



Council Agenda

Council Chambers
Windsor Town Hall
September 15, 2025



Zoom Instructions

Dialing in by Phone Only:

Please call: **309 205 3325 or 312 626 6799**

1. When prompted for participant or meeting ID enter: **876 0251 4928** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press *9 to raise your hand. Please give your name and address prior to voicing your comments.

Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/87602514928>

When prompted for participant or meeting ID enter: **876 0251 4928**

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

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Eleveld
3. PLEDGE OF ALLEGIANCE – Councilor Eleveld
4. PROCLAMATIONS/AWARDS
 - a) Proclamation designating September as Senior Center Month in Windsor
 - b) Proclamation designating September as Hunger Action Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Authorize the submittal of a grant application for the Clover Street School Partial Roof Replacement Project (Town Manager)
- b) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,425,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL ELEMENTARY SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,425,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- c) *Set a Public Hearing for October 6, 2025 at 7:20 p.m. on bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,425,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL ELEMENTARY SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,425,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- d) *Approve acceptance of sidewalk easements along Mack Street and Poquonock Avenue from Nisha K, LLC (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the September 2, 2025 Public Hearing (Ladder Truck)
- b) *Minutes of the September 2, 2025 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Designating September as Senior Center Month in Windsor

WHEREAS, older adults are valuable members of our community, bringing with them a wealth of experience, talent, and wisdom; and,

WHEREAS, senior centers, including the Windsor Senior Center, serve as vital community hubs that connect older adults to essential services, promote healthy living, foster creativity, and provide opportunities for social engagement; and,

WHEREAS, this year's Senior Center Month theme, "Powering Possibilities: Flip the Script," highlights the important role senior centers play in linking older residents to programs, friendships, volunteer opportunities, transportation, fitness, nutrition, and lifelong learning; and,

WHEREAS, the Windsor Senior Center contributes daily to the health and well-being of our community by providing a welcoming space for residents aged 55 and older to gather, learn, and thrive; and,

WHEREAS, the Windsor Senior Center affirms the dignity, self-worth, and independence of older persons by facilitating their decisions and actions; tapping their experiences, skills, and knowledge; and enabling their continued contributions to the community.

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

The month of September 2025 be designated as Senior Center Month in Windsor. We call upon all citizens to recognize the special contributions of the Windsor Senior Center participants and the special efforts of the staff and volunteers who work every day to enhance the well-being of older citizens in our community.



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

Nuchette Black-Burke, M.Ed.
Mayor of Windsor
September 15, 2025

PROCLAMATION

Designating September as Hunger Action Month

- WHEREAS,** according to the USDA, in 2023, more than 47.4 million people in the United States were food insecure and 7.2 million children lived in food-insecure households. In Connecticut, 516,640 people are facing hunger and of them 122,660 are children; and,
- WHEREAS,** families with children, especially single-parent families, are more likely to face hunger and make tough choices between buying food or paying medical bills, utilities or rent; and,
- WHEREAS,** in partnership with the Windsor Food and Fuel Bank, Windsor Social Services staff facilitate the operation of the Windsor Food Bank, Mobile Foodshare, a Weekend Wheels back-pack program, and Groceries to Go senior distribution program as supplemental food options for Windsor residents; and,
- WHEREAS,** Windsor's Hunger Action Team (HAT) is comprised of representatives of town staff, Windsor churches, civic groups, schools, and residents that work toward building a future where no person need go hungry, and where all residents have access to healthy, affordable, fresh, locally made and sustainably produced food; and,
- WHEREAS,** September is Hunger Action Month - the Feeding America network's annual nationwide campaign, which is designed to inspire people to take action and raise awareness of hunger in the United States; and,
- WHEREAS,** residents are encouraged to attend the 2nd Longest Table event on the Windsor Town Green on Friday, September 19, as we come together to share a free meal, celebrate community and raise awareness about food insecurity and supporting efforts to combat it.

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

The month of September be designated as Hunger Action Month and that all are encouraged to wear orange to raise awareness of the fight to end hunger insecurity.



Nuchette Black-Burke
Mayor of Windsor
September 2, 2025

Agenda Item Summary

Date: September 15, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Marco Aglieco, Building & Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Project - Roof Replacement at Clover Street Elementary School – Bond Ordinance & Request for Grant Funding

Background

Clover Street School has approximately 64,500 square feet of roof area. Replacement of roof sections totaling approximately 19,000 square feet was completed in 2019. The remaining roof sections for all the classrooms, hallways, library, and cafetorium were installed between 1995 and 1997. These sections comprise approximately 45,500 square feet and are at the end of their recommended life cycle.

This project is proposed to be funded in part through a State of Connecticut grant and town general obligation bonds. In order for the school district to apply for the reimbursement grant, the State has specific requirements that need to be met and the Town Council is respectfully requested to take action on several items this evening including introducing a bond ordinance for project funding.

Discussion/Analysis

The design is complete. The project will involve removal of the existing roofing and the installation of new thermoplastic membrane roof material along with new insulation. Construction funding is in the adopted Capital Improvement Plan Program (CIP) for FY 2026.

The preliminary cost estimate of the roof replacement project is \$2,425,000 including a construction contingency. If approved, the estimated state grant reimbursement could be up to approximately 47% of eligible costs, or \$1,139,750. The remainder of the project costs would be funded through general obligation bonds.

Current plans call for the project to be bid this coming winter or early spring with construction in the summer of 2026. This schedule is contingent on if and when the State of Connecticut approves a grant application.

The State requires both the Town Council and Board of Education to approve three motions which will allow for the grant application to proceed. The other requirement is the Town Council needs to authorize project funding prior to being able to submit a grant application to the State. Staff is respectfully requesting the Town Council introduce a bond ordinance along with setting a Public Hearing for October 6th. Approval of the bond ordinance would be considered on October 20th.

Financial Impact

The project is potentially eligible for reimbursement of approximately 47% from the State of Connecticut. The entire amount of the project costs is requested to be approved by the Town Council, per State requirements, with eligible State reimbursements received following project completion.

The estimated costs for the project are as follows:

Construction	1,992,000
Bonding	35,000
Contingency	398,000
Total	\$2,425,000

Assuming the State grant is approved at approximately 47% of the reimbursement level for eligible project costs, the amount of approximately \$1,285,250 would be bonded. The average annual debt service based on a 15 year term at a 5% interest rate is \$120,000.

Other Board Action

None

Recommendations

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

ITEM 12 a)

1) Resolutions for Grant Funding Request

“MOVE to authorize the Superintendent of Schools to apply for a school construction grant for the Clover Street Elementary School Partial Roof Replacement project.”

“MOVE to appoint the Public Building Commission to be the Building Committee to oversee the Clover Street Elementary School Partial Roof Replacement project.”

“MOVE to authorize the preparation of schematic drawings and specifications for the Clover Street Elementary School Partial Roof Replacement project.”

ITEM 12 b)

2) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,425,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL PARTIAL ROOF REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$2,425,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

3) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,425,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL PARTIAL ROOF REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$2,425,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

ITEM 12 c)

4) Set a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on October 6, 2025 at 7:20 p.m. (prevailing time) on the following ordinance entitled, “AN ORDINANCE

APPROPRIATING \$2,425,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL PARTIAL ROOF REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$2,425,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

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

Attachments

Bond ordinance

Map of roof

AN ORDINANCE APPROPRIATING \$2,425,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL PARTIAL ROOF REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$2,425,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO MILLION FOUR HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,425,000) for costs in connection the replacement of the roof at Clover Street School, consisting of the complete removal of the existing roof, replacement with approximately 45,500 square feet of new roofing material and associated components consistent with new State codes (the "Project"). The appropriation may be spent for design, including schematic drawings and outline specifications, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, removal of existing materials, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing. The Town Facilities Manager will provide oversight on the Project. The Public Building Commission is established as the building committee and 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.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO MILLION FOUR HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,425,000) 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 and 10-289 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 TWO MILLION FOUR HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$2,425,000). 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 Board of Education is authorized to apply to the Commissioner of Administrative Services, or other proper official, for State grants and to accept or reject such grants for the Project.

Section 8. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Public Building Commission, the Town Facilities Manager 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

9/15/25

Public Hearing Advertised

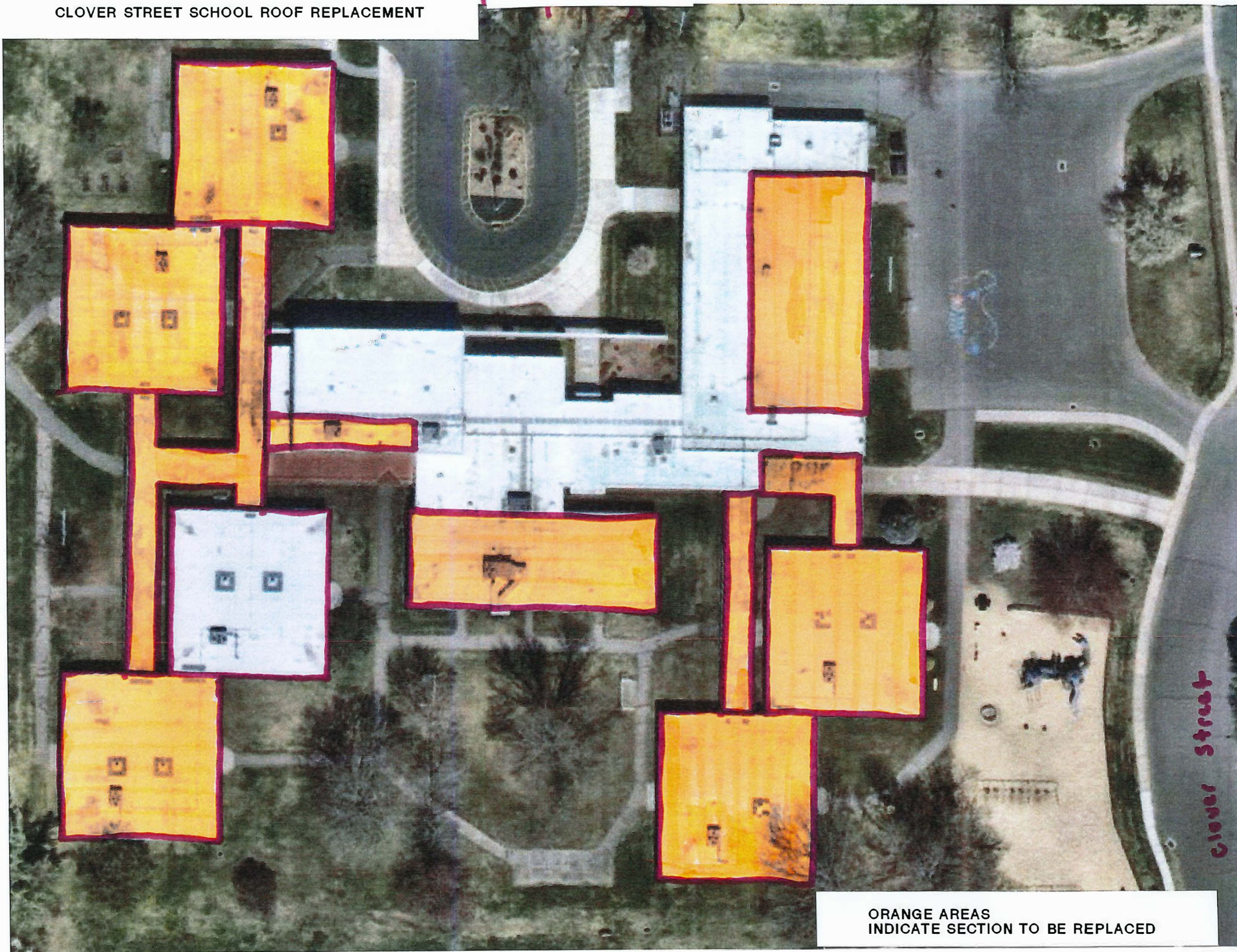
Public Hearing

Adopted

Advertised

Effective Date

CLOVER STREET SCHOOL ROOF REPLACEMENT



ORANGE AREAS
INDICATE SECTION TO BE REPLACED

Agenda Item Summary

Date: September 15, 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: Sidewalk Easements – 109 and 125 Poquonock Avenue

Background

Bowfield Green is an approved mixed-use development with 77 apartments and ground floor commercial space, located at 109 and 125 Poquonock Avenue. Portions of the proposed sidewalks along both street frontages fall outside of the town and State's right-of-way's (see attached map) due to the addition of on-street parking. In order to accommodate the sidewalks, two easements in favor of the town along Mack Street and Poquonock Avenue are asked to be approved by the Town Council.

Discussion

These easements are required as portions of the sidewalks that will be outside of the public right of way. The sidewalks are considered a public walk that shall be maintained and kept in repair by the town per *Connecticut General Statutes*. Snow and ice removal will remain the responsibility of the property owner as governed in the Windsor Code of Ordinances, Section 15-3. A public hearing is not required as the sidewalks were part of a site plan approval.

Financial Impact

None

Other Board Action

The Town Planning and Zoning Commission approved the development in January 2023.

Recommendations

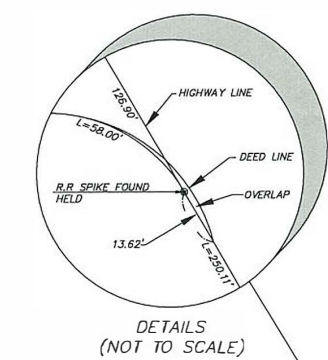
If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE to accept the sidewalk easements for 125 Poquonock Avenue as depicted on “Easement Survey, Sidewalk Easements to be Granted to the Town of Windsor, 109 and 125 Poquonock Avenue, Windsor, CT, by F.A. Hesketh & Associates, Inc., dated 3/1/2024, revised 9/8/2025, scale 1”=40’.”

Attachment

Easement Map

- LEGEND
(SYMBOLS NOT TO SCALE)
- = CATCH BASIN
 - = SANITARY MANHOLE
 - = DRAINAGE MANHOLE
 - = WATER MANHOLE
 - = TELEPHONE MANHOLE
 - = ELECTRIC MANHOLE
 - = UNKNOWN MANHOLE
 - = YARD DRAIN
 - = CABLE MANHOLE
 - = FLARED END SECTION
 - = FIRE HYDRANT
 - = WATER GATE VALVE
 - = GAS GATE VALVE
 - = MISC. GATE VALVE
 - = VENT PIPE
 - = FILL CAP
 - = WELL
 - = MAIL BOX
 - = HAND HOLE
 - = CONTROLLER CABINET
 - = ELECTRIC TRANSFORMER
 - = UTILITY POLE
 - = GUY WIRE
 - = CROSSWALK POLE
 - = LIGHT POLE
 - = POST
 - = TRAFFIC LIGHT SUPPORT POLE
 - = STREET SIGN
 - = TREE (TYP.)
 - = MONITOR WELL
 - = BORING
 - = ELECTRIC METER
 - = GAS METER
 - = WATER METER
 - = TELEPHONE
 - = AC UNIT
 - = TREE LINE
 - = STONE WALL
 - = GUIDE RAIL
 - = DIRECTION OF FLOW
 - = I.P. PROPERTY CORNER
 - = MONUMENT
 - = DRILL HOLE
 - = SURVEY CONTROL POINT
 - = FENCE LINE
 - = WATER LINE
 - = GAS LINE
 - = ELECTRIC LINE
 - = CABLE TELEVISION LINE
 - = OVERHEAD WIRES
 - = POINT OF BEGINNING
 - = NORTHING
 - = EASTING
 - = NOW OR FORMERLY
 - = WINDSOR LAND RECORDS
 - = DELTA ANGLE
 - = RADIUS
 - = TANGENT
 - = LENGTH
 - = CHORD
 - = CHORD BEARING
 - = FRONT YARD
 - = SIDE YARD
 - = REAR YARD
 - = CONTROL POINT
 - = ASSESSOR'S LOT NUMBER



N/F
HOUSING AUTHORITY OF
THE TOWN OF WINDSOR
W.L.R. VOL.292 PG.132

4740
N/F
JOE E. JONES
W.L.R. VOL.1521 PG.385

4658
N/F
ROKSHANA J. RUMA
W.L.R. VOL.1768 PG.367

4652
N/F
FRANCESCA M. STRONG
W.L.R. VOL.1497 PG.813

4649
N/F
FRANCESCA M. CASTOLDI
W.L.R. VOL.363 PG.91

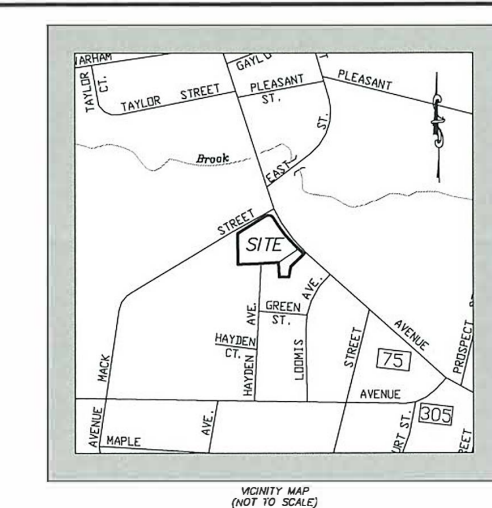
4657
N/F
ANTOINETTE J. MUCHA
W.L.R. VOL.838 PG.259

GENERAL STREET PARKING NOTES (STATE AND TOWN ROADS):

- EASEMENT TO BE GRANTED TO THE TOWN FOR PUBLIC SIDEWALK ENCROACHING ONTO PRIVATE LAND. OWNER IS RESPONSIBLE FOR MAINTENANCE.
- OWNER IS RESPONSIBLE FOR ENSURING ADHERENCE TO ORDINANCES RESTRICTING ON-STREET PARKING DURING WINTER.
- OWNER IS RESPONSIBLE FOR FINAL SNOW CLEARING IN THE VICINITY OF ON-STREET PARKING TO ENSURE MOTORIST AND PEDESTRIAN ACTIVITY CAN CONTINUE UNIMPEDED.

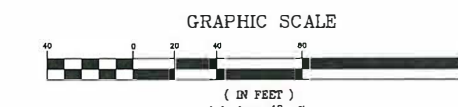
LOT, YARD AND BUILDING REQUIREMENTS

ZONING DISTRICT	MINIMUM REQUIRED LOT AREA (S.F.)	MINIMUM REQUIRED LOT WIDTH (FT)	MINIMUM REQUIRED FRONT YARD	MINIMUM REQUIRED SIDE YARD	MINIMUM REQUIRED REAR YARD	MAX. BUILDING HEIGHT (FT)	MAX. BUILDING COVERAGE (%)	MIN. BUILDING AREA (S.F.)
B-2	15,000	100	40	30	50	2.5 STORIES/35	25	3,000



- NOTES:
- THIS SURVEY HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20, AS AMENDED.
 - IT IS A COMPILATION/EASEMENT SURVEY INTENDED TO DEPICT PROPOSED SIDEWALK EASEMENTS TO BE GRANTED TO THE TOWN OF WINDSOR.
 - THIS SURVEY FALLS INTO THE RESURVEY BOUNDARY DETERMINATION CATEGORY FOR THE PROPERTY, BASED UPON MAP REFERENCE #1. EASEMENTS ARE ORIGINAL IN NATURE.
 - THE SURVEY CONFORMS TO CLASS A-2 HORIZONTAL ACCURACY STANDARDS AND THE PROPOSED IMPROVEMENTS DEPICTED HEREON ARE BASED UPON MAP REFERENCE #2 AND CONFORM TO CLASS-B HORIZONTAL ACCURACY.
 - COORDINATES DEPICTED HEREON REFER TO NAD83/CORS98. ELEVATIONS REFER TO NAVD83/GEOD09 ESTABLISHED FROM OPUS RAPID STATIC OBSERVATIONS MADE ON 04-19-2010 AND 04-28-2010. OPUS SERVICE PROVIDES INFORMATION IN NORTH AMERICAN DATUM OF 1983 (NAD83/CORS98) AND THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD83/GEOD09). OBSERVATION WERE TAKEN IN ACCORDANCE WITH GUIDELINES AND SPECIFICATIONS FOR GLOBAL NAVIGATION SATELLITE SYSTEM LAND SURVEYS IN CONNECTICUT ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. HOLDING THE FOLLOWING VALUES FOR CONTROL POINT #1 (N=872,635.22 E=1,027,543.57 ELEV.=46.93') AND CONTROL POINT #2 (N=872,521.85 E=1,027,493.58).
 - ELEVATIONS DEPICTED HEREON (IF ANY) ARE NAVD83/GEOD09.
 - THE SUBJECT PARCELS ARE LOCATED IN THE B-2 ZONE IN THE TOWN OF WINDSOR.
 - UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS DEPICTED HEREON HAVE BEEN COMPILED FROM RECORD MAPPING, RECORD RESEARCH AND VISIBLE FIELD EVIDENCE. THE LOCATIONS MUST BE CONSIDERED AS APPROXIMATE IN NATURE. ADDITIONALLY OTHER SUCH FEATURES MAY EXIST ON THE SITE. THE EXISTENCE OF WHICH ARE UNKNOWN TO THIS SURVEYOR. THE SIZE, LOCATIONS AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG 1-800-922-4455.
 - THE PARCELS DEPICTED HEREON ARE CURRENTLY OWNED BY NISHA K., LLC. WINDSOR LAND RECORDS VOLUME 1807 PAGE 651.
 - PARCEL 'B' DEPICTED HEREON IS TOGETHER WITH POSSIBLE RIGHTS IN A RIGHT OF WAY FROM POQUONOCK AVENUE LOCATED ALONG THE SOUTHEASTLY BOUNDARY AS DESCRIBED IN WINDSOR LAND RECORDS VOLUME 539 PAGE 292.

- MAP REFERENCES:
- PROPERTY SURVEY PREPARED FOR NISHA K., LLC, 109 & 125 POQUONOCK AVE., WINDSOR, CONNECTICUT, DATED 05-04-2010 REVISED TO 11-01-2022, SCALE 1"=40', SHEET 1 OF 1 BY F.A. HESKETH & ASSOCIATES, INC. 3 CREAMERY BROOK, EAST GRANBY, CT 06026.
 - LAYOUT PLAN PREPARED FOR SACHDEV REAL ESTATE DEVELOPMENT, LLC 109 AND 125 POQUONOCK AVENUE, WINDSOR, CONNECTICUT, DATED 11-01-2022 REVISED TO 01-16-2024, SCALE 1"=20', SHEET 1 OF 1 BY F.A. HESKETH & ASSOCIATES, INC. 3 CREAMERY BROOK, EAST GRANBY, CONNECTICUT.
 - PROPOSED ADDITION FOR ARDREY CHEVROLET, INC. 125 POQUONOCK AVENUE WINDSOR, CONN. DATED AUG. 28, 1985 SCALE 1"=40' ALFORD ASSOC. INC.
 - TOWN OF WINDSOR CONNECTICUT PLAN SHOWING STREET LINE MONUMENTATION OF MACK STREET BLOOMFIELD AVENUE TO POQUONOCK AVENUE SCALE 1:250 DATED 05.28.02 SHEET 2 OF 5 OSWALD R. BLUNT.
 - CONNECTICUT STATE HIGHWAY DEPARTMENT RIGHT OF WAY MAP TOWN OF WINDSOR POQUONOCK AVENUE FROM THE GRIST MILL SOUTHERLY TO BLOOMFIELD AVENUE ROUTE NO. 362, SCALE 1"=40' NUMBER 255 SHEET 1 OF 2 APPROVED JOHN A. MACDONALD MAR. 31 1930.
 - PROPOSED PLAN FOR RECONSTRUCTION OF HIGHBOTHAM SEWER IN PRIVATE LANDS WEST OF #103-105 POQUONOCK AVENUE WINDSOR SCALE 1"=40' SERIAL NO. 13784 JULY 1985 MAP #2-206
 - PROPERTY BELONGING TO CHRISTIAN CHRISTENSEN WINDSOR CONN. SCALE 1"=30' MAY 12, 1958 PHILIP F. ELLSWORTH C.E.
 - BOUNDARY & TOPOGRAPHIC PLAN PROPERTY OF WINDSOR HOUSING AUTHORITY PREPARED FOR ASSOCIATED ARCHITECTS SOUTH SIDE MACK STREET WINDSOR CONN. SCALE 1"=30' DEC. 1987 W.M. ALFORD C.E.



TO MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

THIS MAP IS NOT VALID WITHOUT THE LIVE SIGNATURE AND IMPRESSION TYPE SEAL OF THE LAND SURVEYOR WHOSE SIGNATURE APPEARS HEREON.

FOOT: F. A. HESKETH LS 17945

EASE-1

F. A. Hesketh & Associates, Inc.
6 Creamery Brook, East Granby, CT 06026
Phone (860) 653-8000 Fax (860) 844-8600
www.fahesketht.com mail@fahesketht.com



COMPILATION PLAN

No.	Date	Description	Revisions:
1.	09-08-2025	Town Comments	

SIDEWALK EASEMENTS TO BE GRANTED TO THE TOWN OF WINDSOR
109 & 125 POQUONOCK AVE.
WINDSOR, CONNECTICUT

Date: 03-01-2024 Drawn by: BAB Job no: 10117
Checked by: TSH Sheet no: 1 OF 1
Scale: 1" = 40'



Town Council
Resignations/Appointments/Reappointments
September 15, 2025

Resignations

None

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

None

Names submitted for consideration of appointment

None



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
SEPTEMBER 2, 2025
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

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

“AN ORDINANCE 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.”

2) PUBLIC COMMENT - None

3) ADJOURNMENT

Mayor Black-Burke declared the Public Hearing closed at 7:24 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
September 2, 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 (virtual), Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Anthony King, Councilor Ojala Naeem, Councilor William Pelkey and Councilor Lenworth Walker

2) PRAYER REFLECTION

Mayor Black-Burke led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Mayor Black-Burke led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating September 21-27, 2025 as National Adult Day Services Week

Mayor Black-Burke read aloud the proclamation designating September 21-27, 2025 as National Adult Day Services Week. The proclamation acknowledged Windsor's Caring Connection Adult Day Health Center located at 330 Windsor Avenue, which provides professional and compassionate services enabling functionally and cognitively other-abled older adults with a safe and supportive environment. The center provides social connections, creative expression, physical activity, community integration, pet therapy, art and music therapy, horticultural engagement, wellness-centered events, and access to healthy nutrition. The proclamation emphasized that adult day health centers offer participants enriching educational, therapeutic, and social experiences outside the home while providing respite, assistance, guidance, and support for caregivers.

b) Proclamation designating September 2025 as Monarch Butterfly Month

Deputy Mayor Klase read aloud the proclamation designating September 2025 as Monarch Butterfly Month. The proclamation described the monarch butterfly as an iconic North American species known for its extraordinary multi-generational migration journey, noting that the eastern monarch populations have experienced alarming declines due to habitat loss, pesticide exposure, and climate change. The proclamation highlighted that Windsor is listed on the pollinator pathway website and is committed to becoming Connecticut's first designated Monarch City through Monarch City USA. The town actively supports monarch conservation through the Windsor Monarch Project in partnership with First Town Downtown and celebrates these efforts through the annual Eco Monarch Festival.

Mayor Black-Burke recognized all those that were instrumental in the role of establishing the monarch pollinator gardens through the years.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Several residents expressed concerns about the town's use of Flock license plate reader cameras.

Liz DuPont Diehl, 78 Palisado Avenue, expressed concern about ICE unlawfully detaining people without warrants. She noted concerns regarding traffic surveillance cameras and other technologies, including the Flock system, and requested the Council act to protect Windsor residents against possible misuse of power and these technologies.

Hillary Carpenter, 45 Bradford Drive, voiced concerns about the Flock surveillance cameras, noting that the system bypasses the warrant process and is the subject of lawsuits throughout the country and Connecticut. She stated that there were no informational meetings about this system before implementation. She requested the Council turn off all the cameras and put a pause on the project until a determination is made as to whether the system can comply with Windsor's values and state law. We should also be informing individuals of the cost of these cameras to the taxpayers, the location of these cameras and all other pertinent information in a public way.

Brad Smolkin, 258 Kenswick Lane, discussed legal and moral issues raised by the Windsor Police Department sharing of data with Flock safety. He stated that Flock has shared data with ICE and Homeland Security without ensuring those agencies aren't using the data illegally, potentially violating Connecticut's Data Privacy Act and Trust Act. He cited concerns about constitutional issues related to Fourth Amendment protections.

Steve McKay, 335 Palisado Avenue, stated he was at the meeting in opposition of the Flock system and some ramifications of that system. He shared a personal anecdote about a friend who was traveling through Michigan and was questioned about his whereabouts

in Maryland the previous week, demonstrating the extensive surveillance network. He opposed the system for surveilling law-abiding citizens.

Kevin Doyle, 143 Palisado Avenue, stated he supports speed cameras and red-light cameras for traffic safety but is opposed to the Flock system's data being stored on a privately owned storage and retrieval system accessible by anyone with login credentials. He argued that Flock's terms and conditions contradict their claims about data protection. There are some constitutional issues that are raised by this data collection as well. He gave the Council a copy of his written remarks.

Eric Weiner, 130 Palisado Avenue, quoted Peter Thiel, lead investor in the Flock system: "I no longer believe that freedom and democracy are compatible." He spoke of other locations that chose to turn off their flock systems. He proposed an action plan including pausing the use of Flock cameras for two weeks, holding information sessions similar to those for the POCD or road diet, and establishing a resident task force to evaluate the system's alignment with Windsor's values.

James Chabot-Weingart, 20 Tiffany Drive, endorsed the comments of previous speakers and Eric Weiner's action plan, reiterating opposition to the Flock cameras.

Ken Erman, 428 Broad Street, expressed concerns about the Flock camera system spying on residents, with data being shared nationwide. He is in favor of red light and speeding enforcement cameras that have a direct impact on keeping citizens safe. He emphasized that residents had no voice in the implementation of the system. He feels this system is an insult to his First Amendment rights.

Kristin Triff, 245 Prospect Hill Road, seconded previous comments made regarding the violation of the Connecticut Trust Act and raised concerns about the potential tracking of individuals seeking abortion services or targeting of students based on their backgrounds.

Charles Windsor Jackson III (elected constable), 310 High Path Road, stated support for traffic enforcement but opposition to data collection given to a national database. He also raised concerns about expired vehicles not being caught by the system and advocated for a traffic authority and parking authority in Windsor. He asked that this item be referred to the Health & Safety Committee for review.

Adam Gutcheon, 19 Mechanic Street, noted the Council's failure to exercise its policymaking powers in 2019 on a matter of significant public concern that impacts our rights that's highly consequential but expressed his pleasure that the Council is now addressing the issue through the Health and Safety committee which directed the administration to draw up a policy governing the use of this Flock data.

Alvin Bingham, 64 Faneuil Street, raised concerns about parking and commercial trucks in residential areas, stating that despite bringing this issue to the Council two years ago,

nothing has been done. He cited specific examples of commercial trucks parking on residential streets with inadequate enforcement.

Mayor Black-Burke thanked those that came out to speak tonight. She stated that the Council understands the concerns regarding the Flock cameras and that the Health and Safety Committee will take up the issue at the next meeting. She emphasized that all nine council members prioritize the well-being of Windsor citizens and encouraged continued community engagement. Additionally, she knows the conversation about the parking in Wilson. That is another piece that will go to our Health and Safety Committee in September.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld thanked the public for coming out to give their view points.

Councilor King thanked the public for speaking and shared the Council's concerns about the issues raised. He gave a shout-out to schools, educators, and teachers as the first day of school was the previous week.

Councilor Pelkey thanked the public for sharing their concerns and agreed that there are valid reasons to have surveillance technologies but also constitutional protections that need to be respected. He addressed the issues of speeding and illegal parking throughout town, noting they impact quality of life. He thinks that these are things that we really have to take a serious look at. He mentioned there had been FBI activity in Deerfield but assured everyone there was no threat to the public. He also promoted Hayden Station Fire Company's 75th anniversary celebration at the Bird Cage on September 26 from 6 PM – 10 PM. You can sign up by going to haydenstationfireco@gmail.com.

Councilor Naeem echoed thanks to the public speakers and acknowledged the Mayor's response. She highlighted National Night Out and the concerts on the green, with the last concert of the season coming up on Thursday, September 4.

Councilor Armstrong appreciated the public comments and emphasized the importance of self-care.

Councilor Gluck Hoffman thanked the public and mentioned the back-to-school night event that took place a week and a half ago, which featured many organizations helping alongside the town and Board of Education.

Councilor Walker expressed concern about ongoing quality of life issues in Wilson, noting that problems brought before the Council during Alvin Bingham's tenure as chair of the Wilson-Deerfield Commission continue to reoccur. He suggested that less attention might be given to addressing quality of life issues in Wilson compared to other neighborhoods.

Deputy Mayor Klase explained that the Health and Safety committee consists of three councilors: Councilor Armstrong (chair), Councilor Walker, and herself. She noted the committee has a public comment time and will take up the matter of the Flock cameras issue and Wilson area concerns at their next meeting. She also reminded residents about bicycle safety, noting the town sells affordable helmets through the Health Department.

Mayor Black-Burke mentioned the senior center's end-of-summer picnic, the Windsor Women's Club mum sale on Saturday, September 6, and the Traprock Ridge Land Conservancy annual gathering on September 14.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

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

- On Tuesday, August 19, we welcomed back teachers and staff for ConvoNation 2025. They received greetings from Mayor Nuchette Black-Burke, Mr. Furie and Town Manager Peter Souza. The district enthusiastically responded to speeches by Paraeducator of the Year Danielle Franklin and Educator of the Year Ellie Lloyd as well as their principals. Acting Superintendent Dr. Noha Abdel-Hady introduced herself and shared her expectations for the district. After ConvoNation, staff returned to their buildings for lunch and professional development.
- On Thursday, August 21, the Office of Family and Community Partnerships held their fourth annual Back-to-School Block Party, *Rock the Block Party 2025*. The festivities kicked off at 4 PM and there were free school supplies and backpacks for all students (while they lasted). We also had free ice cream, bounce houses, local vendors and much more.
- Windsor Public Schools opened its doors for the 2025-2026 school year on Monday, August 25. There was much excitement for the students and staff as they returned to the school buildings. That morning, the Calling All Windsor Men event took place at each school building to help welcome the students on their first day. Central office administration toured the schools and found staff and students were very engaged throughout the day.
- The district welcomed Kristin Blume and Robert Fleeting in their permanent Assistant Principals positions for JFK and WHS, respectively. They have been assets to the district and will continue to lead their schools.
- Dr. Abdel-Hady and the WPS Cabinet will meet with the community monthly for a Drop-In series beginning in September aboard the Mobile Classroom. Additional information will be available on the district website.

- 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.

Councilor Armstrong asked for an update on the Superintendent. In response to Councilor Armstrong's question about the superintendent, Secretary Lockhart clarified that Dr. Hill is still the superintendent but is on leave, with Dr. Abdel-Hady serving as acting Superintendent during his absence.

Councilor Pelkey asked about attendance at the "Calling All Men" event. Secretary Lockhart reported there were approximately 25 men at the high school, 40 at Sage Park, and 15-20 at Oliver Ellsworth. He noted the event was well attended.

b) Arts Commission

Neill Sachdev, Arts Commission, gave the following report:

The Arts Commission consists of seven regular members and two alternates. The role and responsibilities of the commission include:

- Work with town staff, businesses, schools, and other stakeholders to identify opportunities for the arts community.
- Partner with and/or support local artists and arts organizations.
- Support education in the arts.
- Increase public awareness, collaboration, education, and enjoyment of the arts in the community.
- Shall serve in an advisory capacity to the Town Council on matters related to arts and culture. Recommendations shall not bind the Town to take any specific action or require that it appropriate funds.
- The commission shall provide a report with recommendations to the Town Council and provide any reports as necessary and upon request.

This past year, the Windsor Arts Commission assisted with the town's first-ever Poet Laureate program, marking an important milestone in expanding cultural and literary arts opportunities for the community by creating the guidelines and selection process.

The chosen Poet Laureate serves a three-year term, providing public readings at town events, leading writing workshops, organizing open mic nights, and composing original works to commemorate significant occasions in Windsor. Through these efforts, the Poet Laureate program—guided by the Arts Commission—has laid the groundwork for a lasting tradition that celebrates the power of words to connect, inspire, and enrich community life.

The Windsor Arts Commission also provided valuable input on the allocation of American Rescue Plan (ARF) funds to the Windsor Arts Center. Commissioners offered perspectives on how the funding could best support local arts initiatives, expand community access to the arts, and strengthen the center's role as a cultural hub for Windsor. Their feedback helped ensure that the funding decisions aligned with both community needs and long-term arts development goals. These events included;

- Participation in International Make Music Day
- River Roots concert series
- Music at the Farmers Market
- Monthly open mic night at the Windsor Arts Center hosted by Versatile

The members of the Commission would like to thank the Town Council for its support of this important group.

Councilor Gluck Hoffman asked about future opportunities the commission has planned to tackle. Mr. Sachdev mentioned plans to collaborate with the Windsor Arts Center on a continuous music series, building on the success of "River and Roots" event from the previous year, with potential venues including the art center, town hall, and the new park in Wilson.

Councilor Gluck Hoffman asked if the commission had considered reaching out beyond town, noting comparisons to Wethersfield where Hallmark movies are filmed there. Mr. Sachdev affirmed interest in highlighting Windsor's arts in various ways and connecting with external opportunities.

c) Human Relations Commission

Lisette LaTorre, Human Relations Commission, gave the following report:

This year, the WHRC received three grants:

1. A grant the WHRC received is named the LYNNE FARLEY GILLETTE GRANT FOR SOCIAL JUSTICE. The commission continues to work with Hartford Foundation for Public Giving to place funds towards educating the community in Social Justice and Human Rights.
2. We received a grant from the Community and Neighborhood Enhancement program from the Town of Windsor in April of 2025 to help offset the cost of Phenomenal Women Awards.
3. We also received a grant from the Hartford Foundation of Public Giving - Windsor Community Grant - to help with the cost associated with the Juneteenth celebration on the Windsor Town Green. This year's Juneteenth event was cancelled due to

a severe heat advisory and the threat of severe thunder storms.

The commission is continuing to build relationships with Community Partners, both new and seasoned. They have hosted or collaborated with other organizations during the 2024– 2025 fiscal year.

Windsor Human Relations Successes:

1. There was a record number of attendees for One Book One Windsor
2. The Art Center location for Phenomenal Women was a huge success and we will continue to hold the event at this site for 2025/2026
3. The showing of “Summer of Soul” had the largest number of attendees
4. The majority of commissioners attended 8 (eight) or more meetings and we had no less than six commissioners at each of our four major events
5. No commissioner resignations have been received to date
6. Kevin Washington scholarship was awarded to A’aliyah Grimes who will attend Howard University in the fall. Thanks to The Bean and donations from Windsor residents we were able to award a \$500 scholarship.

Annual Windsor Events 2025-2026 include:

- Bridge Builder Award Ceremony will be held at Northwest Park in late September
- One Book One Windsor - In collaboration with the Windsor Public Library the book this year is “There, There” by Tommy Orange
- Phenomenal Women award ceremony - Date of the event will continue to be held on March 8, International Women's Day – Location: Windsor Art Center
- Juneteenth Celebration - location and date will be determined and released to the public upon assignment. This event will be held rain or shine.

In response to Councilor Naeem's question about addressing current events, Ms. LaTorre confirmed they are planning to create safe spaces for community discussion. Regarding the canceled Juneteenth event, Ms. LaTorre explained they can retain the Hartford Foundation funding for next year's event. They are considering reframing Juneteenth as a collaborative event with other organizations like the Windsor Historical Society, envisioning a larger event with educational components.

Deputy Mayor Klase asked if the commission is full. Ms. LaTorre stated it is not and noted that while the commission is not at full membership (8 members plus herself), the current commissioners are exceptionally committed and effective.

Councilor Gluck-Hoffman had a question about the funding from Hartford Foundation. She stated that the commission has not yet reached out to them. So are they going to reach out to them soon and hopefully, you'll be able to use it for next year? Will you not be able to apply for it? Have you thought about that? Ms. LaTorre said when the funds run out yes, they will want to continue grant writing. It is something they are finding value in. The grants

they get from the Hartford Foundation really go a long way and it's a huge help. Ms. LaTorre said she knows they will let them keep it but they just need a direction on whether or not it has to go specifically towards Juneteenth.

Mayor Black-Burke stated thinking about Juneteenth planning, she wants to make sure that she heard Ms. LaTorre correctly. Are they looking to reframe it so what was done in the past would look different? Ms. LaTorre said they want to reframe it to include a multicultural event. Her idea is to plan with the two other organizations putting on a Juneteenth event where it's a collaboration. So, yes, we would still hold a Juneteenth event, but we're envisioning it to be bigger than what we can do solo as a commission.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Absentee Ballots

The Town Clerk's Office is preparing for the November 4, 2025, General Elections. Absentee ballots are available starting Friday, October 3, 2025, during normal business hours. Those wishing to vote by absentee ballot, must submit an application to the Town Clerk's Office.

Applications can be picked up from the Town Clerk's office or voters can apply online at www.myvote.ct.gov/absentee. Once an application has been received by the Town Clerk, a ballot will be mailed to qualified voters. Absentee ballot should be returned as soon as possible but by no later than Election Day, November 4, 2025, by 8:00 p.m. When returning your absentee ballot, please be sure to follow all the instructions. Use of the Official Ballot Drop Box for applications and absentee ballots located in the Town Hall rear parking lot at 275 Broad Street Windsor, CT 06095 is strongly encouraged.

Also, Early Voting will take place in the Town Hall Ludlow Room on the following dates and times: October 20 through 27, October 29 and 31, 2025, 10:00 am to 6:00 pm; October 28 and 30, 2025, 8:00 a.m. to 8:00 p.m.; November 1 and 2, 2025, 10:00 a.m. to 6:00 p.m. For questions about Early Voting or Absentee Ballots, please feel free to contact the Town Clerk's Office at (860) 285-1902 or via email at TownClerk@TownofWindsorct.com.

Tax Office Early Closure

The Town of Windsor Tax Office will close at 2:00 PM on Friday, September 12, 2025 for repairs and maintenance. Regular business hours are scheduled to resume on Monday, September 15, 2025, at 8:00 AM.

If you need to make a payment after 2:00 PM on September 12, you may use the secure drop box located in the Town Hall parking lot. Online payment services will remain available throughout the closure. We apologize for the inconvenience.

Check out the tax office's website here: <https://ow.ly/XuHq50WJ0JJ>.

Citizens Academy

There are still several available spots for the Town of Windsor's Citizen's Academy that begins on September 16th at 7:00 PM in the town hall council chambers. The eight-week program meets on Tuesday evenings at various town facilities including Police, Fire and EMS facilities, public works, the library and community centers. Participants will go behind the scenes and see what happens in the day-to-day operations of the town.

The program is free and anyone 18 years or older living or working in Windsor is welcome to sign up. Register soon at townofwindsorct.com or call 860-285-1835 for more information.

Temporary Closure of L.P. Wilson Gym

Due to HVAC construction work, the gym at LP Wilson Community Center will be temporarily closed until Monday, September 15.

We apologize for any inconvenience and appreciate your patience during this time. We look forward to welcoming you back to an air-conditioned gymnasium!

Windsor Food Bank – Summer Satisfaction Survey Results Summary

During the June distribution, the Windsor Food Bank invited clients to complete their annual client satisfaction survey. The purpose of the survey was to ensure that the voices of those receiving food assistance were heard and considered in the planning and implementation of best practices. The survey focused on three key areas: Customer service, distribution style preferences (pre-packed vs. client shopping), and satisfaction with the overall process and food selection.

A total of 201 surveys were completed out of the 298 households served in June. 88% of the respondents indicated they received very good or excellent service. Over 90% of the respondents felt the selection of available food was good. The full results will be reviewed by Windsor Food Bank and Social Services staff to continue aligning services with the needs and preferences of the community. Additionally, ongoing outreach efforts will target individuals who are not currently registered or may be unaware of the food bank's services.

Freedom Trail Run

The Freedom Trail Run will be on Saturday, September 20, 2025 from 5:30 AM – 8:30 PM. The starting point is Archer Memorial A.M.E. Zion Church, 320 Hayden Station Road. Discover Windsor's Freedom Trail history by visiting historical sites linked to African American heritage and the Underground Railroad. Starting at the historic Archer Memorial A.M.E. Zion Church, visiting 6 Freedom Trail sites along the 3.9 mile route. This event is free and open to the public. Participants will get a free swag item upon check-in and a country style breakfast will be provided after the event. To register: www.WindsorFreedomTrail2025.eventbrite.com.

Freedom Trail Walking Tour

Join us on Saturday, September 27, 2025 from 7:00 AM – 10:30 AM at Archer Memorial A.M.E. Zion Church at 320 Hayden Station road for the Freedom Trail Walking Tour along the 3.9 mile Windsor Freedom Trail. Free swag item for each participant upon check up and a continental breakfast will be provided after the event. To register to go: www.WindsorFreedomTrail2025.eventbrite.com Email any questions to windsorfreedomtrailct@gmail.com .

Windsor Mental Health Speaker Series – September 18th

Matthew Dicks, a bestselling author and award winning storyteller will provide an evening of true stories told live – no notes, no scripts at 7:00 PM on September 18th at the L.P. Wilson Community Center. The title of this evening event is **Speak. Share. Belong: How Storytelling Builds Wellness and Connection**. There is no fee to attend as this program is sponsored by the Health Department and supported by a Preventive Health and Health Services Block Grant funded by the Center for Disease Control and Prevention. Participants for the evening event are asked to register through the Recreation and Leisure Services webpage – www.townofwindsorct.com/recreation/.

The Windsor Community Health Needs Assessment (CHNA) was recently completed and one of the findings was that residents find social isolation or loneliness make it difficult to stay mentally healthy. Programs like the one that Matt will present support and address the needs identified in the CHNA.

E-Cycle Event

Need to get rid of some of those old and unwanted electronics hanging around in your house? Feel free to stop by on September 13, 2025 from 9:00 AM – 12:00 PM at Windsor Town Hall for the E-Cycle event. Free and easy recycling. Sponsored by the Windsor Conservation Commission. If you have any questions, please call [203-286-5757](tel:203-286-5757) or email info@take2recycle.com. No smoke detectors, hazardous materials, or items containing light fluid, liquids, or paint.

ACCEPTED ITEMS include:

- PRINTERS
- TELEVISIONS
- LAPTOPS
- COPIERS & SCANNERS
- OTHER SMALL APPLIANCES
- MODEMS/ROUTERS
- STEREO EQUIPMENT
- CELLPHONES
- TABLETS/ E-BOOK
- MONITORS
- DESKTOP COMPUTERS
- VCR/DVD PLAYERS
- FAX MACHINE
- VIDEO GAME CONSOLES
- COMPUTER MOUSE
- TELEPHONES
- CAMERAS
- MICROWAVES

Electronic equipment is also accepted free of charge at the town's Transfer Station during regular hours which are:

MON & FRI: 8:00 AM – 2:45 PM

TUE & WED: 10:00 AM – 2:45 PM

SATURDAYS: 8:00 AM – 3:45 PM

Visit <https://townofwindsorct.com/public-works/transfer-station/> for more information about the Transfer Station Services.

Councilor Eleveld stated that numerous individuals came out to talk about the Flock cameras this evening. How many Flock cameras do we have in town? Town Manager Souza there are currently 16 at different locations. Councilor Eleveld asked if those are LPRs or Flock cameras? Town Manager Souza stated they are fixed locations that have, automated license plate readers (LPR) technology that we've had in town for several years.

In response to additional questions about the Flock license plate reader cameras, Police Chief Don Melanson provided information. Windsor has 16 fixed-location license plate reader cameras. The cameras capture the rear license plate and vehicle type but not the driver data which is held for 30 days before deletion. The system has helped solve crimes, including a recent commercial burglary involving \$800,000 in damage. Several arrests were made in that case. The system holds a picture for 30 days. If an officer needs to see it after that time, they can download that specific information. Flock works with law enforcement agencies across the country. There are about 8,000 agencies across the country that are using Flock which gives the town the ability to search for a vehicle for example anywhere within the Hartford area or other counties. Windsor has opted out of the nationwide search feature, limiting data sharing to Connecticut local agencies only. The cameras are leased and funded primarily from the Police Private Duty account fees (\$30,000) with \$18,000 from general funds, totaling \$48,000 annually.

Councilor Pelkey stated of the 16 cameras we have in town, they are pointing at public property, correct? The cameras are pointed where they can capture vehicles on the roadway within 100-150 feet of the camera.

Mayor Black-Burke referred the item to the Health & Safety Committee.

9) REPORTS OF STANDING COMMITTEES

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

Finance Committee – Councilor Naeem – nothing to report

Health and Safety Committee – Councilor Armstrong – nothing to report

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

Personnel Committee – Councilor King – nothing to report

10) ORDINANCES – None

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)

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong 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 8-0-0 (Councilor Eleveld absent)

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

Town Manager Souza gave a quick overview of the item.

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

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

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem 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.

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

Motion Passed 9-0-0

- b) Approve acceptance of land at 75 and 85 Baker Hollow Road for off-site public infrastructure improvements

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to accept the parcel of land shown on the attached map entitled, 'Subdivision Plan Prepared for Condylne Capital Partners, LLC 75 and 85 Baker Hollow Road', Alford Associates, Dated November 10, 2023, and Revised through May 21, 2024.'

Suzanne Choate, Town Engineer, stated 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.

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.

Motion Passed 9-0-0

c) Approve amendments to Information Technology position descriptions

MOVED by Deputy Mayor Klase, seconded by Councilor Walker 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.

Amelia Bliss, Human Director, and IT Coordinator stated the Information Technology Department currently includes three unaffiliated full-time positions: Coordinator of Information Technology, Systems Applications Specialist, and Information Technology Specialist.

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.

Councilor Naeem wanted to make sure she's understanding the agenda item correctly. What we're looking at is an updated Director of IT job description that was formerly the Coordinator job description. We still have a Coordinator of IT description. Is that something that is being posted or is that the old description? Ms. Bliss stated the Director would replace the Coordinator. Councilor Naeem said then the Systems Application Specialist would still exist? Ms. Bliss said that is correct.

Councilor Naeem asked about the IT Specialist job descriptions. Is that just comparing the previous job description to the currently recommended job description? Ms. Bliss said yes.



Councilor Naeem asked regarding the Systems Application Specialist for the requirements on education. You removed the requirement for a Master's Degree on there correct? Ms. Bliss said yes.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve the minutes of the August 4, 2025 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to enter Executive Session at 9:27 p.m. for the purpose of:

- a) Discussion of the selection of a site or purchase of real estate
- b) Strategy and negotiations in respect to collective bargaining (Teamsters)

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Amelia Bliss, Director of Human Resources; Patrick McMahon, Director of Economic Development

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

Kevin Deneen, from Law Offices of O'Malley, Deneen, Leary, Messina & Oswecki entered Executive Session at 9:27 p.m.

Amelia Bliss, Human Resources Director, entered Executive Session at 9:24 p.m. and exited at 9:51 p.m.



Patrick McMahon, Economic Development Director, entered Executive Session at 9:51 p.m.

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to exit Executive Session and return to the Regular Town Council meeting at 10:45 p.m.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Naeem, seconded by Councilor Eleveld to adjourn the meeting at 10:46 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary