



Council Agenda

Council Chambers
Windsor Town Hall
October 20, 2003



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Deputy Mayor Curtis
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Curtis
4. PROCLAMATIONS/AWARDS
 - a) Declaring the week of October 23-31, 2003 as National Red Ribbon week
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Wilson/Deerfield Advisory Commission
 - b) Windsor Housing Authority
 - c) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Amend CILU Local #66 Pay Plan and Proposed Job Description for Weigh Station Clerk (Councilor Simon)
12. NEW BUSINESS
 - a) *ABB Site Cleanup Update (Town Manager)
 - b) *Resolution to Adopt Connecticut General Statutes §12-146 regarding Delinquent Motor Vehicle Tax (Town Manager)
 - c) *Authorization for Methane Collection System at Landfill (Town Manager)



13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the October 7, 2003 Regular 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 (Landfill)

17. ADJOURNMENT

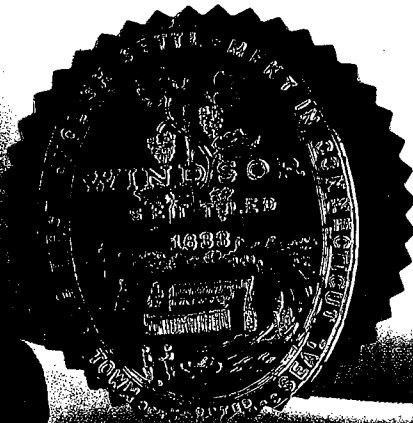
★Back-up included

Proclamation

Declaring October 23, 2003 – October 31, 2003 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 healthy 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, 2003 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



A handwritten signature in cursive script, reading 'Donald S. Trinks', is written over a horizontal line.

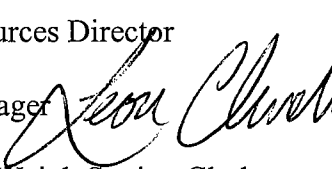
Donald S. Trinks
Mayor of Windsor
October 20, 2003

Agenda Item Summary

Date: October 20, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Position Reclassification – Weigh Station Clerk

Background

The Director of Public Works and the Solid Waste Manager requested that the Weigh Station Clerk job description be updated and the position evaluated to determine proper placement in the CILU #66 pay plan. The request was made due to concerns about internal equity in comparison to other union positions that require a similar level of experience, skill and responsibility.

There are typically three components involved in evaluating the appropriate pay range for a position. They are: updating the job description, gathering and reviewing external market data and an internal equity comparison of similar positions in the organization.

Discussion/Analysis

The current job description was written in 1985. The proposed job description has been updated to reflect the current duties and responsibilities. The minimum qualifications have been changed from a high school diploma and two years experience to high school diploma with three years experience. This change was made based on the level of responsibility required. The position requires experience necessary to handle a high volume of customers with diplomacy and tact while also handling large amounts of cash, performing data entry, running computer reports and other office management functions. To skillfully handle these tasks, sometimes simultaneously, a minimum of three years prior experience is needed.

A survey was conducted to compare similar positions in other entities. No comparable positions were found. Other towns and landfills have Weigh Station or Scale Clerk Operator positions; however, these positions were responsible for operating the scale only and did not perform the data entry and office functions that the Town of Windsor's Weigh Station Clerk performs.

To determine the appropriate pay range, positions in the current CILU Local #66 pay plan that require a similar level of responsibility and qualifications were compared. The primary duties of the Weigh Station Clerk include; collecting fees and balancing the cash drawer, customer service (weighing vehicles, directing customers to the appropriate location, answering questions about fees, procedures etc.), data entry and running reports, processing bills for payment, office management, filing and mail. The comparable internal positions were:

POSITION TITLE	MINIMUM REQUIREMENTS	PAY RANGE
Account Clerk II	High School diploma and 2 yr. Experience	Grade 8 (\$37,076-40,784)
Administrative Clerk	High School diploma and 3 yr. Experience	Grade 9 (\$38,933-\$42,818)
Secretary	High School diploma and 3 yr. Experience	Grade 10 (\$40,875-\$44,960)
Weigh Station Clerk	High School diploma and 3 yr. Experience	Grade 6 (\$33,627-\$36,992)

The positions were compared and evaluated by the Public Works Director, Solid Waste Manager and Human Resources Director using the following criteria: independent judgement required, responsibility for supervising others, level of internal and external contacts required, responsibility (amount/value of resources and consequences of errors) and minimum education and experience required. The Administrative Clerk position was determined to be the closest match. The duties are similar to the Weigh Station Clerk position including; customer service, handling cash and operating a cash register, entering data into a computer database, running computer reports, filing and office management. The Secretary position was found to be a higher level of responsibility. It is responsible for the same types of duties as the Administrative Clerk and the Weigh Station Clerk plus composing correspondence, taking meeting minutes and preparing agendas, scheduling manager and department head appointments, maintaining personnel, payroll and budget records. It was determined that the Account Clerk II position is a lower level of responsibility. The Account Clerk II position is responsible for Accounts Payable and financial recordkeeping. This is detailed work that requires computer and financial skills. However, it is more limited in scope than the Weigh Station Clerk position and does not require the same level of "multi-tasking".

Based on this internal comparison the pay grade 9 (\$38,933-\$42,818) is indicated to establish and maintain internal equity.

It is recommended that the Weigh Station Clerk position be reclassified to CILU #66 pay grade 9 (\$38,933-\$42,818). This recommendation is made after evaluating the newly updated job description and evaluating equity within the existing internal union pay structure.

The union contract does not address reclassifications. The Town's Personnel Rules state that when a position is reclassified to a higher pay grade it shall be treated as a promotion which provides for no less than a 5% increase. A 5% pay increase is recommended.

Financial Impact

The financial impact is \$1,494 for additional salary for fiscal year 2003. The funds are available in the current year budget.

Other Board Action

The Finance Committee approved the reclassification of this position at the September 24, 2003 meeting.

Recommendations

If the Town Council is in agreement with the recommendation of approving the proposed job description and amending the CILU Local #66 Classification Plan to reclassify the position of Weigh Station Clerk from pay grade 6 to pay grade 9 the following motion is in order:

“MOVE, that the Town of Windsor CILU Local #66 pay plan be amended to reclassify the position of Weigh Station Clerk from pay grade 6 to pay grade 9 and the proposed job description be approved.”

Attachments

Current Weigh Station Clerk job description

Proposed Weigh Station Clerk job description

TOWN OF WINDSOR

CLASS TITLE: WEIGHING STATION CLERK

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs specialized clerical work of moderate difficulty for the purpose of vehicle weighing operations and recordkeeping in the sanitary landfill.

EXAMPLES OF DUTIES:

Operates a vehicle weighing scale and produces and maintains records of solid waste disposal weights. Controls the disposal of solid waste by Town residents, by commercial solid waste haulers and the general public, and maintains records of same. Enters solid waste disposal data using a CRT, maintains manual records of disposal data and balances manually and electronically recorded data to verify accuracy. Issues permits, collects fees and maintains permit records manually and electronically. Collects and balances resident disposal fees and maintains records of same. Maintains manual records of gas and repair costs for division vehicles and equipment. Types a variety of materials including letters, forms and routine financial statements. Maintains records and files. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of bookkeeping principles and practices. Good knowledge of modern office procedures, practices and equipment, including a CRT unit. Skill in typing at the net rate of 40 words per minute. Good skill in business mathematics. Good ability in oral and written communications. Considerable ability to understand and follow written and oral instructions. Good ability to maintain clerical and financial records. Considerable ability to pay attention to detail. Considerable ability to establish and maintain effective working relationships with superiors, associates, commercial solid waste haulers, and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent including or supplemented by courses in business and bookkeeping plus two years of varied and responsible clerical experience, OR, any combination of training and experience which provides a demonstrated potential to perform the duties of the class.

Town of Windsor Proposed Position Description

Class Title: Weigh Station Clerk
Department: Public Works
Division: Landfill

Union: CILU #66
Pay Grade: 9
Date: May 2003

GENERAL PURPOSE

Performs routine clerical and administrative work in customer assistance, answering phones, receiving the public, weighing of vehicles, cashiering, bookkeeping and maintaining records and reports. Works under the general supervision of the Solid Waste Manager, according to an established work routine.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Greets landfill customers and directs to appropriate location; Answers questions concerning fees, dumping, hazardous wastes, recycling, and other related matters, or refers customers to supervisor, as necessary.

Weighs vehicles entering and exiting the sanitary landfill, identifies contents, quantity and source of vehicle, and calculates the appropriate fee charged for dumping.

Receives, receipts, and records fees; balances daily cash receipts and prepares weekly and monthly cash reports for the Finance Department.

Receives incoming calls and answers questions regarding landfill operations.

Processes bills for supplies, utilities, fuel, equipment rental, etc. for payment.

Compiles data such as volume, source, waste type and tonnage; prepares internal and regulatory summary reports.

Opens and closes landfill site; picks up and delivers monies, mail, and other necessary paperwork to and from Public Works and Town Hall as required.

Issues residential and commercial permits and maintains permit records in database.

Maintains daily journal of diesel usage, mileage and landfill operations information.

Drafts correspondence, places telephone calls, and completes other clerical, secretarial, or administrative tasks related to landfill operations within assigned area of responsibility.

ADDITIONAL DUTIES

Provides assistance to related part-time scale clerk positions.

Purchases office supplies and materials used by the landfill.

Maintains personnel or payroll records for landfill workers as required

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent, and
- (B) three (3) years of related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

Valid drivers license

TOOLS AND EQUIPMENT USED

Vehicle scale and associated computer equipment, Cash register; phone; computer terminal; personal computer; copy machine; postage machine; base radio; 10-key calculator; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit at a desk and mobility to frequently inspect vehicles and help customers. The employee must be able to speak and hear to communicate effectively in person, over the phone and on the radio. Must have manual dexterity sufficient to operate office equipment and the scale. Must have vision sufficient to inspect contents

of vehicles, produce and read computer reports and other documents. Must be physically able to drive a vehicle to pick up and delivers monies, mail, and other necessary paperwork to and from Public Works and Town Hall. Must be able to occasionally lift and move objects up to 15 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is moderately noisy, odorous and dusty at times.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Department Head

Effective Date:

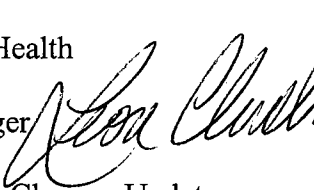
Revision History:

Agenda Item Summary

Date: October 20, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Charles Petrillo, Director of Health

Reviewed By: Leon Churchill, Town Manager 

Subject: Combustion Engineering Site Cleanup Update

Background

Representatives of the U.S. Army Corps of Engineers have presented information on the Formerly Utilized Sites Remedial Action Program (FUSRAP) and its application at the Combustion Engineering (CE) campus on Day Hill Road. The Department of Energy began FUSRAP in 1974 to study sites formerly under the auspices of the government's Atomic Energy Commission and to take appropriate cleanup action. When a site is thought to be contaminated, old records are reviewed and the site is surveyed. If contamination is found that is connected to AEC activities, cleanup is authorized under FUSRAP.

Discussion/Analysis

The goal of the remediation by 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, with 10 of them requiring no chemical cleanup. The other areas are in various stages of cleanup. This work is still 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 has excavated underground utilities in 2003.

The remaining areas are under the control of the U.S. Army Corp of Engineers as part of FUSRAP. This effort includes the decontamination and demolition of one building, removal of contaminated pipeline, debris, soil, and restoration of an on-site brook. The USACE is preparing a Remedial Investigation/Feasibility Study report, which will outline all the specifics for the cleanup process. A Record of Decision from the USACE is expected by April 2003. CE and the USACE are currently undergoing discussions about the FUSRAP process. Conflicts remain as to the control and timeliness of the remediation activities.

Financial Impact

No direct financial impact, but excessive delays for cleanup presents opportunity costs in the form of potential grand list growth on the 600 acre CE campus.

Other Board Action

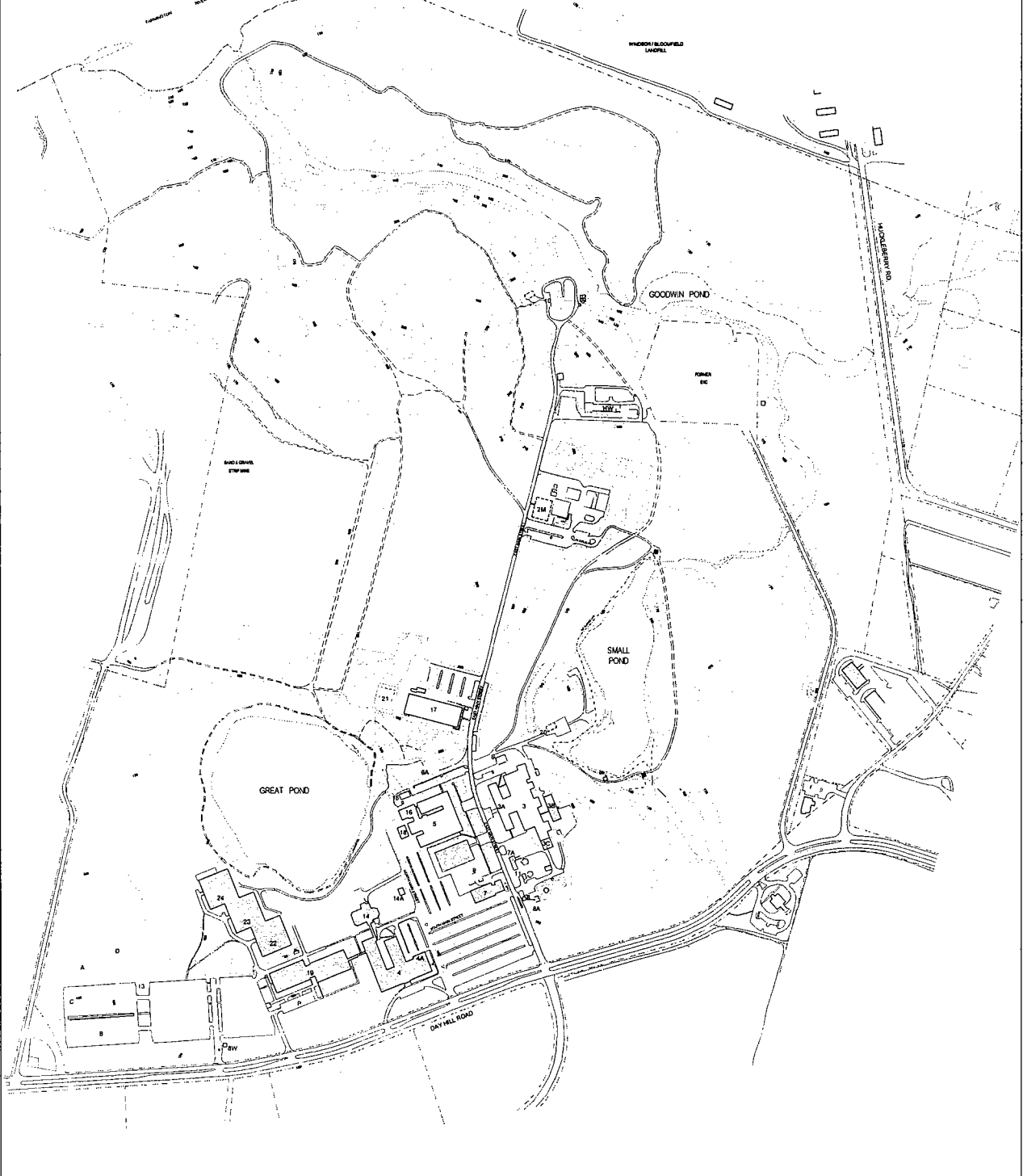
None.

Recommendations

It is recommended that the Town continue to monitor the cleanup process; help deflate conflicts between any of stakeholders in collaboration with Representative John Larson's Office; facilitate the dissemination of information to the general public; and participate in the planning process for redevelopment.

Attachments

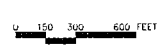
Map of Building Complexes for Decontamination and Decommissioning
Status of Soil Remediation Work Map



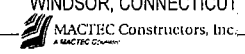
LEGEND

- EXISTING STRUCTURE
- FORMER STRUCTURE
- PROPERTY LINE
- WATER
- UNIMPROVED ROAD
- GROUND SURFACE CONTOUR (ELEVATION, FEET MSL)
- = CE COMMERCIAL D&D AREAS

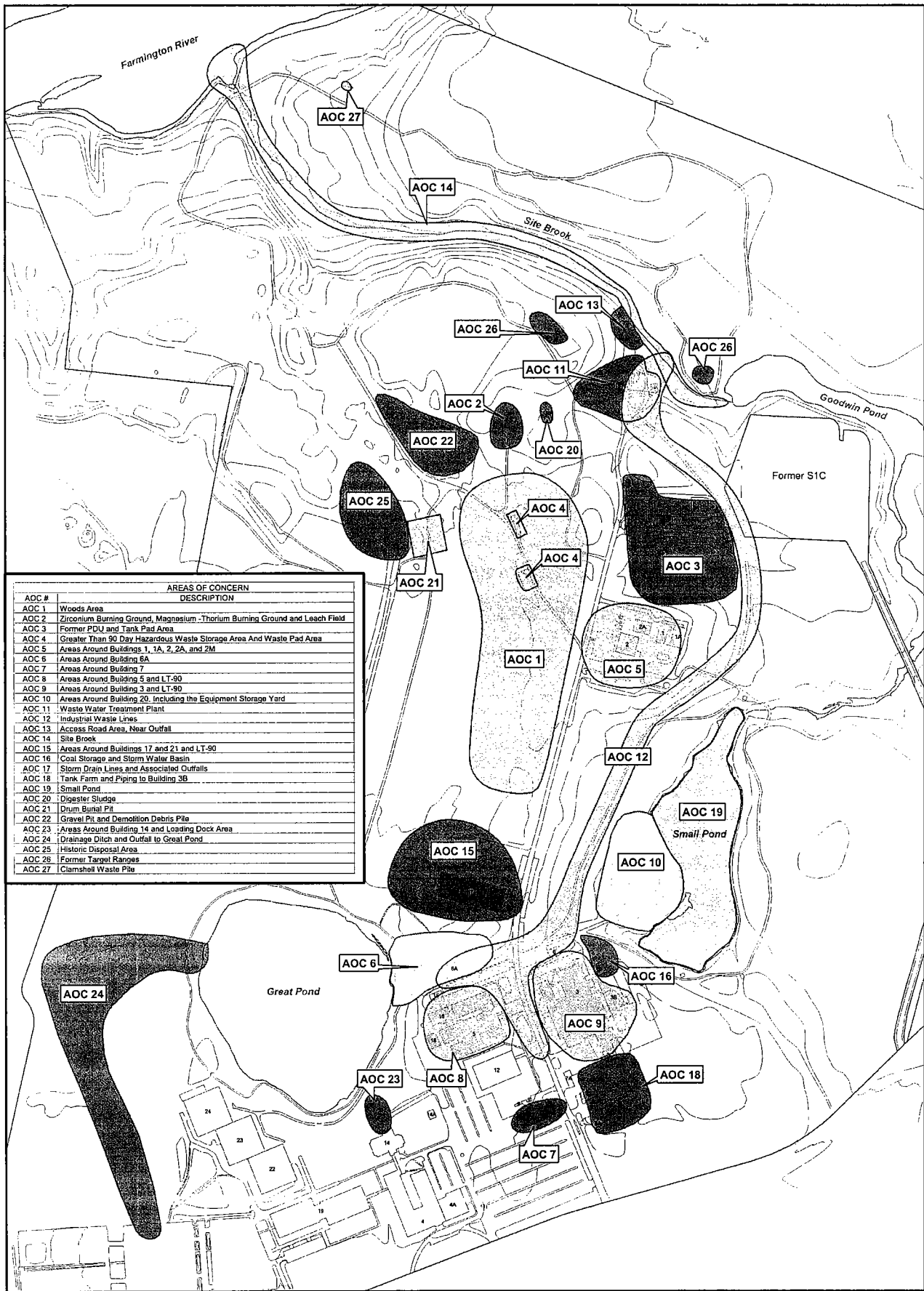
NOTE:
BASE MAP PROVIDED BY METROPOLITAN DISTRICT COMMISSION.



BUILDING COMPLEXES FOR
DECONTAMINATION AND DECOMMISSIONING
CE WINDSOR SITE
WINDSOR, CONNECTICUT



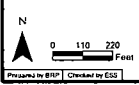
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AOC #	AREAS OF CONCERN DESCRIPTION
AOC 1	Woods Area
AOC 2	Zirconium Burning Ground, Magnesium-Thorium Burning Ground and Leach Field
AOC 3	Former PDU and Tank Pad Area
AOC 4	Greater Than 90 Day Hazardous Waste Storage Area And Waste Pad Area
AOC 5	Areas Around Buildings 1, 1A, 2, 2A, and 2M
AOC 6	Areas Around Building 6A
AOC 7	Areas Around Building 7
AOC 8	Areas Around Building 5 and LT-90
AOC 9	Areas Around Building 3 and LT-90
AOC 10	Areas Around Building 20, Including the Equipment Storage Yard
AOC 11	Waste Water Treatment Plant
AOC 12	Industrial Waste Lines
AOC 13	Access Road Area, Near Outfall
AOC 14	Site Brook
AOC 15	Areas Around Buildings 17 and 21 and LT-90
AOC 16	Coal Storage and Storm Water Basin
AOC 17	Storm Drain Lines and Associated Outfalls
AOC 18	Tank Farm and Piping to Building 3B
AOC 19	Small Pond
AOC 20	Digester Sludge
AOC 21	Drum Burn Pit
AOC 22	Gravel Pit and Demolition Debris Pile
AOC 23	Areas Around Building 14 and Loading Dock Area
AOC 24	Drainage Ditch and Outfall to Great Pond
AOC 25	Historic Disposal Area
AOC 26	Former Target Ranges
AOC 27	Clamshell Waste Pile

Legend

- Index Contour (10')
- Fences
- Water
- Property Outline
- Roads
- Buildings
- Chemical soil remediation complete
- Some chemical remediation performed
- ▨ Chemical remediation still needed or ecological risk assessment pending



Soil Remediation
RCRA VCA

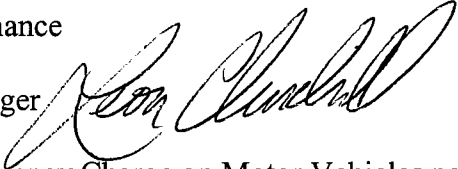
CE Windsor Site
Windsor, Connecticut
MACTEC, Inc.

Agenda Item Summary

Date: October 20, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Gregg Pavitt, Director of Finance

Reviewed By: Leon Churchill, Town Manager 

Subject: Resolution to Levy a Delinquency Charge on Motor Vehicles per Connecticut General Statutes

Background

The Tax Collector files a list with the State Department of Motor Vehicles to those vehicles that have become delinquent in their taxes. The Department will not allow the owner to register the vehicle (once every 2 years) until the taxes are paid up. Consequently, it is the chief enforcement mechanism of municipalities for collection of motor vehicle property taxes. In the last session of the legislature, the State enacted a fee on municipalities for this service, where previously it had been free. The service charge is \$.50 per bill. In turn, the legislature now permits municipalities to levy a charge of \$5.00 per delinquent bill.

Discussion/Analysis

The Tax Collector has calculated that the FY 2004 fee to the State would be approximately \$4,600 to file two delinquent lists, one for those becoming delinquent after August 1st and once again for the Supplemental Motor Vehicles in January. This amount is not budgeted for in this year's budget. The expectation is that the \$5.00 levy per delinquent bill will generate sufficient revenue to offset the additional budgeted amount required to pay the State.

Financial Impact

The new service charge for filing the delinquent list with the State Department of Motor Vehicles is estimated to be \$4,600 for FY 2004. It is projected that if 20% of the outstanding accounts are paid, approximately \$6,825 in delinquent fees will be collected.

Based on past history of filings with the Department of Motor Vehicles, the annual operating budget will need to be increased by an estimated \$5,500 to meet the new state service charge. This amount would likely be recovered in revenues generated from the delinquent fees.

Other Board Action

None.

Recommendations

It is recommended that the Town Council adopt the provisions of subsection (A) and subsection (B) of CGS §12-146 regarding delinquent motor vehicle tax fee. If the Town Council concurs, the attached resolution is recommended to be adopted.

Attachments

Proposed Resolution

“BE IT RESOLVED that the Council of the Town of Windsor adopt the provisions of subsection (A) and subsection (B) of Connecticut General Statutes §12-146 such that:

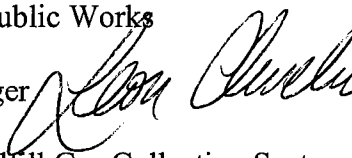
- (A) Any delinquent property taxes applicable with respect to a motor vehicle shall be paid only in cash or by certified check or money order, and
- (B) Any person who is delinquent in the payment of any property tax or installment on any motor vehicle and whose town has notified the Commissioner of Motor Vehicles of such delinquency under the provisions of Connecticut General Statutes §14-33 shall pay a fee of five dollars.”

Agenda Item Summary

Date: October 20, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Brian W. Funk, Director of Public Works

Reviewed By: Leon Churchill, Town Manager 

Subject: Request for Approval of Landfill Gas Collection System

Background

Over the course of the past month and-a-half, odors have been emitted from the Windsor-Bloomfield Landfill that can be characterized as an odor similar to rotten eggs. The source of this odor has been identified and a gas collection system is recommended to resolve this problem.

The source of this odor is the area referred to as the "Bulky Waste" cell located in the Southeast corner of the Landfill. This odor is emitted as a component of landfill gas when gypsum (wallboard) degrades in a moist, oxygen-deficient environment. Several actions taken to reduce these odors including numerous chemical applications and the application of intermediate cover. This cover has been rolled in an attempt to seal the surface and thus reduce the infiltration of water in this area of the Landfill. The installation of a landfill gas collection system is the next step in resolving the odor problem. It removes and combusts the landfill gas originating from the Bulky Waste Cell.

Discussion/Analysis

The most common reasons for constructing a landfill gas collection system are: (1) to control offsite migration of landfill gas; (2) to control surface emissions of landfill gas; (3) to control landfill gas odor; and (4) to develop a fuel source. The objectives of a landfill gas collection system are to keep the landfill gas within the landfill and to limit the amount of landfill gas that escapes vertically or horizontally. The function of such a system is to draw the produced landfill gas out of the landfill into a piping network to a point of use or combustion. Collection systems typically consist of the following major parts: (1) landfill gas collection wells; (2) collection pipes; (3) an extraction blower to "pull" the gas from the wells; and (4) a flare which combusts the gas.

As designed for the area of the Bulky Waste Cell, landfill gas would be collected from the interior of the Landfill through eight (8) extraction wells. The gas collection wells would be constructed of 6" PVC and are expected to be an average of 35' deep. A valve is placed on the well to allow each well to be independently balanced based upon the quality of gas each well is producing. These wells would be interconnected with heavy-duty plastic piping. The pipes would be connected to the extraction blower and flare. The blower and control panel would be skid mounted. The candlestick flare would be mounted on a gravel pad. Electronic controls are utilized to shut down the flare upon loss of flame, and would automatically try to relight the flare.

As designed, this active collection system would allow for future expansion or conversion to a passive system as site conditions and regulations warrant.

It is anticipated that when the landfill gas is combusted, the rotten egg odor would be eliminated. Should this system be approved, it is anticipated that it would be operating by the Thanksgiving holiday at the latest.

Financial Impact

The estimated cost for this design-build project is \$132,620. This includes the provision and installation of the gas wells, and the piping from the wells to the blower and flare. The town would rent the blower/flare. The rental cost for this equipment would be \$2,000 a month.

Other Board Action

The Town Planning and Zoning Commission reviewed and approved the gas collection system per CGS §8-24 on October 14, 2003.

Recommendations

It is recommended that the Town Council approve this project at the Windsor-Bloomfield Landfill. The following two motions are recommended if the Town Council concurs:

“Resolved, that the Town Council, pursuant to Section 5-2(d) of the Town Charter, authorize the waiving of bids for the design–build of a landfill gas collection system at the Windsor-Bloomfield Landfill.”

and

“Move that the Town Manager be authorized to contract with SCS Engineers, PC and SCS Field Services for the design-build of a landfill gas collection system at the Windsor-Bloomfield Landfill. Further, that funds be expended from the Landfill Enterprise Fund for this purpose.”

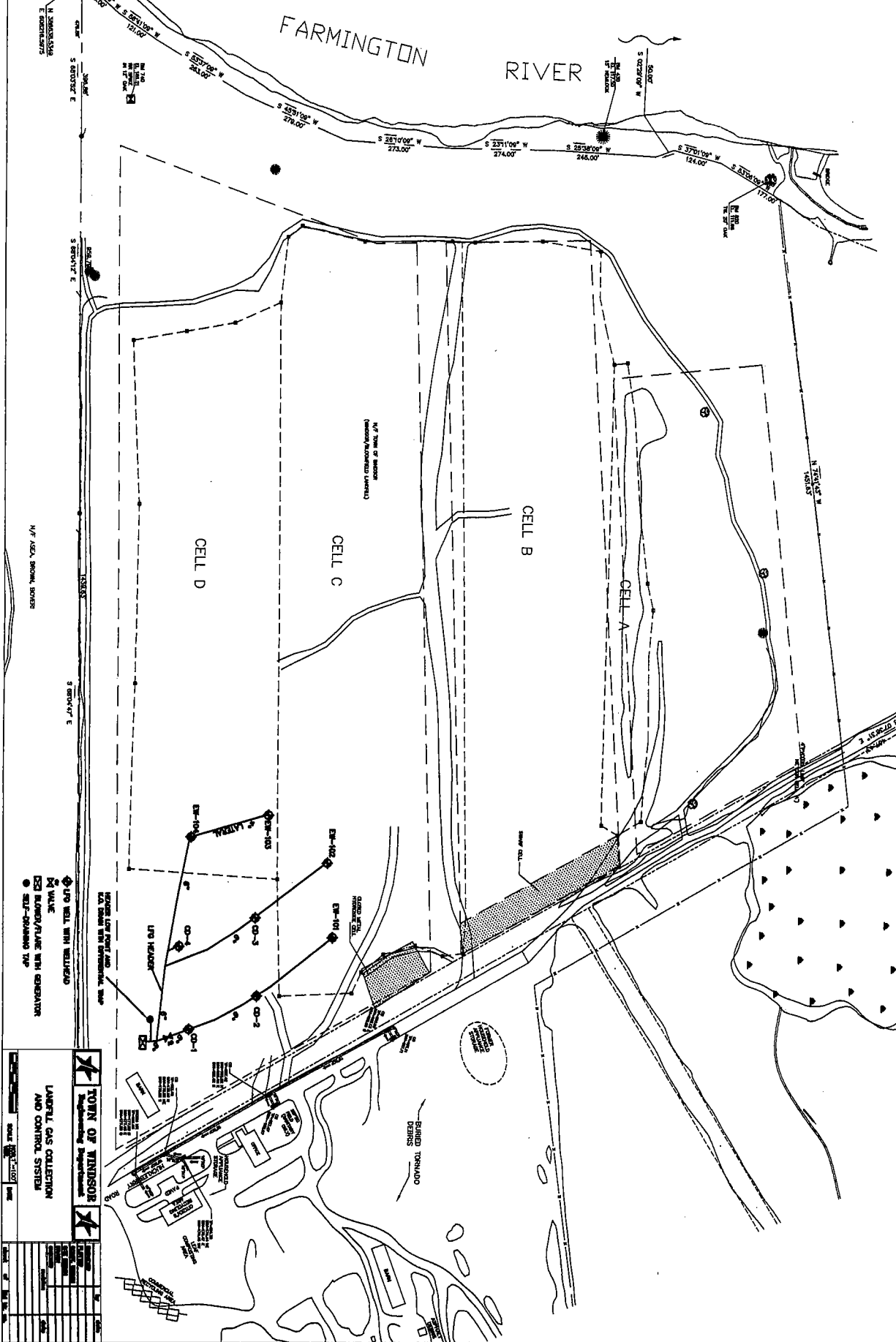
Attachments

Map of proposed location of gas collection system
Details of gas collection system

Certification of Available Funds

I hereby certify that there are sufficient funds in the Landfill Enterprise Fund for the project described herein.

Gregg Pavitt
Finance Director



TOWN OF WINDSOR
 Engineering Department

LANDFILL GAS COLLECTION AND CONTROL SYSTEM

DATE: 10/13/2003

NO.	REV.	DESCRIPTION
1	0	ISSUED FOR PERMIT
2	1	REVISED PER COMMENTS
3	2	REVISED PER COMMENTS
4	3	REVISED PER COMMENTS
5	4	REVISED PER COMMENTS
6	5	REVISED PER COMMENTS
7	6	REVISED PER COMMENTS
8	7	REVISED PER COMMENTS
9	8	REVISED PER COMMENTS
10	9	REVISED PER COMMENTS

XIII. Resignations and Appointments

October 20, 2003

- A. One *Democratic Landlord Alternate* Member**
Fair Rent Commission
Three Year Term to expire March 31, 2006 or until a successor is appointed
(Tim Fitzgerald – reappointment)
- B. One *Democratic* Member**
Hartford Area Cable Television Committee
Two Year Unexpired Term to expire June 30, 2004 or until a successor is appointed
(Laura Soll-Broxterman – resigned - VACANT)
- C. One *Democratic* Member**
Historic District Commission
Five Year Term to expire October 14, 2007 or until a successor is appointed
(Jay William Melley - reappointment)
- D. One *Alternate Democratic Residential* Member**
Historic District Commission
Five Year Term to expire October 14, 2007 or until a successor is appointed
(VACANT)
- E. One *Democratic* Member**
Historic District Study Committee
One Year Term to expire September 17, 2003 or until a successor is appointed
(Agnes Pier – resigned - VACANT)
- F. One *Republican* Member**
Historic District Study Committee
One Year Term to expire September 17, 2004 or until a successor is appointed
(Anthony Zeolla - reappointment)
- G. One *Democratic* Member**
Historic District Study Committee
One Year Term to expire September 17, 2004 or until a successor is appointed
(Christopher Watts - reappointment)
- H. One *Democratic* Member**
Historic District Study Committee
One Year Term to expire September 17, 2004 or until a successor is appointed
(David Bierut - reappointment)
- I. One *Democratic* Member**
Historic District Study Committee
One Year Term to expire September 17, 2004 or until a successor is appointed
(Jay William Melley - reappointment)
- J. One *Republican* Member**
Historic District Study Committee
One Year Term to expire September 17, 2004 or until a successor is appointed
(Robert Sillman - reappointment)

XIII. Resignations and Appointments

October 20, 2003

- K.** One *Republican* Member
Historic District Study Committee
One Year Term to expire September 17, 2004 or until a successor is appointed
(Collette Yeich - reappointment)
- L.** One *Democratic Alternate* Member
Historic District Study Committee
One Year Term to expire September 17, 2004 or until a successor is appointed
(Jacqueline Reardon - reappointment)
- M.** 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 – VACANT)
- N.** One *Democratic* Member
Housing Code Board of Appeals
Five Year Unexpired Term to expire October 31, 2004 or until a successor is appointed
(John Bruno - reappointment)
- O.** One *Republican Alternate* Member
Human Relations Commission
Three Year Term to expire May 31, 2006 or until a successor is appointed
(VACANT)
- P.** One *Republican* Member
Human Relations Commission
Three Year Term to expire May 31, 2006 or until a successor is appointed
(VACANT)
- Q.** One *Republican* Member
Inland Wetlands and Watercourses Commission
Four Year Unexpired Term to expire March 31, 2007 or until a successor is appointed
(VACANT)
- R.** One *Republican Alternate* Member
Inland Wetlands and Watercourses Commission
Four Year Unexpired Term to expire March 31, 2007 or until a successor is appointed
(VACANT)
- S.** One *Republican* Member
Library Advisory Board
Three Year Term to expire April 30, 2006 or until a successor is appointed
(Lisa Hernick – reappointment)
- T.** One *Republican Alternate* Member
Youth Commission
Three Year Term to expire September 30, 2006 or until a successor is appointed
(Susan Andrews - reappointment)

XIII. Resignations and Appointments

October 20, 2003

- U.** One *Republican* Member
Youth Commission
Three Year Term to expire September 30, 2006 or until a successor is appointed
(VACANT)

- V.** One *Democratic* Member
Youth Commission
Three Year Term to expire September 30, 2006 or until a successor is appointed
(VACANT)

- W.** One *Republican* Member
Youth Commission
Three Year Term to expire September 30, 2006 or until a successor is appointed
(Melissa Mascola - reappointment)

**Windsor Town Council
Council Chambers – Town Hall
October 7, 2003
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:30 p.m.

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis (arrived at 9:40 p.m.), Councilor Albano, Councilor Broxterman, Councilor Jepsen, Councilor Mulligan, Councilor Pacino, Councilor Simon and Councilor Walker
2. Prayer – Councilor Jepsen
3. Pledge of Allegiance – Councilor Jepsen
4. Proclamations/Awards
 - A. Declaring the month of October 2003 as Lupus Awareness Month

Councilor Simon presented the proclamation to Ms. Judy Swade, Lupus Foundation of America, Connecticut Chapter.

- B. Declaring the month of October 2003 as Fire Prevention Month

Councilor Broxterman presented the proclamation to Mr. Ray Walker, Fire Marshal. Mr. Walker recognized the ARG Developers, Sasportas Builders and RayCo Development for their fire prevention efforts through installing fire sprinklers in the residential communities their companies have recently built or are currently building. It was also announced by Fire Chief Bill Lewis that Ms. Gwyn Muhlmeyer was selected as the Firefighter of the Year and will receive the award at the Windsor Exchange Club's award dinner later this month.

- C. Declaring the month of October 2003 as Breast Cancer Awareness Month

Councilor Pacino read the proclamation.

- D. Designating October 15, 2003 as White Cane Safety Day

Councilor Mulligan read the proclamation.

- E. Honoring Windsor Fife and Drum Corps

Mayor Trinks presented the proclamation to the Windsor Fife and Drum Corps.

F. Honoring winners of the 56th Home Builder's Association of Hartford County Connecticut Home Show Youth Design Contest

Councilor Jepsen presented the proclamation to the parents and award winners Admir Music, Matt Arey, Chris Gaines and Mike Pietraroia.

Moved by Councilor Broxterman, seconded by Councilor Jepsen to take a two-minute recess at 7:52 p.m.

Motion Passed 8-0-0

5. Public Communications and Petitions

Mr. George Yeramian, 739 Prospect Hill Road, spoke highly of the Windsor Fife and Drum Corps and the long time efforts of Francis Dillon in leading the Corps. He also discussed the traffic, odor, and rapid rate of filling the landfill. He stated that the daily runs of Willimantic Waste and Windsor Sanitation Recycling trucks are not included in the traffic report presented by the staff in July 2003. There are also out of state trucks. He asked what is the type of cover material the 32 large dump trucks are bringing in. He is concerned about the odors permeating the neighborhood for the last six months. The landfill operated for over 20 years without any noticeable odors.

6. Report of Appointed Boards and Commissions

A. Town Planning & Zoning Commission

Ms. Anita Mips, Town Planning & Zoning Commission, gave a report to the Council. They have processed 123 applications this year. She noted recent and ongoing projects in residential and industrial/office/warehouse development. The new telecommunications tower was approved for the Rainbow Firehouse. She reviewed zoning regulation amendments which were adopted. Ms. Mips noted the Plan of Conservation and Development is scheduled for completion in the first half of 2004.

New codification of the Zoning Map, utilizing the GIS system, is now online and available to the public along with the Zoning Regulations and information regarding the Plan of Conservation and Development.

Councilor Walker asked about the zoning and size of the Palisado Avenue lots for sale. Ms. Mips said that the lots are residential A or AA.

B. Library Advisory Board

Mr. Michael Raphael, Library Advisory Board reported to the Council. The Library Advisory Board reviewed the library's vision, mission, roles and goals. One of the policies they have been involved in has been regarding the USA Patriot Act. The Library Advisory Board supports the upcoming Library Expansion referendum.

C. Board of Education

Ms. Jane Garibay, BOE reported to the Council. The high school is in the accreditation process from the New England Association of Schools and Colleges. The final written report will be received in about three months. The class of 2003 had 75% of the students go on to higher education. SAT scores have improved slightly. 116 students took advanced placement exams. The Board of Education is involved in two initiatives that address minority student achievement which involves a Yale study which is taking place at Sage Park and participation in the Minority Achievement Student Network. A realtor's breakfast is planned at the high school for this month. The WEA held its annual retirement celebration. The stadium light dedication is Friday, October 10th at 6:45 p.m. at O'Brien Field.

Councilor Broxterman inquired if the BOE had discussed Windsor High School moving their morning starting time to a later time. Ms. Garibay said that the Board would probably review the study that supports later starting times for high school students.

Mayor Trinks requested a copy of the Class of 2003 report.

7. Town Manager's Report

Columbus Day Weekend in Windsor

There's certainly a lot to do in Windsor this coming weekend as our community plays host to a variety of activities and events.

The Annual Paul Cody Memorial Columbus Day Soccer Tournament will once again host over 100 youth soccer teams from throughout the state and region. You can catch exciting soccer action at a number of sites around town including Northwest Park, L.P. Wilson, and Windsor High School. Games will be on-going from Saturday morning, October 11th until Monday afternoon, October 13th.

Add a little "spice to your life" at the Windsor Chili Challenge, which will heat up the town green on Saturday, October 11th from 11:00 AM – 4:00 PM. Plenty of chili, entertainment and fun are in store at this annual fall event. In addition to delicious chili, the Windsor Lions Club Arts & Crafts Show will be featured on the green, providing more family fun.

Landfill Odor Problems

The town has been addressing a rash of complaints since the first week of September caused by odor problems originating from the Windsor-Bloomfield Landfill. These complaints are distressing to the affected households and come at a precarious time when many decisions have to be made regarding the relatively short operational life left for the Landfill.

The nature of the complaints have ranged from a rotten egg to a septic-type odor and have consistently come at times when dew has settled, thus pressing the odor horizontally into the Village Acres neighborhood. These times are encroaching into the evening hours and later in the mornings as we move through the Fall season.

The town's actions have been swift with the aim to take progressive actions to abate the odors. These actions include pumping out areas of standing water, application of lime, chemical treatments, counteroderants, and additional ground cover. We have also thought about venting the odors with a flare system, with DEP approval which was obtained, but the odor source is too mobile. A letter was sent to 200 households in the Village Acres neighborhood on September 12th with the hope these actions would dissipate the odor problem, but that has not been the case. Additional analysis by Fuss & O'Neill and SCS Engineers, one of the foremost engineering firms on landfill gas issues, confirmed staff analysis that the source of the rotten-egg odors is decomposing gypsum board in the bulky waste cell.

Our focus now turns to implementing a gas collection system as soon as possible. SCS is crafting an estimate of cost and time to construct the gas collection system, which we should receive at the end of this week. These systems can be quite expensive and I will ask the Town Council for authorization to expend Landfill Enterprise Funds for this improvement at its October 20th meeting. The contemplated gas collection system is a small-scale, flexible system, and can be expanded to a permanent system for the remainder of the Landfill if necessary, or can be converted to a passive system. This system's costs are estimated to be around \$90,000 and are included in closing cost estimates for the Landfill. The fastest construction time for this type of project is 45 to 60 days according to SCS, and we are hopeful to have it installed by the end of the calendar year depending on DEP approval.

Our outreach will continue to be aggressive. A bevy of emails are sent on a regular basis, we receive and initiate telephone conversations whenever possible, and will send neighborhood-wide correspondence to keep residents updated along with email direct.

October Leaf Collection Preview

This announcement is a bit early, but it's that time of year...

This year, Windsor's leaf collection program will start on October 27th and end on December 26th. Windsor Sanitation will pick up your leaves during this period on the same day as your trash pick-up. If you are not a Windsor Sanitation customer, they will still pick up your leaves. Just place them on the curb on the same pick-up day as the rest of your street

"Leaves Only" stickers are available at the Windsor Health Department office and the Landfill if you plan on putting your leaves in your own containers. Otherwise, leaves need to be placed in 30 – 40 gallon paper leaf bags and placed at the curb. No plastic bags, please.

If you choose to "self-haul your leaves to the landfill, there is no charge for dropping off clean loads of leaves, (no contaminants or plastic bags.) The landfill is open Monday through Saturday 8:00 AM to 4:00 PM and is located at 500 Huckleberry Road.

For more information, please call 285-1833.

Flu & Pneumonia Shot Clinics

Flu and pneumonia shots are available for residents 60 years and older and adults age 21 and above with chronic conditions. Shots will be available on Wednesday, October 22nd at the Senior Health Fair from 8:30 AM to 2:00 PM at the L.P. Wilson Community Center and on Monday, October 27th from 4:30 PM to 6:30 PM at the Town Hall. The cost is \$15.00 per shot, and is free for seniors age 65 and above whom are covered by Medicare Part B or Health Net Smart Choice/Medicare HMO. No other insurance cards will be accepted. If you are planning on receiving a vaccination, please remember to bring the following documents with you: social security number, Medicare card or Health Net Smart Choice Medicare HMO Card.

For more information about the clinics, call 285-1824 or 285-1992.

Bus Users Forum

The Capital Region Council of Governments (CRCOG), in partnership with CT Transit, will be holding a Bus Users Forum at Capital Community College Community Room at 950 Main Street in Hartford on Thursday, October 16, 2003 from 4 p.m. to 6 p.m. This forum was initiated from the many Environmental Justice meetings that were held earlier this year.

The purpose of the forum is to provide local bus users an opportunity to tell CT Transit what they like about any of their service or any ideas they may have for improvement. The forum will also provide attendees an opportunity to inform CT Transit of any issues you may encounter on a daily basis. This forum will allow you to be heard by the people that are involved in the decision-making process at both CT Transit and the State level.

Please contact CRCOG at 522-2217 for additional information.

Councilor Walker expressed concern over Mr. Yeramian's observations about the landfill. Mr. Brian Funk, Director of Public Works, said that the report is about what changes would be occurring. Mr. Funk said that the town knows exactly what material is coming in. The waste has to be covered on a daily basis and the State DEP has approved the cover material.

Councilor Broxterman asked if the abnormal increase of rain has contributed to the landfill odor. Mr. Funk said that last Sunday there was four inches of rain in a short period of time. The rain does affect the odor. Councilor Broxterman asked if the bulky waste is also covered on a daily basis. Mr. Funk said that federal requirements are for the bulky waste to be covered on a weekly basis, however, they try to do it more often than that.

Councilor Mulligan asked about the wedge and the odor. Mr. Funk said that the geo membrane project will be started next week, which will encourage water to drain, rather than working its way down into the waste. Councilor Mulligan asked if there are any plans to have a meeting with the neighborhood. Town Manager Churchill said that idea has been discussed. He would like to send some correspondence to the neighborhood to keep them abreast of the updates.

Mayor Trinks asked for weekly updates on landfill issues.

Councilor Mulligan asked how speed limit determinations are made. Town Manager Churchill replied that there are two methods: by measuring speeds on any particular road and by taking a percentage of the average speed and by receiving feedback from the neighborhood or constituency to adjust the speed limit.

8. Communication from Council Members

Councilor Albano – None.

Councilor Broxterman – None.

Councilor Jepsen – None.

Councilor Mulligan – acknowledged that Prospect Hill Road has been paved. He thanked the town's efforts on controlling the landfill odor. He thanked the Governor for coming through with a \$50,000 supplemental grant for CRIS radio (radio for the blind).

Councilor Pacino – stated he had a good time at the Fire Department BBQ on Saturday. He thanked AARP for the Candidate's Forum today. He commented on the Attendance for Boards and Commissions Report. Election season is here and he hopes that campaign signs remain where they are placed.

Councilor Simon – None.

Councilor Walker – said that on September 24th he attended the Windsor Police Explorers function. He was impressed with the efforts of the police department which work with youth in their academic endeavors. Paving has been completed on River Street, which is a huge improvement. The rotaries at Hayden Station have also been completed.

Mayor Trinks – thanked the AARP for the Candidate's Forum. He encouraged all residents to attend the open houses at the Fire Stations this weekend.

9. Reports of Standing Committees

A. Finance Committee – they reviewed the potential purchase of streetlights from CL&P. There is a proposed rate increase for municipalities who own their

streetlights and a decrease in rates for municipalities who lease them. The committee decided to wait for the outcome of the proposed rates, which is expected this December, before making a recommendation.

- B. Town Improvements Committee – None.
- C. Health and Safety – None.
- D. Special Projects – None.
- E. Joint Board of Education and Town Council Committee – reviewed the goals and objectives of the Board of Education for the next few years. They agreed not to meet in November. They will meet again on the first Monday of December.

10. Ordinances

None.

11. Unfinished Business

- A. Amend Administrative Pay Plan and Proposed Job Description of Risk Manager

Moved by Councilor Simon, seconded by Councilor Walker that the Town of Windsor Administrative Pay Plan be amended to reclassify the position of Risk Manager from pay grade 1, group B to pay grade 2 and the proposed job description be approved.

Ms. Amelia Bliss, Human Resources Director, reviewed the recommendations.

The Finance Committee approved the reclassification of this position and there is no additional appropriation required. There are sufficient funds in the budget.

Councilor Jepsen questioned the larger municipalities in comparison to Windsor. Ms. Bliss said that the municipalities may be larger, and the volume may be lower in Windsor but the responsibility level is very high as we are self-insured and includes BOE and general government.

Motion Passed 8-0-0

- B. Amend Administrative Pay Plan and Proposed Job Description of Assistant Building and Facility Manager

Moved by Councilor Simon, seconded by Councilor Walker that the Town of Windsor Administrative Pay Plan be amended to reclassify one Administrative Aide position from pay grade 1, group B with a change to the title of Assistant Building and Facility Manager and the proposed job description be approved.

The Finance Committee approved the reclassification of this position and there is no additional appropriation required. There are sufficient funds in the budget

Motion Passed 8-0-0

C. Amend CILU Local #66 Pay Plan and Proposed Job Description for Weigh Station Clerk

Moved by Councilor Simon, seconded by Councilor Walker that the Town of Windsor CILU Local #66 Pay Plan be amended to reclassify the position of Weigh Station Clerk from pay grade 6 to pay grade 9 and the proposed job description be approved.

Councilor Pacino asked how many hours a Weigh Station Clerk works per week. Ms. Bliss responded that it is a 40-hour per week position with occasional overtime.

Councilor Albano said that this job description is not adding additional responsibilities, the position has been performing these duties all along.

Councilor Jepsen asked if the position could be filled tomorrow at the current pay scale. Ms. Bliss said that she cannot say for sure, but she stated that with the current job market, it could probably be filled. However, a primary issue being addressed through this request is internal equity among positions.

Councilor Pacino asked if we checked with other municipalities on their pay scales for a similar position. Ms. Bliss responded that they did an external survey and most towns separate the position into two different jobs, clerical and scale operator. This position is combined and they have to multi-task. They are also handling \$12,000 per day of revenue.

Councilor Walker said that this approval should be based on the position alone, not whether it is a union position.

Councilors Albano, Jepsen, and Mulligan stated that they were not opposed to this request because it was a union position.

Councilor Albano moved to amend the motion to read, that the proposed job description for the position of Weigh Station Clerk be approved.

Councilor Broxterman seconded the amendment for discussion purposes but he does not support the amendment.

Motion Failed 4-4-0

Councilors Simon and Walker withdrew the main motion and the second.

12. New Business

A. Set Special Town Council meeting to be held on November 10, 2003 at 7:30 p.m.

Moved by Councilor Mulligan, seconded by Councilor Albano that a Special Town Council meeting be held on November 10, 2003 at 7:30 p.m. for organizational purposes at the town hall Council Chambers.

Motion Passed 8-0-0

B. Results of City scan project

Mr. Sean Gagio from the Connecticut Policy and Economic Council (CPEC) made a presentation on the City Scan project. In City Scan projects, citizens prioritize desired improvements to the physical environment of their community and gather information on how well government services deliver results. City Scan is privately funded and requires no funding from the Town of Windsor. CPEC completed a field survey of the southern most area of Windsor from the Windsor/Hartford line north to I-291. They surveyed the area to identify such neighborhood conditions as graffiti, potholes, abandoned buildings and junk vehicles.

C. Presentation on Recreation Program

Ms. Robin Newman, Family & Leisure Services Director; Mr. Paul Norris, Recreation Manager; and Mr. Rich Henderson, Assistant Recreation Manager, made the presentation. The Black & Veatch Corporation was hired to perform an audit of the Recreation Division and the Senior Center. Windsor compares well with the other towns in regard to the available recreation facilities, which includes having eleven parks, three outdoor pools, recreation fields, tennis courts, a senior center, two community centers, and other facilities. Windsor offers a long list of recreational activities for all of its citizens. Ms. Newman reviewed accomplishments, recommendations and the plan of action. Mr. Norris reviewed the Safari software including its efficiency and capabilities.

Town Manager Churchill stated that our programs have three integral components: customer satisfaction, operational efficiency and financial performance.

Councilor Simon was very impressed with the performance review. He questioned what the difference is for recreation expenditures per resident between the report document and this evening's presentation. Ms. Newman said that in order to make this comparison apples to apples, the Town of Windsor's facility costs were included and West Hartford's figures were recalculated without using golf course revenues and expenditures.

Councilor Jespen asked about scheduling facilities with the Board of Education. Staff explained that sometimes the Board of Education schedule may not be completed in time to meet the Recreation Department's publicity deadlines.

D. Discussion of Connecticut Metro Patterns Report

Town Manager Churchill discussed the results of the Connecticut Metro Patterns Report.

Windsor's progressive practice of community dialogue took an unusual turn last week when the First Church of Windsor hosted a forum on **Connecticut Metropatterns: A Regional Agenda for Community and Prosperity in Connecticut**. The report is authored by Myron Orfield and Tom Luce of the research firm Ameregis and commissioned by the Office of Urban Affairs of the Archdiocese of Hartford.

The report was published in March of this year and was widely distributed among state and local officials and was received well in the context it was created – to create a research foundation for tax reform and revenue sharing in Connecticut. The report provides urgency by stating all Connecticut communities are hurt by the way our state is growing. Metropatterns offers a statewide prescription because it says everyone is sick. This intent was distorted when presented locally with the label of "At Risk" affixed to Windsor in the regional edition of the *Hartford Courant* without this context.

The reaction at last Monday's community forum ranged from shock, denial, anger, and dismay. I felt all of those emotions and more and greatly regret the anguish it created among the people who love this community.

This evening I would like to clarify three specific segments of the report. Those we reject, those that can be interpreted in an alternative manner and those in which we concur. Let me begin by saying, we should not be in denial about Windsor's circumstances. This administration has designed strategies and actions for issues unique to inner ring suburbs for the last five years. There are real issues of housing stock age, stagnant incomes, the decline of social norms, and underutilized real estate and buildings. Windsor is not in trouble right now, but we will be if we don't attack these issues. Windsor also has a unique paradox related to race. On one hand, Windsor is the beacon of light of how a community can have universal appeal and be the haven for the metropolitan areas' African-American middle and upper class as well as all ethnic groups. On the other hand, beliefs are still prevalent that your community is in decline if you have too many people of color. This belief is reinforced in the Metropatterns report.

The Metropatterns report also reinforces some of its findings with data, but makes some assumptions that are not fact-based. It describes At Risk as communities as stable, but plagued by low tax base, aging and insufficient infrastructure, and increasing poverty. We need to discern perception versus reality and facts versus assumptions when applying this definition to Windsor.

The assertion that Windsor has a low tax base is emphatically rejected. Metropatterns presents data showing Windsor with a low ability pay for public services and slow growth as measured by property tax base per household from 1995 to 2000. We do not know the effects of the 1999 revaluation and its 20% decrease in value. Windsor's

performance (as every community) is also put in a lesser light when compared to Fairfield County and the western portion of the state. We get a different impression when looking at the percentage change in the grand list for 2000, 2001, and 2002.

Windsor's performance is only surpassed by communities that underwent revaluation and peripheral communities dominated by residential growth. Windsor enjoys real, diversified growth that adds value to the people who live here. This idea is reinforced when we look at data produced by the University of Connecticut Center for Economic Analysis that compares property tax revenue versus household income.

Windsor enjoys the second highest ratio only behind Waterford which is the home of the Millstone Nuclear Power Plant. Even many of the communities in Connecticut's Gold Coast have a low ratio. They enjoy high growth, but it is weak when compared to their incomes.

Now let's take a look at the assertion that Windsor has an aging and insufficient infrastructure. This assertion is highly debatable. Metropatterns offers no data proving this point applies to Windsor or any Connecticut community. What we do know is that Windsor has made substantial investments in its capital stock.

This chart does not show cash expenditures for capital and has gaps of no activity due to litigation and budgetary constraints, and still shows an average annual expenditure of nearly \$3 million. We have renovated and reconstructed roads, pools, schools, firehouses, parks, and community centers. A recently completed road assessment shows that 82% of Windsor's roads meet the State's standards for quality. On the other hand, the value of unscheduled proposed capital projects total \$28.2 million. We may have to acknowledge that this is subjective as to whether a community's infrastructure is sufficient.

Now let's look at poverty and poverty among children in particular. This community has to reckon with the increasing amount of poverty in Windsor. It increased at an alarming rate that was revealed in the 2000 U.S. Census as we showed in a presentation last December. Metropatterns properly shows the percentage of elementary students eligible for free lunch at 17.9 to 27.9 percent in four schools and 28.2 to 45.3 percent in one school. This trend could be a product of increased number of single parent households, foster home placements, and the national trend of the widening gap between the "haves" and "have nots".

Maybe Metropatterns tries to accomplish too much and was forced to make sweeping generalizations about the condition of communities. Or, we have a vivid example that statistics can depict anything you want them to show.

Damage has been done to Windsor nonetheless. Additional information must be brought to bear so our anxiety is quelled and our resolve hardened. Windsor has had a Civic Participation process, and the Conversation on Race continues. This process has to continue to properly address our Paradox of Race. We also have to set the record

straight in the metropolitan area. I am not aware of other communities having a forum on the Metropatterns study, but only Windsor has been presented as "At Risk" in the metropolitan media although 42 other communities share the designation and there are 12 stressed communities and four overstressed cities in Connecticut. However, Windsor keeps good company, too. Windsor was recently admitted to the prestigious Minority Student Achievement Network, which represents a national coalition of multiracial, relatively affluent suburban school districts. Some of the communities in the 21-member coalition include Ann Arbor, MI; Berkeley, CA; Brookline, MA; Montclair, NJ; and Oak Park, IL.

Our outreach and dialogue must intensify. I suggest a follow-up community forum in the future to discuss additional information. My hope is that the community becomes more resolved to address its issues so that decline can be averted. I will also seek a dialogue with all the media covering Windsor so that the At Risk designation is redefined into its proper perspective.

Metropatterns suggests a statewide revenue sharing plan to reduce the competition for grand list growth, discourage sprawl, and promote greater fiscal equity. These are admirable goals, but Windsor cannot fall into despair, feel sorry for itself and wait for the region or the State to solve its problems. Windsor has a storied history of independence and 'can do' attitude on issues other communities are either unable or unwilling to address. Race, landfill, downtown, and education, are just a few of the issues. As always, I relish the challenge and look forward to working with everyone who is willing to roll up their sleeves, look reality in the face, and overcoming our challenges once again.

Councilor Jepsen thanked the Town Manager for his report.

Deputy Mayor Curtis stated that a "nomenclature" was used in the report. The colors used on the report for towns in good shape was a calming blue whereas towns that were in stress were an orange color going into red (depending on the severity of the town's stress factor). The report gave a sense that the town will not be able to change its color to blue unless there are revenue changes such as a tax increase or regional revenue sharing. He also stated that the people attending the meeting were upset about how the town was portrayed in the report as being an "at risk" community. Changes are needed, but if the Town of Windsor makes some changes, it may also stress the surrounding towns. A meeting is being held at the end of October at First Cathedral in Bloomfield where individuals who have been working on this report for a much longer time are coming together to make some major proposals. This would be a great resource for the so called "at risk" towns to use to better understand the report and their situation.

Deputy Mayor Curtis also said that the raw data used on the Metropatterns report alarmed people. Some negative projections directed toward the town were assumptions that could happen, but are not yet happening within the town. What needs to be remembered is that this is a nationwide trend rather than just a regional

trend. Also, to be remembered is that the Town of Windsor has been doing many good things that are not mentioned in the report.

Councilor Simon said that most people are not aware of what this discussion was about. He requested that we have a presentation of the **Connecticut Metropatterns Report**.

E. Approval of outstanding Purchase Orders

Moved by Councilor Simon, seconded by Councilor Albano to re-approve the purchase orders listed on the report "*Open Purchase Orders by Expense Account*", dated October 1, 2003, and to review them in January 2004.

Councilor Broxterman commended town staff for keeping the purchase orders under control.

Motion Passed 9-0-0

13. Resignations and Appointments

Moved by Councilor Mulligan, seconded by Councilor Jepsen to:

- Appoint Kenneth Wilkos as a member to the Board of Assessment Appeals for a four-year term to expire November 30, 2005 or until a successor is appointed
- Appoint Edward Borowski as a member to the Inland Wetlands and Watercourses Commission for a four-year term to expire March 31, 2007 or until a successor is appointed
- Appoint Roger Martindale a member to the Insurance Commission for a four-year term to expire October 31, 2006 or until a successor is appointed
- Appoint Violet Nahabedian as a member to the Wilson/Deerfield Advisory Committee for a three-year term to expire April 30, 2005 or until a successor is appointed
- Reappoint Sharon Rispoli to the Youth Commission for a three-year term to expire September 30, 2006 or until a successor is appointed.

Motion Passed 9-0-0

Moved by Deputy Mayor Curtis, seconded by Councilor Broxterman to:

- Appoint Lori Rittman Clark as a non-residential alternate member to the Historic District Commission for a two-year term to expire October 13, 2003 or until a successor is appointed

- Reappoint Sharran Selig Bennett to the Central Connecticut Tourism Bureau for a three year term to expire July 1, 2006 or until a successor is appointed
- Appoint Heather Groenstein as a residential member to the Historic District Commission for a five-year term to expire October 14, 2007 or until a successor is appointed
- Appoint Leonard Swade as an alternate to the Capital Improvements Committee for a three-year term to expire May 15, 2006 or until a successor is appointed.

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the September 15, 2003 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the September 15, 2003 Regular Town Council Meeting. Corrections: page 10 reappoint Colin Edwards as an alternate, page 4 insert Enita's comments; page 10 reappoint Sharon Selig Bennett to the North Central Connecticut Tourism Bureau.

Motion Passed 9-0-0

15. Public Communications and Petitions

Mr. Leo Canty, 27 Devin Way, commented on the Metropatterns report. This report gets people to talk about regionalism. We shouldn't be struggling to deal with some of the issues the way we do. He encouraged all to keep on listening and to keep an open mind about this.

Ms. Coralee Jones, 1171 Matianuck Avenue, also commented on the Metropatterns report. The next meeting is at First Cathedral Church in Bloomfield, October 30th at 7:00 p.m. Things are moving along and we need to be educated about it. She encouraged residents to keep in touch with their representatives.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Broxterman, seconded by Councilor Albano to adjourn the Regular Town Council Meeting at 10:34 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch