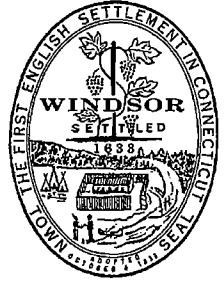




Council Agenda

**Council Chambers
Windsor Town Hall
September 17, 2002**



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
 - a) Proclamation Honoring the 2002 Windsor American Legion Baseball Team
 - b) Proclamation Declaring October 23-31st National Red Ribbon Celebration week
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Library Advisory Board
 - b) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Presentation from CRCOG – Griffin Busway (Mayor Trinks)



-
- b) *Resolution to change the name of a portion of West Wolcott Avenue to Putnam Highway (Councilor Jepsen)
 - c) *Set a Public Hearing for 7:15 PM on October 7, 2002 for a resolution to change the name of a portion of West Wolcott Avenue to Putnam Highway (Councilor Jepsen)
 - d) *Job Description for Senior Center Program Coordinator Position (Councilor Simon)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) * Minutes of the September 3, 2002 Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation

17. ADJOURNMENT

★Back-up included

Proclamation

Honoring the American Legion Baseball Team

- WHEREAS,** the American Legion Baseball Team completed their 2002 season with a winning record of 26 wins and 9 losses; and
- WHEREAS,** these 14-18 year old players came together to successfully combine teamwork, skill, dedication, and confidence in their abilities to become a runner up in the State of Connecticut 2002 state championships; and
- WHEREAS,** for the second consecutive year and the second time in the 75 years of American Legion Baseball, the American Legion Baseball Team won the Zone 8 American Legion Title for the Town of Windsor; and
- WHEREAS,** by the exhibition of their baseball skill, intelligent play and good sportsmanship, the players of the American Legion Baseball Team with the support and leadership of General Manager, Brian Gillespie, Head Coach Gino Luciam, and coaches Steve Mooney, Mark Regan, Rich Schneider, Ralph Visone, and Team Manger Allison Enot, came to accomplish this phenomenal season of play; and
- WHEREAS,** the elected representatives of the Town of Windsor wish to convey the sincere congratulations of the community, and recognize the players for their perseverance, dedication, and fair play.

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

the players – Jonathan Arroyo, Eric Burns, Terrence Burrell, Dan Dallaire, Jack D'Agata, Brian Discenza, Jason Jones, Nick Jones, Joe Litke, Dan Lucia, Clint Mitchell, Matt Mooney, Dan Schneider, Joe Vassallo, and Chris Visone, their parents, coaches and supporters be honored for their outstanding season.



Donald S. Trinks
Mayor of Windsor
September 17, 2002

Proclamation

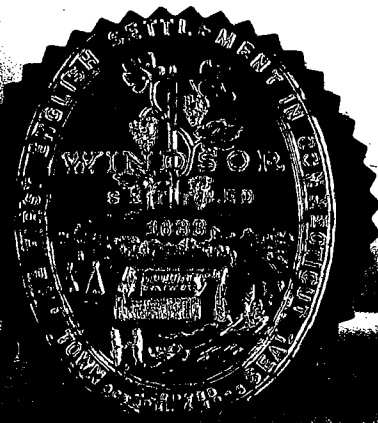
Declaring

October 23, 2002 – October 31, 2002 as
National Red Ribbon Celebration week

- WHEREAS,** alcohol, tobacco, and other drug abuse in Connecticut has reached epidemic states; and
- WHEREAS,** 34% of 7th and 8th grade students have used tobacco, 51% drink alcohol, and 13.5% have used marijuana; and
- WHEREAS,** alcohol and other drug abuse is involved in 80% of poverty crimes and 70% of violent crimes in Connecticut; and
- WHEREAS,** it is imperative that visible, unified prevention and education efforts by community members be launched to reduce the demand for drugs; and
- WHEREAS,** the Capital Area Substance Abuse Council (CASAC) is urging all Connecticut residents to make a commitment to a health drug-free lifestyle by participating in the Red Ribbon Celebration and prevention activities throughout the year; and
- WHEREAS,** businesses, media, social services, governments, schools, service organizations, religious institutions, safety forces, and individuals will demonstrate their commitment to a healthy drug-free lifestyle by wearing and displaying Red Ribbons during this week-long celebration; and
- WHEREAS,** the Town of Windsor further commits its resources to ensure the success of the Red Ribbon Celebration.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT: October 23 – 31, 2002 be declared as National Red Ribbon Celebration Week in the Town of Windsor and that the Town of Windsor hereby encourages all its citizens to participate in alcohol, tobacco, and other drug education and prevention activities, making a visible statement that we are strongly committed to a drug-free Windsor; and

BE IT FURTHER RESOLVED THAT: the Town of Windsor encourages all individuals to make CONNECTICUT HEALTHY AND DRUG-FREE by participating in the Capital Area Substance Abuse Council's Red Ribbon Walk for Substance Abuse Prevention on October 5, 2002 and/or by committing to a drug-free lifestyle of "no use of illegal drugs and no illegal uses of legal drugs."

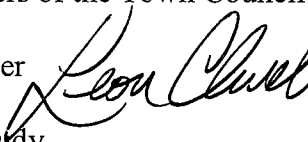


Donald S. Trinks
Mayor of Windsor
September 17, 2002

Agenda Item Summary

Date: September 17, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Leon Churchill, Town Manager 

Subject: Griffin Busway Feasibility Study

Background

This project was initiated by CRCOG to explore the potential use of bus rapid transit (BRT) service along the Griffin Rail Corridor from downtown Hartford to Bradley Airport. By gathering the input of residents, businesses, local governments and others, it is believed that the study could lead to significant improvements in transportation services between downtown Hartford and Bradley Airport. The project's goal is to identify and evaluate options for developing BRT improvements and to enhance the quality of life for area residents.

Discussion/Analysis

Building on work that has been completed in earlier studies, this study examines where and how best to locate a BRT facility. The result of the study will then be recommended for a locally preferred alternative for transit improvement in the corridor.

Portions of Hartford, Bloomfield, East Granby, and Windsor and will be examined by exploring the feasibility of placing a bus facility within the rail right of way or by improving bus service through other options. In both cases, the freight rail service will be maintained within the corridor. A BRT has compelling justification to provide job access to Hartford residents—a major labor market along with western Massachusetts cited by various business leaders.

In March of 2001, CRCOG recommended the regional rapid transit network should include a system of four busways and a commuter rail line. The four busways included New Britain, Griffin, Manchester/Vernon, and Rocky Hill corridors. The commuter rail line would potentially link Hartford with New Haven and Springfield.

Financial Impact

There is no anticipated financial impact. This project is expected to be federally funded. The final plans will be sent to the Federal Highway Association as part of the Hartford region transportation program..

Other Board Action

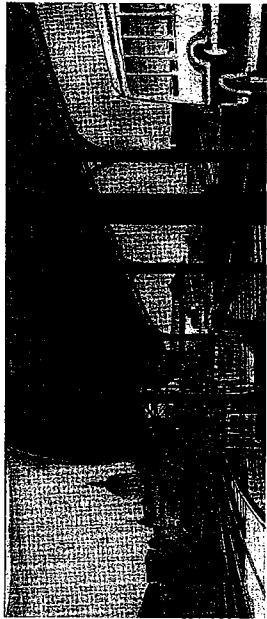
None.

Recommendations

No Town Council action is required.

Attachments

Advisory Board Member Listing



Rendering of downtown (Union Station) and of the proposed New Britain Transitway

The Study Area

The study area includes portions of Hartford, Bloomfield, East Granby, and Windsor and will be examined in two sections. From downtown Hartford to the end of the Griffin rail line at the Griffin Office Center, the study will explore the feasibility of placing a dedicated bus facility within the rail right of way or improving bus service through other options, such as bus exclusive lanes on existing roadways or signal priority at intersections. In both cases, freight rail service will be maintained within the corridor.

From the Griffin Office Center to Bradley Airport, the study will examine the feasibility of locating bus lanes or other bus priority facilities, along existing roadways. Important considerations will include employment locations and roadway capacity.

Project Background

The potential for a major capital investment in transit in the Griffin Corridor has been examined in various studies over the past 20 years. First identified as a corridor with high potential for a transit investment in the CRCOG long-range plan developed in 1980, the Griffin corridor was the subject of a multi year study conducted under the auspices of the Greater Hartford Transit District. That study, the Griffin Corridor Major Investment Study or Griffin MIS, was completed in 1995.

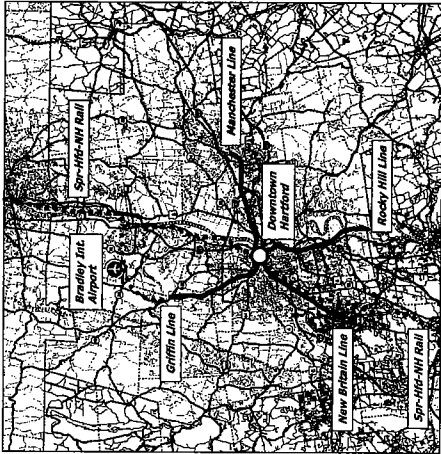
Locally, light rail was chosen as the preferred alternative. However, once it became apparent that financing would not be available, the region removed light rail as the locally preferred option for the corridor. The corridor was retained as a high priority for consideration of transit investment.

In March 2001, CRCOG completed the Regional Transit Strategy (RTS), indicating that the region should invest in rapid transit services and preserve and enhance its basic bus system. The recommended rapid transit

network would include a system of four busways and a commuter rail line. The four busways include the New Britain corridor, the Griffin corridor, the Manchester/Vernon corridor and the Rocky Hill corridor. The commuter rail line would potentially link Hartford with New Haven and Springfield.

Currently, the Connecticut DOT is proceeding with the design of the New Britain/Hartford Busway and has undertaken feasibility studies of the Manchester/Vernon Busway and the New Haven/Hartford

Springfield commuter rail. CRCOG is overseeing the investigation of the feasibility of a Griffin Corridor Busway and Wilbur Smith Associates are providing consulting services.



Let Us Know What You Think

Please use the form below to provide input on the following items or other topics you feel are important to the project. You can make a difference! Please mail this coupon to Sandy Fry, Capitol Region Council of Governments, 241 Main Street, 4th Floor, Hartford CT 06106.

Do you currently use transit in the Study Corridor? _____

Would you use transit more often in the corridor if the service was:

- More frequent More reliable Quicker Trips
 Started earlier Ended Later Other _____

Where would you like transit to take you in the corridor? _____

What other transit improvements would you like to see in the corridor? _____

Name: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ e-mail: _____

The first round of public meetings will be held on:

Monday, September 23rd, 2002

7 - 9 p.m.

Artists' Collective

1200 Albany Avenue

Hartford, CT

Tuesday, September 24th, 2002

7 - 9 p.m.

Metropolitan Learning Center

Magnet School

1551 Blue Hills Avenue

Bloomfield, CT

Public Involvement is Critical to the Success of the Project

The public involvement process is a key component of the project. It provides an opportunity for the public to provide input on the project. The public involvement process is a key component of the project. It provides an opportunity for the public to provide input on the project.

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Griffin Busway Feasibility Study

Study Goals

In consultation with several neighborhood groups, transportation providers, town and city officials, and other stakeholders, a preliminary set of goals and objectives for the project was developed. At our first public meeting we would like your input on these goals.

- Improve Transportation and Mobility
 - Improve links to work and school surrounding suburbs
 - Improve transit circulation within the city as well as in the suburbs
 - Maintain and improve current transit service levels to compete with automobiles
 - Manage roadway congestion and provide for increased travel without increasing roadway capacity
 - Improve roadway safety for pedestrians and bicyclists
- Provide for Community Livability and Quality of Life
 - Protect, preserve, and improve residential neighborhoods and their aesthetics
 - Support vitality in the City of Hartford, Bradley Airport and other major activity centers
 - Mitigate impacts to the environment by reducing energy consumption and improving air-quality
 - Encourage new urbanism and transit-oriented development
 - Provide ancillary station facilities

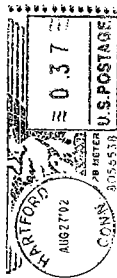


- Encourage Economic Development
 - Support economic development in targeted locations
 - Encourage reuse of old industrial buildings
 - Increase the viability of existing public infrastructure
 - Facilitate freight movement through and within corridor



CRCOG
241 Main St.
Hartford, CT 06106

Leon Churchill
Town Manager
Town Hall
275 Broad Street, P.O. Box 472
Windsor CT 06095



Griffin Busway

Feasibility Study

Summer 2002

Progress So Far

- As part of the feasibility study a survey of existing conditions and opportunities was initiated in January 2002, and the following work has been accomplished:
 - Development of preliminary goals and objectives through consultation with neighborhood groups, transportation providers, town and city officials, and other stakeholders
 - Meetings with various neighborhood groups to learn about their transit needs, hopes, and concerns for the corridor
 - Examination of the corridor to identify opportunities for transit improvements



The Project

Initiated by the Capitol Region Council of Governments (CRCOG), the Griffin Busway Feasibility Study is exploring the potential of bus rapid transit (BRT) service along the Griffin Rail Corridor from downtown Hartford to Bradley Airport. CRCOG is actively seeking input from the public and has set up an interactive public involvement program to aid this process. Input from the public will help the study team find out the needs of the community and help guide the direction and outcome of the study.

With the input of residents, businesses, local governments and other stakeholders, the study could lead to significant improvements in transportation facilities and services between downtown Hartford and Bradley Airport. The project will identify and evaluate options for developing BRT improvements that provide added mobility and enhance the quality of life for area residents.

Your Comments are Needed

On behalf of the Capitol Region Council of Governments, we invite you to be involved in our study of bus rapid transit improvements along the Griffin corridor from downtown Hartford to Bradley International Airport. We are in the early stages of the study and would like to learn what the public's needs and wants in this corridor are. The letter will describe the project and provide a committee form you can use. We will have no public meetings in September, but we do have an additional opportunity to receive your input. We call it a "pre-meeting" and will be held on the 11th of the month. Citizens of the region will be invited to participate. Since we will have no public meetings in September, we do have an additional opportunity to receive your input. We call it a "pre-meeting" and will be held on the 11th of the month. Citizens of the region will be invited to participate.

The Feasibility Study

The Griffin Busway Feasibility study will build on work that has been done in earlier studies, evaluating the economic, environmental, and technical feasibility of building and operating a busway or bus rapid transit (BRT) facility in the corridor. The study will examine where and how best to locate a BRT facility and is expected to take about 18 months to complete. The result of the study will be a recommendation for a locally preferred alternative for transit improvement in the corridor. The region would then be poised to request federal funding to move the project through environmental impact review, design, and construction.

Busway And Bus Rapid Transit (BRT)

A BRT facility provides priority treatment for transit buses as compared to general traffic. A busway is a BRT facility with an exclusive roadway for bus use only. BRT also includes a wide range of bus prioritization strategies including bus lanes, bus prioritization at traffic signals, and improved fleet management.

What's inside:

The Project	1
Feasibility Study	1
Progress So Far	1
Busway And Bus Rapid Transit	2
Public Involvement	2
The Study Area	3
Project Background	3
Your Comments	3
Project Goals	4

**GRIFFIN BUSWAY FEASIBILITY STUDY
STEERING COMMITTEE CONTACT INFORMATION**

MEMBERS	REPRESENTING	PHONE	EXT	FAX	E-MAIL
Jonathan Colman	Town of Bloomfield	860 298-7000	101	298-7015	jcolman@rideshare.com
Thomas Hooper	Town of Bloomfield	860 769-3515		769-3597	thooper@bloomfieldct.org
David Kilbon	Town of East Granby	860 653-2576		653-4017	davek@egtownhall.com
Charles Francis	Town of East Granby	860 653-3444		653-4017	CharlieF@egtownhall.com
John Kennelly	City of Hartford	860 522-4888	6108	722-6591	jkennelly@ci.hartford.ct.us
Marilyn Rossetti	City of Hartford	860 522-4888	6115	722-8131	rossetme@utre.utc.com
Leon Churchill	Town of Windsor	860 285-1807		285-1909	churchill@townofwindsorct.com
Mario Zavarella	Town of Windsor	860 285-1981		285-1809	zavarella@townofwindsorct.com
Catherine Dorau	Town of Windsor Locks	860 627-1447		292-1121	tw.n.wlks@snet.net
Michael Sanders	ConnDOT	860 594-2830		594-2848	michael.sanders@po.state.ct.us
Richard Hollis	ConnDOT	860 594-2143		594-3028	richard.hollis@po.state.ct.us
David Lee	CT Transit	860 522-8101		247-1810	dlee@cttransit.com
Amity Belliveau	Central New England Railroad	860 666-1020			
James Mason	All Aboard!	860 688-6662		688-6980	jmhikes@aol.com
Sandra Johnson	MetroHartford Regional Economic Alliance, Inc.	860 525-4451	281	493-7499	sjohnson@aol.com
Ruth Fahrback	State Rep., 61st District				Ruth.Fahrback@po.state.ct.us
Richard Ferrari	State Rep., 62nd District				Richard.Ferrari@po.state.ct.us
Marie Kirkley-Bey	State Rep., 5th District				
Kevin Sullivan	State Senator, 5th District	860 240-8600		240-0208	

**GRIFFIN BUSWAY FEASIBILITY STUDY
STEERING COMMITTEE CONTACT INFORMATION**


ALTERNATES										
Cynthia	Lemek	All Aboard!	860	278-5022				278-0610	allaboard@snet.net	
Richard	Maine	All Aboard!	860	651-9760				651-8890		
	STAFF									
Sandy	Fry	CRCOG	860	522-2217	20			724-1274	sfry@crcog.org	
Thomas	Maziarz	CRCOG	860	522-2217	14			724-1274	tmaziarz@crcog.org	
Karen	Olson	CRCOG	860	522-2217	15			724-1274	kolson@crcog.org	
Richard	Porth	CRCOG	860	522-2217	32			724-1274	rporth@crcog.org	
	CONSULTANT									
Michael	Morehouse	Wilbur Smith Associates	203	865-2191				624-0484	mmorehouse@wilbursmith.com	
Kari	Watkin	Wilbur Smith Associates	860	529-8882				529-3991	kwatkin@wilbursmith.com	
Robert	Aloise	URS Corporation	860	267-5982				267-5982	Robert_Aloise@urscorp.com	
Paul	Stanton	Fitzgerald & Halliday, Inc.	212	645-9031				645-7940	pstanton@fhiplan.com	
Jane	Darcy	Howard/Stein - Hudson, Inc.	978	475-4079				475-6526	jdarcy@hshassoc.com	
David	Nelson	KKO and Associates, LLC	978	948-3713				948-2309	d_nelson@kko.com	
Susan	Moses	Susan Jones Moses Consulting	410	266-7800				266-7866	sjmoses@prodigy.net	
James	Prost	Basile Baumann Prost & Assoc., Inc.							jprost@bbpa.com	

Agenda Item Summary

Date: September 17, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Steve Kosofsky, Town Assessor

Reviewed By: Leon Churchill, Town Manager 

Subject: Re-Naming a portion of West Wolcott Avenue

Background

The State of Connecticut Department of Transportation, as part of the I-91/I-291 reconstruction project, made significant improvements to the road known as Connecticut Route 218, also known as Putnam Memorial Highway. Specifically, the portion of the road from the Bloomfield town line to just east of the intersection with Columbia Road, prior to these improvements was also known in Windsor as West Wolcott Ave. As a result of the improvements, West Wolcott Ave. was relocated and now forms a "button-hook" and intersects Putnam Highway. With the new road alignment, four (4) properties, formerly having frontage and as a result street addresses on West Wolcott Ave., now require a new street address, which by our Charter, can only be done by Town Council action.

Discussion/Analysis

Changing the name of this section of West Wolcott Avenue to Putnam Memorial Highway has a compelling public safety argument. As a result of the road improvements, four (4) properties that formerly had West Wolcott Avenue addresses, now face Putnam Memorial Highway. By changing the name of this portion of West Wolcott Avenue to Putnam Memorial Highway, it would eliminate any confusion as to where a life threatening emergency situation was occurring.

In addition, by making the change to Putnam Memorial Highway, it would maintain continuity by having the same name for a road from the Bloomfield town line east to the intersection of Deerfield Road.

A Public Hearing needs to be held and then following the Public Hearing the Town Council may take action on the proposed name change.

Financial Impact

The requested action would have no financial impact on the FY2003 General Fund budget other than the cost of a new street sign and pole including installation.

Recommendation

If the Town Council is in agreement that the following be initiated:

RESOLVED THAT A PUBLIC HEARING WILL TAKE PLACE ON OCTOBER 7, 2002 AT 7:15 PM (PREVAILING TIME) FOR THE PURPOSE OF RENAMING A PORTION OF WEST WOLCOTT AVENUE TO PUTNAM HIGHWAY.

If the Town Council concurs with the recommendation, the following resolution needs to be adopted after the October 7, 2002 Public Hearing.

RESOLVED THAT 600 WEST WOLCOTT AVENUE TO 660 WEST WOLCOTT AVENUE BE RENAMED TO PUTNAM HIGHWAY.

In order to provide reasonable notice to all parties that may be impacted by this change, the effective date of this change will be January 1, 2003.

Attachments

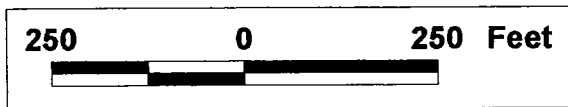
Map

Vicinity of West Wolcott Avenue



Legend

-  Parcel Boundary
-  Buildings




September 2002

Agenda Item Summary

Date: September 17, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Amendment to Classification Plan

Background

Due to increased popularity and attendance of the senior center programs, Family and Leisure Services has requested a full time program coordinator position in the 2003 budget. The position was approved in the budget effective July 1, 2002.

Discussion/Analysis

The Director of Family and Leisure Services, the Recreation Manager and Human Resources prepared the attached position description. The primary function of the position is to perform professional and administrative work in planning, organizing, marketing, and presenting comprehensive senior center programs including cultural arts, physical activities, and health and human services programs. The position requires a Bachelor's Degree in Gerontology, Recreation, Social Work or related field and two years of increasingly responsible work experience. Experience in senior adult program management is preferred.

If the position description is approved, the recruitment and selection process will be as follows:

Position advertised	weeks of 9/23, 10/30 & 10/7
Review resumes and select candidates to interview	week of 10/14
Schedule and conduct interviews	week of 10/21
Conduct preemployment checks for top candidate	week of 10/28/02
Potential start date	11/18/02

Financial Impact

An internal review of comparable positions was conducted to determine proper placement in the Administrative Pay Plan. Positions requiring a similar level of responsibility, education and experience were reviewed. It was determined that the position of Senior Center Program Coordinator is comparable to the Assistant Recreation Manager position and should be placed in Grade 1, group A (\$28,000 to \$58,000). The amount of \$46,300 was budgeted for total salary and benefits with the anticipated starting salary being \$33,000.

Other Board Action

None.

Recommendations

If the Town Council is in agreement with the recommendation of amending the Classification Plan to include the Senior Center Program Coordinator the following motion is in order:

MOVE that the Classification Plan of the Town of Windsor be amended to add the position of Senior Center Program Coordinator dated August, 2002 in Grade 1, group A of the Administrative Pay Plan.

Attachment

Senior Center Program Coordinator position description

TOWN OF WINDSOR POSITION DESCRIPTION

Class Title: Senior Citizen Center Programmer
Department: Family and Leisure Services
Division: Recreation
Date: August, 2002

GENERAL PURPOSE

Performs a variety of professional and administrative work in planning, organizing, marketing, and presenting comprehensive senior center programs including cultural arts, physical activities, and health and human services programs. Work is performed under the general supervision of the Recreation Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ξ Develops, implements, and evaluates all assigned programs and services, including Senior Center recreational, health and informational programs. Maintains all program records and reports including participation and budget information
- ξ Promotes interest in senior programs through publicity, marketing and public contacts.
- ξ Prepares program budgets and proposals for all new programming and assists with preparing the annual budget; monitors program revenues and expenditures; assuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- ξ Works with other Senior Center staff members to ensure the quality of the programs provided and provide continuity of services when other staff members are not available.
- ξ Involves various senior groups and other organizations in the development and evaluation of the Center's programs and makes recommendations to the Recreation Manager for changes or new programs to meet the needs of senior citizens.
- ξ Makes recommendations on the implementation of new policies, procedures and standards for efficient and effective delivery of services
- ξ Resolves complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.
- ξ Performs a variety of miscellaneous duties such as preparing reports and maintaining necessary operating records, answering phones, running errands, making arrangements for rental and use of the Senior Center and setting up and taking down tables, chairs and equipment for various programs.

ADDITIONAL DUTIES

- ξ Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- ξ May provide supervision to various Senior Center employees as directed by the Recreation Manager.
- ξ Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

- ξ Bachelor's Degree in Gerontology, Recreation, Social Work or related field required, and two years of increasingly responsible work experience or equivalent combination of training and experience.
- ξ Experience in senior adult program management preferred.
- ξ Must be able to obtain First Aid, CPR and AED Certifications within six months of appointment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- ξ Thorough knowledge of principles of public administration as applied to senior center programming, problems and practices.
- ξ Knowledge of federal, state, and local legislation pertaining to senior citizens and the disabled; knowledge of funding sources for senior center programs.
- ξ Ability to establish effective working relationships with staff, community organizations, governmental agencies and officials, volunteers and the public.
- ξ Demonstrated ability to develop, market and implement progressive programs designed for the senior citizens in the community.
- ξ Strong organizational skills, ability to express ideas effectively in oral and written form, and the ability to be innovative and receptive to new ideas.

Special Requirements

Valid driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, database and spreadsheet programs, calculator, telephone, copy machine, fax machine and automobile.

PHYSICAL DEMANDS

Must have the physical ability to present various recreation programs. Must have the ability to communicate effectively with program participants to present information and instructions. Must be physically able to set-up and take down tables, chairs and other equipment for programs. Must be physically able to perform all essential functions of the position.

WORK ENVIRONMENT

The position requires occasional work in outside weather conditions with the potential for exposure to wet and/or humid conditions. The noise level is usually that of a normal office environment. May be subjected to occasional, moderate noise levels when working outdoors and in large group settings.

XII. Resignations and Appointments

September 17, 2002

- A. One *Republican* Alternate Member
Board of Assessment Appeals
Two Year Term to expire November 30, 2003 or until a successor is appointed
(Michael McDonald - resigned)

- B. One *Democratic* Member
Board of Ethics
Five Year Term to expire July 31, 2007 or until a successor is appointed
(George Griffin – reappointment)

- C. One *Unaffiliated* Member
Commission on Aging & Handicapped
Three Year Unexpired Term to expire January 31, 2003 or until a successor is appointed
(Janice Lawlor – resigned)

- D. One *Democratic* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2005 or until a successor is appointed
(Richard Clark - resigned)

- E. One *Democratic Alternate* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2004 or until a successor is appointed
(Syed Ashraf – change of status from alternate member to regular member)

- F. One *Democratic* Member
Conservation Commission
Five Year Term to expire November 30, 2006 or until a successor is appointed
(Peter Gwyn - resigned)

- G. One *Democratic* Member
Conservation Commission
Five Year Term to expire November 30, 2007 or until a successor is appointed
(Frank Davis – new appointment)

- H. One *Democratic Alternate* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2003 or until a successor is appointed
(Valerie Allgrove - resigned)

- I. One *Democratic* Member
Economic Development Commission
Five Year Term to expire July 31, 2007 or until a successor is appointed
(Eric Judge - reappointment)

- J. One *Unaffiliated* Member
Economic Development Commission
Five Year Unexpired Term to expire July 29, 2005 or until a successor is appointed
(Kerry Ruiz - resigned)

XII. Resignations and Appointments

September 17, 2002

- K.** One *Unaffiliated* Member
Hartford Area Cable Television Advisory Council
Two Year Term to expire June 30, 2004 or until a successor is appointed
(Carol Hartmann – reappointment)
- L.** One *Republican* Member
Hartford Area Cable Television Advisory Council
Two Year Term to expire December 31, 2003 or until a successor is appointed
(Katie Chiodo – resigned)
- M.** One *Democratic* Member
Hartford Area Cable Television Advisory Council
Two Year Term to expire June 30, 2004 or until a successor is appointed
(Laura Soll-Broxterman – reappointment)
- N.** One *Unaffiliated* Member
Hartford Area Cable Television Advisory Council
Two Year Term to expire June 30, 2004 or until a successor is appointed
(William Stephenson – reappointment)
- O.** One *Republican Nonresident* Member
Historic District Commission
Five Year Unexpired Term to expire October 9, 2005 or until a successor is appointed
(Nancy Colton - resigned)
- P.** One *Republican* Member
Housing Code Board of Appeals
Five Year Unexpired Term to expire October 31, 2004 or until a successor is appointed
(Michael McDonald - resigned)
- Q.** One *Republican* Member
Human Relations Commission
Three Year Term to expire May 31, 2005 or until a successor is appointed
(Nellie Holmes Mason - reappointment)
- R.** One *Republican* Member
Inland Wetlands & Watercourses Commission
Four Year Term to expire March 31, 2006 or until a successor is appointed
(Nancy Rudek - reappointment)
- S.** One *Democratic* Member
Library Advisory Board
Three Year Term to expire July 2, 2005 or until a successor is appointed
(Leigh Ann Tyson – reappointment)
- T.** One *Republican* Alternate Member
Public Building Commission
Three Year Unexpired Term to expire February 1, 2005 or until a successor is appointed
(James Parker - resigned)

XII. Resignations and Appointments

September 17, 2002

- U.** One *Republican* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire November 10, 2004 or until a successor is appointed
(vacancy – vacant since 11/01)
- V.** One *Republican* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2005 or until a successor is appointed
(R. Gus Hallgren - reappointment)
- W.** One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2005 or until a successor is appointed
(Kenneth R. Herman - reappointment)
- X.** One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2005 or until a successor is appointed
(Kenneth Means - reappointment)
- Y.** One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2005 or until a successor is appointed
(Mary Turley - reappointment)
- Z.** One *Democratic* Member
Windsor Housing Authority
Five Year Term to expire July 31, 2007 or until a successor is appointed
(Harold DePianta - reappointment)
- AA.** One *Republican* Member
Youth Commission
Two Year Unexpired Term to expire September 30, 2003 or until a successor is appointed
(Lori Gaudino - resigned)

**Windsor Town Council
Council Chambers – Town Hall
September 3, 2002
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:34 p.m.

1. Roll Call – Present: Mayor Trinks, Councilor Albano, Councilor Broxterman, Deputy Mayor Curtis (arrived 7:50 p.m.), Councilor Jepsen, Councilor Mulligan, Councilor Pacino, Councilor Simon and Councilor Walker
2. Prayer – Councilor Jepsen
3. Pledge of Allegiance – Councilor Jepsen
4. Proclamations/Awards

None.

5. Public Communications and Petitions

Mr. Dick Baxter, 46 Orchard Road spoke on the library expansion. He encouraged the Council to accept the committee's unanimous decision to do the project over 18 months rather than in three phases. If the library project were spread over 36 months, it would cost \$1.5 million more.

Mr. Paul Monaco, 28 Summit Drive, addressed the Council speaking in favor of the library expansion recommendation of 18 months. The library is a cultural center for meetings and a computer center for Internet service, among many other things. The library offers something for everyone.

6. Report of Appointed Boards and Commissions

- A. Insurance Commission

Mr. Ed Smolik, Chairman, reported to the Council with Mr. Marty Maynard, Risk Manager, and Mr. Chris Wardrop from Webster Insurance. There have been changes in the insurance industry in the past year, especially after September 11th. The Town's insurance renewed July 1st. Premiums have increased and firms are requiring significantly more information prior to underwriting policies.

Mr. Maynard commented on the Workers Compensation Program. There have been 98 claims, of which 46 are general government and the remaining 52 are public school system. Approximately 25% of the claims are attributed to materials handling type of

industries. Annual Employee Safety Week will be held in September. He reviewed the programs that will be offered. There are also quarterly core trainings performed.

B. Board of Education

Ms. Jane Garibay, President, BOE reported to the Council. Opening day for teachers and staff was held last week. Rick Broderick was recognized as staff member of the year for the entire public school system. Opening day for elementary and middle schools were last week, the high school opened today. The Parent Center at Oliver Ellsworth opened last week also. The first BOE meeting is Sept 24th, with a workshop scheduled for Sept 25th. Ms. Garibay also noted a few staff changes including the appointment of Anne Ford as Windsor High School principal.

7. Town Manager's Report

September 11 Community Remembrance Ceremony and the Windsor "Walk of Light"

Over 3,000 luminary bags will glow on the town green on as a tribute to those who lost their lives last year on September 11th. Each bag has been inscribed with the name of a 9/11 victim and are being decorated by Windsor elementary, middle and high school students as well as students from St. Gabriels, Trinity United Methodist School, Windsor AARP, the Caring Connection and many residents.

The "Windsor Walk of Light" is part of the Windsor Community Remembrance Ceremony scheduled for Wednesday, September 11th at 7:00 PM on the town green. Members of the Windsor Clergy, Windsor Volunteer Firefighters, Police and EMS personnel will conduct a ceremony on the steps of Town Hall. Following the ceremony, residents will have the opportunity to stroll the town green, viewing the luminary bags and reflect in their own way to remember the countless families touched by the disaster.

In addition, the Windsor Volunteer Fire Department will hold a morning ceremony at the Public Safety Complex at 10:00 AM where the names of firefighters, police officers and EMS who lost their lives will be read.

For more information call 285-1800.

Book Discussion Series to Begin

In another sign of our enlightened society, Windsor Library invites residents to explore the topic, "Understanding the Contemporary Middle East: History and Politics", in a one-session book discussion to be hosted by the Windsor Public Library, on Thursday, September 12, at 7:00 pm. Donald Greenberg, Associate Professor of Politics at Fairfield University, will lead the book discussion. The book to be discussed is *Between Memory and Desire: The Middle East in a Troubled Age* by R. Stephen Humphreys. Advance registration is required for this free program. Multiple copies of the book are available at the Windsor Library for participants to borrow. This book discussion is one of five one-session book discussions hosted by Hartford area libraries this fall. The

program was developed and piloted last spring by the Connecticut Humanities Council in response to the widespread interest in the Middle East since the tragedy of 9/11. Call the Windsor Library reference desk at 285-1918 for more information.

September is Freedom Trail Month

Enjoy great gospel singing at ***Windsor's Gospel Festival*** Saturday, September 14, 2002 From noon to 4:00 PM on the Windsor Town Green. Sponsored by the Archer Memorial A.M.E. Zion Church, the Windsor Gospel Festival is held to provide the Windsor community with a celebration and tribute through song and worship in honor of Connecticut's Freedom Trail month.

On Saturday, September 21, 2002, all are invited to participate and support the **Freedom Trail Run** beginning at 5:30 AM at the Archer Memorial A.M.E. Zion Church. The Freedom Trail Run is a significant event, which provides individuals and families an opportunity to pay tribute to those brave souls who fled from the South in search of freedom by way of the Underground Railroad. While taking part in this event, participants will have time to reflect upon the sacrifices made by the ancestors of the African American people who live today.

The run is 7.4 miles beginning at the Archer Memorial A.M.E. Zion Church at 5:30 AM and ending at the entrance to Keney Park. Participants will stop at two Windsor Freedom Trail sites including the Joseph Rainey House and the Nancy Toney gravesite. Participants are welcome to run the full 7.4 miles or any portion of it.

For information, please call Alfred Narcisse at 688-2479.

Special Thanks to Summer Concert Sponsors

Over 3,000 Windsor residents enjoyed great sounds of music this summer on the Windsor Town Hall Green thanks to the generosity of the following Windsor businesses who sponsored the concert series:

The Painted Rose, Central Street Antiques, Bill Selig Ford, Bill Selig Jewelers, MDC, Jordan Florist, Combustion Federal Credit Union, Curves for Women, Hartford / Windsor Marriott Airport, Windsor Federal Savings & Loan, Ashley's Distinctive Jewelry & Gifts, Paper Capers, Country Cottage, KOKO's, Making Faces, The PC Development Group, Water Closet Bath & Book, CT Shamrocks AAU Girls Basketball.

Their support is greatly appreciated and resulted in a summer of an entertaining and enjoyable family fun for Windsor Residents.

Route 159, Windsor Center Traffic Simulation Study

The first phase of a traffic simulation study to evaluate traffic impacts in Windsor Center will begin next Tuesday, September 10 and continue on Tuesdays and Wednesdays throughout the month. The simulation will be conducted with the use of cones, barriers and signs. The data collected will be used to evaluate specific traffic conditions, traffic speed, pedestrian safety, vehicle parking and the effectiveness of the proposed improvements included in the report from Gates, Leighton & Associates and First Town Downtown.

The simulations will occur at various times of the day to record data during both peak and non-peak hours. Testing will not take place on rainy days, or when some other extraordinary conditions exist, (such as the 9/11 "Walk of Light"). Thursdays will be used as make-up testing days if the need arises.

For more information, call 285-1804.

West Niles Virus Update

As of August 26, West Niles Virus positive birds or mosquitoes have been identified in a total of 39 Connecticut towns in six counties. In Windsor, 16 birds have been submitted for testing thus far, and we anticipate that more will be submitted. To date, three of the birds submitted have tested positive, one found on Woody Brook Road, one on Marshall Phelps Road, and one on Bloomfield Avenue.

The town, through its contractor Integrated Mosquito Control, is continuing to treat town owned land through larviciding and if needed, adulticiding.

But the Windsor Health Department reminds all residents that a very important ingredient to any successful program the town conducts is the effort that residents undertake to reduce the mosquito breeding areas on their own property. This reduction entails getting rid of or repairing anything that can hold water in which mosquitoes can breed. In addition, this year the Town Council appropriated money for the town to obtain "mosquito dunks" that are being distributed free of charge to residents so they can treat standing water areas on their property. To date, 72 residents have obtained packets from the Health Department with each packet containing six dunks. For more information, call 285-1823 or visit the Town of Windsor website at www.townofwindsorct.com

Councilor Jepsen asked what CRRA is charging for trash disposal. Town Manager Churchill responded \$62.00 per ton.

8. Communication from Council Members

Councilor Albano – polling location notices were sent out prior to the budget referendum.

Councilor Broxterman – reminded all that school is in session.

Councilor Jepsen – None.

Councilor Mulligan – None.

Councilor Pacino – None.

Councilor Simon – there is a primary for both parties on September 10, 2002. He encourages all to vote next Tuesday. He also reminded voters that their polling locations might have changed. Postcards with the new polling locations are being mailed to voters. A short time ago, the Town Council approved a protocol relative to utilizing email to notify the public of various public meetings. He noted that Public Hearings are not being sent out separately as outlined in the protocol

Councilor Walker – None.

Deputy Mayor Curtis – mentioned the Freedom Run which will be held September 21, 2002.

Mayor Trinks – noted he attended several openings for the town's schools. There was excitement and optimism.

9. Reports of Standing Committees

A. Finance Committee – None.

B. Town Improvements Committee – None.

C. Health and Safety – None.

D. Special Projects – None.

E. Joint Board and Town Council Committee – Met tonight to discuss the Capital Improvement Program and to review the current estimates for additional costs to finish WHS renovation.

10. Ordinances

A. An ordinance appropriating \$235,000 for the roof replacement and related work at Windsor High School and the construction of HVAC screening and related work at the high school and authorizing the issue of \$235,000 bonds and notes to finance the appropriation.

The Public Building Commission has been reviewing and monitoring closely the expenses of the high school renovation project. As the project progressed, some items were value engineered out of the project.

Councilor Albano asked if any of these costs are reimbursable by the state. Town Manager Churchill stated that they are eligible for reimbursement and an application would have to be submitted to the state.

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen that the accompanying ordinance entitled "An Ordinance Appropriating \$235,000 for the Windsor High School Roof And Related Improvements Project, and Authorizing the Issue of \$235,000 Bonds and Notes to Finance the Appropriation", having appeared as item 10 (a) on the agenda for September 3, 2002, be hereby adopted following a public hearing on the aforesaid ordinance".

Motion Passed 9-0-0

11. Unfinished Business

None.

12. New Business

A. Presentation of Combustion Engineering Site Cleanup

Mr. Keith Knauerhase, Engineer, and Mr. Ron Kurtz, Community Relations of Combustion Engineering gave a presentation to the Council.

ABB/Combustion Engineering is located at 2000 Day Hill Road and consists of a complex of 30 buildings located on 600 acres. Past activities at the site have resulted in the release of residual amounts of highly enriched uranium and certain chemicals. Activities are presently taking place to clean up the site. These activities involve ABB, the United States Army Corp of Engineers, the Nuclear Regulatory Commission, the Department of Justice, the Connecticut Department of Environmental Protection and the Town of Windsor.

The goal of the remediation by Combustion Engineering (CE) at the Windsor site is to clean up the site to protect human health and the environment by meeting all applicable Federal, State and local clean-up requirements and return the entire site to productive beneficial reuse.

CE's work includes remediation of chemical contamination onsite. The investigation is complete and 27 areas of concern were identified, and 10 of them required no chemical cleanup. The other areas are in various stages of cleanup. This work is expected to be completed in 2005. CE is also remediating Low Enriched Uranium material remaining onsite from the production of commercial nuclear fuel. Three buildings are 75% complete and they will be torn down after the U.S. Nuclear Regulatory Commission and the Connecticut Department of Environmental Protection certifies them clean (expected by November 2002). CE will also excavate underground utilities in 2003.

There is no direct financial impact to the Town of Windsor, but excessive delays for cleanup presents opportunity costs in the form of potential grand list growth on the 600 acre CE campus.

Councilor Broxterman asked if the NRC standards and the State's standards are the same. Mr. Knauerhase said that the NRC standards are less restrictive than the State's. The site will be cleaned to 19 mrem in accordance to the State of Connecticut's standards, which are more restrictive standards.

Councilor Walker asked about contaminated sediment from the brook and if it could have made it to the Farmington River. Mr. Knauerhase said that some samples were collected at the river and the levels were very, very, low and close in to the shore. Councilor Walker asked about the groundwater cleanup taking five years. Mr. Knauerhase said that it might take five years or more, depending on the methods used and the treatment's progress. Councilor Walker asked if Mr. Knauerhase would drink water from the brook once the cleanup was complete. Mr. Knauerhase said the brook water would be clean from chemicals, however, there are other things in the brook that may not be safe to drink (i.e., geese droppings).

Mayor Trinks asked about the safety of transporting the material vs. encapsulating it. Mr. Knauerhase said that the radioactive waste/material will be removed from the impacted building and would be transported to the appropriate disposal site out of the state.

Deputy Mayor Curtis asked what facility takes radiological waste. Mr. Knauerhase said that a firm in Utah would take the waste by truck or rail.

Mayor Trinks thanked CE for their communication. Mr. Knauerhase invited the Councilors to schedule a tour of the property.

B. Price Guide changes for Health Department

Dr. Petrillo, Health Department Director presented an overview of the proposed fee changes to the Town Council. The Windsor Health Department has been conducting Red Cross CPR and First Aid classes for the residents of Windsor since 1978. The present fees were set in 1990. Since then, the Red Cross has revised its classes and increased the administrative fees charged for those classes.

Moved by Councilor Broxterman, seconded by Councilor Jepsen to set the fee schedule for CPR and First Aid classes as outlined in the attached table.

Motion Passed 9-0-0

C. CT State Library/Town of Windsor Grant – Adaptive Technology

Ms. Laura Kahkonen, Library Director explained the grant to the Town Council. The Connecticut State Library Board recently voted to approve an LSTA Adaptive Technology Grant in the amount of \$3,600 for the Windsor Public Library. The grant will allow the library to purchase equipment and software that will make library services and materials more accessible to people with disabilities.

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen, that R. Leon Churchill, Jr., Town Manager is authorized to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a grant to purchase Adaptive Technology equipment.

Motion Passed 9-0-0

D. Library Renovation Project

Deputy Mayor Curtis reviewed the discussions of the Town Improvements Committee at their August 2, 2002 meeting and stated the committee recommends the library renovation plan as presented by the Public Building Commission be integrated into the town's Capital Improvement Program as a one-phase project.

Ms. Laura Kahkonen, Library Director, and Mr. Ken Best, architect, were present to answer any questions. Ms. Kahkonen explained the renovation of the Main Library could be achieved in one or three phases. The project if completed as one project versus three phases would take approximately 18 months to finish after final design is approved. It would eliminate the need to construct the meeting room twice and would allow for expansion of the children's department in a more timely manner.

Councilor Simon stated his support of this recommendation.

Councilor Broxterman mentioned that there was \$500,000 in State funding and asked if it would be available if the town went with a 36-month plan. Ms. Kahkonen said that the state has indicated they would consider the 36-month plan as one project and it would be eligible for the funding, if funding was available in the State's budget. Councilor Broxterman asked what the expense of drillings or testing determining if there is asbestos or water damage. Mr. Ken Best, architect, said that asbestos in the building is certainly an issue. They have a good idea of where the concentration of asbestos would be. Town Manager Churchill said that this project is on a much smaller scale when compared to WHS project and he believes that the risk would be lower.

Councilor Jepsen is also in support of this recommendation.

Mayor Trinks expressed his support of the 18-month phase.

Councilor Pacino stated his support for the recommendation and thanked the staff for getting the revised financing numbers to the Town Council and the Town Improvements Committee members.

Moved by Deputy Mayor Curtis, seconded by Councilor Pacino, that the library renovation plan as presented by the Public Building Commission be integrated into the town's Capital Improvement Program as a one-phase project.

Motion Passed 9-0-0

E. Acceptance of Gift stock to the Windsor Library

Ms. Laura Kahkonen, Library Director, thanked Mr. Nearing for his generous gift. A long time supporter of the Windsor Public Library, Mr. Nearing, donated stock to the town, with a preference the proceeds be used by the library for the acquisition of large print books and related items. The net proceeds from selling the stock amounted to \$53,056.29.

Councilor Albano asked if the stock has been sold. Town Manager Churchill said that the stock is in receipt and it has increased in value.

Moved by Councilor Jepsen, seconded by Councilor Broxterman that the Town of Windsor accept the donation of stock from Cary Nearing for the preferred purpose of, but not limited to, providing large print books and related items. Further move that the Special Revenue (03 Fund) Project 2507-Cary Nearing Book Project- be established, and that the proceeds of the sale of the stock be deposited into said project.

Motion Passed 9-0-0

13. Resignations and Appointments

None.

Motioned by Councilor Broxterman, seconded by Deputy Mayor Curtis to table items A-AA.

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the August 5, 2002 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the August 5, 2002 Regular Town Council Meeting. Corrections: Councilor Albano led the Prayer and Pledge of Allegiance.

Motion Passed 9-0-0

14. Public Communications and Petitions

Mr. William Warner-Prouty, 50 Ford Road, President of the Windsor Library Association, thanked the Town Council for supporting the Library Expansion 18-month project.

15. Executive Session

Moved by Councilor Broxterman, seconded by Councilor Jepsen to enter into Executive Session at 9:17 p.m. for the following purposes:

- A. Discussion of the selection of a site or a lease, sale of purchase of real estate.
- B. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of an employee.

Present: Mayor Trinks, Councilor Albano, Councilor Broxterman, Deputy Mayor Curtis, Councilor Jepsen, Councilor Mulligan, Councilor Pacino, Councilor Simon and Councilor Walker

Staff: Town Manager Leon Churchill, Assistant Town Peter Souza, Economic Development Director James Burke

James Burke, Director of Economic Development, left Executive Session at 9:38 PM.

Peter Souza, Assistant Town Manager, left Executive Session at 9:53 PM.

Moved by Councilor Simon, seconded by Councilor Pacino to leave Executive Session and re-enter into the Regular Town Council meeting at 9:55 PM.

16. Adjournment

Moved by Councilor Mulligan, seconded by Councilor Albano to adjourn the Regular Town Council Meeting at 9:56 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch