintain efficient and effective automated systems; ability to develop simple software programs; ability to install and troubleshoot PC systems; ability to establish and maintain effective working relationships with other employees, Town of Windsor officials and the general public; ability to communicate effective orally and in writing.

Special Requirements

- Microsoft Certification
- Valid Connecticut driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine, cellular phone and automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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, the employee is frequently required to sit, talk or hear, and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to stand, climb, kneel, walk, talk or hear, and reach with hands and arms.
- The employee must frequently lift and/or move up to 10 pounds, and occasionally lift up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee sometimes works near moving mechanical parts and is frequently exposed to rays from video display terminals.
- The noise level in the work environment is moderate and approximates that of a standard business office with equipment running.

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.

System Applications Specialist

Proposed Job Description

TOWN OF WINDSOR

POSITION DESCRIPTION

Job Title: Systems Applications Specialist
Department: Information Technology
Reports To: Director of Information Technology
FLSA Status: Exempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs advanced technical and administrative work in the design, implementation, and management of the Town's IT infrastructure, including networking, virtual server infrastructure, cybersecurity, programming, cloud services, email, and technology project management. Supports continuous system improvement and ensures technology aligns with organizational and security goals. Performs work in a manner consistent with the town's service excellence expectations

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs, implements, and manages secure highly available network infrastructure including LAN/WAN, firewalls, wireless access points and remote access.
- Develops and maintains databases, scripts, and automation tools to support Town operations and IT services.
- Leads IT infrastructure projects from planning through execution, including system upgrades, migrations, integrations, and new technology rollouts.
- Maintains on-premise and cloud-based infrastructure, including virtualization platforms (e.g., VMware vSphere), server hardware, and SAN storage systems.
- Administers enterprise-level systems including Windows and Linux servers, Active Directory, Group Policy, DNS, DHCP, and identity management solutions.
- Implements and manages disaster recovery and business continuity strategies, including backup solutions (e.g., Veeam Backup) and high-availability configurations across solutions (VMware, SAN storage, network).
- Maintains documentation of systems configuration, processes, asset inventories, and maintenance procedures.
- Assists in procurement, deployment, and management of server infrastructure, networking equipment, department software, email and cloud services.
- Manages email systems (e.g., Microsoft Exchange, Microsoft 365), including configuration, access control, spam filtering, and email security policies.
- Plans and executes cybersecurity strategies, including threat detection, risk assessments, incident response, vulnerability management, and security reviews.

- Implements and enforces cybersecurity best practices, including patch management, threat detection, access control, and vulnerability remediation.
- Assists in the development and enforcement of IT policies, cybersecurity protocols, disaster recovery plan, and compliance with security best practices.
- Manages vendor relationships and coordinates third-party support for hardware, software, and cloud services.

ADDITIONAL DUTIES

- Participates in IT and cybersecurity training, seminars, and exercises.
- Represents IT on initiatives related to technology modernization, remote work policies, and cybersecurity awareness.
- Assists with the preparation of the annual IT plan and budget.
- Performs related work as assigned.

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.
- 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.
- 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.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Customer Service – Manages difficult customer situations; responds promptly to customer needs; responds to requests for service and assistance with tact; meets deadlines and commitments.
- 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.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in computer science, information technology, cybersecurity, or closely related field with seven years of IT experience; or any equivalent combination of education and relevant experience.

Necessary Knowledge, Skills and Abilities:

- Proficiency in configuring and managing environments utilizing VMware vSphere and Veeam Backup.
- Skilled in identifying and mitigating cybersecurity risks across the network, systems, application, and user levels.
- Strong knowledge of computer systems, cloud services, remote desktop technologies, virtual meeting tools, mobile device management, and cybersecurity principles.
- Strong working knowledge of networking (LANs, WANs, VPNs), IT hardware/software, and enterprise security tools.
- Ability to deploy, configure, and troubleshoot a variety of hardware, software, and SaaS applications to support the Town's technology needs.
- Excellent communication skills and the ability to explain complex technical concepts to non-technical users.
- Ability to manage priorities, troubleshoot hardware and software problems, and meet deadlines.
- Ability to establish and maintain effective working relationships with staff, vendors, and the public.

Special Requirements:

- Valid driver's license or the ability to obtain one.
- The position may require evening or weekend work in response to emergencies, system maintenance, or project deadlines.

TOOLS AND EQUIPMENT USED

- **Personal Computing Devices:** Modern desktop and laptop systems, mobile devices, printers, multifunction devices.
- **Infrastructure and Networking:** Servers, network switches, routers, wireless systems, VoIP, VPNs, and backup/recovery devices.
- **Cloud and Remote Access:** Cloud-hosted applications, remote support tools, and video conferencing tools and peripherals.

- **Security Tools:** Firewalls, endpoint protection software, multi-factor authentication (MFA), security information and event management (SIEM) systems, and data backup/recovery systems.
- **Enterprise Software:** ERP systems (e.g., Munis), geographic information systems (GIS) (e.g., ESRI), document management systems, and permitting systems.
- **Productivity and Collaboration Tools:** Microsoft Teams, SharePoint, Zoom, and project management platforms.
- **Other IT Support Tools:** Additional IT support and security tools as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

Must be able to sit and stand for extended periods of time while working at a computer. Must be able to travel to various locations to perform IT related assistance. Must have physical ability to bend, stoop, and kneel occasionally when installing and troubleshooting equipment. While performing the duties of this job, the employee is required to use hands and fingers to operate computer keyboard, mouse and other equipment., tools and controls. Must have ability to communicate with others in person and over the phone. The employee must occasionally lift and/or move equipment, such as computers, monitors, servers, and related hardware generally up to 40 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 view and read the computer screen, documents, written instructions.

Work is performed in an office setting. The noise level in the work environment is usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

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.

Information Technology Specialist

Proposed Job Description

TOWN OF WINDSOR

POSITION DESCRIPTION

Job Title: Information Technology Specialist
Department: Information Technology
Reports To: ~~Coordinator~~ Director of Information Technology
FLSA Status: Exempt
Approved By: Town Council
Approved Date: ~~September 5, 2000~~

GENERAL PURPOSE

Performs a variety of skilled technical and administrative work, including end user support and training in the maintenance, procurement, installation, cybersecurity, and use of Town computer, network, cloud, and telecommunications systems for both on-site and remote users. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs, implements, and ~~creates supports~~ databases, ~~programs~~ software applications, cloud solutions, and network files as needed.
- Responds to ~~information~~ IT support requests from ~~on-site and remote~~ staff; ~~collects and analyzes various data from databases, programs and files, and prepares and submits routine and complex reports~~ troubleshoots hardware, software, network, and cloud service issues.
- Implements cybersecurity best practices including virus protection, endpoint security, user access control, backups, and threat detection and mitigation.
- Collects, analyzes, and reports data for ongoing system improvements, compliance, and audit purposes.
- Assists in the procurement, ~~deployment, and asset management~~ of computer ~~equipment~~ hardware, software, ~~and supplies; coordinates and assists in the installation of computer equipment including software, processors, printers, networks~~ cloud services, and peripheral ~~equipment~~ devices.
- ~~Serves on-call for emergency assistance to departments operating outside normal business hours.~~ Installs and supports remote access tools, VPNs, mobile devices, and software to enable remote work.
- Provides technical support and training to ~~end-users; prepares instruction manuals if necessary;~~ for desktop, cloud, mobile, and collaboration.
- ~~Provides technical and professional a~~ Advises to senior staff ~~on~~ regarding information technology strategy, remote and hybrid work solutions, technology upgrades, and cybersecurity needs and issues; prepares reports and recommendations regarding information technology and computer systems.

- Configures and supports audio/visual systems for virtual and hybrid meetings; provides live assistance with virtual meeting platforms and conferencing equipment.
- Serves on-call to provide IT support outside regular business hours as needed.

ADDITIONAL DUTIES

- Participates in ~~meetings, seminars and training sessions; serves as a member of various employee, community and regional committees.~~IT and cybersecurity training, seminar, and exercises.
- Represents IT on committees related to technology modernization, remote work policies, and cybersecurity awareness.
- ~~May assist in the preparation of annual report and annual budget requests.~~Assists with the preparation of the annual IT plan and budget.
- 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.
- 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.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in computer science, information technology, cybersecurity, or a closely related field, ~~with one year of information technology experience~~ five years of IT support experience; or
- Any equivalent combination of education and relevant experience.

Necessary Knowledge, Skills and Abilities

- ~~Good~~ Strong knowledge of computer systems, cloud services, remote desktop technologies, virtual meeting tools, mobile device management, and cybersecurity principles; ~~good knowledge of office automation and computer hardware and software applications~~; working knowledge of local area networks (LANs, WANs, VPNs) ~~and VAX IT hardware/software, and enterprise security tools~~.
- ~~Skill in operating listed tools and equipment~~.
- ~~Ability to install and operate a variety of software programs; ability to maintain existing software programs and computer systems; ability to troubleshoot common hardware and software problems; ability to meet project deadlines; ability to establish and maintain effective working relationships with other employees and general public; ability to communicate effectively orally and in writing~~. deploy, configure, and troubleshoot a variety of hardware, software, and SaaS applications; ability to support remote users and hybrid work.
- Excellent communication skills and the ability to explain complex technical concepts to non-technical users.
- Ability to manage priorities, troubleshoot hardware and software problems, and meet deadlines.
- Ability to establish and maintain effective working relationships with staff, vendors, and the public.

Special Requirements

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- The position may require evening or weekend work in response to emergencies, system maintenance, or project deadlines.

TOOLS AND EQUIPMENT USED

~~Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine; cellular phone and automobile.~~

- Personal Computing Devices: Modern desktop and laptop systems, mobile devices, printers, multifunction devices.
- Infrastructure and Networking: Servers, network switches, routers, wireless systems, VoIP, VPNs, and backup/recovery devices.

- Cloud and Remote Access: Cloud-hosted applications, remote support tools, and video conferencing tools and peripherals.
- Security Tools: Firewalls, endpoint protection software, multi-factor authentication (MFA), security information and event management (SIEM) systems, and data backup/recovery systems.
- Enterprise Software: ERP systems (e.g., Munis), geographic information systems (GIS) (e.g., ESRI), document management systems, and permitting systems.
- Productivity and Collaboration Tools: Microsoft Teams, SharePoint, Zoom, and project management platforms.
- Other IT Support Tools: Additional IT support and security tools as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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Must be able to sit and stand for extended periods of time while working at a computer. Must be able to travel to various locations to perform IT related assistance. Must have physical ability to bend, stoop, and kneel occasionally when installing and troubleshooting equipment. While performing the duties of this job, the employee is required to use hands and fingers to operate computer keyboard, mouse and other equipment., tools and controls. Must have ability to communicate with others in person and over the phone. The employee must occasionally lift and/or move equipment, such as computers, monitors, servers, and related hardware generally up to 40 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 view and read the computer screen, documents, written instructions.

Work is performed in an office setting. The noise level in the work environment is usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

- ~~While performing the duties of this job, the employee is frequently required to sit, talk or hear, and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to stand, climb, kneel, walk, talk or hear, and reach with hands and arms.~~
- ~~The employee must frequently lift and/or move up to 10 pounds, and occasionally lift up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.~~

- ~~The employee sometimes works near moving mechanical parts and is frequently exposed to rays from video display terminals.~~
- ~~The noise level in the work environment is moderate and approximates that of a standard business office with equipment running.~~

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Information Technology Specialist

Current Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Information Technology Specialist
Department: Information Technology
Reports To: Coordinator of Information Technology
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of skilled technical and administrative work, including end user support and training in the maintenance, procurement, installation and use of Town computer network systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs and creates databases, programs and network files as needed.
- Responds to information requests from staff, collects and analyzes various data from databases, programs and files, and prepares and submits routine and complex reports.
- Assists in the procurement of computer equipment, software and supplies; coordinates and assists in the installation of computer equipment including software, processors, printers, networks and peripheral equipment.
- Serves on-call for emergency assistance to departments operating outside normal business hours.
- Provides technical support and training to end-users; prepares instruction manuals if necessary.
- Provides technical and professional advice to senior staff regarding information technology needs and issues; prepares reports and recommendations regarding information technology and computer systems.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions; serves as a member of various employee, community and regional committees.
- May assist in the preparation of annual report and annual budget requests.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in computer science or a closely related field, with one year of information technology experience; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Good knowledge of computer systems; good knowledge of office automation and computer hardware and software applications; working knowledge of local area networks (LANs) and VAX.
- Skill in operating listed tools and equipment.
- Ability to install and operate a variety of software programs; ability to maintain existing software programs and computer systems; ability to troubleshoot common hardware and software problems; ability to meet project deadlines; ability to establish and maintain effective working relationships with other employees and general public; ability to communicate effectively orally and in writing.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine, cellular phone and automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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- The employee must frequently lift and/or move up to 10 pounds, and occasionally lift up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
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Town Council
Resignations/Appointments/Reappointments
September 2, 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

August 4, 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 Armstrong led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Armstrong led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

a) Proclamation honoring Richard Hazelton

Mayor Black-Burke read aloud the proclamation for Richard Hazelton.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Paul Panos, 48 Brookview Road, said he understands that on the capital projects listing is the Road Diet or Traffic Calming project for Broad Street. He's spoken about this before and he feels it is not appropriate for Windsor's downtown area because Windsor doesn't have any good parallel streets for bypassing. He stated that the prior Town Council had added a second lane because there was increased traffic. These lane reduction projects are really for places that have dramatically reduced traffic. We don't have that. We have increased traffic. He gave an example of other industrial cities that have had a decrease in population and how that dramatically reduced traffic. Dropping the one lane will result in serious backup of vehicles during the morning and afternoon rushes and downtown will become clogged with cars. Drivers will then seek the only other parallel road available to try and get around it. He stated what the Town Manager had said in the past about traffic

studies and it showing that 36% of cars were exceeding the speed limit. He feels this is meaningless unless he shows comparative data. He believes the traffic issues in downtown Windsor are exaggerated. The speeding can be solved by using video traffic cameras. Emergency vehicles will also be constrained in using one lane. He feels that if we go forward with this project that we may have to go back to two lanes in the future.

Judy Cooke, 16 Sage Park Road, stated she likes the idea of the traffic calming. You can have all the speed cameras and police presence in the world. That only does something if someone has already sped. It does nothing to prevent the speeding in the first place. She walks the town center a lot and she's seen the speeding cars flying by. She gave an example of her driving from Broad Street down to Palisado Avenue. She had somebody that passed her on the left where it is one lane. We can use all the calming that we can get. It's proven to have less accidents and less speeding down in Wilson where it's already been done.

Charles Windsor Jackson, 26 Wilson Avenue, said last Thursday the Wilson/Deerfield Advisory Committee held a meeting with the main topic being parking unregistered vehicles and so on. He said in the town's ordinances, Section 16-30, Compliance and Time Restrictions under there it mentions the traffic authority. Also, in Section 16-32 Temporary Parking Prohibition it mentions the traffic authority. He was told that the traffic authority is made up of just the town engineer or an engineer. He doesn't believe that constitutes a real traffic authority. As of July 1, file #397, House Bill 5353 mentions towns that have less than 50,000 residents in town it may form a local traffic authority, or an LTA that would work with the LTSA. He would like someone to look at these regulations. He believes we should be looking at that, especially if we are talking about traffic calming. The first ways to calm things is, to get people off the street that aren't supposed to be on the street in the first place. There are a lot of unregistered parked vehicles out there and he'd like House Bill 5353, file 397, to be looked at.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld said we've had a lot of people coming out to Town Green on Thursdays for the concerts. If you haven't been there, do take a look at doing that. Do keep an eye on kids riding bikes and skateboarding. Stay safe for the rest of the summer.

Councilor King echoed what Councilor Eleveld said. He mentioned that Tuesday night will be National Night Out and the event will be combined with the concert for that evening.

Councilor Naeem said that Mayor Black-Burke did a good job with the first pitch at the Badge vs Badge event. Very rarely do they see it land in the pitcher's mitt. She gave a shout out to all that attended the Wilson Gateway Park opening event. It was great to see so many people there. It was a terrific event that reminded us of what community really means. She loves that there are options for little ones and slightly older ones at the park. She wants to make sure that everyone is staying safe and staying cool. Make use of those pools because they're only around for another few weeks.



Councilor Pelkey said on July 19th, we had a great turnout at Windsor High School for the Battle of the Badges. That was the Windsor Ash Kickers versus the Bloomfield Volunteer Fire Department. We were gracious hosts, and we were kind enough in the inaugural meeting to let Bloomfield win. He thanked those that organized the event. He feels that the Town Council should look at what our fines are for various different ordinances whether it be for parking or something having commercial vehicles parking on our streets, or in commuter lots or other places where the ordinance says they shouldn't be. They are only subject to a \$10, \$15 or \$20 fine. By the time they were to maybe even get a tow, they've already moved the vehicle. Solicitors are another matter. Many solicitors go door-to-door and he's heard from a lot of people about what a pain that is. These solicitors should have an ID badge issued by the Police Chief if they do come to your door. Again, this is just a \$10 fine which wouldn't dissuade many of these individuals. He stated that the Wilson Gateway Park is a great success. He sees the parking lot is full sun up to sundown. It's wonderful to see and he's glad they pursued this avenue.

Councilor Armstrong said happy summer to everyone. We should watch out for our children that are running in the streets or on the sidewalks, or playing and be attentive to that. When kids are swimming, we should all be like lifeguards for them. If there's anyone in distress, of course call 211 and they will give you a crisis cooling center and also crisis for suicide is at 988. As always, she says, check on your neighbors and self care is the best care.

Councilor Gluck Hoffman stated to just remember our public works guys working out there in the heat and say thank you to them passing by because they make our town look beautiful.

Councilor Walker agrees with what everyone has to say so far. It's summer 2025 and residents in our town got another present from town government. What might you ask is the present? Another huge tax bill? Yes, an increase in taxes and not much to show for the larger burden on taxpayers. Same thing happened last year. These tax increases are creating financial hardships for many of our residents. Some are actually thinking of moving to other places where taxes are less burdensome. Unless Windsor reduces spending, nothing will change, and residents will continue to see more tax increases. How are residents on fixed incomes expected to pay more high taxes? We can do better, and residents in Windsor should demand more of their local government.

Deputy Mayor Klase – nothing to say.

Mayor Black-Burke thanked everyone that came out to share with the Council. We always appreciate hearing from the community during public comment. She also would like to take another moment to say to Mr. Hazelton thank you for your service and your dedication to our town. That is the Windsor way, it's just something that you don't see a lot of anymore. So you're applauded and thank you for just the years of continuous service. She added the Wilson Gateway Park grand opening was on July 12 and we are grateful that we received grant dollars to make that park a reality. It was wonderful to see the State delegation there that morning. On July 20, a grant of \$517,000, was given to

Riverfront Recapture to enhance the Marfuggi riverwalk that will extend and connect our Windsor Meadows State Park. At the Dayhill Dome, Vincent DiCarlo and the Athletes Are Us were able to host a basketball camp with Mahmoud Abdul-Rauf two weeks ago, and many of our students in Windsor were able to participate in that basketball camp. She gave a shout out to the Wilson Fire Company's fundraiser. It was a great time actually seeing individuals from the community just stop through to support the fire department.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Leonard Lockhart, Board of Education, gave the following report:

- At the Windsor Board of Education Special Meeting on July 22, 2025, Dr. Noha Abdel-Hady was appointed as the Acting Superintendent for the Windsor Public Schools. Dr. Abdel-Hady has assumed Dr. Terrell Hill's responsibilities while he is out of the district on leave.
- The first day of school for all Windsor Public Schools' students for the 2025-2026 school year will be Monday, August 25, 2025.
- Jim Altman from Fox 61 visited the Mobile Classroom at JFK Recreation Camp to do a feature story on Tuesday, July 29, 2025. The piece was aired on Fox 61 later on that day and will remain on their website and also on the school's social feed.
- The WPS Back 2 School Block Party will be held on Thursday, August 21, 2025 from 4:00 - 7:00 PM at 25 Sage Park Road. This is the fourth year in a row that the Office of Family and Community Partnership is sponsoring the block party. Please watch the district website for more information.
- Families are reminded to update their returning children's information in the PowerSchool Parent Portal - Returning Student Update 25-26. There is a banner on the district website and families may access their forms 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 Summer Food Service Program concludes on August 13, 2025.
- The first regular Board of Education meeting for the 2025-2026 school year will be on Tuesday, September 16, 2025 at 7:00 PM in the Board Room at the L.P. Wilson Community Center.

- 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.

Councilor Gluck-Hoffman asked if we have an estimated time when Dr. Hill might be coming back. Mr. Lockhart stated he believes that information was made public, but he's not 100% sure at this time. So, he's going to state no comment at this time.

b) Public Building Commission

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

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.

Sage Park Middle School Roof Phase-2 Project – 9541

Weights for the wind load requirements have been designed and approved. Contract to install weights has been issued and is currently underway. Project expected to be completed by the end of July 2025.

Oliver Ellsworth School Humidity Mitigation Design - 9574

Upon final inspection by the design engineer, this project will be fully completed. Project expected to be closed by the end of August 2025.

LP Wilson HVAC Renovations Phase 1 Project - 9551

Manufacturer has discovered a few faulty parts on DOAS-1 and ordered replacement parts. Repairs will be scheduled as soon as parts arrive. Project expected to be completed by the end of August 2025.

LP Wilson HVAC Renovations Phase 2 Project – 9551

Opening resulting from removal of existing AC window units, still needs to be completed. Contractor is coordinating with multiple sub-contractors to complete this work. Project expected to be completed by the end of August 2025.

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

Project is in progress with 75% of the work completed. BOE administrative staff have begun to move back into their respective areas. BOE meeting room and perimeter classrooms are currently being completed and on schedule. The work in the Gym area has been coordinated with staff and will be done shortly. Project is on schedule with construction expected to be completed by mid-August 2025 for BOE side and by end of September 2025 for the Gym side.

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

Project is in progress with 80% 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.

Windsor High School Roof Replacement – 9592

Design portion of this work has been awarded and the site evaluation has been started. Project is on schedule with design expected to be completed by end of January 2026.

Town Hall Roof Replacement – 9591

Design portion of this work has been awarded and the site evaluation has been started. Project is on schedule with design expected to be completed by end of January 2026.

LP Wilson Roof Replacement North End - 9593

Design portion of this work has been awarded and the site evaluation has been started. Project is on schedule with design expected to be completed by end of January 2026.

c) Human Relations Commission

No report was given for Human Relations Commission due to an unforeseen conflict.

d) Inland Wetlands and Watercourses Commission

Steven Fraysier, Inland Wetlands and Watercourses Commission, gave the following report:

During the fiscal year of 2025, the IWWC reviewed 23 applications for development occurring within wetlands, watercourses and the 150' upland review area surrounding these features. The applications reviewed included:

- 6 commercial industrial approvals
- 17 residential approvals

Noteworthy projects include the approval of the Pickle Ball Facility on Day Hill Road and the Solar Array for Travelers on Lamberton Road. In addition to processing applications, the Commission has reconciled three regulatory violations through ordered restoration and remedial actions. In addition to processing applications, the Commission has reconciled 3 regulatory violations through ordered restoration and remedial actions.

The Commission hosted 13 meetings, one of which was a special meeting, to address violations in the timeliest manner. All of the meetings were held hybrid, allowing commissioners and residents to attend both virtually via Zoom or in-person. Applications have continued to be processed in a timely manner with detailed review.

The IWWC has consistently upheld its role in balancing developmental needs with environmental preservation by regulating activities that affect water quality, biodiversity, habitat, erosion control, and the overall conservation of these specialized ecosystems. Additionally, the IWWC has actively promoted the establishment of conservation easements on residential properties to proactively prevent or discourage future violations of regulations and degradation of wetlands and watercourses.

Councilor Pelkey thanked Mr. Fraysier for all the work the commission does.

Councilor Armstrong asked if he could give her an example of a violation. Mr. Fraysier stated a few of them have been inadvertent violations where the homeowner has done some work within what appears to be a wetlands or within the wetland review area. So, filling in some soil or clearing some trees within those regulated areas is a violation if it doesn't have a permit. That sometimes is noticed by neighbors. Other times it is noticed by drive-by observations. So, it's working with the owner to restore those areas to back to what they were. He mentioned the conservation easements. There's an education aspect to property owners to show that when you buy a piece of property here, there may be wetlands on it, and we want them to know about it. A definitive way to do that is to have an actual easement on their deed that lays out an area that is indicated as a wetland area. It's called a conservation easement, but it really helps to reinforce the fact that it's a special area that should be treated as such.

Councilor Armstrong asked what do you consider a wetland? Can you tell me a little bit about that? Mr. Fraysier said he can get it into a little bit. It's not just water on land or what looks like a wet area. There's a certain amount of soil characteristics that make it a wetland. And there's also a plant life and animal life that are found there that can also make it a wetland. So, there's a couple of different interpretations of Connecticut versus a Federal wetland. But those are generally the two characteristics.

Councilor Armstrong asked when a person or family buys property, are the wetlands something that they are made aware of? Mr. Fraysier stated we're trying to incorporate an education aspect to it. It really starts almost at the realtor's level to make sure that the due diligence is done to share that information with the property owner before they buy. They are also encouraging that conservation easement aspect as well, so that when someone goes to buy a piece of property there's something physically written in their deed or on their property map that shows them and says this area is special in that way. It isn't forgotten about.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

National Night Out – August 5

Join the Police Department on the Windsor Town Green, Tuesday, August 5, from 5:00 PM – 8:00 PM for the 2025 National Night Out. National Night Out is an annual

community-building campaign that enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Enjoy live music, lawn games, delicious food, hula hoop contests, raffles, and so much more! Please bring non-perishable food items to Stuff-a-Cruiser to support the Windsor Food & Fuel Bank.

Rainbow Reservoir

There is currently a blue-green algae bloom occurring in the Rainbow Reservoir. Some blue-green algae blooms produce toxins (cyanotoxins) that can be harmful to:

- Humans (causing skin rashes, nausea, respiratory issues or liver damage if ingested)
- Pets especially dogs who drink or swim in contaminated water

Safety tips:

- Avoid swimming, boating, or fishing in water with visible blooms
- Do not let pets drink or play in water with visible algae
- Wash your hands and rinse off pets after contact with natural water bodies

For more information, go to: <https://portal.ct.gov/DEEP/Water/Water-Quality/Blue-Green-Algae-Blooms>

Programs at Gateway Park

As we move through the rest of the summer, the recreation staff are excited to roll out a lineup of events and activities at Gateway Park in Wilson.

Among the scheduled highlights are:

- Community Yoga sessions on Wednesdays, August 6 and 20, from 6:30 PM - 7:30 PM.
- Yard Games on the Great Lawn, on Wednesdays, August 13 and 27, from 6:00 PM - 7:30 PM
- Soul Queens Music Performance, Friday, August 29 from 6:00 PM to 7:30 PM
- The Windsor Public School Mobile Activity Bus will be at the park in September
- A Food Truck Evening will showcase a variety of Windsor-based food trucks
- Rounding out the season, a special chess afternoon is being planned for October.

Bicycle Friendly Community Survey

The town has recently applied to the League of American Bicyclists for possible designation as a Bicycle Friendly Community. As part of the League's review process, we are distributing a survey to the community. The link to the survey is

https://www.surveymonkey.com/r/BFC_2025. The survey window closes October 1st. Bicycle Friendly Community award results are expected to be announced in December.

Senior Services Annual Summer Picnic

The Annual Senior Summer Picnic will be held on Friday, August 8, from 11:30 AM – 2:00 PM at the Senior Center. This year's event includes a BBQ lunch, ice cream sundaes, and live music from The Jim Royle Steel Drum Trio. Full details of are posted in the Senior Center newsletter and at <https://townofwindsorct.com/senior-services/> Call 860-285-1992 for more information.

East Coast Greenway Routing

Since 1991, the East Coast Greenway Alliance has led the development of more than 1,000 miles of protected greenways to advance a safe, connected corridor for walking, biking and active transportation up and down the east coast. Portions of the Greenway traverse Connecticut, but there are gaps in the network. The Capital Region Council of Governments (CRCOG) has conducted an East Coast Greenway study to look at routing options from Bloomfield through Hartford and into East Hartford. The preferred alignment shows the trail routed through Keney Park exiting at the park entrance in Wilson on Windsor Ave and connecting via Meadow Road to Riverfront Recapture's future park. CRCOG's draft study document is available for review. Public comments are being accepted until August 8. To review the plan and comment on it, please go to the project website at: <https://crocog.org/capitol-region-ecg-study/>

Road Closure – Pleasant Street

Just as a reminder, Pleasant Street will be closed through August 18th due to construction. Traffic is detoured via Poquonock Avenue and Palisado Avenue. Flaggers and police will assist with traffic control. Dates are subject to change due to weather or other unforeseen events.

Railroad crossing at Macktown Road

Amtrak is upgrading the tracks at the railroad crossing on Macktown Road between 8/21/25 to 9/9/25. This work will require Macktown Road to be closed at the tracks to vehicles and pedestrians for the entire period. We are assisting Amtrak in informing the public of this extended construction and road closure.

Street Re-Paving Update

The town is currently working on roadway improvement projects in several areas over the next few months as part of the town's Pavement Management Plan. Round 1 was completed and work is beginning for Round 2 & 3. (*See below for listing*)

The first part of this type of work involves replacing storm drains. Once drainage work is complete, crews will begin milling the roads—this means removing the top layer of old asphalt usually around two inches to create a smooth, even surface for repaving. Finally, a new layer of asphalt will be applied to restore the roadway.

We appreciate your patience during this essential maintenance work.

Round 1 (June 2025) - COMPLETED	
Roadway	
Filley St	
Lennox Ave (Filley to Ridgewood)	
Crest Dr	
Preston St (Capen to to Cul-de-sac)	
Preston (Capen to Maple)	
Remington Rd	
Capen St (Broad St to Preston)	
Olin St	
*Prospect Street	
*Phelps Street	
*Brown Avenue	
*Upper Broad Street	
*Lennox (Bloomfield to Filley)	
*Lennox (Ridgewood to Kellogg)	
*Kellogg Street	
Round 2 (August 2025)	
Roadway	
Little Loch Way	
Lochview Dr	
Meadowlark Dr	
Fieldstone Dr	
Lantern Way	
Hitching Post Ln	
Hearthstone Dr	
Round 3 (August 2025)	
Roadway	
Kennedy Road (Town Line to Rt 20 On-ramp)	

* Related to utility work

Pigeon Hill Road Repaving – Addison Road to Marshall Phelps Road

Replacement of the catch basin tops on Pigeon Hill Road is scheduled to start this month. We expect the milling and paving – from Marshall Phelps Road to Addison Road - to be completed after this fall.

Updates on Courts at Welch Park and O'Brien Field

The reconstructed tennis and pickleball courts at Welch Park are open for use.

The playing surface at O'Brien Field is nearing 100% completion. While the final items are completed both the track and field surface remain closed. We are expecting the facility to be fully reopened the week of August 11th.

Councilor Pelkey said with regard to the bike path and the national recognition for that, he took a look at it. He needs some clarification on it. What sort of benefit would we be getting other than some little name by some group? To him it almost looked like we fell for a scam. Town Manager Souza said it's not a scam. It is a group that promotes safe bicycling in communities across the country. There are several communities in Connecticut that have been designated at various levels. He has not completed the survey himself, so he doesn't know if that information that they ask for is required in order to submit the survey or not, but we'll certainly look at that. It's essentially an opportunity to be able to promote the fact that a community, in our case Windsor, wants to have safe routes for our bicyclists, either on road or off roads, and that we promote different multimodal ways of transportation by a variety of ways through either providing infrastructure, meaning bike racks at various public facilities and encourage the business owners to do the same, to provide that extra opportunity for folks to be able to have opportunities for them to other than being in a vehicle or using public mass transit, that they can bike safely in a community.

Councilor Pelkey stated that sounds like an advocacy group trying to push that. What do we get other than the designation? Town Manager Souza said he believes we have access to some of their public information and awareness programs that they offer but there is generally not, if you're talking about financial gains, there's not necessarily direct financial gains.

Councilor Pelkey said they have wonderful trails. It doesn't have to be financial gains. Town Manager Souza said that bicyclists look to them for information as they're planning trips. They could be planning various day trips or other trips. So, it's a connection there.

Councilor Pelkey asked about Macktown and what's the sort of nature if they are upgrading. Is it theirs or are we putting in new fancy gates? Do you have any idea what the nature of that work is? Town Manager Souza stated the nature of the work is track work itself.

Mayor Black-Burke asked if the cricket field is completed. Town Manager Souza said the construction at the cricket field is completed. The plan is to let that field grow in and make it available in the spring of 2026.

9) REPORTS OF STANDING COMMITTEES

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

Finance Committee – Councilor Naeem said Finance will be kicking back off in the fall as we did last year to start planning for 2026. There were a couple of items that came up during the later half of the budget season, post budget season, that we'll be picking up to review during the Finance Committee and then just really planning for what's to come in

2026. She does want to, from a financial perspective, clarify something that was said earlier by Councilor Walker in regards to our tax increases. Yes, she agrees that affordability is a challenge. And we did see significant tax increases. She just wants to make sure again, and she cannot emphasize enough to the public, that the tax increases that we have seen these last two years, a majority of those have been because of revaluation not because of increases in spending by the town. Increases in spending by the town were not in double digits. So just want to make sure, because she knows different people tune in at different times, she wanted to clarify that. Secondly, as we go into the season of planning and looking at how we can make affordability more of a reality for a greater majority of our residents, she would ask Councilor Walker, as she has asked before, as well as the rest of the Council and the general public, to really bring forward recommendations on how we can reduce spending, where we can reduce spending to tackle that. The Finance Committee works really well together. We have Councilors King and Eleveld and we really look at all the opportunities available that we can enact. So again, she would recommend to everyone, and would love to hear from all of you, how do we make more spending cuts. Where do we make them? And she would love to start looking at those more closely at the Finance Committee.

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

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

Personnel Committee – Councilor King – nothing to report.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

a) Approve Fiscal Year 2026 – 2031 Capital Improvements Program

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman to approve the proposed FY 2026 – FY 2031 Capital Improvements Program as presented.

Peter Souza, Town Manager, gave an overview of the item. This proposed Capital Improvement Program (CIP) was reviewed by the Capital Improvements Committee, which is a committee appointed by the Town Council. It was then brought to the Town Council and introduced in July. On July 15th the Town Council's Town Improvement Committee met and reviewed the proposed CIP, and they had a motion that was approved to move the item back to the Town Council as presented. The six year CIP gets updated each year. We bring in projects that get adjusted because of different elements, perhaps from a cost factor, scope of work and/or scheduling.

This CIP includes over \$10 million for street resurfacing. It includes \$32 million for major street reconstruction or rehabilitation projects and of that \$42 million for town roadway

investment. Approximately \$11 million is planned to come from State or Federal funding sources. The overall CIP proposes to use approximately \$29 million in cash funded projects, and those come from a couple different sources. One is from the annual operating budget and the other is from our capital projects, assigned fund balance. The Town Council can utilize funds from our reserve fund or our General Fund Unassigned Fund Balance. There's also grant opportunities the town pursues when appropriate. When you look at the overall CIP, the projected debt service ratio, which is our principal and interest payments each year, as a percentage of our annual operating budget, this stays within the Town Council's stated policy of 8% in each year. Therefore, we're within the Town Council's policy guidelines as well.

The CIP proposals over a six year period are approximately \$81 million in new bonding authorizations. Any new bonding projects need to come back to the Town Council for approval and Special Town meeting or referendum per the *Town Charter*, based upon the project scope.

School-related projects total approximately \$41 million over the six year period and this does include the Broad Street Traffic Calming project. This is the appropriate venue in which the project should be included. Because this is our planning document. This does not mean that this project will absolutely go forward and Town Council would still need to authorize separately for this project to move forward. At this dollar scope, it would require a Special Town meeting action. He noted that this is a revised scope. It does not include the traffic roundabouts that were previously proposed, and it assumes (and this is a large assumption) that the traffic signals at Maple Avenue and Broad as well as Batchelder Road on Broad Street are only modified and not fully replaced.

Councilor Walker knows he made a comment about increased taxes. That's a fact of life when it comes to the budget. One example in how we can contribute to or encourage the conversations about spending reductions is, we didn't vote for the Board of Education budget for several reasons, but we got outvoted. So here we are with this CIP back again. It first came out as the Broad Street Road diet and now it's been renamed Broad Street Traffic Calming project. That is actually a misnomer. Traffic confusion is a better description. So, it's \$3,230,000 as he sees it written in the FY 2026 – FY 2031 CIP. State and Federal aid is \$2,980,000 and other sources are \$250,000. Voters defeated this item. It's really asking to make Broad Street one way both ways. It went to a Special Projects Committee meeting, then went to a CIP committee meeting and here it is, back again. It is still a new name for the Broad Street Road Diet. I don't think it's a road diet. And quite honestly, I'm not going to support this thing at all. It needs to go away. We need to respect the voters and what they asked for. And it's this type of stuff that goes towards our increased taxes—more spending.

Councilor Pelkey said there's a lot of good in the Capital Improvement Program, and he wants to thank the members of the Capital Improvement Committee for their work they did. They certainly did a lot of the tough asks and questions when they had their meeting a couple months ago looking at this. He agrees with Councilor Walker in that, including the Broad Street Road Diet in this is basically a slap in the face to democracy. It was only

a number of months ago where the town and our fellow neighbors decided that we don't want to prioritize this project. We had 3,000 people cast ballots for this. That's right in line with what our normal referendum would be. So, it's not like there are only 50 people who voted. It was a reasonable turnout. He thinks we have to respect the outcome of our elections. It doesn't mean that we can't change our mind, that we can't change a scope. But this project had been talked about for 25 years, a quarter century, and the very first time that our neighbors in town had the opportunity to weigh in, they said 'no.' For us to turn around and to keep this included, and keep this pushing forward, it's too soon. So based on that, he's actually going to move to approve the Fiscal Year 26 through Fiscal Year 2031 capital improvement program, but not as presented, but with the removal of the Broad Street Road Calming Traffic project. So, what he actually wants to do is amend the motion.

AMENDED MOTION

MOVED by Councilor Pelkey, seconded by Councilor Eleveld to approve the FY 2026 – FY 2031 Capital Improvement Program as presented without the Broad Street Traffic Calming project.

AMENDED MOTION VOTE

Motion Failed 4-5-0 (Mayor Black-Burke, Deputy Mayor Klase, Councilors Armstrong, King and Naeem opposed)

Councilor King stated he can really appreciate the road diet being placed on there, or the amended version of road diet being placed on there. It may be a trigger to folks or they might feel like hey, you know, we're ignoring the will of a referendum that was overwhelmingly against the original plan that was submitted. He thinks the reality of it is that there are a lot of things that happened in that plan, and there was a lot of public comment that came out for and against various parts and pieces of it. We have the data that shows that intersection is very dangerous, not dangerous, but like is the most accident prone intersection that we have. He thinks the steps that we're taking here as a Council is listening to the experts that we have at the town, keeping the project on the docket so it can continue to get talked about and planned for and revised. I don't think anyone's suggesting that we take it as it was, and just push it back down, regardless of the vote that happened for it. So just to be clear for everyone, it's putting it into the project book so that way it'll continue to be looked at and continue to be submitted and continue to be planned. There will still be opportunities for us to vote on it again. There will still be pieces and public comment that will occur again, and we'll go through the process as well. He doesn't think there just a, 'hey, we didn't hear you and we're doing this.' We actually did hear you, but we also heard a lot of people that still want pieces of what we had there. So, we're going to go through the process and talk about it again. It could take a long time; he doesn't know the exact process of that. But he just wants to be clear that it's not ignoring the will of the voters. If it was ignoring the will of the voters, we would have submitted it exactly the way it was, and then pushed it down that way, which is not what the CIP committee has recommended.

Councilor Pelkey said he knows the direction this is going to head, but the voters said 'no'. Twenty five years of discussion and they said 'no'. You can say we're not going to put roundabouts traffic circles, whatever, but that's just taking a stab at it. That's not having actually had any sort of public forum or feedback, and it doesn't mean that we couldn't in the future. But to put it in a planning document to put it in this and going forward, that is, expressly ignoring what people said. They said, we do not want this project. So at this point for him, he's going to vote against that. And he thinks it's a cardinal sin against democracy to disrespect our voters, our neighbors, and the outcome of any election, especially when there's nothing to say that it was suspect, or that there was some other external weirdness to the election, like a snowstorm or 10 people voting. So that's where he's going to be on this.

Councilor Gluck Hoffman stated she heard both sides of the argument. She agrees with Councilor Pelkey. It sets a precedent by disregarding the vote. It will then put out there to the folks that their vote doesn't matter or whatever referendum we put out there in the future. She agrees with Councilor King that it isn't something we're going to just jump into. We're going to be reviewing and analyzing things like that along the way. But we teeter on the precedence issue, and she is playing devil's advocate. So that's the part she's worried about.

Councilor Naeem said she's not sure Councilor Pelkey fully understands what this is. We're talking about the future. You can't talk about the future without planning. That's what this document is. It's a plan. It outlines things we'd like to address in the future. Here are things we want to think about, and quite bluntly from where she sits, this issue has always been about public safety, safety of pedestrians, safety of those that are driving safely, of those that are biking around our town center. So, at the end of the day, she wants to find a solution to improve safety for those people. It does not have to be what we put forward and she doesn't think that the intention is that it will be what we put forward previously. The intention is that we will find a different solution and put that forward with discussions. So, you mentioned no discussion and no public commentary. There was public commentary for the CIP. You were allowed to come into the Capital Improvements Committee meeting, the Town Improvements meeting, and tonight we will have additional public commentary when this comes up as an individual agenda item. So, there will be public commentary on it. There will also be a required vote, not a referendum, but a vote on this project because of the cost. Is that correct? Town Manager Souza stated that at this current level, it would require a Special Town meeting. Councilor Naeem said and at the Special Town meeting, there is a vote cast. Town Manager Souza said there's a vote cast by all those eligible voters that are attending. Councilor Naeem thanked the Town Manager for his input. Councilor Naeem added to the point of democracy and votes when cast, and that's it, and then we never think of it again. She also believes that our democracy allows people to come back again. She thinks with this project, we hear that what we put forward is not what people wanted. We're going to work hard to figure it out. What else can we do to ensure public safety? First and foremost, this project is about public safety. We will bring something else forward, and we will have plenty of opportunities for public commentary as well as opportunities for folks to come if it's at the given amount that we are proposing in the CIP to have a public meeting to vote on it.

Councilor Walker said he thinks robust discussion is one of the fundamental pillars in a democratic society, but we live in a Republic. There is a cost for this project in the CIP and it's \$3,230,000. There are no fatalities in the center of town, near misses, yes, and so we need to do something to calm the traffic down. There are no fatalities in the center of town, there are near misses. So, we need to do something to calm the traffic down. But do we need \$3,230,000 to calm the traffic? What about something as simple as speed bumps? Would those work? They wouldn't cost \$3,230,000. This is going to be another burden on the taxpayers in this town. He agrees with Councilor Pelkey. We voted not to implement this thing at all, and here it is back again. This project needs to respect the voters. It needs to go away or come back at the least expense possible. It's other people's money that we're going to spend to do this. He's totally against bringing this item up in the CIP.

Councilor Eleveld said he would be much happier if this project came back in 2-1/2 years when we have all the apartments filled, and we have another 500 streetcars on the street every day. If you want to do some road calming, let's start doing it on the highway and get people to slow down. He's sorry, he's not a slow driver, but he's got people passing him like he's standing still, and that's concerning. It should be concerning to all of us. Now, do people drive too fast in Windsor Center? Absolutely. Do they drive too fast on Palisado? I will tell you, my section of Palisado is a drag strip. Councilor Naeem made a comment about the President coming back four years later to win another term. If you are bringing this road diet back in four years, he'll be all in favor of it, even at 2-1/2 years. But at this point the voters just rejected it. Let's move on to something else. We can use that money elsewhere, I'm sure.

Councilor Naeem stated she just wanted to add one point of clarification. She's looking at the agenda from our Council meeting back in February, and she just wants to clarify that we did call the project the Broad Street Road Calming Pedestrian Safety project. That's always what the town has called it publicly. We have not changed the name. Just wanted to put that out there as a point of clarification.

Mayor Black-Burke stated she wanted to clarify the same and that her understanding from being on the Council and hearing this discussed, no one's pulling a fast one. It is the Broad Street Road Calming Safety project. That is what it is. She thinks folks have used the term 'road diet.' Her concern is that over the last few months, she does think that a lot of misinformation has gone out in regards to this project. Starting with stats from our Police Department with the number of accidents, so on and so forth. If this is a safety measure, then she's willing to ensure that Windsor Center is going to be safe. Her other concern is the majority of this project is going to be funded by another source. It would not be a burden to the taxpayers. There will be a portion per say, but the majority of it would be coming from another source. Town Manager Souza said that is accurate. The town has received both Federal and State grants for this project. The town's share would be approximately \$250,000. He noted that those funds, particularly the Federal funds, have a timeline to them. He explained the time line to the Council.

Mayor Black-Burke stated so the monies that we are set to receive, both State and Federal, cannot be reallocated anywhere else to do anything else. Town Manager Souza said the Federal dollars cannot. There may be an opportunity to approach the State of Connecticut, but it would still have to go towards road, safety, pedestrian safety, and that is not necessarily given either. That's an entire process which we would have to go back to the State, DCD and potentially the Bond Commission. Mayor Black-Burke restated that the Federal dollars have to support this project but State dollars can be allocated in a different way but still support some sort of road streetscape. Town Manager Souza said he will agree to that with a qualifier. The Town of Windsor cannot do that unilaterally. Mayor Black-Burke added but it has to be in conjunction with the State.

Councilor Pelkey said his only other addition to this is that we had a referendum that rejected it. That's what the voters decided to do. I'm not here to question the voters and what they've decided to do. He thinks a referendum is actually a better strategy. He knows we're not precluded from it going to another referendum. I don't believe there's anything that prohibits that. Putting this in front of a Special Town meeting is also less democratic than a full referendum in the sense that a referendum allows for absentee voting. It's for 14 hours at your local polling place, whereas a Special Town meeting typically is around 6:30 PM on a random Monday night. He thinks at a very least, this should be included with another referendum or another election, if at all possible, just because that gives the greatest opportunity for all citizens to have their say, especially considering they've already had their say. He wants to be as respectful to the voters on an issue that has been going on for 25 years. His sole point is that our neighbors in town didn't prioritize it perhaps in the same way that the majority here on Council or some other members of community might.

Mayor Black-Burke said the position of our voters is exactly that. Unless there was a question that specifically stated as to why they were voting something down, she can't say that they voted it down because of a roundabout or because they weren't prioritizing. We all here at this dais have heard from a great cross section of people in our town, for all of the reasons why they voted yes, or voted no, in any and every election.

Councilor Walker asked the Town Manager what happens in the event the Federal dollars either don't get sent to the town 100% or Federal Government decides at some point that we're not going to get the money again? What happens then? Town Manager Souza stated he thinks, it would depend on the juncture in which any one of those items that you hypothetically stated would occur. At this point in time, there's been no indication by the Federal DOT or the State DOT that those monies are in jeopardy. They have generally made a prioritization for transportation projects to maintain those fundings.

MAIN MOTION VOTE

Motion Passed 5-4-0 (Councilors Eleveld, Gluck Hoffman, Pelkey and Walker opposed)

12) NEW BUSINESS

- a) Consider approval of Manufacturing Machinery Equipment exemption for CCK Automation

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman 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.

Peter Souza, Town Manager, stated 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.

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.

When we put together the Budget staff presents a grand list to the Town Council, which factors in a variety of tax appeals or exemptions, and as outlined in the agenda item summary, we had accounted for approximately \$3.3 million in potential manufacturing exemptions. This would not impact the budget budgeted revenues. What it does do is allow this company to maintain an exemption for their eligible equipment, and which continues to allow them to be a vibrant part of our, an employer within our community.

Councilor Eleveld asked has Accutron and/or its previous owners ever requested this exemption? Town Manager Souza said they have not. Councilor Eleveld then said this was more likely human error. Town Manager Souza stated he believes it was just when they were going through their transition, both ownership as well as within their accounting and finance office that it was an oversight.

Motion Passed 8-1-0 (Councilor Pelkey opposed)

- b) Authorize the acceptance of a grant from the Hartford Foundation for Public Giving to fund Senior Services program scholarships

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman 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.

Paul Norris, Direction of Recreation and Leisure Services, stated 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.

There are no financial impacts to the town thanks to this grant. Therefore, I respectfully request that the Town Council authorize the acceptance of this \$5,000 grant.

Motion Passed 9-0-0

- c) Authorize the acceptance of a transportation microgrant from the Connecticut Department of Transportation and Capitol Region Council of Governments

MOVED by Councilor Naeem, seconded by Councilor Armstrong 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.

Patrick McMahon, Economic Development Director, stated 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.

Councilor Gluck Hoffman stated that it says on the agenda item summary that we would be eligible to apply for a second grant after the expenditure. Is that correct? Mr. McMahon stated that was correct.

Councilor Armstrong stated Mr. McMahon mentioned a lot of available items. Where might one be able to purchase these items? Mr. McMahon replied we already have a program of purchasing helmets through the health department. That would likely be the location that we would also provide these other items.

Councilor Armstrong asked if there would be a cost? Mr. McMahon replied again for a couple of the items, the rechargeable bike lights as well as the reflective safety vests would have a cost. We feel that it'd be great for us to have some revenue come in, so that we could go out and purchase more materials to provide for more residents these type of items.

Councilor Armstrong said after the acceptance would there be a timeline that this would go into effect? Mr. McMahon stated the grant has already been awarded. If it's approved tonight, we'll go forward with the purchase of the materials as presented for the State of Connecticut. The only thing they're looking for is proof of the purchase from a reporting standpoint. Town Manager Souza added basically it would be as long as it takes for the materials to arrive. Then we'll have those items for sale. We'll promote that as well. Then any programs this fall through schools and other community events, we'll start distributing those items.

Councilor Pelkey asked what we are anticipating perhaps to sell them at, what does that compare to if you went to a retail environment? Mr. McMahon stated they are looking to acquire them in mass. So, they will obviously be cheaper that way. If you went to a bike store, these materials would be much more expensive.

Councilor Pelkey said he likes the idea, but he just has a concern. Is there any way that we could distribute these to local businesses and then they can sell them at some point so that the item still gets out there? He feels that we might be doing something to undercut local business. Mr. McMahon stated he is not aware of any business in the community

that sells any of these materials. Councilor Gluck Hoffman said that Target might be the only store.

Councilor Gluck Hoffman asked are there any kids or family members that would be able or eligible to get it if they couldn't afford it. Is there a program for that? Is there an eligibility in case they couldn't afford to purchase the items? Mr. McMahon stated we haven't gotten to that level of detail at this point.

Motion Passed 9-0-0

d) Authorize the acceptance of a EnergizeCT Community Partnership Initiative grant

MOVED by Councilor Naeem, seconded by Councilor Walker, 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.

Flavia Rey de Castro, Community Development Specialist, gave an overview of the project. This initiative aims to work with local municipalities and community organizations to leverage the local knowledge and trusted relationships to help increase residents and business awareness regarding energy efficiency and 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.

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 participation of small and microbusinesses in low income and environmental justice areas in the Small Business Energy Advantage program.
- Heat Pump Adoption - Aims to lead to an increase in the adoption of heat pumps among income-eligible customers.
- 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.
- 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.



The town aims to collaborate with several community organizations, including First Town Downtown, Windsor Climate Action group, and the Wilson Deerfield Advisory Committee.

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.

At this time, we respectfully request the Town Council approve acceptance and authorize expenditure of the grant funds.

Motion Passed 9-0-0

e) Approve proposed Project Manager position description

MOVED by Councilor Naeem, seconded by Councilor Pelkey that the job description for the Project Manager – Facilities position be approved and placed in pay grade 6 of the Administrative Pay Plan.

Town Manager Souza stated this is a kind of a reallocation of current resources based upon what we see as our current and future needs. This particular project manager is for facilities. Our Facilities Division which supports both Board of Education and town general government projects.

Amelia Bliss, Director of Human Resources, and Mark Goossens presented the item. 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. Ms. Bliss outlined the most significant responsibilities of the job.

A job analysis, questionnaire and point factor evaluation were completed for this position, and the results indicate it should be placed in pay grade 6 of the administrative pay plan, effective. September 1st of 25. The pay range for this pay grade is 72,000 to \$100,800. There's no financial impact. The position is part of an internal staffing realignment and will be funded through reallocation of funds that are available due to vacancies in the Public Works Department. So, we're not requesting any new funding for this position.

Councilor Eleveld said the job description sounds a little bit like what the Public Building Commission (PBC) does in that they monitor projects; they do the closeout deals with the punch list and all that which I'm sure is being done with some staff help. Who does that now? Town Manager Souza stated the work is primarily being done by the division

manager, Marco Aglieco. We have, depending on the project, hired a third party vendor to be more of a Clerk of the Works. This is really not only in the field, but also doing the actual work of bringing the project forward. The PBC is more of an oversight and author in more funding approval and signing, and not necessarily negotiating the contracts. Negotiating the contracts is basically through the staff. This is really providing the facilities manager with another set of resources so that he is able to work on some of our larger long range projects. Councilor Eleveld asked so this is an assistant to Marco? Town Manager Souza said it is an assistant to Marco. We have another professional position there, which is basically working on the maintenance level. These are new construction or renovation projects. This would be directly working for Marco.

Councilor Pelkey said you had mentioned that there were vacancies in the department. Is that just because it's a current vacancy, and we're expecting to fill it, or is that role being done away with? Mr. Goossens responded they will remain vacant. They will not be filled.

Motion Passed 9-0-0

f) Approve proposed Asset Management Technician job description

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman 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.

Town Manager Souza stated due to a retirement, there has been a review of key functions that need to be done. We're looking to broaden in some respects the scope of this project for a variety of different asset management or asset classes, rather, and a little bit less away from doing the technical work related to our traffic signal program. And so again, this is not using any additional money. We do not plan on replacing the traffic engineer position. We don't plan on replacing that. We're just shifting and reallocating resources.

Amelia Bliss, Director of Human Resources, and Mark Goossens gave an overview of the item. The Traffic Safety Division in the Public Works department includes a vacant, unaffiliated, full-time traffic engineer position that Town Manager Souza was speaking about. This position became vacant when a tenured employee retired. Since that time the Public Works management staff have taken on the responsibilities of the position while assessing the future needs of the department.

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. She outlined the most significant responsibilities of the position.

Ms. Bliss outlined the most significant responsibilities of the new position and stated which pay plan it will be in. No new funding is being requested.

Councilor Armstrong said she thinks this is a very rewarding assignment. Has anyone been recommended for this, or will this be advertised for this position? Ms. Bliss stated they'll be advertising for the position. We advertise internally as well, so there could be some internal candidates that are interested in applying.

Motion Passed 9-0-0

- 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."

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$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.

Motion Passed 9-0-0

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

Paul Goldberg, Fire Administrator, and Steve Bianchi, Fire Chief gave an overview of the item. Mr. Goldberg stated 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, equaling 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 pumpers. 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.

Councilor Eleveld asked how old is the old piece of equipment? Mr. Goldberg said it's 28 years old. Councilor Eleveld asked what is the life expectancy of this type of equipment? Mr. Goldberg said basically it's 20 years.

Councilor Eleveld asked if the ladder will be tall enough to reach the tallest buildings we have in town. Fire Chief Bianchi responded definitely.

Motion Passed 9-0-0

- 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."

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

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman to approve the minutes of the July 7, 2025 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Marjorie Tappan, 210 Brian Lane, stated she is a new resident to the Town of Windsor. In November 2023, she received from the Town of Windsor a property revaluation letter stating the reassessment of her property, which was not expected as a new condo owner. She's just moving in on a fixed income. She is retired after 35 plus years with the State of Connecticut. She's on a fixed income in a new town. That put a whammy in her budget. She's had a huge increase in her property taxes that was unexpected. Beautiful town but very costly to live in with all the things that are going on with regards to the improvement in the center of town. She's all for safety, but it's costly. And the town did vote. She voted against the plan that was presented because of the cost. She's all for safety and education, but she believes it should be fairness across the board. It shouldn't be a burden to seniors. It shouldn't be a burden to those who are disabled who are not as fortunate as others.

Aron Kiehne, 603 Bricklayer Road stated he's an intern at the Town of Windsor and he wanted to thank them all for supporting young people like himself who want to get involved in their local government. It's been a very good experience for him. He's learned a lot along the way, especially about our town in particular. Like how we like to do things. It's also reinvigorated a sort of fondness for his hometown. So, thank you.

Councilor Naeem stated she believes Aron was key to the grant we discussed earlier. She just would like to say thank you to him because she did not realize this was 'the' Aaron in the audience.

Mayor Black-Burke added that Aron was valedictorian of the class of 24 for Windsor High School.

16) EXECUTIVE SESSION - None

Mayor Black-Burke reminded everyone to enjoy the last few days of summer. She hopes to see everyone at the national night out tomorrow on the green. The National Army bank will be there.



17) ADJOURNMENT

MOVED by Councilor Eleveld, seconded by Councilor Armstrong to adjourn the meeting at 9:52 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary