

**TOWN OF EAST WINDSOR
BOARD OF SELECTMEN**

REGULAR MEETING
Thursday, April 4, 2024
7:00 p.m.

**THIS MEETING
IS BEING HELD IN-PERSON**
In the John Daly, Jr. Meeting Room
Town Hall, 11 Rye Street, Broad Brook, CT 06016

AND

REMOTELY via ZOOM Teleconference
Meeting ID: 332 683 3563
Passcode: townhall

DRAFT MEETING MINUTES

********Minutes are not official until approved at a subsequent meeting********

Board of Selectmen

Jason E. Bowsza, First Selectman
Marie DeSousa, Deputy First Selectman
Alan Baker, Selectman
Sarah Muska, Selectman
Keith Yagaloff, Selectman

ATTENDANCE: First Selectman Bowsza hosted the in-person meeting.
Selectman Muska, Selectman Baker and Selectman
Yagaloff were present at the in-person meeting.

ABSENT: Deputy First Selectman DeSousa.

GUESTS/SPEAKERS in-person: Debbie Williams, Chair of Arts and Culture Committee,
Bridget Joy, East Windsor Social Services, Paul Anderson, Wayne and Patricia Shary,
Thomas Buckley, Tom and Ruth Anne Lansner, William Loos.

GUESTS/SPEAKERS signing in to meeting remotely: Noreen Farmer, Gabriela Resto, and

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Heidi.

1. TIME AND PLACE OF MEETING:

First Selectman Bowsza called the April 4, 2024, Regular Meeting of the East Windsor Board of Selectmen to Order at 7:00 p.m. in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT 06016.

2. PLEDGE OF ALLEGIANCE:

First Selectman Bowsza requested Selectman Muska to lead everyone in reciting the Pledge of Allegiance.

3. ATTENDANCE:

Everyone was present except for Deputy First Selectman Marie DeSousa, who was not present at the meeting.

4. APPROVAL OF MINUTES:

A. March 21, 2024, Board of Selectmen Regular Meeting:

MOTION: To **POSTPONE** the Board of Selectmen's Regular Meeting Minutes of March 21st, 2024.

Muska moved/Baker seconded/**DISCUSSION:**

VOTE: In Favor: Muska/Yagaloff/Baker
(No one opposed/No one abstained)

5. PUBLIC PARTICIPATION:

Patricia Shary, 119 Depot Street, asked if the Town had the Ethics Commission and, if they are meeting regularly.

First Selectman Bowsza responded that the Ethics Commission meets on as needed basis.

Paul Anderson informed the Board that the trees along the property of the Community Center have been removed i.e. the parts adjacent to the Soccer Field Street and the Tobacco Barn. First Selectman Jason Bowsza did not know about it and asked about the timeline of discovery. Paul Anderson replied that it was approximately one month since the trees have been removed. First Selectman Jason Bowsza said that he would have an answer at the next meeting.

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Paul Anderson: The WPCA is going to have fewer members after Steve Smith's move to Boston and he will no longer be a member. He is in the process of recruiting new members to the Board. In the interim, Deputy First Selectman Marie DeSousa can be appointed to the WPCA Board temporarily. She is already a liaison. If there is no quorum consisting of three members then the WPCA Board will not be able to hold the meetings.

Noreen Farmer, 247 South Water Street, (via zoom), at the BAA meetings, there were appeals related to the crumbling foundations. The BAA referred them to the Assessor's Office. She asked if there were any resourceful information that could be put out on the Town's website.

First Selectman Jason Bowsza responded that he would investigate it.

Noreen Farmer also offered to volunteer for WPCA.

6. COMMUNICATION:

None

7. BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:

A. Resignation:

None

B. Reappointments:

None

C. New Appointments:

None

8. UNFINISHED BUSINESS:

A. Discuss Establishing Arts and Culture as a Permanent Commission to Include Debbie Williams (Attachment A):

First Selectman Jason Bowsza shared that Debbie Williams emailed the entire Board requesting the Arts and Culture remain as a committee. He proposed to reconsider it for a Commission after a term of 18 months.

MOTION: To RECONSIDER the Arts and Culture Committee for a Commission in 18-months.

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VOTE: Muska moved/Baker seconded/**DISCUSSION:** None
In Favor: Muska/Yagaloff/Baker
(No one opposed/No abstentions)

First Selectman Bowsza asked Debbie Williams to resubmit the application for a Commission after 18-months.

9. NEW BUSINESS:

A. Discuss Sick Leave Policy (Attachment B):

First Selectman Jason Bowsza stated that at the request from the last meeting's agenda item regarding the Sick Leave policy that was waived for an individual town employee; the Board will also make it available for all Town employees by addressing it at this meeting. The policy is as follows: "Any Town of East Windsor permanent employee who has accumulated at least fifteen days of sick leave may donate his or her accumulated sick leave in one (1) hour increments to another Town of East Windsor permanent employee."

Selectman Keith Yagaloff: It seems that people might use it a lot.

First Selectman Jason Bowsza: Once or twice a year.

Selectman Keith Yagaloff: Administratively, it seems to add more work such as keeping a track of these donations.

First Selectman Jason Bowsza: It is purely a bureaucratic process filed by the employees themselves.

Selectman Keith Yagaloff: The benefit of approving it for everyone allows for all to step up and contribute. Great and we should do it!

MOTION: To ACCEPT and APPROVE the Town of East Windsor's Policy for Donations of Sick Leave.

VOTE: Yagaloff moved/Muska seconded/**DISCUSSION:** None
In Favor: Muska/Yagaloff/Baker
(No one opposed/No abstentions)

First Selectman Bowsza informed the Board that the policy would be distributed to the Town employees the next day.

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B. Discuss and Approve 2024 Senior Farmer's Market Nutrition Program Agreement (Attachment C):

Bridget Joy presented the agreement to the Board. She detailed the specifics of the agreement and that a card in the amount of \$24 would be issued for seniors over 60, and for those who are on the Social Security Disability program – younger and disabled that is required by the State Department of Agriculture. All the residents in the Park Hill are eligible for this program. This year it would be going up by \$50. If one can go to Ellington market, they would have it matched by the equal value of \$50 totaling to \$100 each.

Selectman Keith Yagaloff: Can the individuals use it for South Windsor Farmer's Market?

Bridget Joy: I believe it would be possible. Ellington, however, is an ideal location for East Windsor residents.

Selectman Keith Yagaloff: How do people find out if they qualify for it?

Bridget Joy: We advertise it via social media and the Town's website.

Selectman Keith Yagaloff: Are there shoppers to help them out?

Bridget Joy: There are proxies to run errands for them. It is much easier that way. The cards from the last year are reloaded for this year. Everyone must reapply. It is not renewed automatically.

Selectman Keith Yagaloff: It is a great program benefiting both – the vulnerable population and the farmer's market.

Selectman Sarah Muska thanked Bridget for her work.

MOTION: To APPROVE and AUTHORIZE First Selectman's signature on the 2024 Agreement between CT Department of Agriculture and Senior Farmer's Market Nutrition Program Local Coordination Agency.
Muska moved/Baker seconded/**DISCUSSION:** None

VOTE: In Favor: Muska/Yagaloff/Baker
(No one opposed/No abstentions)

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C. Discuss Selectmen's Ideas for Congressionally Directed Spending (CDS) Requests (Attachment D):

First Selectman Jason Bowsza: The deadline for submitting the application is April 14th. The projects must fall within the federal agencies' requirements for federal 25 Fiscal Year. He met with town staff and they have developed some projects that are worth the consideration. None of these projects require a local match.

Selectman Keith Yagaloff: I think we need a Public Safety complex that might fall under the rural application guidelines; the same grant that was used for the Scout Hall. Our Police Department building is deteriorating and we need to build a new one.

First Selectman Jason Bowsza: It is a highly competitive process to apply for a Public Safety or Community Center grants as over 300 counties compete for it.

Selectman Baker: Route 5 Study is ready and we could submit it.

Selectman Muska is not opposed to anything that the First Selectman suggested. Route 5 study brought up by Selectman Baker is a good one. She agrees with the proposed idea regarding the Public Safety infrastructure and having a meeting with relevant stakeholders before deciding. It would be premature. The beautification projects are good and would benefit the community.

First Selectman Jason Bowsza: Let's go through the items and select only five out of nine (plus Public Safety Complex and Route 5 Study Attachment E):

1. Blue Ditch Culvert Replacement – Spring Street and Holcombe Terrace:
MOTION: To APPROVE Blue Ditch Culvert Replacement – Spring Street and Holcombe Terrace for Congressionally Directed Spending Request.

Muska moved/Baker seconded/**DISCUSSION:** None

VOTE: In Favor: Muska/Yagaloff/Baker

(No one opposed/No abstentions) **MOTION PASSED**

2. Property Rehabilitation Incentive Program

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- MOTION:** To APPROVE Property Rehabilitation Incentive Program for Congressionally Directed Spending Request.
Muska moved/Baker seconded/**DISCUSSION:** None
VOTE: In Favor: Muska
(Baker opposed/Yagaloff not sure) **MOTION FAILED**
3. Streetscape Improvements
MOTION: To APPROVE Streetscape Improvements for Congressionally Directed Spending Request.
Muska moved/Baker seconded/**DISCUSSION:** None
VOTE: In Favor: Muska/Baker/Yagaloff
(No one opposed/No abstentions) **MOTION PASSED**
4. Neighborhood Pocket Parks Improvements
MOTION: To APPROVE Neighborhood Pocket Parks Improvements for Congressionally Directed Spending Request.
Muska moved/Baker seconded/**DISCUSSION:** None
VOTE: In Favor: Muska/Baker
(Yagaloff opposed/No abstentions) **MOTION PASSED**
5. Lawrence Farm Commerce Park
MOTION: To APPROVE Lawrence Farm Commerce Park for Congressionally Directed Spending Request.
Muska moved/Baker seconded/**DISCUSSION:**
Selectman Yagaloff stated that it was a large amount of money for this scale of project; if it were much smaller amount, then it could be partnered with a private developer. He does not believe that the Town should be involved in this project.
VOTE: In Favor: Baker
(Muska/Yagaloff opposed/No abstentions)
MOTION FAILED
6. Installation of Additional Pickleball Courts
MOTION: To APPROVE Installation of Additional Pickleball Courts for Congressionally Directed Spending Request.

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Muska moved/Baker seconded/*DISCUSSION*:

VOTE: In Favor: Yagaloff
(Muska/Baker opposed/No abstentions)
MOTION FAILED

7. Broad Brook Linear Greenway Planning

MOTION: To APPROVE Broad Brook Linear Greenway Planning for
Congressionally Directed Spending Request.

Muska moved/Baker seconded/*DISCUSSION*:

First Selectman Bowsza stated that he talked to Mike D'Amato about it.

He was not sure if it would qualify under the rail trail.

Selectman Muska supports it as it would be a great asset for the Town.

Selectman Yagaloff said that Vernon has a great rail trail. East Windsor
also needs to have a trail. He believes that there is a need
for 10-to-12-foot cinder trail for walking.

Selectman Baker said that the Town has a trail of two and a half mile.

First Selectman Bowsza: This study would be helpful and we must
discuss it with the Department of Transportation (DOT).
This funding would be helpful for the future when the
DOT decided not to renew it. In which case, the Town
would be ready to move forward.

VOTE: In Favor: Baker/Muska/Yagaloff
(No one opposed/No abstentions) **MOTION PASSED**

8. Public Safety Complex

MOTION: To APPROVE Public Safety Complex for Congressionally
Directed Spending Request.

Muska moved/Baker seconded/*DISCUSSION*:

Selectman Yagaloff asserted that the Town should try and apply for this
grant by getting some other town's application and use it
as a shortcut.

VOTE: In Favor: Yagaloff
(Muska/Baker opposed/No abstentions)
MOTION FAILED

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9. Route 5 Corridor Study

MOTION: To APPROVE Route 5 Corridor Study for Congressionally Directed Spending Request.

Muska moved/Baker seconded/**DISCUSSION:**

VOTE: In Favor: Baker/Muska/Yagaloff

(No one opposed/No abstentions) **MOTION PASSED**

D. **Discuss and Vote on a Memorandum of Understanding Between the Town and AFSCME Council 4 Local 1303-166:**

MOTION: To TABLE Agenda Item 9 D until after the Executive Session.

Muska moved/Baker seconded/**DISCUSSION:** None

VOTE: In Favor: Muska/Yagaloff/Baker

(No one opposed/No abstentions)

E. **Tax Refunds (Attachment E):**

MOTION: To APPROVE tax refunds in the amount of \$414.84

Muska moved/Baker seconded/**DISCUSSION:** None

VOTE: In Favor: Muska/Yagaloff/Baker

(No one opposed/No abstentions)

10. **SELECTMEN COMMENTS AND REPORTS**

A. Jason Bowsza updated the Board on his assignment.

B. Marie DeSousa not present.

C. Keith Yagaloff has nothing to report.

E. Sarah Muska updated the Board on her assignments:

"I attended the Coed Charity Basketball Game (Police Department vs. High School Varsity) on March 22, 2024. The game was well attended with enthusiastic spectators and the proceeds benefited Summer Camp scholarships. This was a great night bringing our community together and I'm looking forward to more events like this! Thank you to Deputy Chief Ben Murphy for taking the initiative to plan this event and thank you to all that participated!

The Building Commission meeting last week was canceled.

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Last night, I attended my first School Facilities Subcommittee meeting. The group discussed their vision and adopted a Mission statement, which reads: "Mission - The goal of the East Windsor Board of Education Facilities Subcommittee is to determine how best to continue to provide a safe and secure teaching, learning and play facility and environment that meets the evolving needs of today's students, parents and staff, including classroom, extra-curricular, playground and athletic space."

We discussed how the Board of Selectmen chose to move forward with SLAM for the demographic study. Dr. Tudryn updated that the company has been in touch seeking some information, such as enrollment numbers, program information and the kindergarten early age policy, all of which he should have compiled and submitted by Friday. A few questions arose as to next steps and who would the company be presenting their findings to? It was expressed that a joint meeting like we had at the Middle School with CGS would be beneficial.

Dr. Tudryn is in the planning stages of setting up tours for the subcommittee and all BOE members to see some of the South Windsor Schools and the Middle/High School in East Granby, which is one school for grades 6-12. Dr. Tudryn will also be reaching out to Dr. Kate Carter, the South Windsor Superintendent of Schools to see if the group can review and get some feedback on the demographic study that they went through.

There is a Staff Leadership Team meeting next week and the group is seeking input from staff as to what they are considering for the future - what they feel our needs are moving forward.

Dr. Tudryn received official notification prior to the meeting that our high school track was inspected and this is the last year that the track can be used for competition. A replacement is needed and a Band-Aid or repair is not possible. There will be upcoming discussions to get a plan in place on how we can move forward. Track is second to basketball in popularity amongst students, so hopefully a solution will be found quickly, so the program won't be affected.

Submitted With Sincerity,

Sarah A. Muska, Selectman

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smuska@eastwindsorct.com"

F. Alan Baker reported on his assignments.

11. **PUBLIC PARTICIPATION:**

Paul Anderson, 89 Main Street: 1. A lot of discussion about the basketball game and how great it was. 2. the issue with the sewer out on the street. It took 2 weeks to get it completed. The reason being is that the school was built in 1951. The pipe was in the school property but it was not easy to locate it. The GIS is in the process of getting corrected. It has been resolved. He had to invite a cameraman to video record it and examine the sewer pipe.

Tom Buckley, Kings Court, regarding the basketball game – what is the legal capacity of the gym?

First Selectman Bowsza: 300 persons; so, it was full.

Noreen Farmer, 247 South Water Street, (via Zoom) was also impressed with the basketball game and it was refreshing to see public safety and the community to play together. Real credit to everyone involved.

First Selectman Bowsza: Our emergency services both ambulance and fire are organizing a pasta dinner on April 28th between 12-5:30. This fund raiser would be for Gavin. It is awesome to have our local first responders working toward common goals.

12. **EXECUTIVE SESSION** – Pursuant to C.G.S. 1-200(6)(B) – strategy pertaining to contract negotiations (Public Works):

MOTION: To GO INTO EXECUTIVE SESSION.

Muska moved/Baker seconded/**DISCUSSION:** None
VOTE: In Favor: Baker/Muska/Yagaloff
(No one opposed/No abstentions)

First Selectman Bowsza noted the Board had gone into EXECUTIVE SESSION AT 8:10 p.m.

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The Recording Secretary signed out of the meeting at 8:10 p.m.

MOTION: To APPROVE a Memorandum of Understanding Between the Town and AFSCME Council 4 Local 1303-166.
Yagaloff moved/Muska seconded/**DISCUSSION:**

VOTE: In Favor: Baker/Muska/Yagaloff
(No one opposed/No abstentions) **MOTION PASSED**

First Selectman Bowsza reported the Board of Selectmen have exited the EXECUTIVE SESSION AT 8:26 p.m.

13. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:26 p.m.

Muska moved/Baker seconded/**DISCUSSION:** None
VOTE: In Favor: Muska/Yagaloff/Baker
(No one opposed/No abstentions)

Respectfully submitted,

Sabohat Khalilova, Recording Secretary, East Windsor Board of Selectmen

TOWN OF EAST WINDSOR
RESOLUTION TO ESTABLISH EAST WINDSOR ARTS AND
CULTURE COMMITTEE

WHEREAS, The Town of East Windsor advocates for arts in the community; and
WHEREAS, by recognizing and celebrating local artists while enhancing knowledge, enjoyment and appreciation of the arts and culture in East Windsor; and
WHEREAS, The Town of East Windsor seeks to foster a stronger sense of community pride by highlighting arts and culture.

NOW, THEREFORE, The Town of East Windsor hereby establishes an Arts and Culture Committee, which shall be charged with collaborating with other boards and commissions to identify both indoor and outdoor communal areas throughout East Windsor that can be aesthetically enhanced by establishing art installations and creating community events and promoting tourism.

The Arts and Culture Committee shall consist of not less than five (5) and not more than nine (9) members who shall serve for a term of eighteen months. The Committee shall be appointed by the Board of Selectmen in accordance with the East Windsor Town Charter, as amended from time to time. Appointed members of The Committee shall elect a chair and vice chair annually. The Committee shall report its activities to the Board of Selectman not less than annually but may report more regularly as deemed necessary and appropriate.

Jason E. Bowsza, First Selectman

Amy Lam, Town Clerk

TOWN OF EAST WINDSOR
POLICY FOR DONATING SICK LEAVE

Any Town of East Windsor permanent employee who has accumulated at least fifteen days of sick leave may donate his or her accumulated sick leave in one (1) hour increments to another Town of East Windsor permanent employee, who is eligible to receive sick days due to a long-term illness or injury after the employee receiving the donated time has used up all of his or her accumulated sick time, vacation time, personal days, earned days and compensatory time. The receiving employee must fill out the appropriate form with their Department Head/Supervisor. The Department Head/Supervisor shall make a recommendation of approval or disapproval to the First Selectman, who may, in his/her sole discretion, may authorize the donation and transfer of said sick time, on a case by case basis, provided the following conditions are met:

To be eligible, a receiving employee and a donating employee must have worked for the Town of East Windsor for at least one year.

The eligible receiving employee and the donating employee do not have a history of sick leave abuse.

The illness is not covered by Workers' Compensation, or Workers' Compensation benefits have been exhausted.

The donating employee shall have a minimum sick leave accumulation of fifteen days.

Sick leave, donated by one employee to another, when used, shall be paid at the hourly rate of the receiving employee.

Donated sick days will be used in the order that they are received from employees. The first donated sick day will be the first day used, etc. The "Donation of Sick Time" authorization form (located in the First Selectman's Office) must be forwarded to Treasurer's Office within two weeks of a request for a donation of sick days for a specific employee by the donating employee.

Any unused donated sick time by the receiving employee will be returned to the donating employees beginning with the last donated sick day and moving up the list.

An acceptable medical certification signed by a licensed physician supporting the continued absence of the receiving employee is on file in the First Selectman's Office.

In cases involving employees who, through a long-term illness or injury, have used up all accumulated sick time, vacation time, personal days, earned days, compensatory time and donated sick time, an extension of sick leave beyond the maximums provided for above may be granted in the sole discretion of the Board of Selectmen, on request

of the Department Head/Supervisor, written approval of the First Selectman and final authorization by the Board of Selectmen. Said extension of sick leave may be granted in advance of being accrued. Any advancement of sick leave time must be paid back upon the employee's return to duty.

The returning employee shall not repay any sick leave donated by fellow employees. *Vacation or sick leave will not accrue for the employee during that period of time the employee is receiving/using donated sick leave days. Nor will the use of donated sick leave day's count towards longevity or earned days for the receiving employee.*

Town of East Windsor
DONATING SICK LEAVE

I _____, authorize
Print Name

The Town of East Windsor to deduct _____ hours of sick leave from my accrued
sick leave time and donate said hours of sick leave to the following Town of East Windsor
employee:

Print Name

I have read the Town's "Policy for Donating Sick Leave" and I am eligible to participate.

Signature

Date

Town of East Windsor
Request for Receiving Donated Sick Leave

1. *As stated in the Town of East Windsor's "Policy for Donating Sick Leave", due to a long-term illness I am authorizing the donation of sick days be made in my name. As required in the Policy, I have used up all of my accumulated sick time, vacation time, personal days, earned days and compensatory time.

An acceptable medical certificate signed by a licensed physician supporting the continued absence for my long-term illness will be forwarded to the First Selectman's Office.

Print Name

Signature

Date

2. It is my recommendation that _____

Name of Employee

be eligible to participate, as a receiving employee, in the Town of East Windsor's "Policy for Donating Sick Leave".

Department Head/Supervisor

Date

3. I authorize the donation and transfer of sick leave for

Name of Employee

First Selectman

Date

**If due to health reasons an employee is unable to submit in writing, the request may be made verbally.*

2024 AGREEMENT BETWEEN
CONNECTICUT DEPARTMENT OF AGRICULTURE
AND
SENIOR FARMERS' MARKET NUTRITION PROGRAM LOCAL COORDINATING AGENCY

WHEREAS, there is a need to identify individuals or entities which shall distribute the Senior Farmers' Market Nutrition Program (the "SFMNP") electronic benefit cards to eligible participants;

WHEREAS, pursuant to Connecticut General Statute Section 22-6a, the Connecticut Department of Agriculture ("DoAg") annually applies for a United States Department of Agriculture ("USDA") Food and Nutrition Services Farmers' Market Nutrition Program ("FMNP") award for the purposes of providing fresh, unprepared, locally grown fruits and vegetables to Senior participants and to expand the awareness, use of, and sales at farmers' markets.

WHEREAS, pursuant to Connecticut General Statute Sec. 22-6q there is established the Connecticut Farmers' Market/Senior Nutrition Program which shall be jointly funded by the state of Connecticut and the Food and Nutrition Service of the United States Department of Agriculture. The program shall supply Connecticut Grown fresh produce and honey to eligible participants of the Senior Farmers' Market Nutrition Program ("SFMNP") through the distribution of electronic benefit cards redeemable only at authorized Connecticut farmers' markets;

WHEREAS, pursuant to Connecticut General Statute Section 22-4c(a)(2) and Section 22-4c(a)(6), the Commissioner of the Connecticut Department of Agriculture (DoAg) may enter into contracts with any person, firm, corporation or association to do all things necessary or convenient to carry out the functions, powers and duties of the department;

WHEREAS, the Town of East Windsor Social Services (organization's full legal name) in the municipality of East Windsor shall act as a Local Coordinating Agency (the "LCA") for the distribution of the SFMNP electronic benefit cards during the 2024 and 2025 farmers' market seasons in response to the above statutes;

NOW THEREFORE, DoAg and the LCA (collectively the "Parties") express their mutual understanding as follows:

I. TERM AND TERMINATION

The Agreement shall go into effect immediately upon signature by both parties and shall remain in effect until December 31, 2025.

Either Party may terminate this Agreement by providing thirty (30) days' written notice to the other party.

II. RESPONSIBILITIES OF THE PARTIES

While administering the SFMNP, the Parties shall adhere to all terms and conditions as more particularly described below and described in Appendix A, B, C, and D. In general, the Parties are each responsible for the tasks as enumerated below.

A. DoAg shall be responsible for the following tasks:

- I. Provide the LCA with all program and administration procedures pertaining to the program annually.**

- ii. Provide, as funding allows, SFMNP electronic benefit cards to the LCA in the quantities as determined by DoAg.
- iii. Provide the SFMNP Electronic Benefit Cards Delivery Receipt and Distribution Report as described below.
- iv. Providing the SFMNP Program Participant Survey in English and Spanish as further described below.
- v. Provide training on the electronic benefit card system via video conference or in person.
- vi. DoAg point of contacts are:

Erin Windham
 Agriculture Marketing and Inspection Rep II
 Connecticut Department of Agriculture
 450 Columbus Blvd, Ste 703 Hartford, CT 06103
 Email: Erin.Windham@ct.gov

Ally Hughes
 Agriculture Marketing and Inspection Rep I
 Connecticut Department of Agriculture
 450 Columbus Blvd, Ste 703 Hartford, CT 06103
 Email: Allison.Hughes@ct.gov

- B. The LCA shall be responsible for the following tasks:
 - i. Verify, sign, and return the Electronic Benefit Cards Delivery Receipt upon LCA's receipt of the SFMNP electronic benefit card delivery within three (3) days of receipt to CTFMNP@ct.gov.
 - ii. Store the electronic benefit cards in a secured and locked location.
 - iii. Ensure recipients of SFMNP benefits meet eligibility criteria:
 - a. The individual is 60 years of age or older OR is a disabled individual under the age of 60 living in housing facilities occupied primarily by older individuals where congregate nutrition services are provided.
 - b. The individual has a maximum household income of not more than 185 percent of the annual poverty income guidelines. The most recent income limits available shall be used at the time of distribution to determine eligibility.
 - c. The individual has gone through proper means of testing to support income eligibility. Participants not identified by proper means of testing shall not be given a booklet.
 - iv. Each eligible participant shall receive one electronic benefit card and LCA shall inform the participant the electronic benefit card is reusable and should be retained for future seasons.
 - v. If a participant's electronic benefit card is lost or stolen the LCA shall inform the participant to contact DoAg's participant helpline to have a replacement card issued.
 - vi. Require all eligible participants to properly fill out and sign the Participant Application form found here: <https://shopper.soliportal.com/auth/login> to be issued a new card or have funds added to a card on hand.
 - vii. Inform each SFMNP participant of their rights and responsibilities of the SFMNP as identified in the application form linked above in section II, B, vi.
 - viii. Inform each SFMNP participant how to use their SFMNP electronic benefit card at authorized locations.
 - ix. Inform participants of the illegality of obtaining SFMNP benefits from multiple benefit distribution locations.
 - x. Provide nutrition education to participants.
 - xi. Provide a hearing process for participants to appeal their eligibility or refer them to the state for an eligibility appeal.
 - xii. Distribute and collect completed SFMNP Participant Surveys and return completed surveys by November 1 annually. The number of surveys returned must be equal to at least 10% of the electronic benefit cards distributed, not to exceed 25 surveys. Surveys will only be accepted via the online survey link.
 - xiii. Review the Staff Administrative Procedures with all staff and other parties involved in the

- distribution of electronic benefit cards as further described in Appendix A.
- xiv. Allow eligible participants to send a proxy to redeem the electronic benefit cards at authorized locations. The form found in Appendix B must be used and updated in the participants account on the SoliSystem portal.
 - xv. Provide assurance, upon request of DoAg, that the LCA has not been debarred or suspended and promptly notify DoAg if it is debarred or suspended during the term of this Agreement.
 - xvi. Permit a representative of DoAg to conduct site visit(s) to the LCA throughout the duration of the Agreement.
 - xvii. Disclose any conflicts of interest between LCA staff and SFMNP participants should the following circumstances exist:
 - a. Members or immediate family members of the ownership, management, or corporate officers of the LCA serve as board members or directors, or
 - b. Members of the ownership, management, or corporate officers serve as board members appointees or are elected officials with oversight of a public or private health agency, or
 - c. Any controlling or membership interest in the LCA is currently under suspension from participating in Connecticut FMNP
 - xviii. Retain all SFMNP materials for a minimum of three (3) years. This includes any unused electronic benefit cards, distributed electronic benefit card receipt pages, electronic benefit cards delivery receipts, and participant surveys.
 - xix. Issue an agreement between the LCA and any organization, business or municipal agency which receives an allocation of electronic benefit cards from the LCA to distribute to eligible participants. The agreement must include, but is not limited to, containing the following information
 - a. Number of electronic benefit cards received from the LCA
 - b. Verify, sign, and return the Electronic Benefit Card Delivery Receipt to the issuing LCA upon receipt of the SFMNP electronic benefit electronic benefit cards delivery.
 - c. How to receive and store electronic benefit cards
 - d. Who is eligible to receive electronic benefit cards
 - e. How to determine participant eligibility
 - f. How to distribute electronic benefit cards
 - g. How to use the Proxy Form
 - h. Agree to submit the equivalent of an electronic benefit card distribution report
 - i. Agree to return any remaining electronic benefit cards to the issuing distribution site prior to November 30 annually

C. The LCA agrees to the following:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This Institution is an equal opportunity provider.

- D. The LCA hereby agrees that it shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189) as implemented by Department of Justice regulations at (28 CFR Parts 35 and 36); Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000), all provisions required by the implementing regulations of the Department of Agriculture (7 CFR Part 15 et seq); and Food and Nutrition Service directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the LCA receives Federal financial assistance from Food and Nutrition Services, and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By providing this assurance, the LCA agrees to compile data, maintain records and submit reports as required to permit effective enforcement of the nondiscrimination laws, and to permit Department personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the non-discrimination laws. If there are any violations of this assurance, the Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, reimbursable expenditures, grant or donation of Federal property and interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the LCA by the Department. This includes any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance such as food, cash assistance extended in reliance on the representations and agreements made in this assurance.

This assurance is binding on the LCA, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the LCA.

- E. The LCA agrees to comply with the STANDARD TERMS AND CONDITIONS found at the following link: <https://www.dropbox.com/sc/fi/xvdgtzocodczr6a6h4h0a/Standard-Terms-and-Conditions-REV-Jan-2024.pdf?rlkey=q7sbqnke0rkkg7fbukkd13dnw&dl=0>

The LCA hereby agree to the foregoing which shall be effective upon signature.

Connecticut Department of Agriculture

By: _____

Bryan Hurlburt, Commissioner

Date _____

Local Coordinating Agency Town of East Windsor Social Services (legal name)

By: _____

Date _____

Melissa Maltose - Director of Recreation & Community Services

Printed Name and Title of Authorized Signatory

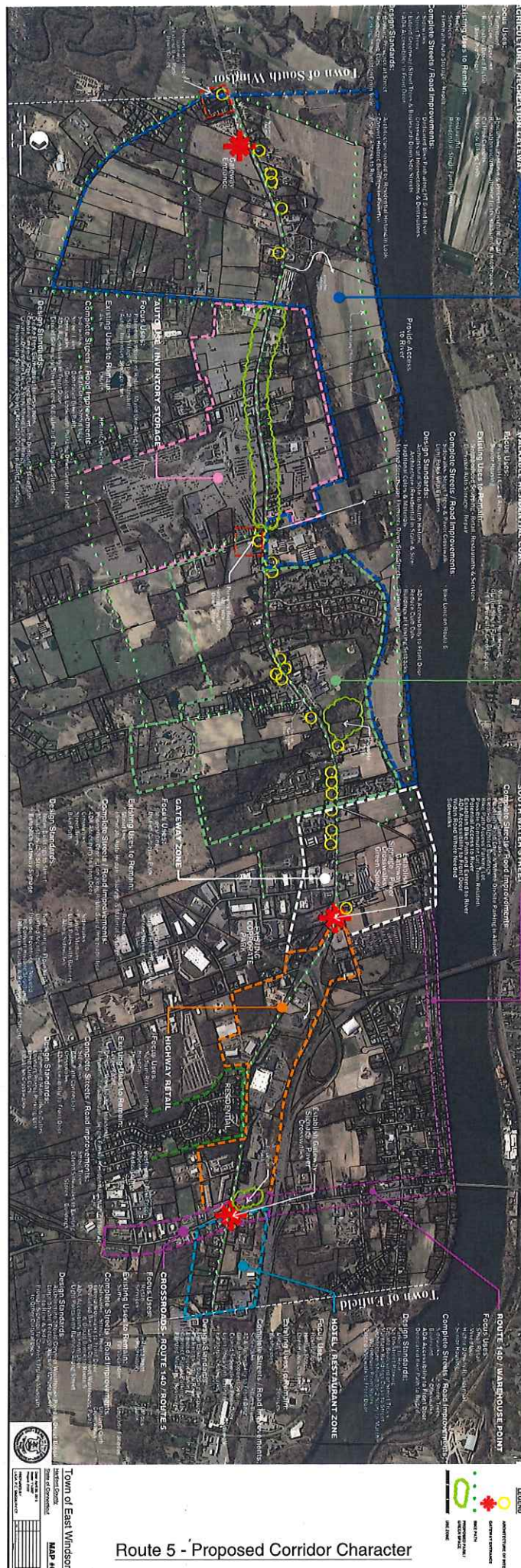
Attachment D

Project	Description
Blue Ditch Culvert Replacement - Spring Street and Holcombe Terrace	Replacement of two culverts within the Blue Ditch drainage area to facilitate positive drainage and eliminate ponding on abutters' property centerline of the ditch to increase hydraulic capacity. WHP Master Plan cites the need to remediate ponding along the Blue Ditch which a complete set of project plans have been prepared.
Property Rehabilitation Incentive Program	Program will provide access to up to \$20,000 per owner-occupied single-family home or \$30,000 for multi-family or commercial property compliance, other non-luxury work or for non-residential properties, façade improvements, subject to final approval by the Town.
Streetscape Improvements	In alignment with the 2016 POCD, revitalize two East Windsor village centers (Broad Brook and Warehouse Point) to improve quality of life walkability and connectivity. Viable streetscapes include street trees and the installation of amenities such as lighting, benches, bike paths
Neighborhood Pocket Parks Improvements	This project seeks \$1,000,000 of funding to support community placemaking efforts by energizing several neighborhood pocket parks and community facilities, neighborhood parks provide an opportunity for safe outdoor recreation for residents across all cross sections of town and the park at the Town Hall Annex. Requested funds would be used for resurfacing parking areas, upgrading playground equipment, well as any necessary site work. Shading structures, seating and other amenities would also be added.
Lawrence Farm Commerce Park	This application seeks a total of \$10,000,000 in funding to facilitate the acquisition and establishment of the "Lawrence Farm Commerce Park". The Town's natural resources significantly limits the Town's ability to continue to shift a substantial portion of the annual tax burden to residential property owners. The help ensure continued growth and park on an existing 111-acre parcel along Route 5. Preliminary conceptual layout indicates the property's ability to support in excess of access to a State road.
Installation of Additional Pickleball Courts	This application seeks a total of \$500,000 to provide for the installation of 4 post-tension concrete pickleball courts with perimeter fencing for outdoor activity and recreation opportunities to all segments of Town residents, these courts will be added in multiple locations across town.
Broad Brook Linear Greenway Planning	This application is seeking a total of \$175,000 in funding to facilitate the research, investigation, conceptual layout and initial outreach for a linear greenway along an unused railroad right-of-way. The funding will help the Town to engage professional services to review the ownership to the right-of-way would further provide for a conceptual layout to understand and identify logistical issues associated with right-of-way widths, environmental investigations if the project is understood to be conceptually feasible, it would then provide the Town with the ability to facilitate impact studies and work to build consensus early as early into the project as possible. The Town of East Windsor understands that the CT Dept of Transportation future use of this spur. The Town has had preliminary discussions about the use of this land moving forward, but prior to 2022 no other Town waits for the conclusion and findings from that study this project is envisioned to evaluate the viability of a non-permanent linear greenway. Information indicates that the right-of-way is approximately 100 feet wide, which will provide more than enough land to accommodate the removal of the existing track and rail infrastructure. However, the specific underlying ownership, potential reversion issues and physical constraints need to be reviewed by professionals before further planning can and should go forward.

Route 5 Corridor Study & Map (Attachment E)

	Program Eligibility	Project Cost	Local Match
is would exclude the excavation of a narrow pilot channel within the mwater management project seeks to address. A drainage report and	Interior Environment, EPA	\$800,000	EPA 80%, 20% SRF
he purposes of correcting health and safety violations, code	HUD/Community Development Fund within the Economic Development Initiatives	\$515,000	None
enhance a sense of place, and attract more patronage through racks, crosswalks, and wayfinding signage	HUD/EDI, Neighborhood Centers/Parks rehabilitation	\$225,000	None
own. Particularly in areas of Town which are more removed from other munity. Targeted project areas include Prospect Hill Park, Pierce Park, acing/replacing basketball courts (or conversion to pickle ball courts), as	HUD/EDI, Neighborhood Centers/Parks rehabilitation	\$1,000,000	None
l. The Town of East Windsor has identified that historic development continued commercial growth. Over time, these constraints will diversify the grand list, the Town plans to establish a new commerce quare feet of development without environmental impacts with direct	HUD/Community Development Fund within the Economic Development Initiatives	\$10,000,000	None
be installed in multiple town parks. In an effort to increase access to depending on funding availability, necessary site work, etc.	HUD/EDI, Neighborhood Centers/Parks rehabilitation	\$500,000	None
recreational trail along approximately 2.75 miles of existing and erstand encumbrances and any specific property reversion language. It ssues including wetlands, utilities, topography etc. Following those mmunity engagement to educate abutters and the community as a nsportation is currently conducting a study as to the overall viability of were available as the land was privately leased. Accordingly, while the mediately alongside the current rail infrastructure. Preliminary ir trail within the existing right-of-way without the need to disrupt or its of the right-of-way need to be investigated by technical	Dept. of Transportation - Highway Infrastructure Program	\$175,000	None

Attachment E



Route 5 - Proposed Corridor Character

ROUTE 5 CORRIDOR STUDY SUMMARY REPORT

TOWN OF EAST WINDSOR PLAN OF CONSERVATION AND DEVELOPMENT

1 Introduction

The Town of East Windsor retained a consultant team in the fall of 2014 for purposes of working with the Town Planner to expand on and investigate the uses along the Route 5 corridor as part of East Windsor's 2015 Plan of Conservation and Development. (PoCD) As part of the PoCD, the Planning and Zoning Commission (the Commission) wanted to review the Route 5 corridor and how its future should be coordinated with the Zoning Map to plan for future growth. LADA, P.C. Land Planners (LADA) of Simsbury, CT was retained by the town to complete an initial study of the existing uses along the corridor and make recommendations regarding future uses and other elements that might reflect the vision of the Planning and Zoning Commission and the PoCD.

2 Background Information

From November 2014 to March 2015, the LADA Team worked to compile background information regarding the uses along Route 5 and prepare a base map for the project. Using the aerial photography available at the CTECO website, an overall aerial photo base map was compiled for the Route 5 corridor- from the Enfield Town line in the north to the South Windsor Town line at the southern edge. The Route 5 corridor is 26,120+/- ft or 4.9+/- miles long and consists of two named roads – Prospect Hill Road and South Main Street. The road name changes at the intersection with Main Street. There are 19 street intersections along the corridor – nine(9) on the east side and ten(10) on the west side. Only two intersections are four way intersections affecting both sides of Route 5. These are 1) Bridge Street and North Road (Route 140) which connects Warehouse Point to Broad Brook across Route 5, and 2) the intersection at Exit 44 with Interstate 91 and Newberry Road. All other intersections are three-way intersections with Route 5.

The intersections along the Route 5 corridor are (from north to south)

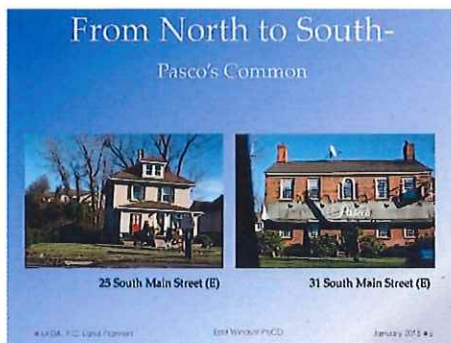
<u>East Side</u>	<u>West Side</u>
--	Prospect Hill Terrace
North Road (Route 140)	Bridge Street (Route 140)
Prospect Hill Drive	--
Newberry Road	Interstate 91
--	Main Street
--	Wagner Lane
Thompson Road	--
--	South Water Street
--	Riverview Drive
Regina Drive	--
--	Masons Brook Lane
Tromley Road	--
--	Winton Road
Phelps Road	--
--	Fairway Drive
Stoughton Road	--
Abbe Road	--

All the intersections are signalized except Prospect Hill Terrace, Mason's Brook Lane, Winton Road and Fairway Drive.

Working with the Town's GIS data, the individual parcel information was added to the base map as shown on Map #1.

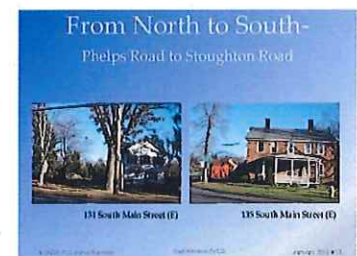
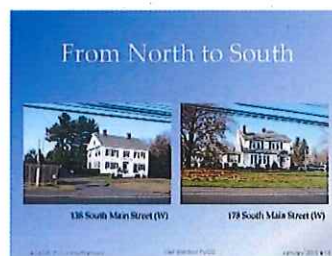
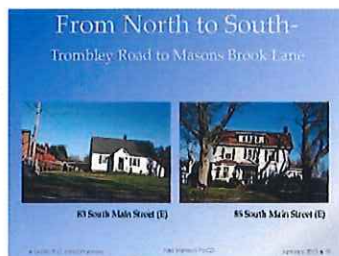


In November and December 2014, all the buildings along the Route 5 corridor were photographed and compiled into Map #2, Existing Uses. In January 2015, these photographs were used to review the existing architectural styles and details for building in the corridor and presented for an informal discussion and workshop held on January 13, 2015. A full copy of the presentation is included in Appendix A.



The presentation focused on the two types of uses along the corridor- residential uses and the existing residential architecture and commercial uses and commercial architecture. Based on the research, there is a surprising number of single family homes remaining along the corridor and much of that architecture is attractive and considered of interest to the Commission and participants. The residential architecture is generally large, from 1000 to 3000 sf, and built pre-1950.

There are two locations where most of these single family homes are located – at the northern portion of the corridor, on the east side of Prospect Hill Road where homes are generally post World War 2 on very small lots; and south of the intersection with Main Street where homes are generally late 19th century and early 20th century historic homes. The lower three slides show examples of the historic architecture in the southern portion of the





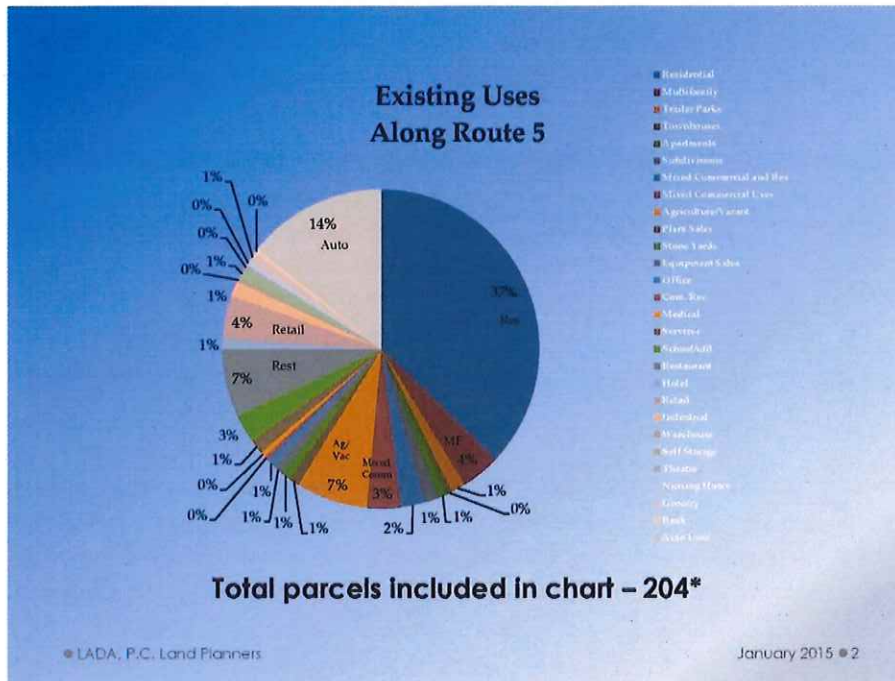
corridor.

The Commercial architecture did not receive the same kind of approval. The participants felt that additional work should be done to upgrade the looks of the commercial uses along the corridor. The recent construction of the bank near Newberry Street and small plaza at Route 140 with Wayback Burgers were cited as attractive and desirable looks for the corridor. The existing shopping centers received positive

comments when roof lines were varied, façade elements were detailed and there was a walkable zone along the front of the building and between the buildings and the street.

The auto uses, with the exception of the recent Southern Auto building, were considered to be unattractive. The flat roofs, abundant paving at the front of the lot and minimal detail were considered a style that had outlived its appeal.

The corridor has a large number of restaurants which, although small, were considered to be among the most attractive architecture of the corridor. From Friendly's to Dunkin Donuts to The Nutmeg, these buildings were considered to be attractive in style and scale.



In addition to the architecture, LADA prepared an inventory of the uses along the corridor. This information was based on data provided by the Town of East Windsor Tax Assessor as of December 2014. Based on this information, there are 204 parcels along the corridor.

The use occupying the largest number of parcels is single family residential at 37% of the total number of parcels. The next largest number of parcels is in automotive uses at 14%. Restaurants and agriculture/vacant occupy 7% of the parcels each. Retail uses occupy 4% of the parcels. Multifamily also occupy 4%. Mixed use commercial uses occupy 3% of the parcels. The remaining uses occupy 1-2% of the parcels. The following page includes the number of parcels identified by percentage above.

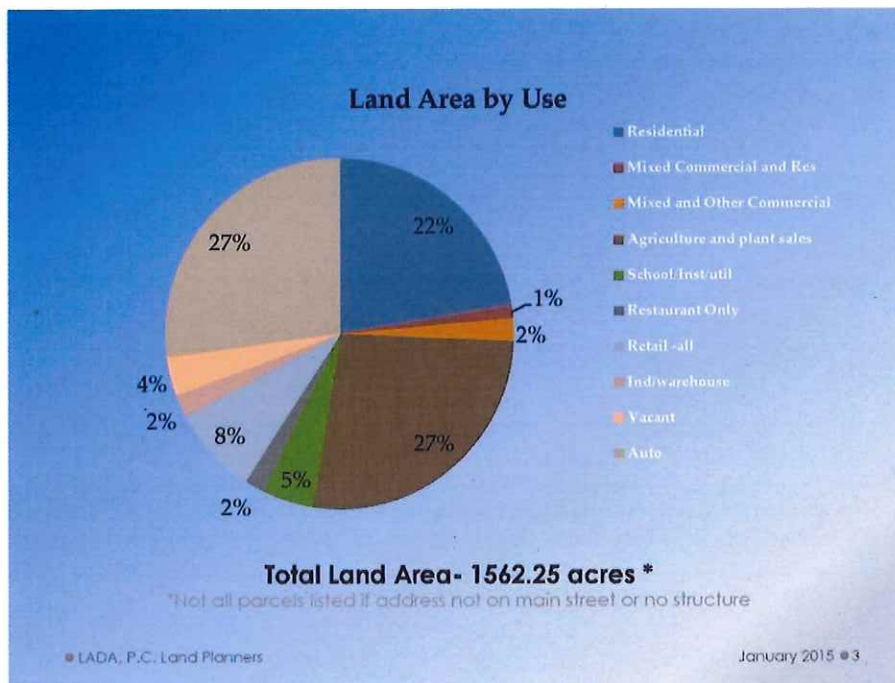
Existing Uses (by parcels) along Route 5 -

Prospect Hill Road to South Main Street

January 13, 2015

Single Family Homes - 76
Multifamily (could be 2 single family homes or multiple units) - 8
Trailer Parks - 3
Townhouses- 1
Apartments - 2
Subdivisions - 3
Mixed commercial and residential - 5 (includes Pasco Commons)
Mixed Commercial Uses - 7 (includes office, retail, rest etc)
Agriculture/Vacant - 15+ (not all ag parcels identified)
Plant Sales - 2
Stone Yards - 2
Equipment Sales - 2
Office - 2
Commercial Recreation - 1 (Cheerleading)
Medical - 1
Services - 3
School/Utilities/Water Co - 6
Restaurant - 14 (see mixed com above)
Hotel - 2
Retail - 9
Industrial - 3
Warehouse - 1
Theatre- 1(closed)
Nursing Home - 1
Grocery - 2
Bank - 1
Self Storage- 2
Auto Uses (including sales, repair, gas and car wash)- 29

TOTAL NUMBER OF PARCELS - 204



The discussion continued with the observation that auto-related uses seem to take up a much larger area than the above chart would indicate. This can be confirmed by looking at the area that the uses occupy rather than the number of parcels. The

Route 5 corridor consists of approximately 204 parcels on 1562.2+/- acres of land. Based on the uses identified above, the uses occupying the largest amount of land in the corridor are – auto-related uses at 27% and agriculture/plant sales also at 27%. There are 29 auto related parcels which occupy 27% of the land. Over 500 acres are occupied by agricultural uses (such as a tree farm or plant sales) or vacant (no structures). The next largest use occupied is residential with 76 single family homes and 8 multifamily home complexes (including trailer parks) which represents 22% of the land in the corridor. 8% of the land includes retail uses with an additional 2% occupied by stand-alone restaurants. 5% of the land is occupied by the East Windsor High School and other municipal/institutional uses.

These figures confirmed the impression that one has when driving along the corridor that auto uses are quite prevalent along the south side of the corridor and retail is strong on the north side. The participants were quite surprised at the number of residential lots occupied in the corridor.

A table listing the properties along the corridor, their size and use was prepared and submitted and is included as Appendix B. From this table, it became clear that one limiting factor for future growth was the small size of the parcels – with 108 parcel (more than 50%) which are 2 acres or less in size and, of that, 60 parcels less than ¾ acres.

3 Existing Corridor Character

With the background information focused on the uses and properties within the corridor , the study then moved to look at the corridor as a whole. The Existing Corridor Character Map, Map #3, was prepared which used the above information. This map identified the architecture of interest with yellow circles and the auto uses with red stars. Based on the general uses of each area, the corridor was defined as having six (6) zones. These are (listed from north to south):

- | | |
|----------------------------|---|
| Residential – | On the northeast side of the corridor from the Enfield Town Line to the Route 140 Intersection, there are a number of single family homes on small (0.5+/- acres) lots. This development pattern continues to the single family development on Prospect Hill Drive. |
| Highway Retail Commercial- | This area contains the major shopping uses for the town and region including Wal-Mart, Big Y, the former cinemas, Sophia's Plaza and associated restaurants and other retail. This area includes access to Interstate I-91 from both Exits 44 and 45. The proximity of these intersections make this area attractive to passers-by and provides the opportunity for larger scale regional retail shopping. |
| Gateway Zone- | This area includes the intersection with Main Street and access to Warehouse Point via Main Street and South Water Street. This zone is rather visually undefined with some remnant shopping plazas and the newer multi use concept development known as Pasco's Common. |
| Mixed Use- | Extending north and south from the East Windsor High School and Board of Education Offices, this zone has a variety of uses. It includes several residential subdivisions and multi-family developments as well as neighborhood oriented retail. This area includes one of the two seasonal plant sales properties along the corridor. This area contains several of the historic homes identified in the earlier portion of the study and has limited auto uses. |

Inventory Storage- This area includes the lands owned by Southern Auto Auctions as well as several other auto related uses. It also includes a historic cemetery which is opposite the church. The west side of the Route 5 in this zone includes several parcels which extend to the Connecticut River but which are separated from Route 5 by a steep change in grade.

Residential with Small Commercial Uses-

The southernmost area of the corridor, this section includes many single family homes with architecture of interest and several auto uses. In addition, there is a small grocery store (Harken) and a catering/reception use known as The Nutmeg. The area also includes the second seasonal plant sales farm. Larger parcels in this area extend to the Connecticut River and are accessible via existing old farm roads.

4 Road Characteristics

The Commission then requested technical information regarding the traffic flow on Route 5. Information from Connecticut Department of Transportation (CONNDOT) was provided by Frederick P. Clark Associates, P.C., traffic engineers, from vehicle counts done by CONNDOT in 2013 and 2014. A copy of that data is included in Appendix C. LADA completed several additional site visits in January and February 2015 to investigate whether or not the road had suitable shoulders for the addition of bike and walking paths and to evaluate the general suitability of the road to handle additional traffic that might occur due to increasing the uses or intensity of use within one of the areas described in the Existing Corridor Character Map. The GIS parcel information was used to look at right-of-way width. This information was compiled into Map #4, Road Characteristics.

Route 5 is a complex road system which shows evidence of its past in its shape, right-of-way width and recent improvements. Speed limit on the entire road is posted at 45 miles per hour (mph). The road is a north/south collector which extends from Massachusetts to Hartford in a relatively straight layout. The right of way is at least 50' wide which means that, at some point, it was measured and properties conveyed in the modern measurement system rather than chains and rods. The fluctuations of size of the road right-of-way are the first thing one notices when the entire corridor is mapped. The descriptions of the road below are from north to south and are meant to be read with Map #4 in front of the reader.

In general, the northern section closest to the Enfield town line with is known as Prospect Hill Road. This portion of the road has many ½ acre single family homes on the east side and is the smallest right-of-way measuring between 50-60' wide.

The right-of-way along the commercial uses from Prospect Hill Terrace to the Route 140 intersection varies substantially, likely caused by CONNDOT takings and development projects over the years. The right of way in this area is approximately 75'. This area has wide shoulders and the road itself is generally one (1) lane in each direction with a yellow line. The intersection with Route 140 is signalized.

At the intersection with Route 140 (Bridge Street and North Road), the right-of-way is 75' plus wide and the driveways of the remaining single family homes on the west side show signs of having been shortened over the years. Directly at the intersection, there is a pinch point where the right-of-way is only 60' wide. This is where the property of Sophia's Plaza projects out into the intersection. If this condition is true, future expansion of the intersection (or the plaza) may be problematic but this may simply be a mapping error. The shoulder width in this section is very limited and speed on this section of the road is higher than posted. The pedestrian environment on this section of the road is difficult. This is compounded by the fact that development on the west side is significantly lower than Route 5 and no provisions for sidewalk connections into the site and to the buildings have not been provided.

The peak hour traffic north of Route 140 is 426 vehicle trips in the AM and 730 vehicle trips in the PM with a daily total of 8423 vehicle trips. This portion of the road carries the lowest traffic volume of the entire corridor.

The section of Route 5 between the entrance to the former cinemas and Exit 44 of Interstate 91 has a very wide right-of-way- between 60-100'+- with the widest place at the interstate ramps where the right-of-way is 100- 200' wide. This stretch of the road has limited shoulders for use if any. There appears to be a pinch point in the right of way at 60' wide where the widening for the highway meets the northbound section. This may have been remedied in the recent road improvements done for the new Wal-Mart Superstore but has not been mapped yet. There is a signal at both entrances to Big Y, at the new Wal-Mart driveway, and at Newberry Road and the ramps to I-91. It is interesting to note that the AM peak hour for this section is at noontime.

Traffic volumes in the vicinity of the Exit 44 are a PM peak hour total of 994 vehicle trips with a 24 hour total of 11,382 vehicle trips. This traffic flow reduces by about 2000 vehicles once the road goes north of the Wal-Mart entrance. This traffic data is prior to the construction of the stand-alone Wal-Mart store which is likely to reduce the traffic north to Route 140 even more.

From Newberry Road to Main Street, the road is quite wide to accommodate the traffic from the interstate going southbound and the traffic to Wal-Mart going north. Portions of the road are divided with guide rail and raised median. There are limited shoulders and walking along the side of the road in this area is dangerous. The road name changes from Prospect Hill Road to South Main Street at the intersection with Main Street. In addition, LADA noted that the street numbering system changes so that the even numbered street addresses are on the east side of Prospect Hill Road and on the west side of South Main Street.

The right-of-way width for the section of Route 5 between Main Street and Regina Drive is small – between 50-60' wide- and probably consists of the oldest section of the road. From here south, there are many houses which predate the turn of the 20th century and certainly pre-date the interstate. There is a pinch point of 30' at the intersection with South Water Street. This may be a mapping error but would certainly have an impact on improvements at this intersection considering the proximity of the historic building formerly housing Pasco's Restaurant. This area has medium to wide shoulders and traffic is relatively slow in speed due to the number of signals in a row and the merge on the southbound lanes. The intersection at Main Street and South Water Street are both signalized.

From Regina Drive to Masons Brook Road, the right-of-way is 60-75' wide with a single lane in each direction. The shoulders are wide except at the Tromley Road intersection where the addition of a left turn lane appears to have been done without widening the road.

South of the Tromley Road intersection, the road right-of way starts to widened – typically between 75- 100'+. Between Tromley Road and Phelps Road, the shoulders are wide and the road right-of-way is 85-100'. There are signals at Tromley and Phelps Roads.

At Phelps Road the traffic data indicates a PM peak hour flow of 1444 vehicle trips with 15,155 vehicle trips per day, nearly double the daily vehicle trips of the northern most section of the road. There is a 70' wide pinch point at this intersection which is signalized.

Between Phelps Road and Stoughton Road, the right of way varies between 75-100' wide. There are a number of left turn lanes to individual properties which have reduce the shoulder width to a limited size. Traffic flows at Stoughton Road continue to increase with a PM peak of 1671 vehicle trips and 24 hour vehicles trips of 17,388, the highest level of the corridor. These traffic levels are likely due to the use of Stoughton Road as a connector to the rest of East Windsor and to the proximity of the Southern Auto Auction properties.

South of the auto auction property to Abbe Road, the right of way is 60-75' wide with wide shoulders. There are signals at Stoughton Road and Abbe Road.

From Abbe Road to the South Windsor town line, the road increases in width from 75' wide to 150' wide. The road changes from a one lane in each direction to a divided highway with two lanes in each direction. The peak traffic flow decreases slightly to 1513 PM peak hour vehicle trips and 24 hour vehicle trips of 16,883. It is interesting to note that the peak hour for southbound traffic is 2pm where the rest of the road has a PM peak hour at 4-5 or 5-6 pm.

This section of road has wide shoulders until the road becomes divided at which point the shoulders are eliminated.

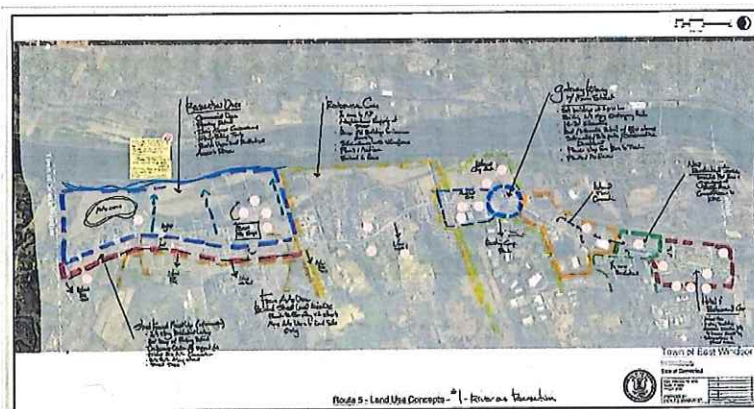
This analysis would indicate that the southern portion of the corridor is more heavily traveled than the northern section. It was the Commissions' opinion that most of the traffic in the southern portion of the corridor was pass-by traffic rather than destinations within East Windsor. As such, there may be consumers interested in stopping at destinations in the southern portion of the corridor should they develop in the future. The middle section of the corridor seems to serve the residents of East Windsor and the northern section traffic is generated by the highway commercial uses past and present. Getting additional traffic from the south to the north would require traveling through areas with reduced right of way but good potential for walking/bike paths. In general, the corridor seems to have three distinct parts - south, middle and north which serve different populations but which all have potential for new development. There was some concern that significantly increasing the traffic in the middle section may be undesirable due to road capacity issues. Increasing traffic flow in the northern most section would require changes to the single family homes in the northern section to expand the right of way and increase the pedestrian environment.

5. Proposed Corridor Character

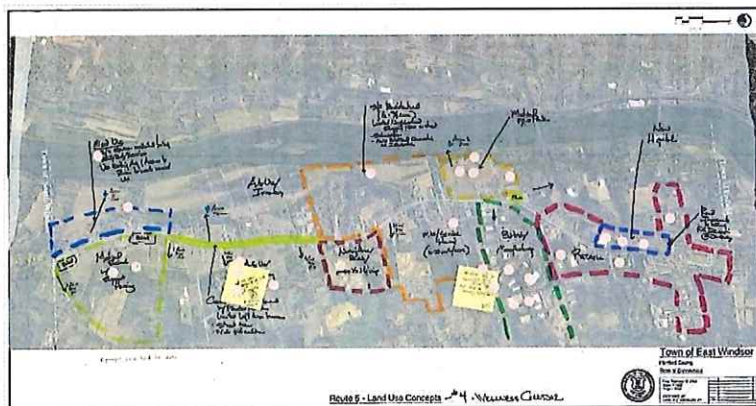
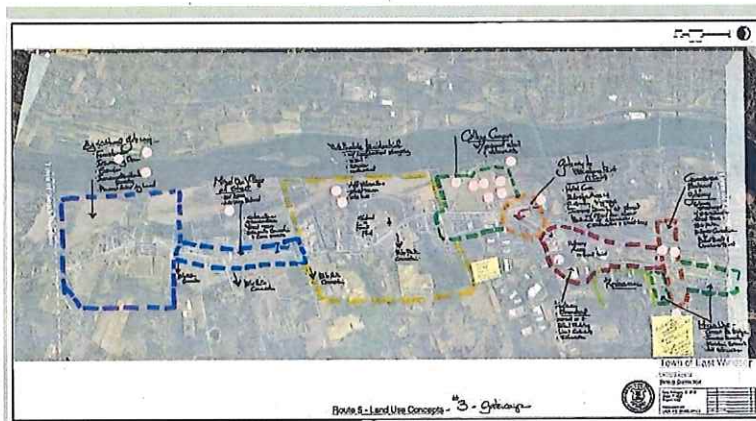
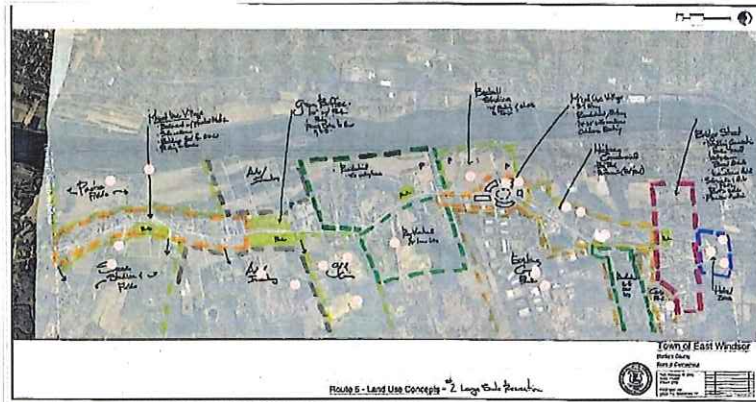
The final phase of the project was to determine, based on the data collected to date, what additional uses and road improvements would be desirable to increase tax base, improve the overall pedestrian and bike environment along the corridor and to link to important uses and other portions of town.

The Commission struggled to envision how the corridor would grow so they asked LADA to “think outside the box” and try to consider any uses that are currently being considered in other towns. LADA prepared four (4) different concept plans to look at some new uses not currently located within the corridor and how they might be best placed within the corridor due to environmental constraints, traffic flow and proximity to other uses. In addition, the Commission wanted to be sure to provide “Complete Streets” along portions of the corridor if not its entire length. Map #5 shows the four different ideas presented for thought and discussion - #1- River as Recreation; #2 – Large Scale Recreation; #3 Gateways and #4 Wellness Corridor.

Discussion was lively and interesting as the Commission and participants considered a wide variety of uses at different locations. All the plans proposed to date, as well as the Concept Plans, were posted at full-size (generally 36 “x 100”+) for public review. The Town Planner provided visitors with dots to be placed on those uses and locations they thought would be appropriate for the corridor and be beneficial to the Town. The results are shown below.



Option 1 – River as Recreation



Based on the comments received, the preferred uses were:

- Bass Pro Shops (or similar) in the southern section
- Hotel and Restaurant Core in the northern section
- Medical Office/Hospital
- Enhance agricultural uses in the southern section
- Enhance recreational uses in the southern section
- Increases use of the existing corporate park
- Connecting retail uses along Route 91
- A mixed use village at the intersection with Main Street with potential rotary

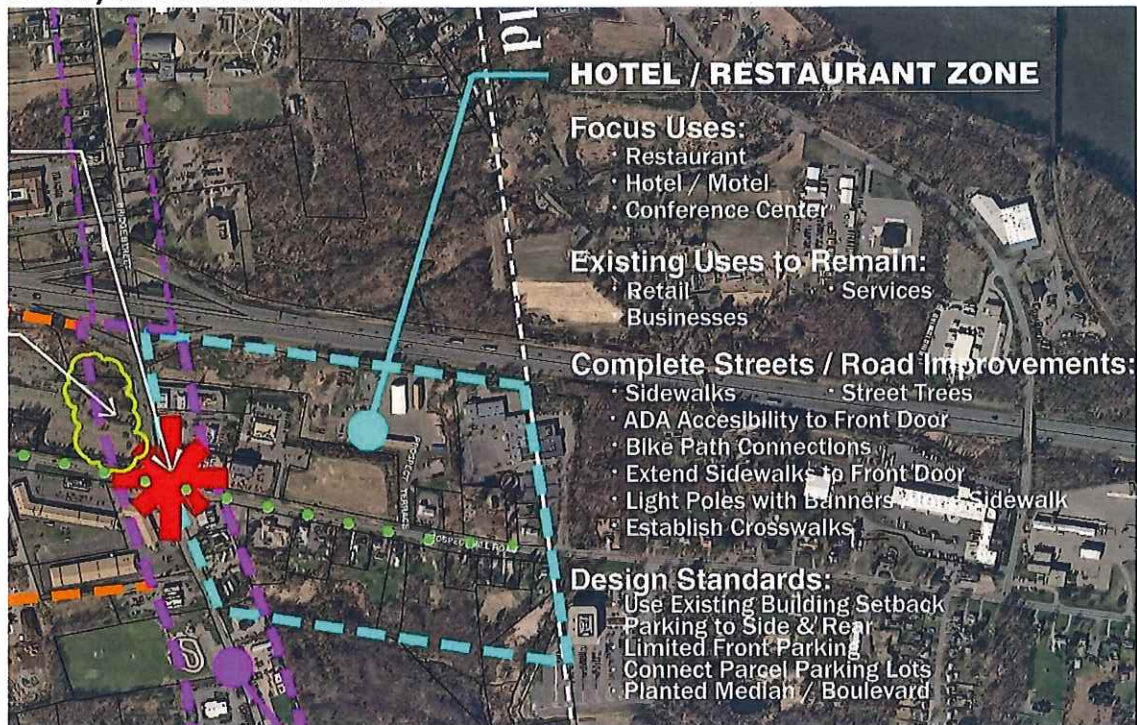
From these comments and after several meetings, the Draft Proposed Corridor Map was compiled and reviewed again (shown on Map #5).

The discussion information and draft corridor map were then translated into the Proposed Corridor Map which includes seven zones and recommendations regarding- 1)Focus Uses – preferred uses to be added or increased in the zone, 2) Existing Uses to Remain- specific existing uses to remain or be eliminated, 3) Complete Streets/Road Improvements- identification of elements to improve the aesthetics and usability of the road by pedestrians and other users and 4) Design Standards- those architectural and site plan elements intended to improve the look of the zone, accessibility and sense of place.

From north to south – the Proposed Corridor Character Use Zones are:

- Hotel/Restaurant Zone
- Crossroads Zone- the Route 140 Intersection
- Route 140/Warehouse Point Zone
- Highway Retail Zone
- Gateway Zone
- South Water Street
- Walkable Residential Core
- Auto Use/Inventory Storage
- Agriculture/Recreation Gateway

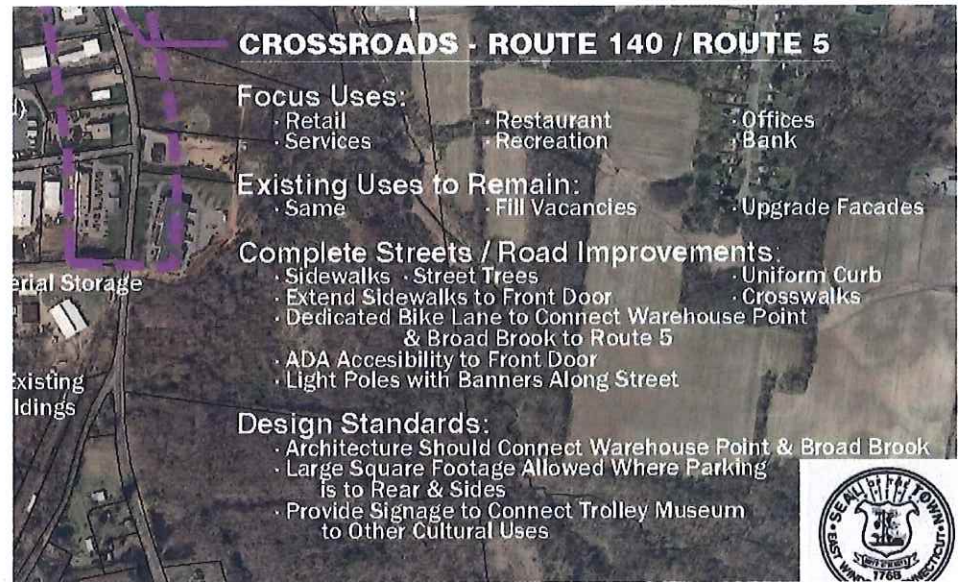
HOTEL/RESTAURANT ZONE



The northern section of the corridor from the Enfield town line to the Route 140 intersection would be part of a new Hotel/Restaurant Zone. Using the existing hotels and restaurants as a foundation, this zone would expand those uses which have worked to date. Focus Uses include hotels and restaurants and the addition of a conference center for the future. Existing retail, business, services and mixed uses are to remain. The existing single family homes should be phased out to allow for concentration of lots into larger parcels and greater development potential. In the meantime, single family uses are allowed but will eventually be considered non-conforming if prohibited in the Zoning Regulations. Improvements to create Complete Streets would include sidewalks, including ADA accessibility along the road and into each individual property and front door. Aesthetic improvements would be the addition of street trees, light poles with banners and the addition of a planted raised median with crosswalks to improve crossing the street. Design standards would include maintaining the existing building setback as defined by the position of existing buildings on the street, limiting parking at the front of the building and connecting the adjacent property parking lots. Additional provisions to reduce parking requirements to

accommodate those connections and to relook at the required parking standards to the current ULI standards should be considered.

CROSSROADS – ROUTE 140 AND ROUTE 5

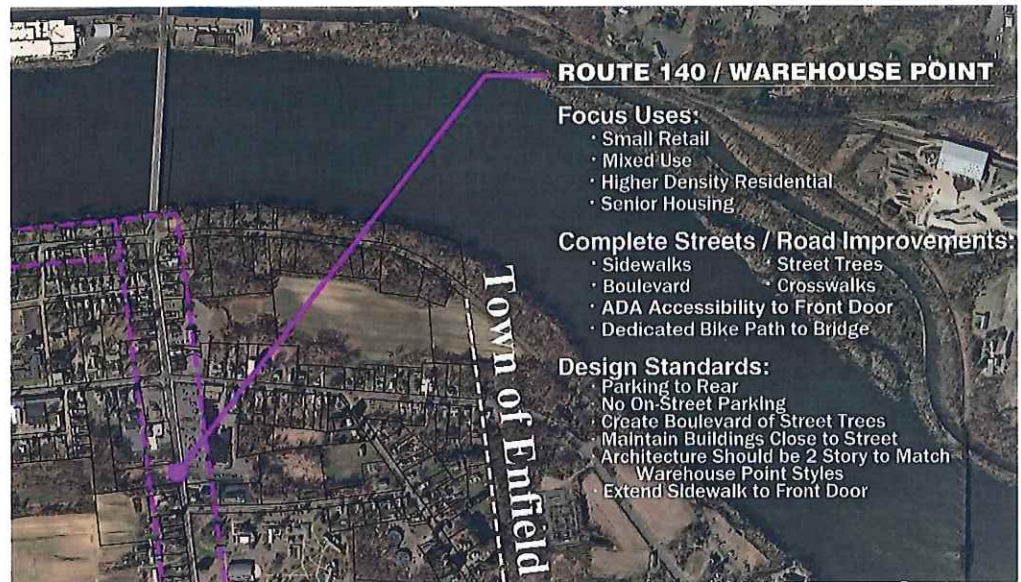


The area includes properties which front Route 140 (North Road) from east of Shoham Road to the east side of I-91 and the properties on Route 5 at the intersection with Route 140. This area connects Route 5 with Route 140 to the east and the rest of East Windsor. The intent is to connect the trolley museum to Route 5 and enhance the connections and sense of place as Route 140 turns toward Broad Brook. This area is also the start to the potential pedestrian and bike path connecting Broad Brook and Warehouse Point. Although this connection may be better suited to go off of Route 140 east of this area for safety purposes and to avoid wetlands, at the Route 5 intersection the road provides ample room and opportunity to enhance the pedestrian and bike environment. A small park is proposed on the southside of Route 140 to provide relief for pedestrians and bike travelers coming up the hill from Warehouse Point as well as providing needed green at the intersection. Gateway signage should be provided to welcome visitors to East Windsor.

Focus Uses include retail, services, recreation, offices, recreation, banks and restaurants. Existing Retail, business, services and mixed uses are to remain with an emphasis on filling vacancies and underutilized properties. Improvements to create Complete Streets would include sidewalks, including ADA accessibility along the road and into each individual property and front door. A dedicated bike path between Warehouse Point and Broad Brook is preferred. Any new road construction is preferred to have a uniform curb, street trees and

defined crosswalks. The connection to the trolley museum as a high quality destination should be announced from I-91 and Route 5 via signs and light poles. A distinctive train related aesthetic could be integrated in this area via light poles, and street signs. Other aesthetic improvements would be façade improvements of the existing buildings including plantings and sidewalks connections to the front doors. Design standards would include limiting parking at the front of the building with the potential of increasing square footage for those properties that use side and rear parking lots however, additional effort to provide a varied and enhanced pedestrian connection to the front door would be required.

ROUTE 140/WAREHOUSE POINT



The area includes properties which front Route 140 (Bridge Street) from I-91 to the bridge across the Connecticut River to Windsor Locks. This area completes the connection between Route 5 and Warehouse Point. Extending streetscape elements with pedestrian and bike paths to Warehouse Point would provide town-wide access to the two main villages in town. Focus Uses include small retail, mixed use buildings, higher density residential and senior housing as in-fill for the overall density of Warehouse Point. Reuse older buildings to maintain the architectural character of the area. Improvements to create Complete Streets would include sidewalks, including ADA accessibility along the road and into each individual property and front door. A dedicated bike path between Warehouse Point and Broad Brook is preferred. A boulevard with planted island is preferred with sidewalks, street trees, limited on-street parking and defined crosswalks. This will help control speed and provide trees along the road that might not otherwise be provided at the building line due to proximity to the street. A distinctive Warehouse Point defined aesthetic could be integrated in this area via light poles, and street signs. Other aesthetic improvements would be keeping buildings two-story and close to the street. Design standards would include limiting parking at the front of the building. Additional efforts to provide a varied and enhanced pedestrian environment via an larger sidewalk along the street would be desirable

SOUTH WATER STREET



South Water Street connects Warehouse Point and the bridge to Windsor Locks with the new Gateway Zone on Route 5. This area is close to the river and provides river access which can be expanded for use and connected to river access further south down the Route 5 Corridor. The street in this area is not wide and uses and parking are haphazard. Flooding occurs occasionally. This road includes many higher density housing developments as well as town recreation land. Connections in this area will require road improvements, clarifications regarding on-street parking and the installation of a defined pedestrian/bike path. The town should consider working with the property owners on the river side (west) to define access points and potential use guidelines. Improvements to create Complete Streets would include crosswalks, sidewalks, including ADA accessibility along the road and into each individual property and front door. Aesthetic improvements would be the removal or rehabilitation of blighted buildings, coordination regarding debris and on/near street parking, addition of street trees, light poles with banners and the potential location of a bike path commuter lot (trail head parking).

HIGHWAY RETAIL



The Highway Retail zone includes lands from the intersection of Route 140 to the Main Street Intersection. This zone includes the regional retail and restaurant uses that serve the I-91 exits and overall region. This area has an existing base level of development and several vacant parcels that are ripe for new development. Focus Uses include medium retail, hospital, theatre, restaurant (specifically fast food) grocery and medical office. Existing large retail, office/warehouse/industrial uses are encouraged to remain and expand. Uses to be eliminated are auto-related uses, the remnant single family homes and material storage business. Improvements to create Complete Streets would include sidewalks and crosswalks including ADA accessibility along the road and into each individual property and front door. Aesthetic improvements would be to use higher quality materials and colors for façade improvements of the existing buildings as well as new construction including plantings and sidewalks connections to the front doors to enhance the pedestrian level environment. Design standards would include connecting parking areas from one property to another to provide a secondary flow of traffic between buildings and properties, limiting curb cuts, and providing sidewalks and bike paths at the road and to individual building entrances.

GATEWAY ZONE



The Gateway Zone includes properties from the intersection from Main Street to the South Water Street intersection. This area connects Route 5 with Warehouse Point and the Connecticut River via South Water Street. The intent is to increase density in this area to create a mixed-use village type environment with multi-story buildings at the street.

GATEWAY ZONE

Focus Uses:

- Medical Office
- Unified Corporate Park

Existing Uses to Remain:

- Mixed Use
- Eliminate Auto Repair / Storage & Material Storage

Complete Streets / Road Improvements:

- Pedestrian Connection along Route 5 and Into properties
- ADA Accessibility to Front Door
- Crosswalks
- Street Trees
- Bike Path

Design Standards:

- Move Buildings to Street
- Multi-story (2-3 Stories)
- Establish Gateway Signage

Focus Uses include medical office, a unified corporate park, college campus, support retail and restaurant space for those uses and senior housing near the medical office component.

Existing mixed use, restaurants are encouraged to remain and expand. There is a significant amount of agricultural land in this zone that could be used for a larger campus style development of a college or medical office or other office uses. It should be considered as a whole rather than breaking off out-parcels, if possible. This zone includes Pasco Commons which is a preferred use and this type of use and building layout could be expanded across Route 5 but with more presence on the street itself. Improvements to create Complete Streets would include sidewalks and crosswalks with a boulevard style area of refuge including ADA accessibility along the road and into each individual property and front door. Other aesthetic improvements would be street trees, light poles with banners and gateway signage at the intersection to connect highway visitors to Warehouse Point and the rest of East Windsor. Design standards would include limiting parking at the front of the building, provide incentives to convert the existing historic buildings into other uses but

maintain the façade and relationship to the street. Planted medians at the signals and crosswalks are preferred. The bike path should be integrated into this system.

WALKABLE RESIDENTIAL CORE



WALKABLE RESIDENTIAL CORE

Focus Uses:

- Residential (1/2 - 1 Acre)
- Senior Housing
- Multi-Family Residential
- Cluster Single Family (1/4 Acre with Green Space)

Existing Uses to Remain:

- Neighborhood Shopping - Retail, Restaurants & Services
- Eliminate Auto Storage / Repair

Complete Streets / Road Improvements:

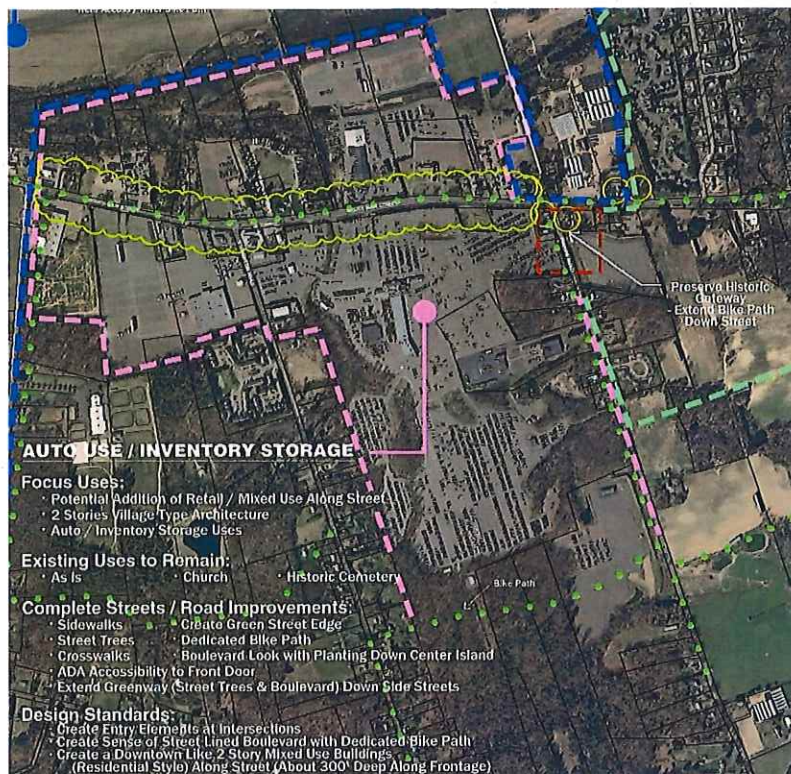
- Sidewalks, Street Trees & Paver Crosswalk
- Light Poles with Banners
- Bike Lane on Route 5

Design Standards:

- Architectural Style to Match Historic Architecture (Residential in Scale & Size)
- Traditional Colors & Materials
- Extend Streetscape Elements Down Side Streets
- ADA Accessibility to Front Door
- Reduce Curb Cuts
- Buildings at Existing Setbacks
- Parking Behind

This zone is centered on the East Windsor High School and the existing residential communities on both the east and west sides of Route 5. The only area where increased residential uses are preferred, this zone is proposed as the residential village core for Route 5. Residential uses of all types are the focus uses from single family to town house to cluster development and senior housing. The intent is to increase density as additional support uses – neighborhood shopping, restaurants, etc.- are provided to provide a walkable district at Route 5. The installation of sidewalks, crosswalks, a park, and bike lane are intended to increase the accessibility of the area and enhance the pedestrian environment to improve the quality of life for existing and future residents. Improvements to create Complete Streets would include paver sidewalks and paver crosswalks including ADA accessibility along the road and into each individual property and front door. A reduction in curb cuts is preferred to give precedent to the pedestrians and bike path. Design standards would include buildings which are residential in scale and style and which are similar to the historic homes identified in this study, the use of traditional building materials and colors and placement of buildings at the street with parking behind the building. Streetscape elements should extend down the intersecting streets including the walkways and connections to the bike path. Auto-related uses are proposed to be eliminated in this zone.

AUTO USE/INVENTORY STORAGE

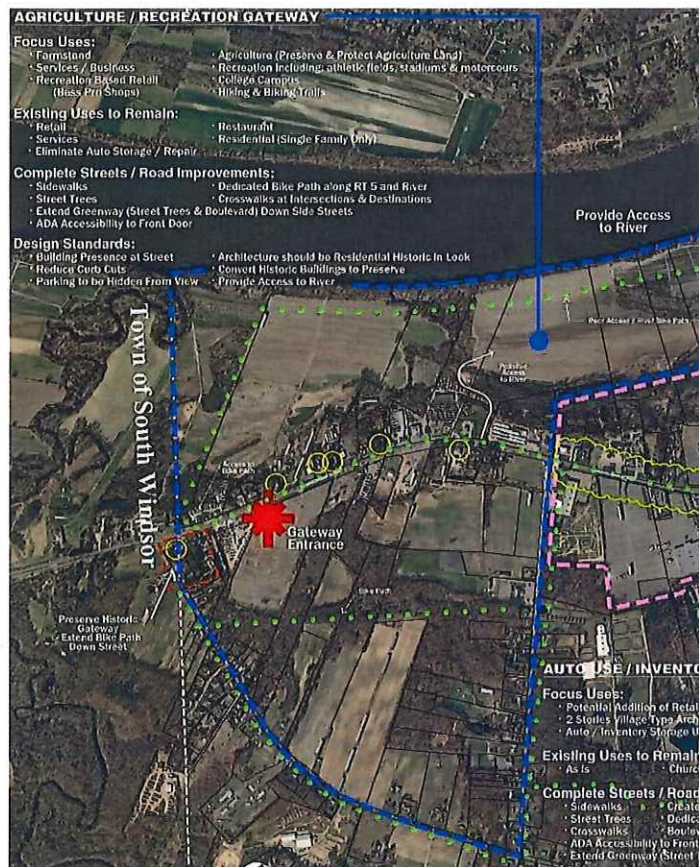


This zone includes land from Phelps Road to Abbe Road. It is currently occupied by auto uses and auto inventory storage uses which are intended to remain. Existing other uses not related to auto services include the church and cemetery which should be considered in any road projects or future development. These uses would benefit from addition trees and pedestrian enhancements along Route 5. Focus uses and road improvements for this zone are intended to improve the overall aesthetics for both the motorist

and the pedestrian.

Focus Uses include new retail, and mixed-use at the street to provide a visual buffer between the street and the auto uses. 2-3 story Village Type architecture would block views of the large paved areas needed for the existing uses and provide new destinations along Route 5. Sidewalks, street trees and a planted boulevard would change the character of the street and provide needed growth. Improvements to create Complete Streets would include sidewalks, including ADA accessibility along the road and into each individual property and front door. The extension of these elements into properties and the nearby streets would create the sense of new place. The bike path is intended to connect to the side streets at Route 5 and through the back properties to create loops from Route 5. At the intersection of Phelps Road, create a historic gateway element and preserve the existing houses at this intersection as a gateway to the historic and agricultural areas of town.

AGRICULTURE/RECREATION GATEWAY



The southernmost zone, this area includes the land from Abbe Road to the South Windsor town line and the land along the Connecticut River up to South Water Street. This area is not part of the sewer district and as such would be best served as agriculture and recreation uses. Smaller service and support retail would provide neighborhood access to services for those residential neighborhoods in this zone.

Focus Uses include agriculture including farm stands and a farmers market, preservation of agricultural land and uses and recreation based businesses with potential access to the river from multiple points. Existing retail, business, services and

restaurants and single family residential should remain. Auto-related uses are to be eliminated. Improvements to create Complete Streets would include sidewalks and a bike path along Route 5 and along the river and to the Scantic Road and other street connections to create a "rear" bike path as shown on Map #6. ADA accessibility along the road and into each individual property and front door should be provided. A dedicated bike path along Route 5 and the river should be provided. Other aesthetic improvements would be façade improvements of the existing buildings including plantings and sidewalks connections to the front doors. Design standards would include placement of new buildings at the street distance as defined by the existing historic homes, limiting parking at the front of the building, buildings with the size and scale of the existing homes and reduction of curb cuts.

6 Other Recommendations

Based on the Workshop, input from the public and the Planning and Zoning Commission, the background research and observations from the Team, we offer the following recommendations as the Town completes its Plan of Conservation and Development:

1. Modify the Zoning Map and use tables to reflect the Proposed Corridor Character Map.
2. Establish Design Guidelines for each zone with typical light poles and other street furniture to set the style for each area.
3. The existing pre-1950's architecture in the southern zones is considered to be visually attractive and should be used as style precedents for future architectural guidelines. Architectural guidelines should be developed for both commercial and residential new construction. These guidelines should also include elements which address additions and rehabilitation of existing buildings.
4. Roofline changes, gable ends facing the street, dormers and other period-appropriate methods to reduce the view of the roof from the street is preferred.
5. Increased residential density should be considered in the Walkable Residential Core area
6. Work with the Capital Region Council of Governments to include Warehouse Point as a priority TOD development area associated with the TOD designation of the Windsor Locks inter-city rail stop identified in the Jonathon Rose market analysis for the Knowledge Corridor. Encourage bike and pedestrian linkages to the rail stop across the Route 140 bridge by working with CRCOG, ConnDOT and Windsor Locks to expand the existing minimal pedestrian access and environment on the bridge and into Warehouse Point. Designate a representative to serve on the committees and delegations associated with the Windsor Locks station improvements. (This recommendation from the Housing Study previously submitted for the PoCD)
7. East Windsor should consider establishing mixed use zoning (village style development) for Warehouse Point and by extension, the Gateway Zone, with architectural guidelines to govern infill construction, new construction, rehabilitation, and public infrastructure / streetscape improvements, pedestrian and bike systems.
8. Develop a program to preserve the agricultural economy and visual resources of the Town to encourage farming to continue with a specific focus on the southside of the corridor in the Agriculture/Recreation Gateway with provisions for farm stands and a farmers market.

-
9. Develop Route 5 and its connections as a bike trail including the “back path” via the lands to the east of Route 5 as shown on Map #6 and connection via Phelps, Abbe, Stoughton, Tromley and Thompson Roads to the rest of East Windsor.
 10. Where increased density is encouraged, it may become necessary to expand the limits of the service area for existing water and sewer service or develop new larger scale underground sanitary septic systems or wastewater treatment plant (WWTP) options. This process will require an approved discharge location for new WWTP, approvals from the Health district and coordination with the regional and state PoCD in order to apply for state funding.
 11. The PoCD should identify those changes to the regional and state PoCDs that will be required to correspond to and reflect those areas where future increased density is desired by the Town.

APPENDIX A

APPENDIX B

APPENDIX C

Town

Bill Dist/Susp/Bank Address	Name	Prop Loc/Vehicle Info.	UniqID/Person	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2022-01-0003661 CORELOGIC CENTRALIZED REFUNDS									
2 P O BOX 9202			77 EAST RD	1/29/2024	7,642.15	0.00	0.00	7,642.15	
92 COPPELL TX 75019-9760			00463501		8,056.99	0.00	0.00	8,056.99	-414.84
TOTAL					7,642.15	0.00	0.00	7,642.15	
					8,056.99	0.00	0.00	8,056.99	-414.84

Total Refunds \$414.84

~~Town of Windsor~~ came
Tax Collector

Attachment F