



# Council Agenda

Council Chambers  
Windsor Town Hall  
January 6, 2003



## 7:15 PM Public Hearing

An ordinance appropriating \$275,000 for Public Safety Communications System upgrades and authorizing the issue of \$275,000 bonds and notes to finance the appropriation.

## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Deputy Mayor Curtis
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Curtis
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
  - a) “An ordinance appropriating \$275,000 for Public Safety Communications System upgrades and authorizing the issue of \$275,000 bonds and notes to finance the appropriation.” (Town Manager)
11. UNFINISHED BUSINESS
  - a) \*Authorization to submit application to the Surface Transportation Enhancement Program for Riverfront Bike Path (Deputy Mayor Curtis)
  - b) \*Authorization to submit application to the Surface Transportation Enhancement Program for Medians improvements for Route 159 Wilson (Deputy Mayor Curtis)



- c) \*Authorization to submit application to the Surface Transportation Enhancement Program for Windsor Center, Palisado Avenue Corridor Improvements (Deputy Mayor Curtis)

12. NEW BUSINESS

- a) \*Authorization to create an Open Space Fund (Town Manager)
- b) \*Approve FY 2004 Budget Calendar including setting of public hearing dates and adjourned town meeting date (Town Manager)
- c) \*Procurement Policies (Councilor Jepsen)

13. \* RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the December 16, 2002 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

17. ADJOURNMENT


★Back-up included

## Agenda Item Summary

Date: January 6, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Assistant Town Manager

Reviewed By: Leon Churchill, Town Manager 

Subject: Public Safety Communications System Bond Ordinance

### Background

The public safety radio system is scheduled to be replaced over a two year period with Phase I being initiated in the current fiscal year. The current system is over fifteen years old and there are significant issues and concerns regarding equipment reliability and geographic coverage, which directly relate to firefighter and police officer safety. The overall project entails replacing the current dispatch console, purchasing "backbone" equipment for the system, software, as well as mobile and portable radios.

### Discussion/Analysis

This project aims to replace a fifteen year old radio communications system and will address a range of issues including radio coverage, system capacity, and reliability of equipment. When these existing issues are addressed in a comprehensive manner safety conditions for police officers and volunteer firefighters will be significantly improved.

In order to address a decline in actual and projected revenue for this fiscal year we are requesting the Town Council alter the funding source for Phase I. The Council appropriated \$300,000 last May, but in light of recent cuts in State Aid and the likelihood of additional cuts after January 1<sup>st</sup>, we are asking the Town Council to consider bond financing \$275,000 for Phase I. If the Council concurs, this will allow \$270,000 in cash to help offset the cuts in state aid and lower investment earnings.

Staff continues initial research as to the potential of creating a regional public safety dispatch center. It is anticipated that a regional effort will take two to three years to be formulated plus an additional one to two years for implementation. This timeframe is too long to meet the town's more immediate needs relative to the safety and reliability of our existing equipment and working conditions for public safety dispatchers.

In addition to meeting the time sensitive needs the investment in the dispatch center would also position the town to act as the emergency back up dispatch center if a regional dispatch effort materializes in the future. Also, if Windsor was not selected a secondary dispatch center a portion of the modular workstations, computer hardware and screens may be utilized in a regional center.

### Financial Impact

The anticipated cost for Phase I of this project is \$300,000. Staff recommends that \$275,000 (including \$5,000 bonding costs) of Phase I costs be financed over a ten year term. The annual

debt service on this amount is projected to be \$40,000 depending on the interest rate that is in effect at the time of bond issuance.

Other Board Action

None.

Recommendations

It is recommended that if the Town Council is in agreement, that the following motion be adopted:

**Move that that following ordinance entitled, “AN ORDINANCE APPROPRIATING \$275,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES AND AUTHORIZING THE ISSUE OF \$275,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” having appeared on December 16, 2002 agenda as item 12 (k) be hereby adopted following a public hearing on the aforesaid ordinance”.**

Attachment

Bond Ordinance

**AN ORDINANCE APPROPRIATING \$275,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES, AND AUTHORIZING THE ISSUE OF \$275,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$275,000) for upgrades to the public safety communications system, including the acquisition and installation of a dispatch console, communication equipment and computer hardware and software, and related work and improvements including renovations and/or alterations to the current dispatch center, as to be determined by the Public Building Commission, and the acquisition of modular furniture/work stations. The appropriation may be spent for acquisition and installation costs, related equipment, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$275,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$275,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day, Berry & Howard LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes;

and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.


Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Public Building Commission and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

## Agenda Item Summary

Date: January 6, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Leon Churchill, Town Manager 

Subject: Surface Transportation Program—Enhancements (STP-E)

### Background:

The Capitol Region Council of Governments has solicited member towns to submit applications for the subject program. The following information applies to each application:

- The Town is responsible for 20% of the total cost of the design, ROW and construction
- The Town is responsible for all future maintenance including project components located within the State ROW
- A public information meeting must be held prior to project submittal; this meeting is scheduled for January 8, 2003 at 6:30 p. m. in Council Chambers
- Projects must be transportation related and fit into 1 of 12 categories
- This is a reimbursement program, not a grant program
- The Council must approve a resolution with the project's submittal
- Projects are due at CRCOG on January 15, 2003
- Funding decisions are expected in late 2003

### Discussion/Analysis:

Town Staff is recommending the following projects for submittal to CRCOG.

- Construct Riverfront Bikepath. Construct approximately 3000 linear feet of 10 foot bituminous concrete bike path from East Barber Street south to the Town Line; install 2 bridges, estimated cost \$661,677.
- Improvements to Route 159, Wilson. Improve the gateway corridor to Wilson by reconstructing the medians using granite curbing, brick pavers and landscaping; add lighting to median, install paver islands at intersections, add street furniture; add median cuts and install traffic signal at Bina Avenue, estimated cost \$1,771,638
- Improvements to Palisado Avenue, Route 159. Visually and functionally improve Palisado Avenue gateway to Windsor Center by constructing sidewalks, fencing and landscaping, trees and decorative lighting on east side of Palisado Avenue, from Windsor Center to the Historic District, estimated cost \$904,100.

### Financial Impact:

If a project is approved for funding, the Town will be responsible for 100% of its cost, obtaining 80% reimbursement.

### Other Board Action:

At their meeting on December 17, 2002, the Town Improvements Committee endorsed the projects to the Council.

Recommendations:

For each project that is approved for submittal to CRCOG by the Town Council, the following resolution is recommended:

**“RESOLVED that based on a review of the proposed STP-Enhancement Project, Construct Riverfront Bikepath, that an application be submitted to the Capitol Region Council of Governments on behalf of the Town. Said application is submitted with the understanding that a portion of the cost, approximately 20% of the total project cost, will be the responsibility of the Town of Windsor and that the Town of Windsor agrees to maintain and insure the facility upon completion of the project.”**

**“RESOLVED that based on a review of the proposed STP-Enhancement Project, Improvements to Route 159, Wilson, that an application be submitted to the Capitol Region Council of Governments on behalf of the Town. Said application is submitted with the understanding that a portion of the cost, approximately 20% of the total project cost, will be the responsibility of the Town of Windsor and that the Town of Windsor agrees to maintain and insure the facility upon completion of the project.”**

**“RESOLVED that based on a review of the proposed STP-Enhancement Project, Improvements to Palisado Avenue, Route 159, that an application be submitted to the Capitol Region Council of Governments on behalf of the Town. Said application is submitted with the understanding that a portion of the cost, approximately 20% of the total project cost, will be the responsibility of the Town of Windsor and that the Town of Windsor agrees to maintain and insure the facility upon completion of the project.”**

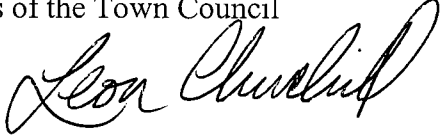
Attachments

None

## Agenda Item Summary

Date: January 6, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Leon Churchill, Town Manager 

Subject: Establishing an Open Space Fund

### Background

The Windsor Conservation Commission proposes an ordinance providing for an Open Space Fund in conjunction with the town's current update of the Plan of Development and Conservation. The Town does not currently require developers to donate land as part of residential subdivision approval process. The Town Planning & Zoning Commission (TPZ) has to adopt such an ordinance requiring open space as part of residential development (authorized by Connecticut General Statutes §8-25). The TPZ would then have the ability to provide an option for developers to make a financial contribution in lieu of open space under certain circumstances. Payment or the combination of payment and transfer of land in total shall be equal to not more than 10% of the fair market value of the land to be subdivided prior to the approval of the subdivision. The Town Council's lone responsibility would be to establish an Open Space Fund.

### Discussion/Analysis

Windsor is a unique community with suburban and rural characteristics in some areas. Open space is a natural companion to these land uses and has been important part of Windsor's development as seen in Northwest Park, the park system, and riverwalk. Municipalities have the authority to create Open Space Funds per CGS §8-25b. Their creation has certain general advantages.

1. Foundations, corporations, and individuals would be able to make contributions to the fund, regardless of whether there is a town funding mechanism.
2. Any subdivision approved between TPZ's approval of fees in lieu of open space and the Town Council's establishment of the fund would be exempt from such fees. Establishing the fund now would mean TPZ could start collecting such fees the minute it approves them.
3. TPZ will be more likely to approve fees in lieu of open space (which it defeated in the early 90s) if the Town Council takes some action acknowledging open space as an area of interest, such as setting up the fund.
4. Only towns with established Open Space Funds can apply for preservation grants from the DEP's Open Space and Watershed Land Acquisition Grant Program, the National Fish and Wildlife Foundation, the EPA's "Smart Growth" program, USDA's Farmland Protection Program, etc. Most of these are challenge or matching grants. However, often the guarantee of matching funds can mobilize private contributors.

The strongest arguments against creating the fund are that it and open space requirements would undermine Windsor's development objectives. The Plan of Development and Conservation

Update process is beginning to answer these questions. However, there is some research contending open space has a beneficial impact to real estate in terms of value.<sup>1</sup>

Financial Impact

There is no cost to establish the fund, and its creation makes more opportunities for private contributions.

Other Board Action

The Conservation Commission recommends approval of cash contributions in lieu of open space and creation of an Open Space Fund.

Recommendations

The following motion is recommended if the Town Council concurs with the creation of an Open Space Fund.

**Move that the Windsor Town Council authorize creation of an Open Space Fund for the purpose of receiving private gifts for the acquisition and preservation of open space in the Town of Windsor.**

Attachments

CGS §8-25

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<sup>1</sup> *Economic Impacts of Protecting Rivers, Trails, and Greenway Corridors*, National Park Service - Rivers, Trails, and Conservation Assistance Program, p. 2.; and *The Economic Benefits of Open Space*, Stephen Miller, p.26.

CHAPTER 126\*  
MUNICIPAL PLANNING COMMISSIONS

**Sec. 8-25. Subdivision of land.** (a) No subdivision of land shall be made until a plan for such subdivision has been approved by the commission. Any person, firm or corporation making any subdivision of land without the approval of the commission shall be fined not more than five hundred dollars for each lot sold or offered for sale or so subdivided. Any plan for subdivision shall, upon approval, or when taken as approved by reason of the failure of the commission to act, be filed or recorded by the applicant in the office of the town clerk within ninety days of the expiration of the appeal period under section 8-8, or in the case of an appeal, within ninety days of the termination of such appeal by dismissal, withdrawal or judgment in favor of the applicant but, if it is a plan for subdivision wholly or partially within a district, it shall be filed in the offices of both the district clerk and the town clerk, and any plan not so filed or recorded within the prescribed time shall become null and void, except that the commission may extend the time for such filing for two additional periods of ninety days and the plan shall remain valid until the expiration of such extended time. All such plans shall be delivered to the applicant for filing or recording not less than thirty days after the time for taking an appeal from the action of the commission has elapsed, and in the event of an appeal, not less than thirty days after the termination of such appeal by dismissal, withdrawal or judgment in favor of the applicant. No such plan shall be recorded or filed by the town clerk or district clerk or other officer authorized to record or file plans until its approval has been endorsed thereon by the chairman or secretary of the commission, and the filing or recording of a subdivision plan without such approval shall be void. Before exercising the powers granted in this section, the commission shall adopt regulations covering the subdivision of land. No such regulations shall become effective until after a public hearing, notice of the time, place and purpose of which shall be given by publication in a newspaper of general circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days, and the last not less than two days prior to the date of such hearing. Such regulations shall provide that the land to be subdivided shall be of such character that it can be used for building purposes without danger to health or the public safety, that proper provision shall be made for water, sewerage and drainage, including the upgrading of any downstream ditch, culvert or other drainage structure which, through the introduction of additional drainage due to such subdivision, becomes undersized and creates the potential for flooding on a state highway, and, in areas contiguous to brooks, rivers or other bodies of water subject to flooding, including tidal flooding, that proper provision shall be made for protective flood control measures and that the proposed streets are in harmony with existing or proposed principal thoroughfares shown in the plan of conservation and development as described in section 8-23, especially in regard to safe intersections with such thoroughfares, and so arranged and of such width, as to provide an adequate and convenient system for present and prospective traffic needs. Such regulations shall also provide that the commission may require the provision of open spaces, parks and playgrounds when, and in places, deemed proper by the planning commission, which open spaces, parks and playgrounds shall be shown on the subdivision plan. Such regulations may, with the approval of the commission, authorize the applicant to pay a fee to the municipality or pay a fee to the municipality and transfer land to the municipality in lieu of any requirement to provide open spaces. Such payment or combination of payment and the fair market value of land transferred shall be equal to not more than ten per cent of the fair market value of the land to be subdivided prior to the approval of the subdivision.

The fair market value shall be determined by an appraiser jointly selected by the commission and the applicant. A fraction of such payment the numerator of which is one and the denominator of which is the number of approved parcels in the subdivision shall be made at the time of the sale of each approved parcel of land in the subdivision and placed in a fund in accordance with the provisions of section 8-25b. The open space requirements of this section shall not apply if the transfer of all land in a subdivision of less than five parcels is to a parent, child, brother, sister, grandparent, grandchild, aunt, uncle or first cousin for no consideration, or if the subdivision is to contain affordable housing, as defined in section 8-39a, equal to twenty per cent or more of the total housing to be constructed in such subdivision. Such regulations, on and after July 1, 1985, shall provide that proper provision be made for soil erosion and sediment control pursuant to section 22a-329. Such regulations shall not impose conditions and requirements on manufactured homes having as their narrowest dimension twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards or on lots containing such manufactured homes which are substantially different from conditions and requirements imposed on single-family dwellings and lots containing single-family dwellings. Such regulations shall not impose conditions and requirements on developments to be occupied by manufactured homes having as their narrowest dimension twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards which are substantially different from conditions and requirements imposed on multifamily dwellings, lots containing multifamily dwellings, cluster developments or planned unit developments. The commission may also prescribe the extent to which and the manner in which streets shall be graded and improved and public utilities and services provided and, in lieu of the completion of such work and installations previous to the final approval of a plan, the commission may accept a bond in an amount and with surety and conditions satisfactory to it securing to the municipality the actual construction, maintenance and installation of such improvements and utilities within a period specified in the bond. Such regulations may provide, in lieu of the completion of the work and installations above referred to, previous to the final approval of a plan, for an assessment or other method whereby the municipality is put in an assured position to do such work and make such installations at the expense of the owners of the property within the subdivision. Such regulations may provide that in lieu of either the completion of the work or the furnishing of a bond as provided in this section, the commission may authorize the filing of a plan with a conditional approval endorsed thereon. Such approval shall be conditioned on (1) the actual construction, maintenance and installation of any improvements or utilities prescribed by the commission, or (2) the provision of a bond as provided in this section. Upon the occurrence of either of such events, the commission shall cause a final approval to be endorsed thereon in the manner provided by this section. Any such conditional approval shall lapse five years from the date it is granted, provided the applicant may apply for and the commission may, in its discretion, grant a renewal of such conditional approval for an additional period of five years at the end of any five-year period, except that the commission may, by regulation, provide for a shorter period of conditional approval or renewal of such approval. Any person, firm or corporation who, prior to such final approval, sells or offers for sale any lot subdivided pursuant to a conditional approval shall be fined not more than five hundred dollars for each lot sold or offered for sale.

(b) The regulations adopted under subsection (a) of this section shall also encourage energy-efficient patterns of development and land use, the use of solar and other renewable forms of energy, and energy conservation. The regulations shall require any person submitting a plan for a subdivision to the commission under subsection (a) of this section to demonstrate to the commission that he has considered, in developing the

plan, using passive solar energy techniques which would not significantly increase the cost of the housing to the buyer, after tax credits, subsidies and exemptions. As used in this subsection and section 8-2, passive solar energy techniques mean site design techniques which maximize solar heat gain, minimize heat loss and provide thermal storage within a building during the heating season and minimize heat gain and provide for natural ventilation during the cooling season. The site design techniques shall include, but not be limited to: (1) House orientation; (2) street and lot layout; (3) vegetation; (4) natural and man-made topographical features; and (5) protection of solar access within the development.

(c) The regulations adopted under subsection (a) of this section, may, to the extent consistent with soil types, terrain, infrastructure capacity and the plan of development for the community, provide for cluster development, and may provide for incentives for cluster development such as density bonuses, or may require cluster development. (1949 Rev., S. 858; November, 1955, S. N12; 1959, P.A. 577, S. 7; 669; 1971, P.A. 196; 862, S. 8; P.A. 75-131; P.A. 77-545, S. 2; P.A. 78-104, S. 5; 78-314, S. 4; P.A. 79-301; P.A. 81-254; 81-334, S. 1; P.A. 83-388, S. 8, 9; P.A. 85-91, S. 4, 5; P.A. 88-203, S. 2; 88-263; P.A. 90-239, S. 1; P.A. 91-395, S. 4, 11; P.A. 93-29; P.A. 95-335, S. 15, 26; P.A. 99-131.)

History: 1959 acts added provision for filing of subdivision plans in case of a district and added provision regulations authorize commission to provide open spaces for parks and playgrounds; 1971 acts added provisions concerning extensions for filing subdivision plans, specified that applicant must do filing and that endorsement of approval must be made by chairman or secretary and changed notice requirement from publication at least seven days before hearing to publication "twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days" before hearing; P.A. 75-131 required that plans be delivered to applicant promptly for filing purposes after appeal deadline passed or after appeal terminated; P.A. 77-545 added provision that regulations made govern sedimentation and erosion control; P.A. 78-104 included "maintenance" of improvements and utilities in bond provision; P.A. 78-314 allowed encouragement of energy-efficient development, use of renewable forms of energy and energy conservation through regulations; P.A. 79-301 increased fine for making unapproved subdivision from two to five hundred dollars; P.A. 81-254 allowed for conditional approval of plans; P.A. 81-334 moved provisions re regulations to encourage energy- efficient patterns of development, use of solar and other renewable forms of energy and energy conservation into new Subsec. (b) and outlined content of regulations; P.A. 83-388 amended Subsec. (a) to require that provision be made for soil erosion and sediment control, effective July 1, 1985; P.A. 85-91 amended Subsec. (a) to specify the date by which time provision for soil erosion and sediment control is required; P.A. 88-203 added provisions in Subsec. (a) re imposition of conditions and requirements on certain manufactured homes and developments to be occupied by certain manufactured homes; P.A. 88-263 substituted "shall" for "may" in Subsec. (b) to require that subdivision regulations encourage energy- efficient patterns of development and land use, the use of solar and other renewable forms of energy and energy conservation; P.A. 90-239 amended Subsec. (a) to allow the payment of a fee in lieu of the provision of open spaces and to exempt transfers of land to certain relatives from the open spaces requirements; P.A. 91-395 added Subsec. (c) concerning authorization for cluster development in regulations adopted under this section; P.A. 93-29 amended Subsec. (a) to change the time planning commissions have to deliver approved plans to subdivision applicants from "promptly" after the expiration of an appeal or termination in the applicant's favor to thirty days after either event and to change the date for filing of approved plans by a developer from ninety days after the time for appeal to ninety days after termination in the applicant's favor; P.A. 95- 335

amended Subsec. (a) to change "plan of development" to "plan of conservation and development", effective July 1, 1995; P.A. 99-131 amended Subsec. (a) by requiring regulations covering the subdivision of land to include a provision for the "upgrading of any downstream ditch, culvert or other drainage structure which, through the introduction of additional drainage due to such subdivision, becomes undersized and creates the potential for flooding on a state highway".

See Sec. 8-2a re requirement that copies of zoning and subdivision regulations be available to public.

If plan complies with subdivision regulations, commission lacks authority to disapprove it. 146 C. 570. Cited. 148 C. 145, 299. Planning commission approves, disapproves, or modifies and approves, plans for claimed subdivisions. It is not part of its function to decide whether particular property is a subdivision. Court should not dismiss complaint for declaratory judgment as to whether certain premises is a subdivision on ground that issue should first be decided by planning commission. 149 C. 627. Cited. 152 C. 304; id., 520, 521. Adoption of a "plan of development" pursuant to section 8-23 is not a condition precedent to the enactment of valid subdivision regulations. 153 C. 193. This section held not to authorize town to adopt a subdivision regulation imposing a charge against a real estate developer as a condition for granting permission to proceed with an approved subdivision plan when such charge was purportedly to cover reasonable costs incurred by the town for engineering services to inspect work done on public improvements in the subdivision. 153 C. 236, 237. Mere filing of subdivision maps does not necessarily immunize subject property from operative effect of subsequent subdivision regulations. 155 C. 183. Subdivision regulations construed as a whole, being within the purview of this section and reasonably adequate and sufficient to guide commission and enable those affected to know their rights and obligations and precise to degree required by subject matter, held valid. Id., 669. Regulations of town which has adopted this chapter must conform to requirements of this section. 156 C. 540. Only action on subdivision plan and designation of and assessments for municipal improvements are binding actions of planning board. 159 C. 1. This section and section 13a-71 may not be circumvented by claims of common law dedication. 159 C. 107.

Authority granted under this statute is not unpermitted exercise of police power where activity is directly attributable to subdivision activity. It does not amount to unconstitutional taking of private land for public use without compensation. 160 C. 109, 118. Held not unconstitutional for vagueness or lack of standards to implement it. 160 C. 109, 115. Constitutional validity established because all property is held subject to right of state to reasonably regulate use. 160 C. 109, 112. Cited. 171 C. 89, 91. Cited. 172 C. 156, 158. Cited. 176 C. 581, 599. Cited. 177 C. 527, 529, 535; 179 C. 650-652, 656, 659, 660; 181 C. 533, 542. Cited. 184 C. 1, 8. Cited. 186 C. 466, 471-473. Cited. 187 C. 232, 243. Cited. 203 C. 109, 118. Cited. 207 C. 67, 68. Cited. 208 C. 431, 434, 435. Cited. 213 C. 604, 610. Cited. 217 C. 103, 106, 107. Cited. 226 C. 684, 685, 687, 690-692, 694. Cited. 227 C. 71, 83. Cited. 228 C. 476, 485, 486.

Cited. 5 CA 520, 521. Cited. 8 CA 556, 559, 560. Cited. 12 CA 153, 157. Cited. 16 CA 303, 305, 309-311. Cited. 19 CA 334, 338. Cited. 23 CA 115, 116, 118, 120, 121; Id., 460, 464. Cited. 26 CA 17, 28, 29. Cited. 28 CA 780, 786. Cited. 29 CA 18-25, 27. Cited. Id., 28, 36. Cited. 31 CA 643, 647. Cited. 40 CA 75, 78. Cited. 49 CA 452.

Held constitutional exercise of power and land requirement in city regulations for subdivision plan within legislative authority, but provision for cash contribution in lieu of land requirement, unconstitutional, where moneys are not collected for direct benefit of subdivision. 27 CS 74. Cited. 31 CS 83. Cited. 43 CS 508, 513.

Subsec. (a):

Cited. 228 C. 476, 477, 479, 480, 482, 484, 485.

Cited. 8 CA 556, 558. Cited. 12 CA 153, 156. Cited. 37 CA 303, 317.

Subsec. (b):  
Cited. 199 C. 575, 583.  
Subsec. (c):  
Cited. 37 CA 303, 318.

(Return to TOC) (Return to Chapters) (Return to Titles)

**Sec. 8-25a. Proposals for developments using water. Prerequisite.** No proposal for a development using water supplied by a company incorporated on or after October 1, 1984, shall be approved by a planning commission or combined planning and zoning commission unless such company has been issued a certificate pursuant to section 16-262m. The municipality in which the planning commission or combined planning and zoning commission is located shall be responsible for the operation of any water company created without a certificate after October 1, 1984, except a water company supplying more than two hundred fifty service connections or one thousand persons created without a certificate between October 1, 1984, and September 30, 1998, if the water company at any time is unable or unwilling to provide adequate service to its consumers.

(P.A. 84-330, S. 6; P.A. 98-250, S. 21, 39.)

History: P.A. 98-250 created exception to municipality's responsibility for noncertified water companies supplying more than two hundred fifty service connections or one thousand persons created without a certificate between October 1, 1984, and September 30, 1998, effective July 1, 1998.


See Sec. 16-262m for definition of "water company".

(Return to TOC) (Return to Chapters) (Return to Titles)

**Sec. 8-25b. Fund. Payments in lieu of open spaces.** Any municipality which provides in regulations, adopted pursuant to section 8-25, for the payment of a fee or the fair market value of land transferred in lieu of any requirement to provide open space, shall deposit any such payments in a fund which shall be used for the purpose of preserving open space or acquiring additional land for open space or for recreational or agricultural purposes.

(P.A. 90-239, S. 2.)

## Agenda Item Summary

**Date:** January 6, 2003  
**To:** Honorable Mayor and Members of the Town Council  
**Prepared By:** Gregg Pavitt, Finance Director  
**Reviewed By:** Leon Churchill, Town Manager   
**Subject:** FY 2004 Budget Calendar

### Background

The Budget Calendar outlines the process for submittal, review and adoption of the annual operating budget. It is customary for the Town Council to approve the Budget Calendar in January of each year.

### Discussion/Analysis

The attached Proposed Budget Calendar is consistent with the calendars adopted for previous budgets. The Town Manager's proposed budget would be submitted to the Town Council by March 21 followed by the Council's budget work sessions on Mondays and Wednesdays during April. The schedule also includes the necessary public hearings (February 3 and April 7) and suggests a recommended date for the adjourned town meeting (referendum). A date for the adjourned town meeting will need to be set upon adoption of the proposed budget by the Town Council.

### Financial Impact

There is no direct financial impact to the items discussed above.

### Other Board Action

None.

### Recommendations

To adopt the Budget Calendar as proposed, the following motions are in order:

- 1. Move that the attached Budget Calendar for FY 2004 be adopted.***
- 2. Move that a public hearing for input from the public regarding the FY 2004 budget be scheduled for February 3, 2003 at 7:15 PM.***
- 3. Move that a public hearing for input from the public regarding the FY 2004 budget submitted by the Town Manager be scheduled for April 7, 2003 at 7:15 PM.***

### Attachments

- Proposed FY 2004 Budget Calendar

**TOWN OF WINDSOR, CONNECTICUT  
FY 2003-2004  
BUDGET CALENDAR**


<b>Date</b>	<b>Day</b>	<b>Step</b>
Feb. 3, 2003 - 7:15 PM	Monday	Public Hearing by Town Council to hear budget requests from citizens.
March 21, 2003	Friday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget).
March 31, 2003 - 7:15 PM	Monday	Regular Town Council meeting; Public Hearing re: public opinion regarding budget as proposed by Town Mgr.
April 2, 2003 - 6:30-9 PM	Wednesday	Town Council budget work session
April 7, 2003 - 6:30-9 PM	Monday	Town Council budget work session
April 9, 2003 - 6:30-9 PM	Wednesday	Town Council budget work session
April 14, 2003 - 6:30-9 PM	Monday	Open – no budget work session scheduled
April 21, 2003 -6:30-9 PM	Monday	Town Council budget work session
April 23, 2003 - 6:30-9 PM	Wednesday	Town Council budget work session and approve TC budget to be adopted at Adjourned Town Meeting
May 6, 2003	Tuesday	Recommended Adjourned Town Meeting held (referendum); budget adopted; tax rate determined by Town Council; official copy filed with Town Clerk.
June 27, 2003	Friday	Tax bill mailing completed.
June 30, 2003	Monday	End of current fiscal year.
July 1, 2003	Tuesday	FY 2003 budget becomes effective; taxes for FY 2003 fiscal year due and payable.

## Agenda Item Summary

Date: January 6, 2003

To: Honorable Mayor and Members of the Town Council

Prepared by: Peter Souza, Assistant Town Manager

Reviewed by: Leon Churchill, Town Manager 

Subject: Purchasing Procedures

### Background

Councilor Jepsen has inquired about the town's procurement policies in regards to offering a local vendor preference. The town's purchasing policies currently do not provide for a local vendor preference. The town's purchasing policies and procedures are codified in a Procurement Policy Manual, which provides departments with a comprehensive set of guidelines, policies and procedures for procuring supplies, equipment and services.

### Discussion/Analysis

The fundamental objective of the purchasing function is to procure supplies, materials, equipment or services in the correct quantity, quality on a timely basis, as efficiently as possible and at the lowest cost. In pursuit of this objective the town's purchasing policies have been established to obtain:

- the most value for each tax dollar spent
- proper commitment and expenditures of public funds
- compliance with state and local requirements
- fair and equitable treatment of all vendors
- public confidence in the procurement system
- increased efficiency and competition.

Our present policies require various procedures and approvals depending on the dollar amount of the purchase. Outlined below are required procedures and approval levels.

### Required Approvals

- Under \$5,000 – Department Director
- \$5,000 to \$24,999 – Department Director and Finance Director
- \$25,000 and above – Town Manager, Department Director and Finance Director.

### Quotes and bids

- Under \$1,000 – two verbal quotes
- \$1,000 to \$4,999 – three verbal quotes
- \$5,000 to 1/10<sup>th</sup> of 1% of the tax levy – three written quotations
- Over 1/10<sup>th</sup> of 1% of tax levy – Competitive Sealed Bids (per charter)
- Professional Services over \$20,000 – Request for Proposals required.

21% of the vendors the town has contracted with in FY 2002 are Windsor businesses. The town has procured \$1,434,654 (9.15%) in supplies, materials, equipment and services from Windsor businesses since July 1, 2002.

Towns and cities use a variety of mechanisms to provide a local vendor preference. For example, the City of Hartford and Town of Wethersfield allow city-based businesses which are 15% and 10% higher respectively than the low bid to be awarded the contract if the local business agrees to accept the award at the amount of the low bid.

Other local jurisdictions across the country have adopted policies which allow a local business a certain percentage reduction (generally ranges from 1% to 5%) prior to evaluating bids. For example if a local vendor bids \$1,000 they are given a 5% reduction which brings the bid to \$950. The \$950 amount is then compared with other bids received. If the "adjusted bid" is indeed the lowest responsive bid then the bid is awarded to the local vendor at their original bid price of \$1,000.

#### Financial Impact

A local vendor preference policy which does not require the bid to be awarded at the lowest bid would likely cause an increase in expenditures.

#### Other Board Action

None

#### Recommendations

No action is requested.

#### Attachments

City of Hartford ordinance  
City of Berkeley, CA local vendor preference

**Sec. 2-560. Bid preference for city-based businesses.**

(a) For the purpose of this section "city-based business" shall mean a business with a principal place of business located within the city. A business shall not be considered a city-based business unless evidence satisfactory to the purchasing agent has been submitted with each bid submitted by such business to establish that the business has a bona fide principal place of business in the city. Such evidence may include evidence of ownership of or a long term lease of the real estate from which the principal place of business is operated, at time of bid submission and for the duration of the business' city contract, and/or payment of property taxes on the personal property of the business to be used in performance of the bid.

(b) The lowest responsible bidder shall be determined in the following order:

(1) Any city-based bidder which has submitted a bid not more than fifteen (15) percent higher than the low bid provided such city-based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one (1) city-based bidder has submitted bids not more than fifteen (15) percent higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such city-based bidders which submitted the lowest bid;

(2) The low bidder.

(Code 1977, § 2-278; Ord. No. 41-83, 10-11-83; Ord. No. 32-85, 9-9-85; Ord. No. 51-91, 9-9-91; Ord. No. 15-96, 6-24-96)

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## FINANCE

Purchasing Division, 2180 Milvia Street, 3rd Floor, Berkeley, CA 94704

TEL: (510) 981-7320, TDD: (510) 981-6903

Office Hours: Mon-Fri 8a.m. - 5p.m., Email: [finance@ci.berkeley.ca.us](mailto:finance@ci.berkeley.ca.us)

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### Local Vendor Preferences

The City of Berkeley extends a five percent preference on bids to local business enterprises for supplies, equipment and nonprofessional services from \$100 to \$25,000.

Bids received from local vendors will be reduced by the applicable percentage before an evaluation is made to determine the lowest responsible bidder. After this determination is made, an award will be recommended in the amount shown in the vendor's bid.

For example, a local business bidding \$1,000 for a pencil contract to the City would be evaluated as if it had bid \$950. If the bid is awarded to the local business, it is paid the bid price of \$1,000.

**A local business is defined as** "a business firm with fixed offices or distribution points located within the City of Berkeley boundaries and listed in the Permits and License Tax paid file, with a Berkeley business street address."

Please become a certified local vendor by completing a [Vendor Information Application \(.pdf\)](#) and the accompanying [Commodities and Services List \(.pdf\)](#). Once submitted to Purchasing, local vendors may receive notifications of upcoming bidding opportunities on a regular basis.

These documents are made available in .pdf format, which require Adobe Acrobat Reader for viewing. [Download a free copy of Acrobat Reader](#) from Adobe's website. If you are unable to access this information online, please participate by contacting us via email ([purchasing@ci.berkeley.ca.us](mailto:purchasing@ci.berkeley.ca.us)), telephone (510) 981-7320, or TDD (510) 981-6903.

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Finance Department, Purchasing Division

2180 Milvia Street, Third Floor

Berkeley, CA 94704

Phone: (510) 981-7320

Fax: (510) 981-7390

TDD: (510) 981-6903

## **XII. Resignations and Appointments**

January 6, 2003

- A. One *Republican* Alternate Member  
Board of Assessment Appeals  
Four Year Unexpired Term to expire November 30, 2005 or until a successor is appointed  
(Michael McDonald – resigned - VACANT)
  
- B. One *Republican Alternate* Member  
Commission on Aging & Handicapped  
Two Year Term to expire November 8, 2004 or until a successor is appointed  
(John Purcell – change of status from an alternate to a regular member - VACANT)
  
- C. One *Democratic Alternate* Member  
Commission on Aging & Handicapped  
Two Year Unexpired Term to expire November 10, 2003 or until a successor is appointed  
(Linda Rickard – change of status from an alternate to a regular member - VACANT)
  
- D. One *Democratic Alternate* Member  
Conservation Commission  
Five Year Unexpired Term to expire November 30, 2003 or until a successor is appointed  
(Valerie Allgrove – change of status from an alternate to a regular member - VACANT)
  
- E. One *Republican* Member  
Economic Development Commission  
Five Year Unexpired Term to expire January 31, 2005 or until a successor is appointed  
(Kerry Ruiz – resigned - VACANT)
  
- F. 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 - VACANT)
  
- G. One *Democratic Residential* Member  
Historic District Commission  
Five Year Term to expire October 14, 2007 or until a successor is appointed  
(Anelia Machernis – reappointment)
  
- H. One *Democratic* Member  
Historic District Study Committee  
One Year Term to expire September 17, 2003 or until a successor is appointed  
(David Bierut - reappointment)
  
- I. One *Democratic* Member  
Historic District Study Committee  
One Year Term to expire September 17, 2003 or until a successor is appointed  
(Mary Ann Pleva - reappointment)
  
- J. One *Republican* Member  
Historic District Study Committee  
One Year Term to expire September 17, 2003 or until a successor is appointed  
(Colette Yeich - reappointment)

## **XII. Resignations and Appointments**

January 6, 2003

- K.** One *Republican* Member  
Historic District Study Committee  
One Year Term to expire September 17, 2003 or until a successor is appointed  
(Anthony Zeolla - reappointment)
- L.** One *Democratic Alternate* Member  
Historic District Study Committee  
One Year Term to expire September 17, 2003 or until a successor is appointed  
(Agnes Pier – resigned – VACANT)
- 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 *Republican Alternate* Member  
Inland Wetlands & Watercourses Commission  
Four Year Unexpired Term to expire March 31, 2006 or until a successor is appointed  
(Robert Rispoli – change of status from an alternate to regular member - VACANT)
- O.** One *Republican* Member  
Insurance Commission  
Four Year Term to expire October 31, 2006 or until a successor is appointed  
(David Curley - reappointment)
- P.** One *Republican* Member  
Insurance Commission  
Four Year Term to expire October 31, 2006 or until a successor is appointed  
(Charles Erickson - reappointment)
- Q.** One *Democratic* Member  
Metropolitan District Commission  
Six Year Unexpired Term to expire December 31, 2004 or until a successor is appointed  
(Jack Waters – resigned - VACANT)
- R.** One *Republican* Member  
Wilson/Deerfield Advisory Committee  
Three Year Term to expire April 30, 2004 or until a successor is appointed  
(vacant since 11/01 - VACANT)
- S.** 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)
- T.** 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)



**Windsor Town Council  
Council Chambers – Town Hall  
December 16, 2002  
Unapproved Minutes**

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

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Albano (arrived 7:45 p.m.), Councilor Broxterman, Councilor Jepsen, Councilor Mulligan, Councilor Pacino, Councilor Simon and Councilor Walker
2. Prayer – Councilor Broxterman
3. Pledge of Allegiance – Councilor Broxterman
4. Proclamations/Awards

None.

5. Public Communications and Petitions

Mr. George Yeramian, 739 Prospect Hill Road, thanked the Council for their hard work. He spoke in regards to the soccer/lacrosse complex at the landfill. He is concerned with the impact it would generate on Saturdays and Sundays for traffic on Prospect Hill Road. He is also concerned about the noise and the lighting. He has another list of questions and concerns, which he submitted to the Council. He hopes that people will have time to consider the impact of this project.

6. Report of Appointed Boards and Commissions
  - A. Youth Commission

Ms. Florence Barlow and Mr. Joe Novak reported to the Council. She thanked Mr. Novak and Dr. Gange for their service to the Commission. The Commission has nine regular members, including one student member. They currently have three vacancies. They monitor youth activities, skate park progress, PAL activities, public schools and libraries in the town. The Commission promoted the 1001 Pumpkins event and Red Ribbon Week, which signified drug prevention and education week. Beginning in 2003, they will start a Youth Council as part of the Youth Commission. Ms. Caitlyn Turgeon, student member of the Commission, will be working with this group of students. A breakfast will be held in January for the Youth Council. The Commission will also begin working on a directory identifying programs and activities available for youth and their families in Windsor

## B. Zoning Board of Appeals

Mr. Max Kuziak reported to the Council. The Board is made up of eight appointed members assisted by the Town Building Official and the Building Inspector. There are five regular members and three alternates. The Board convened eight times in 2002 and granted 17 requests for variances. There were two denials. There are two requests on the agenda for the meeting on December 18, 2002.

## C. Public Building Commission

Mr. Joseph Novak, Chairman, PBC reported to the Council.

WHS Renovations - will be completed by the end of this month or by early January 2003. The technical education and art areas will be occupied in early January and O&G Industries' trailer will move out in January. Most of the construction will be completed in January, with so called punch list items to be completed through the winter and spring.

Goslee Pool – design work will be reviewed at their next meeting.

Public Works Renovation – plans were approved by the PBC at their December 10<sup>th</sup> meeting.

330 Windsor Avenue - The interior work is expected to start this week and last three or four months.

Town Hall Roof Project - has gone out to bid and will be completed within four months.

Poquonock School Windows – windows arrived after Thanksgiving and 50% of them have been installed. The remaining will be installed during Christmas break week. Once all the windows are installed, window treatments will be installed.

L.P. Wilson Roof – design will be complete in the spring, with construction beginning next summer.

Windsor Library Expansion Project – awaiting direction from the Council.

Clover Street - design funds have been approved and the roof will be replaced in 2003. The architect has been hired to design the project by the end of the year.

Poquonock Office Improvements – design is completed, funding has not been approved.

Councilor Albano asked for clarification on the punch list. Mr. Novak replied that once a room is complete, the staff inspects the rooms and, for example, if a piece of molding is

discovered missing the item will be added to the punch list and O&G will finish the work on the punch list.

Councilor Pacino asked if the lights on the stage would be replaced. Mr. Novak said that in the original project the lights and sound system were going to be replaced, however, they were cut from the project. Some of the defective fixtures have been replaced. Wes Vasco told him that the lighting on the stage was adequate, however, he will follow-up with staff regarding the lighting. The cost to replace all of the lighting is \$100,000.

Councilor Mulligan asked why the Clover Street Window Project came in so low below estimated costs. Mr. Novak said that the PBC does not get involved in the original estimate and he believes that the school may have supplied the original estimate.

## 7. Town Manager's Report

### Corey Street Reconstruction

The town's application for 2002 Small Cities funding has been approved by the State of Connecticut. Grant funding in the amount of \$445,000 for the reconstruction of Corey Street was recently approved and our engineering staff is proceeding with the necessary environmental review process to insure the release of the funds in a timely manner.

Construction will begin in the summer of 2003. I will continue to keep the Council updated on the progress of his project.

### Windsor Continues to Show Robust Economic Activity

Evidence continues to pour in regarding Windsor's successful Economic Development activity as compared to the greater Hartford region which was published in the December 9, 2002 *Hartford Business Journal*. Two Windsor properties were ranked at the top of the list for the largest 2002 commercial sales in greater Hartford. In a tie for the number one ranking, properties at 200 Great Pond Road and #5 & #7 Waterside Crossing led the list of 39 "biggest deals."

In addition, four Windsor properties were listed in the top 20 "Largest New Commercial Leases" as measured by total square footage and two Windsor properties made the top 20 list of "Biggest Developments" as measured by cost.

### Senior Center Programmer Appointment

The position of full-time Senior Center Programmer was offered to Stephany Wall. Ms. Wall has accepted the position and will begin before the New Year. We plan to advertise the vacated 19-hour per week, part-time position previously held by Ms. Wall at the Senior Center. This position will be filled in the first few months of 2003.

### State Budget Cuts Will Cause Extraordinary Pain

The State of Connecticut continues to respond to its budget deficit and the impacts to Windsor could be very severe. The Town has essentially closed the financial shortfall created by the decline in interest earnings as reported last June. The projected shortfall of \$145,000 has been closed mostly through the freezing of positions such as a secretary position, two maintenance worker positions, budget analyst, and others.

The Town now faces the challenge of the Governor's mid-year rescissions to municipalities. Our analysis shows an impact of \$165,566, up from our estimate in October (\$137,251). The current projected deficit for this fiscal year is 183,166 when the residual deficit from our prior action left \$17,600 unaccounted for is included.

The Governor has since proposed additional mid-year reductions to town aid for the General Assembly to consider. These proposed reductions go beyond the Governor's rescission authority and require approval by both he and the General Assembly. The proposed reductions include \$619,988 in general government aid and \$503,085 in reduced Education Cost Sharing for a total of \$1,123,073 that could be effective as early as January 9, 2003. These proposed reductions include Pequot/Mohegan grant funding so that towns get 20% of the revenues, down from 78% when first enacted; Manufacturing & Equipment reimbursement at 54%, down from 100% two years ago; and Town Aid at its lowest levels since inception. These proposed reductions are necessary on one hand, but they are also mean-spirited and ill timed by being in the middle of a fiscal year and this scenario could have been reasonably forecast last summer. Keep in mind, this organization began adjusting for this fiscal year in June 2002 when analyzing our interest earnings. The Town does not have the ability to nibble at discretionary spending to address this shortfall. For example, travel in the general government totals \$32,000 and the training budget is \$86,000. These totals clearly can't address reductions in State Aid that total 9.4% of all aid the town receives.

Several actions have to be considered to close this new deficit. These actions fall into five major categories:

- Defer or alter funding of capital expenditures (e.g., no capital for remainder of FY 2003 and 2004)
- Service Level reductions (e.g., reduce library hours)
- Freeze or eliminate operating expenditures (e.g., maintenance, travel, pay increases, etc.)
- Reduce the Scope of Government (e.g., sell real estate holdings)
- Restructure or re-engineer services (e.g., buy streetlights from CL&P or regionalize services)

There are larger issues to contemplate. The Governor can now be heard stating "Well, Minnesota cut all aid to cities and towns". We need to keep in mind that localities in that state also have local option taxes like a hotel bed tax. All Connecticut towns receive from the State is a patronizing and paternalistic relationship built on distrust. The State has it both ways – cut aid to towns and not allow them a way to manage through difficult times.

Perhaps the State of Connecticut is considering walking away from aid to cities and towns. We are now left to decide if we are going to walk away from our responsibility. We won't. We will also ask the citizens of Windsor what you want. We have to answer some basic questions over the next few months of what role you want your local government to perform? And do you like your quality of life? All things being equal, the State is asking Windsor taxpayers are they willing to spend .6 of mill more for the same services – about a \$61 increase for your average home. These actions also have applicability for the FY 2004 Financial Plan as with every year and every option has to be considered.

#### 8. Communication from Council Members

Councilor Albano – wished everyone a happy holiday.

Councilor Broxterman – wished everyone a happy and safe holiday and commended the WHS Football team.

Councilor Jepsen – wished a happy and healthy holiday season to all. He presented the Mayor with a gold badge for his position as Mayor.

Councilor Mulligan – congratulated the football team and wished everyone a happy and safe holiday. He noted a letter was received from a Lantern Way resident regarding a recent dump odor. The odor was particularly strong on one evening.

Councilor Pacino – wished a happy and safe holiday to all residents. He noted the lengthy agenda and the executive session legal issues. He requested that any executive session with a legal issue be moved to the top of the agenda to save legal costs. He also congratulated the WHS Football team.

Councilor Simon – wished all Windsor residents a happy holiday season.

Councilor Walker – encouraged all Councilors to consider what we are going to spend without the information of further potential cuts at hand. He wished all a happy holiday season.

Deputy Mayor Curtis – noted that all of us have to take a proactive stance on the budget cuts. He thanked the Town Manager for the survey regarding the landfill soccer complex. He hopes that sometime in the future we can have a publicized discussion regarding the project. He wished everyone a happy and safe holiday.

Mayor Trinks – congratulated everyone who came out for the Carol Sing. He also thanked all that came out for the fireman's Torchlight Parade. Another Windsor Magic Weekend is coming up at the Day Hill Shops this weekend. He wished everyone a happy and safe holiday season.

9. Reports of Standing Committees

- A. Finance Committee – met last Monday to discuss the budget format for the upcoming fiscal year which is on the agenda this evening; the proposed lease for the soccer complex (no action was taken); and reviewed the current revenues and expenditures for the Town.
- B. Town Improvements Committee – None.
- C. Health and Safety – None.
- D. Special Projects – None.
- E. Joint Board of Education and Town Council Committee – None.

10. Ordinances

None.

11. Unfinished Business

- A. Approve Budget Format for FY 2003-2004

Councilor Simon spoke regarding the budget format. Some Councilors have recently expressed interest in disclosing or knowing more about the nature of vacancies in town government. The Council's Finance Committee unanimously recommends that supplemental information be provided in the Town's Financial Plan. This information should include why a position is vacant, its budgetary impact, and impact on service delivery.

Moved by Councilor Simon, seconded by Councilor Albano that budget format for FY 2004 be the same as that utilized for the presentation of FY 2003 budget with the addition of explanatory information pertaining to staff vacancies and their impact on the budget & services.

Motion Passed 9-0-0

- B. Approve the Tax Increment Finance Policy

The Town Finance Committee reviewed the proposed TIF policy at its meeting on October 29. The Committee voted to recommend Town Council approval of the policy with a change to Section III.4., to clarify that the developer is to use best efforts to provide job creation priority for Windsor residents. The Committee also requested that the redevelopment properties list be officially adopted by the Council and that a procedure be established to review and update the list at least annually and otherwise when needed.

On December 2, the Town Council adopted a Priority Redevelopment Properties List and Policy in response to Council Members' concern for an official and up-to-date list.

Resolved by Councilor Simon, seconded by Councilor Jepsen to approve the Town of Windsor Tax Increment Financing Policy attached as Exhibit A.

Motion Passed 9-0-0

12. New Business

A. Small Pox Vaccination Presentation

Dr. Charles Petrillo, Public Health Director, made a presentation to the Council. President Bush will make the smallpox vaccination available to all Americans as a precaution against a possible bio-terrorism attack. The general public will be offered the vaccine on a voluntary basis as soon as large stockpiles are licensed, probably early in 2004. Dr. Petrillo explained in depth the three stage plan drafted by Connecticut health officials. The State has been divided into 41 planning regions, each of the regions having a minimum of 50,000 residents and having a Health Director. Windsor and South Windsor have been grouped into region 31. The region would be responsible for a mass vaccination clinic to vaccinate the region within a 10-day period, upon the direction of the President. They recommended Windsor High School and South Windsor High School as clinic locations. Either site would suffice, however, South Windsor High School meets the selection criteria more closely.

The Federal Government will pay for the smallpox vaccine as part of this mobilization. However, localities will likely have to bear the cost of the administration, logistics, and general management of the mass vaccinations. It is too early to assemble a credible estimate, but costs will be direct in the form of care workers, and indirect in the form of overtime for public safety workers and time away from traditional municipal functions. The Town Council will eventually be asked to approve the Clinic Plan perhaps in February 2003.

Councilor Simon asked if it is going to be a large diversion for the Health Department staff. Dr. Petrillo answered that it has been taking 50% of his and another staff member's time for quite some time now. That time should decrease by the end of January or early February when the coordinators come on board.

Councilor Broxterman inquired what happens if we can't get the required number of volunteers and would they be vaccinated. He also asked when the last vaccinations for smallpox were given. Dr. Petrillo is not concerned with getting 230-240 volunteers, however, he is concerned that they may not be able to keep up the pace for 10 days, so substitutes will be necessary. Those volunteers will be from Windsor and South Windsor. The last immunizations were given in 1972 to anyone older than one year of age. It is estimated that the immunization lasts anywhere from 10-20 years. Dr. Petrillo

said that vaccinations are voluntary, however it is recommended that anyone who volunteers in the clinics is vaccinated. The only mandated vaccinations are military at this time.

Deputy Mayor Curtis asked about the development of the new vaccine. Dr. Petrillo responded that there are some changes in the new vaccine. The antibiotics currently used in the vaccine will not be added to the new vaccine.

Councilor Pacino asked about having the clinic at the two proposed sites because of possible transportation or other issues that may prevent a Windsor resident to get to South Windsor High School. Dr. Petrillo said that they are considering those issues in developing the plan. The stipulations by the government for control of the vaccine are so strict that a single site is being considered at this point. We are trying to coordinate supplies statewide to help keep costs down. We are also keeping a list of costs in case the federal government later decides to reimburse municipalities. Dr. Petrillo will provide the estimated costs to the Town Council once they have them.

Councilor Albano stated the preference for a clinic in Windsor to increase convenience for Windsor residents

B. Approve appropriation for \$10,500 for design services related to the O'Brien Field Lighting Project

Mr. Tom Lenehan, Town Engineer, discussed the appropriation. The project needs sufficient design work in order to proceed with permitting and cost estimation. The design of the sports lighting system will include the design of the field lighting, the evaluation of the lighting levels of the seating areas, adjacent parking area and walkways, and the determination and reduction of light spillage in the surrounding neighborhood. The estimated cost of the design is \$10,500. Funds are available from the proceeds of the \$75,000 private donation.

Councilor Mulligan asked what we are looking for from the consultant. Mr. Lenehan expects the final design and specifications for the lights which include the surrounding lights in the parking lots and seating areas. This would include the type of system and features of the system.

Deputy Mayor Curtis asked if the height of the poles influence which sports can play at night. Mr. Lenehan stated that a primary factor is the level of light intensity. Greater amounts are needed for sports such as lacrosse or field hockey. The design consultant would be charged with designing and evaluating a lighting control system which could vary the light intensity depending on field or stadium use.

Councilor Pacino asked if we could request the design work deadline be moved up. His concern is that the design will not be completed by the time that the TP&Z application is submitted. Mr. Lenehan said that we could move up the deadline,

however, we need the time so we can provide all of the information that the TP&Z needs.

Councilor Mulligan asked what information is going to be supplied to the TP&Z. Mr. Lenehan said the site plan, §8-24 Review, Special Use and Pole Height Waiver will be necessary to approve the site plan.

Councilor Simon is disappointed and frustrated that this is the second time that this is on the agenda and none of the proponents are present. He intends to support this tonight, but it does not indicate final support of the project.

Councilor Albano confirmed that this money is coming out of town funds if we don't go through with the project. He cannot support this in case we don't go through with the project. This is a luxury item and he feels we can do without it. He is not supporting it.

Councilor Walker is in favor of lighted fields, however, he urges the Council to be prudent in these economic times.

Councilor Mulligan asked if this project is eligible for State reimbursement. Town Manager Churchill stated staff feels the project is eligible for reimbursement.

Mayor Trinks said that he will be supporting the motion for the concept and the plan, but is not committing himself to the final project at this time.

Moved by Councilor Broxterman, seconded by Councilor Mulligan that \$10,500 be appropriated from the Capital Projects Fund – O'Brien Field Renovations Project (Account #02540400-43180-9315) to fund the design of the sports lighting system at O'Brien Field.

Motion Passed 7-2-0 (Councilors Albano and Walker opposing)

C. Approve appropriation of \$1,300 to WIN-TV Government Channel

Town Manager Churchill explained the appropriation. In the early negotiations between the town and WIN-TV to develop a delegation agreement for the operation of Channel 21, the WIN-TV Board of Directors noted that they budgeted \$3,000 for the contractual services to produce live Town Council, Board of Education, and TP&Z meetings. As part of the negotiations, they requested the remaining \$1,300 be returned to the total amount of WIN-TV's contribution from the town for a total of \$10,000 for Fiscal Year 2003.

Because the town would be assuming one-third of the responsibilities by operating Channel 21, the town manager originally thought taking one-third of the appropriation would be a fair distribution of the funds. The authorization of an additional \$1,300 to WIN-TV as part of negotiating a delegation agreement was necessary to obtain the long-term benefits of municipal control.

Councilor Simon clarified for viewers that the \$1,300 is not a new appropriation, but a transfer of funds from an existing line item.

Moved by Deputy Mayor Curtis, seconded by Councilor Broxterman to appropriate the amount of \$1,300 from account 01-1-10-132 (Information Services/Public Relations) to WIN-TV as part of the Government Channel 21 Delegation Agreement.

Motion Passed 8-1-0 (Councilor Walker opposing)

D. Approve appropriation of \$6,000 to fund local match of Heritage Tourism Plan

Mr. Burke, Economic Development Director, discussed the appropriation. The Council is requested to authorize utilization of \$6,000 of Community Development Block Grant program income as the local match for a grant provided by the Connecticut Historical Commission to update Windsor's Heritage Tourism Plan.

Councilor Pacino asked if the North Central Tourism District would directly or indirectly benefit from this plan and why they refused to match the grant. He also asked what Fund 8100 was for. Mr. Burke said that the North Central Tourism District would benefit because they promote the tourism in this area, including Windsor. If we can better package Windsor's tourism, we can be a better presence in the North Central Tourism District's advertisement and promotion. He was not able to confirm why they did not match the grant. Income from past Community Development Block Grant efforts are placed in Fund 8100 and can be utilized for historical preservation, economic development, along with housing and neighborhood development activities.

Councilor Simon asked if we have to account to anybody for the CDBG funds. He asked if Fund 8100 is outside of the general fund. He also was disappointed that the Chamber was unable to match the grant and asked if they provided a reason. Mr. Burke said that it is his understanding that these were HUD funds awarded directly to the town, not CDBG Small Cities funds administered by the State of Connecticut. HUD has discontinued the direct entitlement program for smaller towns. The Town was told that they were no longer required to meet the program requirements, but was encouraged to use the funds for the same type of projects. Town Manager Churchill said that Fund 8100 is outside of the general fund, however, it needs an appropriation for this match. Mr. Burke said that the Chamber did not have the funds in their budget, however, they have committed staff time and resources to this project.

Councilor Albano asked how much money was in this fund and what else can we use it for, suggesting flu shots or smallpox vaccines. Town Manager Churchill said that there is approximately \$90,000 in the fund, however, on an annual basis, some of the funds are used to pay staff for work in those areas.

Councilor Walker asked if this appropriation is something that can wait until the next meeting for a vote. Mr. Burke responded that we need to do the appropriation before the time runs out for the grant match requirement.

Councilor Jepsen asked if these funds are in jeopardy of being pulled by the State. He also asked for the timeline for the grant. Mr. Burke said that these are federal funds that the State is managing. The grant provides that we need to complete this update by the end of June. The consultant needs from January to June to get the job done.

Mayor Trinks enthusiastically supports the appropriation to enhance Windsor's brand name recognition.

Moved by Deputy Mayor Curtis, seconded by Councilor Simon resolved that the Town Council hereby authorizes the expenditure of \$6,000 from CDBG Fund Project 8100 to be used as the town's match for a grant provided by the Connecticut Historical Commission to update Windsor's Heritage Tourism Plan.

Motion Passed 8-1-0 (Councilor Walker opposed)

E. Introduce a bond ordinance for Sage Park Athletic Fields

Mr. Brian Funk, Director of Public Works and Mr. Gregg Pavitt, Director of Finance reviewed the proposed improvements. The turf at Sage Park is being worn out by current use. In addition, the layout of the fields at Sage Park could be more efficient if modified. This project would entail installing an irrigation system at Sage Park, improving the effectiveness of the existing irrigation system at O'Brien Field; replacing the "crown" at O'Brien Field to improve drainage, followed by the re-sodding of the field; moving of certain drainage structures at O'Brien Field to allow for its potential use for soccer games; moving of the baseball field at Sage Park from the center of the park to the southwest corner in order to provide for a more efficient layout of the fields in the park; improving drainage in Sage Park; as well as replacing some of the fencing at the park, especially along the property lines.

Councilor Simon asked Town Manager Churchill about the substantially lower costs for bonding than the amount projected in the CIP. He asked for a rundown on the costs. He believes the entire cost of this bonding will cost less than we thought. Town Manager Churchill said that Sage Park Athletic Fields was originally projected to cost \$180,000, the addition of O'Brien Field, brought the cost to \$300,000. The other projects on the agenda tonight include the BOE project for the L.P. Wilson Roof Replacement, which was estimated to be \$785,000, actual projection is \$800,000; the BOE Clover Street Window Replacement was originally estimated at \$827,000, and it is now projected for \$375,000; and the Poquonock School project was estimated at \$443,000, now projected to be \$305,000. Also, there have been other savings that have occurred in capital financing resulting in a projected debt service savings of \$73,000. When debt service for the Public Safety Communications System is added, \$39,000 is the net savings in annual debt service.

Councilor Walker asked if this is a project that could wait until the next meeting when we have more information from the State. Town Manager Churchill said these are bond ordinance introductions tonight. The town could defer its decision to the January 21<sup>st</sup> Council Meeting. He recommends that we introduce the ordinances tonight.

Councilor Simon cautioned the Council that there may not be a quick resolution to the budget crisis.

Councilor Jepsen asked if the additional \$70,000 was for O'Brien Field. Mr. Funk responded that it is for O'Brien Field and a contingency fund of \$40,000.

Councilor Albano asked for clarification for bonding costs. Mr. Pavitt said that it is \$263,000 of new bonding.

Councilor Pacino asked about the \$30,000 renovation a few years ago for the baseball field at Sage Park. He was under the impression that it was going to be moved for safety reasons. He asked the High School coach why he wasn't playing his varsity games there. He was told that the coach was not consulted and the sun problem was the same as the field across the street. Mr. Funk said that he was not part of the renovation a few years ago. The coach is in support of the proposed relocation of the fields. They are looking to start sodding O'Brien field in May so it would be done early enough for the roots of the sod to grow before football in the fall. The rest of Sage Park would probably wait until after June 1<sup>st</sup>, after the spring playing season is mostly over.

Resolved by Deputy Mayor Curtis, seconded by Councilor Jepsen, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$270,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-1-0 (Councilor Walker opposed)

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen to introduce the following ordinance: "AN ORDINANCE APPROPRIATING \$270,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 8-1-0 (Councilor Walker opposing)

F. Set a Public Hearing for a bond ordinance for Sage Park Athletic Fields on January 6, 2003 at 7:00 p.m.

Mayor Trinks suggested that the meeting be scheduled on January 21<sup>st</sup> rather than January 6<sup>th</sup>.

Councilor Mulligan requested a copy of the document with capital savings from Town Manager Churchill.

Resolved by Deputy Mayor Curtis, seconded by Councilor Jepsen that a Public Hearing be held at the Windsor Town Hall on Monday, January 21, 2003 at 7:00 p.m. (prevailing time) on the following ordinance entitled: "AN ORDINANCE APPROPRIATING \$270,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and be it FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

G. Introduce a bond ordinance for L.P. Wilson Roof Replacement

Mr. Brian Funk, Director of Public Works and Mr. Gregg Pavitt, Director of Finance reviewed the project. This project would replace the roof on the north section of the facility. The roof on the south side of L.P. Wilson does not require replacement at this time. A section of the south side was replaced approximately five years ago. This section should last for about 15 more years. The remainder of the south roof would normally be scheduled for replacement in approximately five to six years. The Town monitors the condition of the roof on an annual basis.

Councilor Albano asked about the extra \$40,000. Mr. Funk said the \$40,000 for the design is not part of the \$800,000 bonding.

Councilor Pacino asked why we are spending money for a roof replacement that was inferior from the beginning. Councilor Pacino also asked about the condition of the other sections of the roof and if it would be a cost savings to replace them along with the northern section. Mr. Funk said that Town Attorney said that they do not have enough of a case to proceed with legal action. The roof has been tested with infrared methods to determine soft spots and the south section is in good condition and would not be a good expenditure of funds at this time.

Councilor Simon asked if the north section is leaking. Mr. Dennis Shevel, Facilities Manager, BOE, said that the roof is leaking, but not constantly, for the past 1 ½ to 2 years.

Resolved by Councilor Broxterman, seconded by Councilor Jepsen, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$800,000 FOR REPLACEMENT OF THE ROOF ON THE NORTH

SECTION OF THE L.P. WILSON BUILDING, AND AUTHORIZING THE ISSUE OF \$800,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Moved by Councilor Broxterman, seconded by Councilor Jepsen to introduce the following ordinance: “AN ORDINANCE APPROPRIATING \$800,000 FOR REPLACEMENT OF THE ROOF ON THE NORTH SECTION OF THE L.P. WILSON BUILDING, AND AUTHORIZING THE ISSUE OF \$800,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Motion Passed 8-1-0 (Councilor Pacino opposing)

H. Set a Public Hearing for a bond ordinance for L.P. Wilson Roof Replacement on January 21, 2003 at 7:05 p.m.

Resolved by Councilor Broxterman, seconded by Councilor Jepsen that a Public Hearing be held at the Windsor Town Hall on Monday, January 21, 2003 at 7:05 p.m. (prevailing time) on the following ordinance entitled: “AN ORDINANCE APPROPRIATING \$800,000 FOR REPLACEMENT OF THE ROOF ON THE NORTH SECTION OF THE L.P. WILSON BUILDING, AND AUTHORIZING THE ISSUE OF \$800,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” and be it FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

I. Introduce a bond ordinance for Clover Street School Window Replacement

Mr. Brian Funk, Director of Public Works and Mr. Gregg Pavitt, Director of Finance reviewed the project. Approximately half of the windows in the original portion of the Clover Street School’s Main Building, Library Building, and Buildings #1, #2, #5 and #6 are of the full height, single pane, store front type. Due to the considerable heat loss from these windows, condensation accumulates, and uncomfortable and distracting drafts are the results. Replacement of these windows will significantly improve the comfort level, enhance the appearance of the facility’s exterior, and reduce fuel consumption.

Councilor Pacino asked if these windows would finish all of the window replacements at the school. Mr. Shevel, Facilities Manager, BOE, confirmed this. Years ago, the windows that faced the interstate were replaced. The Clover Street windows were not replaced at that time.

Councilor Jepsen asked about the \$500,000 savings. Mr. Shevel said that there were two different estimates at two different times. The current architect has more insights and fewer assumptions than the estimate that was made years ago.

Resolved by Councilor Simon, seconded by Councilor Walker, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$335,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$335,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Moved by Councilor Simon, seconded by Councilor Jepsen to introduce the following ordinance: "AN ORDINANCE APPROPRIATING \$335,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$335,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 8-0-0 (Mayor Trinks was not in attendance for the vote)

J. Set a Public Hearing for a bond ordinance for Clover Street Window Replacement on January 21, 2003 at 7:10 p.m.

Resolved by Councilor Simon, seconded by Councilor Jepsen that a Public Hearing be held at the Windsor Town Hall on Monday, January 21, 2003 at 7:10 p.m. (prevailing time) on the following ordinance entitled: "AN ORDINANCE APPROPRIATING \$335,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$335,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and be it FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

K. Introduce a bond ordinance for Public Safety Radio System

Mr. Peter Souza, Assistant Town Manager, and Mr. Gregg Pavitt, Director of Finance, reviewed the Public Safety Radio System project. This project aims to replace a fifteen-year old radio communications system and will address a range of issues including radio coverage, system capacity, and reliability of equipment. When these existing issues are addressed in a comprehensive manner, safety conditions for police officers and volunteer firefighters will be significantly improved.

Councilor Jepsen asked if this amount would be impacted by Windsor joining a Regional Dispatch Center. Mr. Souza responded that the Regional Dispatch Center

