

**TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice**



Zoom instructions

Dialing in by Phone Only:

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When prompted for participant or meeting ID enter: **862 5388 3703** press #

1. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

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2. During Public Comments if you do not wish to speak you may type your comments into the Q&A feature.

AGENCY: Health & Safety Committee

DATE: September 29, 2025

TIME: 6:30 PM

PLACE: Hybrid - Virtual and In Person in Council Chambers at Town Hall

AGENDA

1. Call to Order
2. Public Comment
3. *Discussion on Enforcement of Motor Vehicle Parking Regulations
4. *Update on License Plate Reader Policy Development
5. Staff Reports
6. Approval of Minutes
 - a) *September 15, 2025
7. Adjournment

*Back up materials

Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

Agenda Item Summary

Date: September 29, 2025

To: Members of the Health & Safety Committee

Prepared By: Donald Melanson, Chief of Police
Scott Colby, Assistant Town Manager
Peter Souza, Town Manager 

Subject: Discussion of Parking Related Items

Background

Recently the chairperson of the Wilson Deerfield Advisory Committee (WDAC) raised several questions at the Town Council's September 2, 2025 meeting relative to town parking regulations, enforcement activities and possibility of creating a traffic authority as well as parking authority. Mayor Black-Burke referred the item to the Health and Safety Committee for review. This memo provides initial background information on these topics as a starting point for discussion.

Discussion / Analysis

Local Traffic Authority

Connecticut General Statutes provide for a town to have a designated 'traffic authority', which is also referred to the local traffic authority. The range of responsibilities of a local traffic authority (LTA) include among others placing and maintaining traffic control signs, pavement markings, traffic control devices, setting speed limits, designating school zones and pedestrian safety zones in accordance with various state laws and regulations. The LTA should have knowledge and experience with applicable State regulations and the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways which is a document issued by the Federal Highway Administration. LTAs also work with CT DOT and CT Office of State Traffic Administration (OSTA). The Local Traffic Authority is also required by law to complete various training courses.

In Windsor the Local Traffic Authority responsibilities have been designated, as allowed in the Connecticut General Statutes, to the Town Engineer. This has been the practice for well over a decade and in prior years the Public Works Operations Manager and Police Chief were the designated Local Traffic Authority.

State law does allow for the local legislative body to create a multi-member board to serve as traffic authority. This would need to be done through adoption of an ordinance.

Parking Authority

State law allows the town to create by ordinance a Parking Authority. This multi-member board would have jurisdiction of town-owned off-street parking facilities and if authorized by the Town Council, have powers to enforce municipal parking regulations established by town ordinance. The enforcement of these regulations would be by the police department or designated personnel. A parking authority created under the provisions of CGS 7-203 needs to consist of five members, appointed by the chief executive officer of the municipality, not more than three of whom shall be of the same political party.

Unattended Commercial Vehicles on town roads

The town has ordinances that address on street parking and are enforceable by the police department (Chapter 16, Article III, Sections 30 through 35). Members of the Wilson Deerfield Advisory Committee have brought forward a few questions regarding section 16-31, *Commercial vehicles restricted in residential areas*. This restriction states “No person shall park or leave unattended for longer than one hour any commercial vehicle on streets in residential areas in the Town.” Questions from the WDAC have related to enforcement practices as well as the fine amount which is \$15 per infraction and \$30 if paid after 7 days.

We researched 14 towns to gain a sample of how other communities manage on-street parking restrictions for commercial vehicles. Several communities (East Granby, Wethersfield, and Newington) do not have general ordinances restricting truck/commercial vehicles. Other communities have fines that range from \$25 to \$250. The median fine amount of the towns surveyed is \$50.

Enforcement Activity

To provide context, between January 1, 2024 and mid September 2025, officers issued 874 parking tickets for parking violations throughout the Town of Windsor. Over 90% of the tickets were self initiated by officers. During this period, the Police Department received 331 parking complaints. Of the 331 complaints officers issued 49 infractions and documented 11 other incidents when enforcement actions such as towing occurred. In many cases, vehicles had already moved before officers arrived, resulting in no action taken. In addition, officers have been able to speak with operators and had vehicles moved without taking enforcement action. Please note that these parking complaints and infractions can be anything from a violation of the on street commercial overnight parking, violation of the winter parking ban, parking in a fire lane or in front of a fire hydrant, or a handicap parking violation.

The activity occurred across the town as shown on the attached map.

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for discussion purposes at this time.

Attachments

Map of Parking Enforcement

Summary of Unattended Commercial Vehicles Ordinances



Comparison of Commercial Vehicle Ordinances

Municipality	Definition of a Commercial Vehicle	Time of Restriction	Fine Amount
Windsor, CT	Commercial Vehicle: Any motor vehicle designed and used for the transport of merchandise, freight, or employees engaged in business.	No longer than one hour.	Fine of \$15 if paid within 7 days; \$30 dollars if paid after 7 days.
East Granby, CT	No ordinance.	No ordinance.	No ordinance.
Windsor Locks, CT	Truck: Any motor vehicle having a gross weight of 10,000 pounds or more, designed and used for the transportation of property and persons, including trailers.	Not between the hours of 11:00 p.m. and 6:00 a.m.	Fine of not more than \$99.
South Windsor, CT	Tractor-trailer Truck: Any motor vehicle comprised of both a tractor and a semi-trailer.	Location-based prohibition on various roads, streets, and highways.	Fine for location-based prohibition is \$89.
Hartford, CT	Commercial Vehicle: Any motor vehicle that is a combination of a truck tractor and 2 trailers not more than 28 feet. Semi-trailer: Any motor vehicle which has a trailer type designed to be carried by another vehicle. Truck: Any motor vehicle that is a non-cargo-carrying unit used for drawing a trailer for commercial purposes. Trailer: Any rubber-tired vehicle that is drawn or propelled by a motor vehicle. Tractor-trailer: The combination of a tractor and a trailer. Box Truck: Any truck with a cube-shaped cargo storage area with only one chassis.	Prohibition of parking on any street, except for the purpose of active delivery, unloading, or service.	Fine of \$250 per violation.
Bloomfield, CT	Commercial Vehicle: Any motor vehicle requiring a Class 1 or 2 operator's license. Any motor vehicle which exceeds a gross weight of 18,000 pounds or has more than 2 axles. Any motor vehicle designed to transport 16 or more passengers, or any vehicle transporting more than 10 passengers used to transport students to and from school.	No commercial vehicle or commercial trailer shall be parked longer than one hour in a residential zone, except for the purpose of active delivery, unloading, or service. No person shall park any vehicle on any public street or highway for a period in excess of thirty (30) minutes between the hours of 2:00 a.m. and 6:00 a.m.	First violation results in a written warning. Subsequent violations result in an \$85 fine.

Comparison of Commercial Vehicle Ordinances

Municipality	Definition of a Commercial Vehicle	Time of Restriction	Fine Amount
Wethersfield, CT	No ordinance.	No ordinance.	No ordinance.
Middletown, CT	No ordinance.	No ordinance.	No ordinance.
Danbury, CT	Commercial Vehicle: Any motor vehicle with more than 1,500 pounds of capacity or over 10,000 pounds gross combination weight, whichever is less.		
Wallingford, CT	No definition given.	General prohibition on commercial trucks on residential streets.	Fine of \$25 for violation.
Waterbury, CT	Truck: Any motor vehicle with load-carrying capacity in excess of one ton.	Prohibition on parking on any street in a residential zone, except when active service is being simultaneously performed.	Fine of \$50 for violation.
East Hartford, CT	No definition for commercial motor vehicle, oversized motor vehicle, undersized commercial motor vehicle, or major recreational equipment was given.	Parking on any public highway or street is restricted to no more than one hour, with exemption for those commercially engaged during the time of parking.	Fine of \$45 for violation.
Newington, CT	No ordinance.	No ordinance.	No ordinance.
Manchester, CT	Large Vehicle: Any motor vehicle with a gross weight greater than 16,000 pounds. Trailer: Any rubber-tired vehicle that is drawn or propelled by a motor vehicle. Truck: Any motor vehicle with a gross weight of 10,000 pounds or more, designed or used for the transportation of property and persons.	Prohibition of large vehicles and trailers from parking on any public right-of-way, street, or Town-owned property, except in the process of loading or unloading such vehicle, during the time when the vehicle is performing routine or emergency maintenance, during work performed at the direction of the general government, or if the vehicle receives a waiver from the provision from the Police Chief/Traffic Authority. Additional location-based prohibition on truck operation on specific streets in town	Fine of \$90 for each parking violation, Fine of not more than \$99 for location-based truck operation violation.
Enfield, CT	Commercial Trailer: Any motor vehicle with a gross weight of 5,000 pounds or more that have either a commercial or combination registration.	General prohibition on commercial trucks on residential streets.	Fine of \$50 for violation; fine doubled if not paid within 7 days.

Agenda Item Summary

Date: September 29, 2025

To: Members of the Health & Safety Committee

Prepared By: Scott Colby, Assistant Town Manager



Subject: Update on License Plate Reader Policy Development

Background

The Town Manager and Police Chief will review the actions taken to restrict searches by law enforcement agencies outside of Connecticut and to provide an update on developing a policy as discussed at the Committee's September 15th Health and Safety Committee Meeting.

Recommendations

This item is presented for information and discussion purposes at this time.



**TOWN OF WINDSOR
HEALTH AND SAFETY COMMITTEE
SPECIAL MEETING
COUNCIL CHAMBERS
SEPTEMBER 15, 2025
HYBRID MEETING**

UNAPPROVED MINUTES

1. CALL TO ORDER

Councilor Mary Armstrong, Chair of the Health & Safety Committee, called the meeting to order at 6:00 p.m. with Deputy Mayor Darleen Klase and Councilor Lenworth Walker present.

Staff Present: Peter Souza, Town Manager, and Donald Melanson, Police Chief

2. PUBLIC COMMENT

Dr. Linda Alexander, 155 Fieldstone Drive, expressed support for license plate readers, stating she appreciates certain types of electronic surveillance that contribute to public safety. She noted that while she values privacy, she trusts the police department to use technologies like license plate readers appropriately to ensure public safety.

Hillary Carpenter, 45 Bradford Drive, expressed concerns about the Flock surveillance camera system, suggesting Windsor may be exposed to liability. She requested that the cameras be turned off until a comprehensive assessment could determine whether their use by other police departments complies with Connecticut law.

Charles Jackson, 310 High Path Road, a Windsor constable, mentioned his experience with cameras in Charlotte, North Carolina, noting that the city had removed its cameras and chose not to reinstall them in school zones despite having the opportunity to do so. He advocated for more thorough examination of the issue.

Eric Weiner, 72 Palisado Avenue, raised several concerns about the Flock system, asserting that the technology goes beyond simple license plate reading by recording vehicle features and aggregating data. He argued that Flock's data retention policy is misleading since they maintain "perpetual, nonexclusive" rights to the data. He stated that Flock had previously authorized ICE and border protection to use the system despite claiming they would not. He recommended turning off the cameras immediately to assess whether they align with town values and budgetary requirements.

Kenneth Erman, 428 Broad Street, expressed concerns about Flock cameras, particularly regarding data ownership. He noted that as a business, Flock's primary motivation is profit rather than solving crime. He suggested Windsor consider implementing speed cameras and traffic light cameras instead, which have clear state guidelines. He also

recommended speed bumps similar to those on Pleasant Street to manage traffic in residential neighborhoods.

Joe McAuliffe, 218 Preston Drive, asked about the policy governing license plate scanners in police cars, noting a perceived policy change around 2020 regarding their use.

James Chabot-Weingart, 20 Tiffany Drive, questioned whether Flock's system is less expensive because part of their compensation includes ownership of Windsor's data. He also expressed concerns about potential data breaches of large centralized databases.

3. DISCUSSION OF AUTOMATED LICENSE PLATE READERS

Don Melanson, Chief of Police, stated the fixed LPR units are motion activated and take a still image of passing vehicles. The images are of the rear of a vehicle (after a vehicle passes the camera) and do not capture occupant descriptions. The LPR cameras are not staffed. The system is able to alert officers and dispatchers for various reasons. For example, if a stolen vehicle or suspect vehicle license plate is entered into a region wide crime database and that license plate is detected by an LPR in town, an electronic alert is issued. This allows for real time information to be followed up by our officers and detectives. Authorized law enforcement personnel can search the system only when there is a legitimate investigative reason and each search is recorded for accountability.

Collected data is retained for a limited period (30 days) unless linked to an active investigation. Searches are logged, and unauthorized use is prohibited. As noted above, the system does not capture photographs or personal information about drivers or passengers.

When Windsor first initiated the use of the Flock LPR devices, a setting labeled "Enable Nationwide Lookup" was enabled. This allowed WPD personnel to search nationwide if their case necessitated a wider search than just the State of Connecticut. Until recently, we were unaware that this setting, in return, allowed other agencies not granted individual access to WPD data to search the data if a full registration plate was entered. Since that realization, the Police Department has removed out of state access to our LPR data while the Town Council reviews various policy considerations. To reiterate, only agencies in Connecticut currently have the ability to search our LPR data without requesting specific permission from WPD administration.

The stationary LPR units offer 24/7 monitoring and have been a valuable tool for the Windsor Police Department by enhancing investigative capabilities and strengthening overall community safety. They have been vital in investigating violent crimes, property crimes including stolen vehicles and vehicle burglaries, evading accidents, and locating missing persons.

The LPR system gives investigators information that would otherwise rely on chance or witness memory. For example, if a car is used in a robbery, many times the victim and witnesses are only able to provide cursory vehicle information, such as the make, color and style of the vehicle. The LPR system can help officers identify the suspect vehicle and where and when it was last seen, giving police a direction to focus on.

Chief Melanson provided examples of successful use cases, including identifying vehicles involved in domestic violence incidents and hit-and-run accidents. He emphasized that officers can only access the system for criminal investigations, not for motor vehicle offenses like speeding or stop sign violations. He explained the difference between the Flock system as compared to the mobile license plate camera system and what information they capture. Both systems work on the basis of a hot list. Police officers use this data on a daily basis.

Councilor Armstrong asked how many Flock cameras we have. Chief Melanson said 16.

Councilor Armstrong asked if Flock is less expensive than the other cameras. Chief Melanson stated he didn't know if they are necessarily less expensive. He noted the Flock system doesn't require additional replacement or repair costs on top of the lease payment.

Councilor Walker explained how the Council had received quite a few emails regarding the Flock system and concerns regarding privacy issues. He will go with whatever the committee decides to do.

Deputy Mayor Klase asked questions regarding the policy of the Flock system and who would have access to it. She explained what she thought the policy was and Chief Melanson confirmed what she said was correct.

Deputy Mayor Klase asked if they do audits. Chief Melanson said yes they do it on a random basis usually about once per year.

Deputy Mayor Klase stated when you look at ACLU data retention guidelines, their preferred guideline is one day. What does a one day or 15 day retention do to the Police Department's enforcement ability? Chief Melanson stated it wouldn't be beneficial as reports are not usually submitted until one or two days later or more in many cases.

Deputy Mayor Klase asked if the town has contracts with Flock, the license plate reader vendor, etc. and do they go to the town's legal counsel for review? Town Manager Souza to his recollection in 2019 the town was using the standard contract because those vendors were associated with the State and they went through the procurement process for both systems.

Councilor Armstrong asked if the officers have body cameras and if they are trained on how to and when to use them? Chief Melanson responded yes they are trained and are required to use the body cameras.

Deputy Mayor Klase suggested the committee recommend that the Town Manager develop a comprehensive ordinance addressing all types of data collection systems, including considerations for storage and security.

Councilor Walker asked if the State already has a contract or ordinance in place so we don't have to reinvent the wheel. Town Manager Souza responded that there are model ordinances that the State has developed for traffic enforcement, the red light cameras and speeding enforcements. He is not sure if there is a model one for the license plate readers, but he believes there are policies from other towns that could be reviewed.

Deputy Mayor Klase proposed that the town's legal counsel review any future contracts to be sure they are in alignment with State laws. She stated she would be alright with what makes sense whether it be an ordinance or policy.

Deputy Mayor Klase mentioned the idea of having a small citizens board of three. She stated perhaps as they draft the policy and the ordinance, they can think about a feedback session and possibly an ordinance may be more effective.

The committee discussed the time frame of when all this information could be ready for their review. Town Manager Souza stated to get that comprehensive perspective in a week and a half is a challenge.

Deputy Mayor Klase said perhaps Town Manager Souza could let the committee know at their next meeting on the 29th what he thinks is a reasonable timeline. The committee agreed.

4. STAFF REPORTS - None

5. APPROVAL OF MINUTES

a) June 17, 2025 Special Meeting

MOVED by Deputy Mayor Klase, seconded by Walker to approve the unapproved minutes of the July 17, 2025 special meeting as presented.

Motion Passed 3-0-0

The next Health & Safety Committee meeting will be held on September 29th at 6:30 p.m.

6. ADJOURNMENT

MOVED by Deputy Mayor Klase, seconded by Councilor Walker, to adjourn the meeting at 6:53 p.m.

Motion Passed 3-0-0

Respectfully submitted by,

Helene M. Albert
Recording Secretary