



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
September 15, 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 Eleveld led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Eleveld led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating September as Senior Center Month in Windsor

Mayor Black Burke read aloud the proclamation designating as Senior Center Month in Windsor

The proclamation highlighted the importance of the Windsor Senior Center in providing services to residents aged 55 and older, fostering creativity, promoting healthy living, and providing opportunities for social engagement.

Stephanie Famiano, Senior Center activities Specialist, accepted the proclamation on behalf of the Senior Center. Fay, a senior participant, read an article she had written about the Senior Center, describing how it helps seniors combat loneliness and provides valuable programs like bulb planting, card games, bingo, monthly movies, trips to shopping centers, and transportation services.

b) Proclamation designating September as Hunger Action Month

Deputy Mayor Klase read aloud the proclamation designating September as Hunger Action Month.

The proclamation noted that according to the USDA, in 2023, more than 47,400,000 people in the United States were food insecure, including 7,200,000 children. In Connecticut, 516,640 people face hunger, with 122,660 of them being children. The proclamation highlighted Windsor's hunger action initiatives, including the Windsor Food and Fuel Bank, mobile food share, weekend wheels backpack program, and groceries to go senior distribution program.

Jasmine Hall, Social Services Coordinator, accepted the proclamation and noted that over 600 families in Windsor currently participate in food programs. She thanked the Hunger Action Team, civic groups, Windsor Food and Fuel Bank, Lions Club, Board of Education, and other community partners for their support. She invited everyone to attend the Longest Table event on Friday, September 19th.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Jack Willin, 433 Lantern Way, addressed the Council regarding the senior tax assistance program. He stated that in 2025 only 432 seniors (7.85% of Windsor's 5,500 residents over age 65) currently participate in the program. He advocated for improving access to the program given the increasing cost of living and recent property tax increases. He reported he had been discussing potential changes with Councilor King and Minority Leader Walker and had sent the Council an email outlining possible improvements. He noted that Councilor King indicated he would be placing this item on the agenda for the next Finance Committee meeting.

Adam Gutcheon, 19 Mechanic Street, commented on the Health and Safety Committee meeting held earlier that evening regarding license plate readers and surveillance. He commended the committee for seriously considering privacy and civil liberties concerns raised by citizens. He appreciated the absence of partisanship and the focus on finding a policy solution that protects both public safety and civil rights. He also expressed appreciation for Councilor Eleveld's earlier remarks about political violence.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld announced that the Windsor Rotary Club would be packaging over 20,000 meals for those experiencing food insecurity on Saturday at the Academy of Aerospace and Engineering. He noted that some meals would go to the Windsor Food and Fuel Bank, and that volunteers are welcome but must register in advance through the Windsor Rotary website. They are hoping to give out 25,000 meals this time around.

Councilor King thanked the public for attending and speaking at the meeting. He expressed appreciation for the Senior Center representatives and endorsed Councilor Eleveld's comments about the importance of healthy, nonviolent political discourse.

Councilor Naeem thanked residents who participated in public comment. She highlighted the Eco Monarch Festival hosted by First Town Downtown over the weekend. She announced that the Windsor Art Center would have an opening on September 20th from 5-7 PM for a new gallery installation called "Nosotros," a celebration of Latin and Hispanic culture. There's over a month's long worth of activities packed into it. She also wished those celebrating Rosh Hashanah a happy new year.

Councilor Pelkey announced a blood drive at Washington Lodge #70 on October 25th from 8 AM to 2 PM. Sign-ups are strongly encouraged. He also noted that Hayden Station Fire Company would be celebrating its 75th anniversary with a party at the Birdcage on 25 Central Avenue on the following Friday from 6-10 PM, with catering by Maneeley's Banquet. You can also look up Hayden Station Fire Company on Facebook, you can look at their events page, and you can also email them at haydenstationfireco@gmail.com.

Councilor Armstrong congratulated those who received proclamations. She reminded residents to be vigilant and stop for school buses when their stop signs are extended and be careful of bicyclists. She also noted that Connecticut Department of Transportation would be placing "wrong way" detection signs at several Windsor exits (34, 35A, and 35B) from September 15-18 from 7:00 AM – 3:00 PM. Health care is the best care.

Councilor Gluck Hoffman reflected on the recent anniversary of September 11th, which had been overshadowed by the tragedy that occurred on September 10th.

Councilor Walker spoke about the shooting of Charlie Kirk, expressing concern about the rise in political violence. He highlighted the joint statement from the Young Republicans and Young Democrats of Connecticut condemning the violence. He emphasized the importance of dialogue over hate and encouraged people to practice forgiveness and love.

Deputy Mayor Klase – nothing.

Mayor Black-Burke mentioned the upcoming Longest Table event and noted that a new restaurant, Mr. Tso, had opened in the Price Rite Plaza in Windsor which has really, really good food. She encouraged everyone to visit the restaurant. She closed with a quote from James Baldwin: "Neither love nor terror makes one blind. Indifference makes one blind."

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Rusty Peck, Public Building Commission, acknowledged Rick Hazleton's retirement as chairman after his move to Seabury, noting that Hazleton was the third individual to serve

a long term on the commission. First and second were Bob Gustafson and then Joe Novak. They were all instrumental in giving good advice to the Town Council to help them make appropriate decisions. He thanked Councilor Walker for all the dialogue they had over the years.

Mr. Peck gave the following report:

1. Wilson Fire Station – Interior Renovations

Project is in progress with 99% of the work completed. Remaining items are access control and security. Project expected to be completed by the end of September 2025.

2. Sage Park Middle School Roof Phase-2 Project

Weights for the wind load requirements of the roof top AC units, have been installed and the project is complete. This project will be closed out at our next PBC meeting.

3. Oliver Ellsworth School Humidity Mitigation Design

This project has been completed and closed out by the PBC at our last meeting.

4. LP Wilson HVAC Renovations Phase 1 Project

Final repairs on DOAS-1 (Direct Outside Air System) have been performed and this project is completed. This project will be closed out at our next PBC meeting.

5. LP Wilson HVAC Renovations Phase 2 Project

Glass opening resulting from removal of existing AC window units, have been completed. Masonry repairs still need to be completed. Contractor is coordinating with multiple sub-contractors to complete this work. Project expected to be completed by the end of October 2025.

6. LP Wilson HVAC and Interior Renovations Phase-2B

Project is in progress with 85% of the work completed. BOE meeting room is completed and available for BOE meeting tomorrow. Contractor to follow up with minor adjustments and punch list items. Perimeter classrooms radiation will be install next week and with balancing and controls to follow. The Gym Units will be placed on the roof this week, with startup, balancing, and controls to follow. Project is expected to be fully completed by end of October 2025.

7. Clover Street School Restroom ADA Code Compliances Phase-2

Project is completed and punch list items are being addressed. Pending any outstanding invoices, this project will be closed out at our next PBC meeting.

8. Town Hall Roof Replacement

Design has been completed and currently being reviewed. Project is on schedule with bidding expected to be completed in 4th quarter of this year. Construction to begin in 4th quarter of this year or 1st quarter of next year, depending on the weather.

Mr. Peck also mentioned ongoing and upcoming projects including the Milo Peck School HVAC construction project, multiple roof replacement projects, and the Aquatic Elementary School roof project, for which they are submitting additional information to the state for a grant application.

Mr. Peck stated that the town needs more volunteerism to fill vacancies on boards and commissions.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Town Clerk's Office Closing Early

The Town Clerk's office will be closing early at 3:00 PM on Thursday, September 18th due to staff training. Regular business hours are scheduled to resume on Friday, September 19th from 8:00 AM – 5:00 PM.

Eversource Tree Trimming

Eversource has a regular ongoing program to complete tree trimming and a removal program. The goal of the program is to assist in maintaining reliable electrical service and to protect the power distribution infrastructure network.

Eversource is conducting tree trimming and pruning work in the northern sections of Windsor. Work began this month.

The tree trimming and removal program is regulated by the Public Utility Regulatory Authority (PURA) Below is a high level recap of the regulations.

- When trees or vegetation are located on town property or in the town's right of way, the town's Tree Warden has the authority to determine the scope and method of vegetation management. The CT DOT has that authority when the vegetation is on State property or ROW.
- On private property, the owner can request information / consultation, object to the planned work, or request a modification of the work. Only the property owner may give consent for the work unless it is deemed an immediate threat (e.g. tree branches are touching wires.)
- On Town property, only the trees must be posted for removal 10 days before removal unless they are in contact with an energized wire or are determined to be in such a hazardous condition they need to be removed. If a tree is being removed on Town property, the utility company must notify the abutting property owners.

- On State property if a tree is over 18" and is selected for removal, the municipality must be notified. This provides the opportunity for the town to review and discuss the selection.

Solar Power Purchase Agreement Update

This spring the Town Council authorized staff to enter into a solar power purchase agreement for three locations - Windsor High, Sage Park Middle School and Poquonock School. At this time, our energy consultant is finalizing the full application package for submission to Eversource's competitive Non-Residential Renewable Energy (NRES) program for the Windsor High and Sage Park solar canopies. Securing these renewable energy credits is a key step in moving the projects forward. We anticipate that these credits would be awarded in the next several months. If credits are awarded, permitting will occur over the winter with construction anticipated to occur next summer. The Poquonock Elementary project is a little further out on the proposed timeline as the rooftop solar cannot be installed until the roof is replaced, which is anticipated to be completed next summer.

Community Workshop on Plan of Conservation and Development (POCD) Update

Come join us and be a part of helping to shape Windsor's future. A community workshop will be held on the POCD comprehensive plan on Thursday, October 2nd, from 5:30 PM – 8:30 PM in the Council Chambers at town hall. The open house will be from 5:30 PM – 6:30 PM. This is where you'll be able to review the goals and talk to members of the project team. The workshop will be from 6:30 PM – 8:30 PM. The workshop will be geared towards sharing results from the recent community engagement, presenting the draft goals and strategies of the plan and leading an interactive discussion to gather individuals' feedback on the recommendations.

For more information, go to <https://plan.windsorct.com/> or call the Planning Department at 860-285-1980.

Pavement Program

The town is working on road repaving projects in several areas as part of our annual Pavement Management Plan. The first part of this type of work involves replacing catch basins also known as storm drains to ensure proper drainage. Once drainage work is complete, contractors will begin milling the roads—this means removing the top layer of old asphalt usually around two to three inches to create a smooth, even surface for repaving. Then a new layer of asphalt will be applied to restore the roadway. Later in the fall the roads are restriped with new pavement markings.

The following locations are planned to be paved later this month:

Little	Loch	Way
Lochview		Dr
Meadowlark		Dr
Fieldstone		Dr
Lantern		Way

Hitching Post Ln
Hearthstone Dr
Kennedy Road (Town Line to Rt 20 On-ramp)

Additional repaving work in Wilson and Deerfield is planned this fall by the MDC to restore pavement where waterline trenching took place earlier in the year.

Freedom Trail Run and Walk

Just a reminder that 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. 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/.

Arts Center CT River & Roots Series

As a part of the CT River & Roots Series, the Arts Center is inviting everyone to come out and enjoy a free concert by The Dilemma Duo on the Windsor Town Hall portico on Thursday, September 18th at 6:30 pm. Bring your blankets, chairs, family and friends! Generously supported by the Town of Windsor.

Councilor Pelkey asked about leaf collection and when that would happen. Town Manager Souza stated he believes it is the latter part of October but he can certainly get that information.

Councilor Pelkey what neighbors in the Deerfield and Windsor area are required to do when the tree trimming begins? Do they have to move their car, etc.? Town Manager Souza said there is no requirement to move vehicles. If the contractor does have difficult

access, then there will be communications directly with the homeowner to coordinate that effort. If there will be significant pruning in a particular area, those homeowners will be notified.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Deputy Mayor Klase – no upcoming meetings.

Finance Committee – Councilor Naeem - the committee will meet in early October.

Health and Safety Committee – Councilor Armstrong stated the committee met earlier that evening and will meet again on September 29, 2025 at 6:30 PM.

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

Personnel Committee – Councilor King stated the Personnel Committee will be meeting on September 25th at 6:00 PM.

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Authorize the submittal of a grant application for the Clover Street School Partial Roof Replacement Project

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to authorize the Superintendent of Schools to apply for a school construction grant for the Clover Street Elementary School Partial Roof Replacement project.

Town Manager, Peter Souza, and Building and Facilities Manager, Marco Aglieco gave an overview of the project.

Town Manager Souza stated this project is proposed to be funded in part through a State of Connecticut grant, as well as town general fund obligation bonds. Ideally, if this is approved by the State of Connecticut, we would do this work in the summer of 2026. In order for the school district to apply for the reimbursement grant, the State has specific requirements that need to be met. That's the reason for the series of motions for tonight. They will designate the Public Building Commission to oversee the project, authorize the school superintendent to submit an application, will introduce the funding authorization, and ask for a public hearing to be set in October.

Mr. Aglieco explained that the roof area is approximately 64,500 square feet, with 19,000 square feet that was replaced in 2019. The remaining 45,500 square feet, installed between 1995-1997, has reached the end of its recommended lifespan. The project would include removing existing roofing material down to the roof decking and installing a new roof, flashing, and insulation. The preliminary cost estimate is \$2,425,000, with potential state grant reimbursement of up to 47% (\$1,139,750). The current plan is to receive bids by late winter, early spring, with construction planned for the summer of 2026 over the summer break. This timeline is conditional upon the approval of the state Connecticut grant application.

Councilor Eleveld asked if the typical state reimbursement rate was 50%. The Town Manager confirmed that rates typically range from 47-53%, and they were using a conservative estimate. The 47% is a conservative planning number.

Councilor Eleveld stated that the town would then be financing the remainder of project via bonds or cash or a combo. He presumes that the town will use bonds. Town Manager Souza replied they are asking for authorization of the bonds and the Town Council can change that prior to the project commencing.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to appoint the Public Building Commission to be the Building Committee to oversee the Clover Street Elementary School Partial Roof Replacement project.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to authorize the preparation of schematic drawings and specifications for the Clover Street Elementary School Partial Roof Replacement project.

Motion Passed 9-0-0

- 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."

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem 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.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld 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.

Motion Passed 9-0-0

- c) Set a Public Hearing for October 6, 2025 at 7:20 p.m. on 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."

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld 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.

Motion Passed 9-0-0

- d) Approve acceptance of sidewalk easements along Mack Street and Poquonock Avenue from Nisha K, LLC

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

Suzanne Choate, Town Engineer, stated 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.

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.

Councilor Eleveld asked how many parking spaces are going to be in the street? Ms. Choate replied there will be eleven.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the September 2, 2025 Public Hearing and September 2, 2025 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Councilor Pelkey, seconded by Councilor Armstrong to adjourn the meeting at 8:43 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary