



Council Agenda

**Council Chambers
Windsor Town Hall
May 19, 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) Honoring May 18, 2003 – May 24, 2003 as National Public Works week
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Economic Development Commission
 - b) Fair Rent Commission
 - 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) *Appropriations for Capital Projects (Town Manager)
 - b) *Appropriation for O'Brien Field Lights (Councilor Broxterman)
12. NEW BUSINESS
 - a) *Presentation of the Small Pox Vaccination Plan (Town Manager)
 - b) *Set Town of Windsor Mill Rate (Town Manager)
 - c) *Approval of License Agreement for Settlement Hill Subdivision (Town Manager)



13. RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the May 5, 2003 Public Hearing
- b) *Minutes of the May 5, 2003 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

PROCLAMATION

Designating May 18, 2003 through May 24, 2003
as National Public Works Week

WHEREAS, the public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, support, understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as street maintenance, the operation of a landfill, public building maintenance, public grounds beautification and snow removal; and

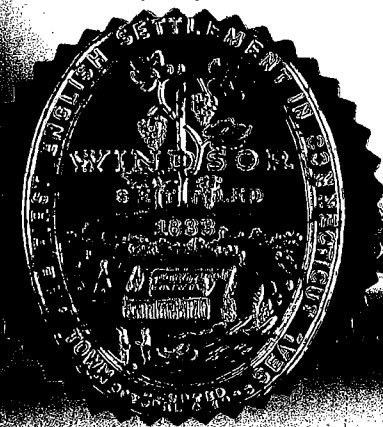
WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, is dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's attitude and understanding of the importance of the work they perform.


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

May 18, 2003 through May 24, 2003 be declared as National Public Works Week in the Town of Windsor and that the citizens and organizations of the Town of Windsor acquaint themselves with the issues involved in providing our public works support and to recognize the contributions which public works officials make every day to our health, safety, comfort and quality of life.




Donald S. Trinks
Mayor

Agenda Item Summary

Date: May 19, 2003
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Assistant Town Manager
Reviewed By: Leon Churchill, Town Manager 
Subject: Capital Projects Appropriations

Background

A key component of the FY 2004 Financial Plan and Program of Services involves the liquidation of several Capital Fund Outlay accounts and the transfer of the funds to the Capital Outlay Undesignated Fund Balance. The parallel recommendation is to appropriate from the Capital Outlay Fund Balance to finance a series of capital projects and other one-time expenditures.

Discussion/Analysis

On April 23, 2003, the Town Council transferred \$541,945 from various capital accounts to Capital Outlay Fund Undesignated Unreserved Fund Balance. This fund is used in part as "working cash" to fund projects in anticipation of reimbursement from state and or federal sources. Including anticipated State LOCIP reimbursements, the Capital Outlay Fund has a preliminary projected balance of \$995,000. This source of funding is designed for capital expenditures and provides a viable alternative to the Financial Plan (and its tax impact).

It is proposed that \$295,000 be appropriated from the Capital Outlay Fund Undesignated Unreserved Fund Balance to fund the following capital accounts. Two new items (in italics) are recommended for funding as explained in the attachment.

<u>Project</u>	<u>#Account Title</u>	<u>Appropriation</u>
9058	Emergency Preparedness / Bio HazMat Equip.	\$ 5,000
9057	CAD Replacement in Engineering	20,000
9056	Town Clerk Office Software	48,000
9055	Senior Center Concept Design	15,000
9060	Senior Center Improvements	20,000
9066	Replacement Vehicle for Building Safety	15,000
9054	Building Security Systems	30,000
6501	Fire Equipment Fund	12,500
9008	330 Windsor Ave	20,000
9315	Re-crowning of O'Brien Field	45,000
9026	Skate Park	8,000
9059	Sand and Salt Storage Facility	25,000
9009	<i>Kennedy Road Project</i>	<i>12,500</i>
9005	<i>Mack Street Project</i>	<i>22,000</i>
	TOTAL	<u>\$298,000</u>

Financial Impact

As noted above, on April 23rd the Town Council transferred \$541,945 from various capital accounts to Capital Outlay Fund Undesignated Unreserved Fund Balance. This fund is used in part as "working cash" to fund projects in anticipation of reimbursement from state and or federal sources. Including anticipated State LOCIP reimbursements and the April 23rd \$75,000 appropriation for Veterans' Pool improvements, the Capital Outlay Fund has a balance of \$995,000. The proposed appropriation totals \$298,000. The resulting Capital Outlay Fund Balance would be an estimated \$697,000.

Other Board Action

None.

Recommendations

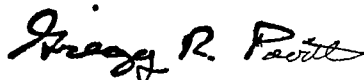
If the Town Council concurs, the following motion would be in order:

"MOVE that the following amounts be appropriated from the Capital Outlay Fund Undesignated Unreserved Fund Balance to the following capital accounts."

<u>Project</u>	<u>#Account Title</u>	<u>Appropriation</u>
9058	Emergency Preparedness / Bio HazMat Equip.	\$ 5,000
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9009	Kennedy Road Project	12,500
9005	Mack Street Project	<u>22,000</u>
	TOTAL	<u>\$298,000</u>

Certification of Available Funds

I hereby certify that there are sufficient funds in the Capital Outlay Fund Undesignated Unreserved Fund Balance for the capital accounts described herein.



Gregg Pavitt
Finance Director

Attachments

Description of Proposed Capital Projects

PROPOSED CAPITAL OUTLAY PROJECTS

Emergency Preparedness / Bio-HazMat Equipment \$5,000

Purchase personal safety equipment for the Bio-Hazard Assessment Team (\$3,000), along with needed equipment for the emergency shelter at LP Wilson Community Center. (\$2,000) Shelter equipment will include cots, portable radios, and miscellaneous supplies.

Computer Aided Design Software \$20,000

Purchase CAD software, 2 licenses, and a digitizing table. Engineering's current drafting and design software is over 8 years old and is not able to be upgraded.

License and Vital Records Software \$48,000

Fund the purchase of hardware, software development and licensing costs for the Town Clerk's Office. Currently the Town Clerk's software applications, ten in total, reside on our VAX mainframe, this project will allow the applications to migrate to a Windows based system.

Senior Center Concept Design \$15,000

Hire an architectural firm to complete a space programming and utilization analysis related to future senior center space needs. Conceptual floor plans and preliminary cost estimates to retrofit existing space will be completed.

Senior Center Improvements \$20,000

Provides funding to make improvements to the soon to be vacated Caring Connection space for senior center programming. Purchase furniture and small equipment (i.e. tables, chairs, floor mats, room dividers) and make modifications to sidewalks near Senior Center parking area.

Replacement Vehicle for Building Safety Division \$15,000

Replacement of a 1992 sedan, which has incurred increasing maintenance cost in the last two years. The new vehicle will be purchased from the state bid list.

Building Security \$30,000

Make improvements to facility security at Milo Peck, Town Hall, and LP Wilson Community Center. Improvements include automatic door locks, monitoring cameras, key-less entry systems.

Community Center Improvements \$20,000

Retrofit a portion of the community center at 330 Windsor Ave to accommodate Police Athletic League programming and community recreation activities.

O'Brien Field Drainage Improvement \$45,000

Allows drainage improvements to be made at O'Brien Field in concert with re-grading and installation of new sod. Improvements will facilitate long-term turf management efforts as well as allow additional sports to utilize the field.

Skate Park \$8,000

Fund purchase of new park element (1/2 pipe feature) to enhance the existing skate features. \$6,000 in donations from the Friends of the Skate Park will be used to assist in funding the enhancements.

Salt and Sand Storage Facility \$25,000

Additional funding is required to meet federal and state environmental regulations along with zoning and wetlands requirements.

Fire Department Equipment \$12,500

Fund purchase of "high-rise packs" which will facilitate fire fighting capabilities in structures three stories or taller. Equipment includes lightweight hose, nozzles, and hand tools. Each of the fire stations will be outfitted with a "high-rise pack".

Funding Requirements for Kennedy Road and Mack Street Projects \$34,500


King Construction recently submitted requests for retainages to be released for their work on Mack Street and Kennedy Road. Previously invoices had been submitted for the retainages, but were not processed since punch list work was not completed. The invoices were not considered when the reductions to the accounts were recently made because invoices from King Construction showed them paid. The Kennedy Road project requires \$12,500 for an outstanding invoice from King Construction. The Mack Street project requires additional funding of \$22,000 to meet the final invoice requirements from King Construction. The closure of these two projects significantly contributed to the Capital Outlay Fund appropriation on April 23, 2003. The two project accounts are not closed because they contain future obligations for work done by the Metropolitan District Commission.

Agenda Item Summary

Date: May 19, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Leon Churchill, Town Manager 

Subject: O'Brien Field Lighting

Background

The Town Council is considering approving the installation of sports lighting at O'Brien Field, for the purpose of sponsoring night football, lacrosse and soccer games and other Town activities, such as band and cheerleading competitions, services, etc. In addition, bids were recently opened for the installation of lights at O'Brien Field. There were three bidders, and the low bid was \$167,800.

Discussion

The project includes a 4-90 foot pole system with approximately 16 lights per pole to sufficiently illuminate the field (see lighting profile in attachment). Features of the lighting system include shielding from the adjacent properties, and a control system that would allow varying lighting levels for the different activities, including recreational use of the perimeter track. The goal is to have the lighting system complete and ready for use by the Windsor High Football Team by August 29, 2003. All field sports would have the ability to play night games or matches at O'Brien Field with these specifications. Several steps have been taken to meet this goal in the event the Town Council approves funding for the project. It included the following with only the last two steps remaining (*emphasis added*):

- Notice to proceed to Consultant – November 27, 2002 -- completed
- Meet with Town staff – December 2, 2002 -- completed
- Joint Town Council and Board of Education Committee meeting – December 2, 2002. (Presentation by town.) -- completed
- Submit TP&Z application – December 10, 2002 (Consultant to prepare site plan, Special Use, and Pole Height Waiver application.) -- completed
- Public Hearing of TP&Z – January 14, 2003 -- completed
- Preliminary submission– February 14, 2003 -- completed
- Town comments completed – March 3, 2003 -- completed
- Final submission – March 14, 2003 -- completed
- Advertise construction contract – April 1, 2003 -- completed
- Open bids – May 1, 2003 -- completed
- *Award Construction Contract – June 2, 2003*
- *Construction Contract Completion – August 29, 2003*

The installation of lights at O'Brien Field incorporates numerous benefits and has potential nuisances that come with any large gathering place. The lighting project embodies a partnership in keeping with other recent developments in Windsor. Mr. Miskey has pledged \$75,000 and

other private fundraising efforts are underway. The town also espouses the virtues of creating great gatherings as seen in various events on the Town Green, Windsor Bike Tour, SummerWind and other events that offer entertainment, supports social cohesion in a diverse community, and presents positive images of the community. Large athletic or artistic facilities have potential common nuisances like trash, noise, traffic, and poor crowd control. The lights also add the potential for light spillage that creates a visual nuisance. The solution for all of these issues lie in an operational approach that has accountability for trash pickup, traffic management (performed by Windsor Police Department officers on private duty) and crowd control. These approaches could be expansions of current practices such as the addition of a private duty officer for night games. The issue of light spillage was addressed by the Town Planning & Zoning Commission principally with their landscaping requirements. Current lighting technology also has little spillage to the point it would be negligible to adjacent property owners.

Financial Impact

The total cost of the project is estimated at \$231,000, including the lighting at \$167,800, design at \$12,000, landscape screening at \$25,000, a third party structural review at \$5,000 and contingency. The contribution by Mr. Joe Misky would defray the cost by \$65,000 after the town spent \$10,000 for electrical engineering design. The entire \$75,000 will be given back to Mr. Misky if the appropriation is rejected.

The Capital Projects Fund is the most logical source for funding. The Town Council appropriated \$541,945 to it at its last meeting bringing its fund balance to \$995,000. The Capital Projects Fund balance typically pays for projects eventually reimbursed through the State's LoCIP program and unforeseen capital needs. A balance of \$350,000 has historically satisfied these needs and is the amount prescribed in the Town's Financial Policies.

Other Board Action

The Town has received Planning and Zoning Commission approval for the installation of the sports lighting system. The TP&Z placed conditions on their approval. They include adding screening with evergreen trees to reduce light and noise impact on the surrounding area; adding any additional shielding or other techniques to reduce spillage and lighting impact on the surrounding area; the public address system be continually monitored and adjusted to reduce noise impact on the surrounding area; an automatic timer shall be installed and the lights shall not operate after 10:00 p. m., and will be turned off sooner if the event has been completed.

Recommendations

It is recommended the town install lights at O'Brien Field for the reasons described above. The potential nuisances have viable solutions through superior technology included in the design and appropriate responsibility by the Windsor High School Athletic Department, Windsor Police Department, and volunteers such as the Gridiron Club. The following motion is recommended if the Town Council concurs:

“Move, that \$166,000 be appropriated from the Capital Projects Fund Undesignated, Unreserved Fund Balance for the installation of sports and support lighting at O'Brien Field.”

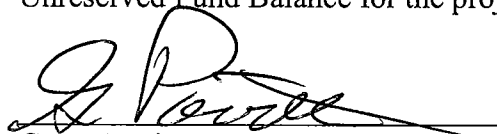
Attachments

Lighting Site Plan
Typical Light Pole Schematic

O'Brien Field Lighting
March 19, 2003

Certification of Available Funds

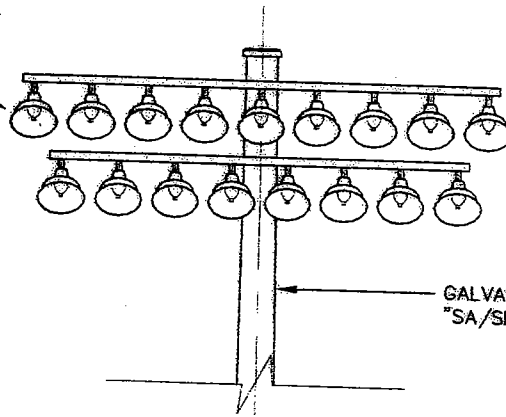
I hereby certify that there are sufficient funds in the Capital Projects Fund Undesignated, Unreserved Fund Balance for the project described herein.

A handwritten signature in black ink, appearing to read "G. Pavitt", written over a horizontal line.

Gregg Pavitt
Finance Director

WEIGHT APPROX. 25 LBS.
ELECTRICAL BALLAST WEIGHT,
50LBS PER FIXTURE SERVED

1500 WATT METAL HALIDE
SPORTS LIGHTING UNITS :
MUSCO SPORTS LIGHTING
POLES "SA/SB"
(18) LIGHTING UNITS EACH
ON TWO CROSSARMS PER POLE
POLES "SC/SD"
(17) LIGHTING UNITS EACH
ON TWO CROSSARMS PER POLE
GE/HUBBELL SPORTS LIGHTING
POLES "SA/SB"
(19) LIGHTING UNITS EACH
ON TWO CROSSARMS PER POLE
POLES "SC/SD"
(19) LIGHTING UNITS EACH
ON TWO CROSSARMS PER POLE



GALVANIZED STEEL POLE :
"SA/SB/SC/SD" - 90'-0"

WEATHERPROOF NEMA 3R
ELECTRICAL ENCLOSURE WITH
REMOTE BALLASTS AND POLE
CIRCUIT BREAKERS

DIRECT BURIAL BASES :
POLES "SA/SB/SC/SD"
PRECAST BASE 22'-0" x 13.75"Ø
HOLLOW BASES SHALL BE CONSTRUCTED OF
9500 P.S.I. PRESTRESSED CENTRICALLY
CAST CONCRETE WITH 189 KSI STEEL CABLE
REINFORCEMENT

CONCRETE ENCASEMENT PROVIDES
COMPRESSIVE STRENGTH, LIGHT POLE
MAY BE SET IN PLACE 48 HOURS AFTER
CONCRETE BACK-FILL IS INSTALLED.

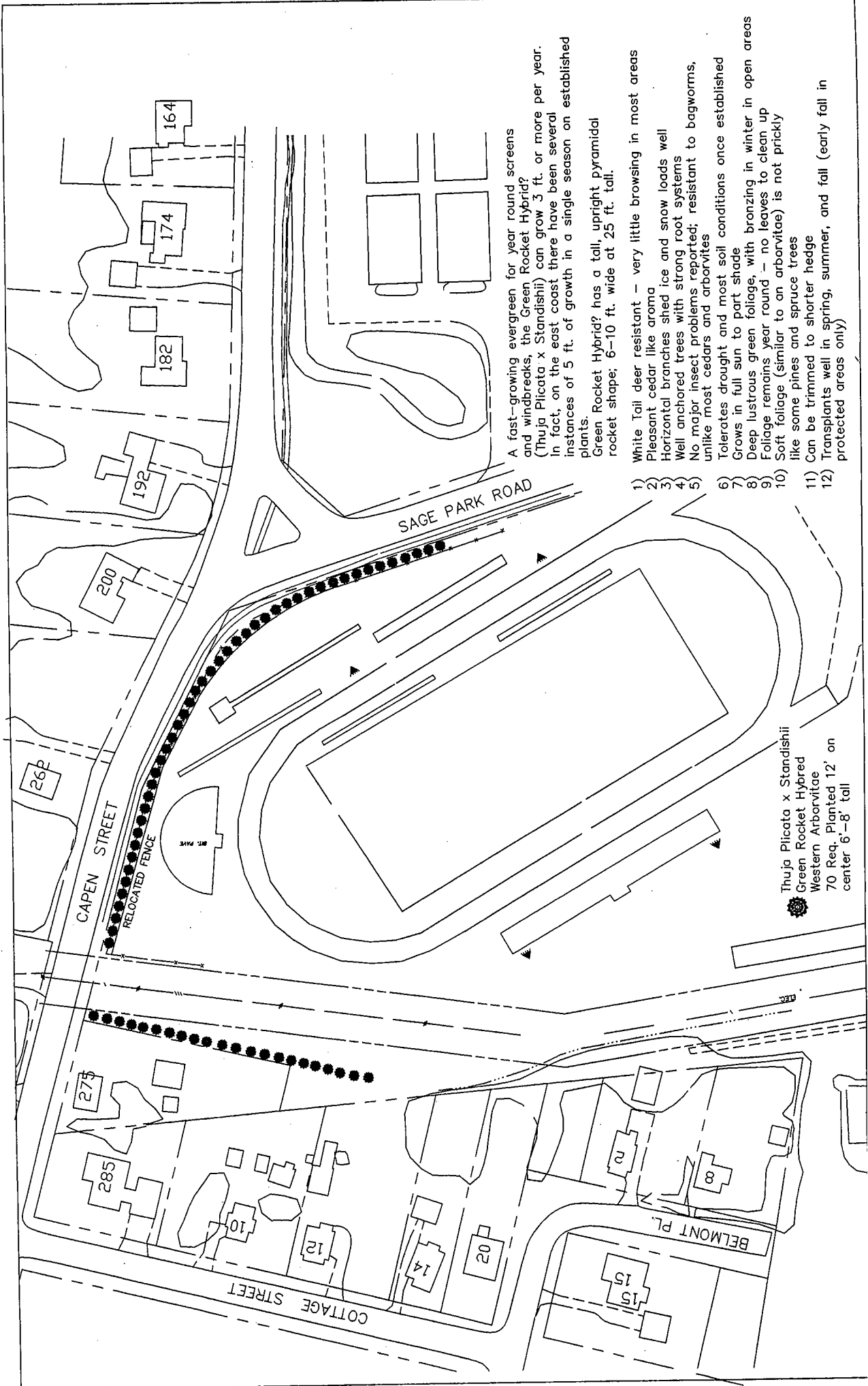
APPROX. 10'-0"
ABOVE GRADE

FINISH
GRADE

DIRECT BURIAL BASE EXCAVATION :
POLES "SA/SB/SC/SD"
30"Ø x 12'-0" DEEP*
EXCAVATIONS ARE TO BE BACK-FILLED
WITH CONCRETE AROUND POLE BASE.
CONCRETE TO BE AIR-ENTRAINED AND
HAVE A COMPRESSIVE STRENGTH OF
3000 P.S.I. @ 28 DAYS. CONCRETE
BACK-FILL MUST BEAR ON AND
AGAINST FIRM UNDISTURBED SOIL.
CONCRETE BACK-FILL INSTALLATION
LIMITED TO MAX. FREE DROP OF 6'-0",
BEYOND THAT, CHUTES OR PUMPING
TECHNIQUES SHOULD BE UTILIZED.
ALL EXCAVATIONS SHOULD BE FREE OF
WATER, LOOSE SOIL AND DEBRIS PRIOR
TO FOUNDATION INSTALLATION AND
CONCRETE BACK-FILL PLACEMENT.
GROUNDWATER PUMPING AND EXCAVATION
STABILIZATION OR BRACING DURING
POLE BASE INSTALLATION AND PLACEMENT
OF CONCRETE BACK-FILL MAY BE REQUIRED.
ALSO SEE DETAIL NOTES #1 & 2 BELOW.

MUSCO SPORTS LIGHTING PRE-CAST CONCRETE BASE


* VERIFY SIZE AND DEPTH OF POLE BASE EXCAVATION
WITH SPORTS LIGHTING SYSTEM MANUFACTURER PRIOR
TO CONSTRUCTION.



A fast-growing evergreen for year round screens and windbreaks, the Green Rocket Hybrid[®] (Thuja Plicata x Standishii) can grow 3 ft. or more per year. In fact, on the east coast there have been several instances of 5 ft. of growth in a single season on established plants.

Green Rocket Hybrid[®] has a tall, upright pyramidal rocket shape; 6-10 ft. wide at 25 ft. tall.

- 1) White Tail deer resistant - very little browsing in most areas
- 2) Pleasant cedar like aroma
- 3) Horizontal branches shed ice and snow loads well
- 4) Well anchored trees with strong root systems
- 5) No major insect problems reported; resistant to bagworms, unlike most cedars and arborvitae
- 6) Tolerates drought and most soil conditions once established
- 7) Grows in full sun to part shade
- 8) Deep lustrous green foliage, with bronzing in winter in open areas
- 9) Foliage remains year round - no leaves to clean up
- 10) Soft foliage (similar to an arborvitae) is not prickly like some pines and spruce trees
- 11) Can be trimmed to shorter hedge
- 12) Transplants well in spring, summer, and fall (early fall in protected areas only)

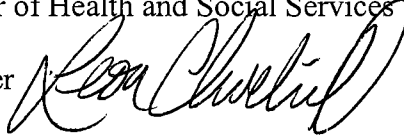
 Thuja Plicata x Standishii
 Green Rocket Hybrid[®]
 Western Arborvitae
 70 Req. Planted 12' on center 6'-8' tall

Agenda Item Summary

Date: May 19, 2003

To: Honorable Mayor and Members of the Town Council

Prepared by: Charles J. Petrillo, Jr., Director of Health and Social Services

Reviewed by: Leon Churchill, Town Manager 

Subject: Smallpox Mass Vaccination Clinic Plan

Background

For approximately the past ten (10) months, the nation as a whole and Connecticut in particular has been developing plans for the possible mass vaccination of the entire population for smallpox. For planning purposes, municipalities throughout Connecticut have been divided into forty-two (42) smallpox planning regions and charged with developing a plan to mass immunize their entire populations within a 10-day period if so ordered by the President of the United States. Toward this end, the towns of Windsor and South Windsor have been grouped to form Smallpox Planning Region #31 and have been working to develop a plan to vaccinate their entire populations should the need arise. The two municipalities have a combined population of 52,699. On December 16, 2002 and February 18, 2003 presentations were made to the Council on the smallpox planning process in general and the development of a plan in particular. That Plan is now substantially complete and is being presented this evening for informational purposes.

Discussion/Analysis

Over the past five months, a planning committee composed of staff from Windsor and South Windsor has been working to develop a post-event smallpox mass vaccination clinic plan. Committee members from South Windsor are Judy Hall, Assistant to the Town Manager; Commander Tom Hart representing the Police Department; and Bob Deptula representing the Health Department. For Windsor, the representatives are Peter Souza, Assistant Town Manager; Chief Kevin Searles, Captain Kelvan Kears, and Lieutenant Shannon Haynes from the Police Department; and Sharon Enot and myself from the Health Department. Enita Jubrey from the Town Manager's Office has also participated in the planning process.

The Plan covers in detail everything from the background for developing the plan; the selection of the clinic site and the transportation of people to the clinic; span of control, clinic hours and clinic flow; vaccine delivery, storage and security; volunteer recruitment and training; and testing of the plan. The Plan, while substantially complete, will be undergoing constant revision as new information comes forward from the Centers for Disease Control and Prevention (CDC) and the State Department of Public Health. Thus, the Committee will continue to meet to review the Plan and develop a training schedule.

In addition to developing this plan, the following planning related activities have been taking place. Four members of the clinic team have been pre-vaccinated for smallpox during Stage I pre-vaccinations and are therefore part of a team that will investigate reports of rash type illnesses and/or undertake vaccination activities. Two persons have completed "train the trainer" sessions and can train those who will be vaccinators. Information packets have been distributed to members of the police and fire departments and ambulance so that they are informed and can be ready to be pre-vaccinated in Stage II if and when it becomes available. Medical volunteers are being recruited and a meeting with these volunteers has taken place. Recruitment of non-medical volunteers has just begun. Finally, a plan to educate the public has been formulated and that education will begin in June.

Financial Impact

To date, the major financial impact to both towns has been in the form of indirect costs associated with the time it has taken staff to develop the plan and participated in the various meetings, training and informational sessions. Some minor costs have been incurred associated with printing and mailing of letters. We are presently trying to estimate the costs to conduct this clinic, those costs to be in purchasing supplies and equipment. We should have a rough estimate of those costs by June 1. Committee participants and the Finance Department will continue to monitor Homeland Security legislation and appropriations for possible reimbursement opportunities.

Other Board Action

None.


Recommendations

The Connecticut State Department of Public Health (DPH) originally asked that local governing bodies approve their respective Small Clinic Plans. The DPH has changed its position due to the growing security concerns. The Plan does not require Town Council approval, but this presentation fulfills an earlier commitment to bring the Plan to you when completed. The appropriation portions of the Plan have been classified in order to protect the public regarding vaccine distribution and storage methodologies, and physicians.

Attachments

None, but the Small Clinic Plan is available for viewing upon request.

Agenda Item Summary

Date: May 19, 2003
To: Honorable Mayor and Members of the Town Council
Prepared By: Gregg Pavitt, Director of Finance
Reviewed By: Leon Churchill, Town Manager 
Subject: Setting Mill Rate for FY 2004

Discussion/Analysis

The voters adopted the FY 2004 General Fund Budget of \$77,323,970 on May 13, 2003. The mill rate needed to fund this budget is 33.57 mills.

Financial Impact

The impact on a typical (median value) home with a value of \$96,700 will be an increase of \$93.80 for a typical total real estate tax bill of \$3,246.22. The percentage increase in taxes will be 2.98% when compared to the current mill rate of 32.6.

Other Board Action

None.

Recommendations

That the following motion be adopted:

“MOVE that the tax rate for the fiscal year beginning July 1, 2003 be set at 33.57 mills.”

Attachments

Legal Notices



LEGAL NOTICE
TOWN OF WINDSOR
NOTICE OF PASSAGE OF ANNUAL BUDGET
AND SETTING OF MILL RATE

Notice is hereby given that at the Annual Budget Vote of the electors and property owners of the Town of Windsor held May 13, 2003, the following question was approved by a vote of 1,579 YES, 689 NO:

"Shall the annual budget appropriation for the fiscal year ending June 30, 2004 in the amount of \$77,508,470 and recommended by the Windsor Town Council be adopted?"


Notice is further given that at a meeting of the Windsor Town Council held on May 19, 2003, the Mill Rate of 33.57 was set.

Copies of said budget are on file and open to public inspection at the office of the Town Clerk.

Dated at Windsor, Connecticut this 20th day of May 2003.

R. Leon Churchill, Town Manager

Agenda Item Summary

Date: May 19, 2003
To: Honorable Mayor and Members of the Town Council
Prepared By: Tom Lenehan, Town Engineer
Reviewed By: Leon Churchill, Town Manager 
Subject: License Agreement at Settlement Hill

Background

It is proposed that the town be authorized to execute a license agreement with Mr. Duane Orloske to allow for the provision of water to the cul-de-sac island on Settlement Hill. The cul-de-sac is within the town's right of way.

Discussion/Analysis

Mr. Orloske and his neighbors on Settlement Hill have established a memorial site in memory of Mr. Orloske's wife, Margaret Quinn Orloske, who was one of the unfortunate victims of the terrorist attack on the World Trade Center in New York City on September 11, 2001. This license will allow them to provide the memorial site with a public water line to water the landscaped memorial.

Financial Impact

All expenses for the provision of this water line and the maintenance of the area will be the responsibility of the Licensee.

Other Board Action

At their meeting on May 12, 2003, the Town Planning and Zoning Commission recommended approval of the subject license.

Recommendations

Therefore Council consideration is requested to approve the execution of the attached license agreement.

If the Council is in agreement, the suggested motion would be as follows:

“MOVE to approve the execution of the License Agreement between the Town of Windsor and Mr. Duane Orloske for the provision of water and the right of entry to maintain the memorial in the cul-de-sac on Settlement Hill.”

Attachments

License Agreement

RECEIVED

MAY 07 2003

TOWN OF WINDSOR
PLANNING DEPT.

LICENSE AGREEMENT

THIS AGREEMENT made this _____ day of _____ 2003, by and between the TOWN OF WINDSOR, a Municipal Corporation in the County of Hartford, State of Connecticut (hereafter called "Licensor"), and DUANE ORLOSKE, of said Town of Windsor (hereafter called "Licensee");

WHEREAS, the Licensor owns in fee a parcel of land located at the westerly end of Settlement Hill, shown as a circle at the cul-de-sac having a 29 foot radius on a certain map entitled "Subdivision Plan Prepared for Edward Sunderland Palisado Avenue Windsor Ct. Scale 1 in. = 40 ft. October 18, 1985 Revised 11-22-85, 1-28-86 Ed Lally and Associates 123 Prospect Hill Road Windsor, Conn. 06095" and on file in the Windsor Town Clerk's office as Map 2846 in Volume 28 Book of Maps; and

WHEREAS, Licensee is the owner in fee of premises known as Lot No. 5 on said map; and

WHEREAS, the wife of Licensee, Margaret Quinn Orloske, was one of the unfortunate victims of the terrorist attack on the World Trade Center in New York City on September 11, 2001; and

WHEREAS, Licensee and his neighbors on Settlement Hill have established a memorial site in memory of Licensee's wife and of the other victims of the terrorist attack, which memorial is located on the aforesaid premises owned by the Town of Windsor; and

WHEREAS, Licensee is desirous of providing said memorial site with a public water line to water the plants, shrubs, etc., located at said site;

WHEREFORE, in consideration of the sum of One (\$1.00) Dollar to it paid, Licensor has given and granted and by these presents does give and grant to Licensee the right and privilege of maintaining said memorial on said premises, and the further right to bring in and maintain a water line for a public water supply at said site, said water line to be within the public street known as Settlement Hill, up to and upon said site. The license hereby granted includes the right and privilege of Licensee to enter upon the above-described premises at any time to maintain said memorial and said water line, to plant bushes, shrubs, etc. as part

of said memorial, and to place and maintain appropriate monuments thereon in memory of said Margaret Quinn Orloske and the other victims of 9/11.

The term of this License is for an indefinite term, but Licensor may terminate the Agreement upon giving sixty (60) days' written notice to Licensee; provided, however, that any stone monuments located on the premises shall be permitted to remain indefinitely.

And Licensee hereby agrees and concedes, for himself, his heirs and legal representatives, that he will make no claim of title or adverse user because of the existence of said monuments and memorial.

Said Licensee agrees to provide a public liability insurance policy naming Licensor as co-insured, to protect Licensor against any claims for damage to property or personal injury caused by or incident to the use of said premises for the purposes herein provided. Such insurance shall be Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage naming the Town of Windsor as an additional insured. Prior notice of cancellation of insurance to the Town within thirty (30) days shall be necessary. The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage). Licensee agrees to pay all costs of installation of said water line and all usage charges.

IN WITNESS WHEREOF, the Parties hereto have duly set their hands and seals at Windsor, Connecticut, this _____ day of _____, 2003.

In the Presence of:

THE TOWN OF WINDSOR

By _____

Town Manager

Duane Orloske

STATE OF CONNECTICUT)
)
COUNTY OF HARTFORD)

ss. Windsor

2003

Personally appeared, Leon Churchill, Town Manager, and acknowledged the execution of the above Agreement to be his free act and the free act of the Town of Windsor.

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT)
)
COUNTY OF HARTFORD)

ss. Windsor

2003

Personally appeared, DUANE ORLOSKE, signer and sealer of the foregoing Agreement, and acknowledged the same to be his free act and deed, before me.

Commissioner of the Superior Court

XIII. Resignations and Appointments

May 19, 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 *Public Building* Commission Member
Capital Improvements Committee
Term to end upon the appointment of a successor

- C. One *At Large* Member
Capital Improvements Committee
Term to end upon the appointment of a successor

- D. One *Democratic Alternate Landlord* Member
Fair Rent Commission
Three Year Term to expire March 31, 2006 or until a successor is appointed
(Timothy Fitzgerald - reappointment)

- E. One *Republican Alternate Tenant* Member
Fair Rent Commission
Three Year Term to expire March 31, 2006 or until a successor is appointed
(Dorothy Wise - reappointment)

- F. One *Democratic Landlord* Member
Fair Rent Commission
Three Year Term to expire March 31, 2006 or until a successor is appointed
(James McQueeney - reappointment)

- 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 Alternate Nonresidential* Member
Historic District Commission
Two Year Unexpired Term to expire October 13, 2003 or until a successor is appointed
(Agnes Pier – resigned – VACANT)

- I. 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)

- J. One *Republican* Member
Historic District Study Committee
One Year Term to expire September 17, 2003 or until a successor is appointed
(Anthony Zeolla - reappointment)

- K. 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)

XIII. Resignations and Appointments

May 19, 2003

- L. One *Democratic Alternate* Member
Human Relations Commission
Three Year Term to expire May 31, 2006 or until a successor is appointed
(Colin Edwards – reappointment)

- M. One *Republican* Member
Insurance Commission
Four Year Term to expire October 31, 2006 or until a successor is appointed
(David Curley - reappointment)

- N. One *Republican* Member
Library Advisory Board
Three Year Term to expire April 30, 2006 or until a successor is appointed
(Lisa Hernick – reappointment)

- O. One *Democratic* Member
Library Advisory Board
Three Year Term to expire April 30, 2006 or until a successor is appointed
(Olivia Harvey – reappointment)

- P. 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)

- Q. 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)

- R. One *Democratic* Member
Windsor Housing Authority
Five Year Term to expire July 31, 2007 or until a successor is appointed
(Harold DePianta - reappointment)

**Windsor Town Council
Public Hearing
Council Chambers – Town Hall
May 5, 2003
Unapproved Minutes**

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

Mayor Trinks called the Public Hearing to order at 7:15 p.m. for Amendments to Chapter 12, Article II, Alarm Ordinance.

Public Comment

Mr. John Yuska, Monitor Controls addressed the Council. He commented that the ordinance is one of the easiest to read and understand. He has a concern with Section 15-12-26 providing a list of businesses and residents to the town. There are police officers that live and work in town who would not want their addresses made available. Also there are people under protective services who don't want their address made available.

Mr. Joel Kent, FBN Security Company, spoke to the Council. He has positive feelings on the ordinance. He is concerned that Section 16 appears to state that for the company to train any new company, it needs to take over service. He is in favor of the price guide changes as it appears to be relevant and fair.

Mr. Jeff Barter, the Alarm Company, West Hartford, is in support of this ordinance. He expressed his appreciation that his company was able to meet with the Health & Safety Committee and will be able to come to the public hearing this evening.

Mr. Rick Wise, representing the Burglar & Fire Alarm Association located in Norwalk, is in favor of the ordinance, but he is concerned with proprietary information to be made available to the public.

Mr. Bill Lewis, Fire Chief, supports this ordinance. It makes it fair and equitable for everyone.

The Public Hearing adjourned at 7:24 p.m.

Respectfully submitted,

Kristen Countryman
Recording Secretary

c: Town Clerk, Windsor Town Library, Wilson Branch Library

**Windsor Town Council
Council Chambers – Town Hall
May 5, 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, Councilor Albano, 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
 - A. Proclamation designating the month of May as Older Americans Month and the week of May 11-17, 2003 as National Senior Center Week.

Councilor Walker read and presented the proclamation to members of the Senior Center.

5. Public Communications and Petitions

Ms. Margaret Leske, 370 Merriman Road, commented that there was a person with leprosy who went to a bar she frequented. Also the bar discriminates against her because she is not offered free pizza because she orders soda, not an alcoholic beverage.

6. Report of Appointed Boards and Commissions

- A. Economic Development Commission

David Earley, Chair, Economic Development Commission, is out of town on business and will give the Council an update at the next Council meeting on May 19th.

- B. Board of Education

Ms. Jane Garibay, BOE, reported to the Council. The Board of Education has voted on a pilot program for before/after school daycare at Oliver Ellsworth School. CAP testing is over and some makeup tests are being performed now. The students at Sage Park Middle School went on their trip to Philadelphia. This week is Teacher Appreciation Week and there are breakfasts planned at all the schools. Ms. Garibay noted that the Night of Jazz would be held on May 21, 2003 at 7:30 p.m. at the WHS Auditorium.

Councilor Simon asked if the pilot program was different from the Razzmatazz program. Ms. Garibay responded that the establishment of this new program is not any reflection on the Razzmatazz program. The school is hiring staff for the new program and it will be self-supporting. It is a creative way to take care of the needs of the children and to continue the sliding scale fee that Razzmatazz now has. There is a parent center and a coordinator already in place at the school. Razzmatazz has agreed to continue its program at the other schools.

Councilor Pacino asked about the expansion to the other schools and what would happen if a school could not sustain the program. Ms. Garibay said that the staff has been working on this project very enthusiastically. There would be a coordinator and the program will be the same in every school. There is no start up fee for the program because there is a grant that will pay for the position and user fees will still be charged.

Councilor Jepsen asked if the grant would be renewed. Ms. Garibay said that this will be the last year the grant is available as an enterprise fund will be created in the future and the program would have to be self-supporting.

7. Town Manager's Report

Free Day at the Landfill

Windsor residents can enjoy free dumping privileges at the landfill this Saturday, May 10th from 8:00 am to 3:30 p.m. Bring those waste items usually accepted including household garbage, scrap metal, used motor oil, batteries, brush, leaves, clean fill and wood products. Normal operating hours for the landfill are until 4:00pm, but you need to be past the gate by 3:30 p.m. as the landfill staff needs the last half hour to complete the operations for the day. You may experience delays during this annual extravaganza!

Hartford Foundation for Public Giving Grant

You may remember, in 2000 the Senior Center was granted \$55,796 by the Hartford Foundation for Public Giving through it's Senior Center Initiative Program. The funds were distributed over a three-year period (\$45,700 in the first year; \$4,796 in the second year; and \$5,300 in the third year). The Senior Center developed a new computer lab and enhanced many programs in the first year of the grant, however, only utilized \$20,296 of the \$45,700 approved.

I am pleased to announce that Recreation Manager Paul Norris was able to secure the unexpended \$25,404 from Hartford Foundation to establish a Senior Center fitness area, and to purchase additional computer lab equipment for the Senior Center. The fitness center (which will be housed in the former Caring Connection space) will include 2 treadmills, 2 stationary exercise bikes, hand held weights and a rack, equipment mats and exercise mats. Purchase of this equipment will be made in June.

FEMA Reimbursement

The town's application for reimbursement for costs incurred during the President's Day snowstorm has been approved. According to the guidelines, the Presidential Disaster Declaration entitled cities, towns and non-profits to a 75% reimbursement. Of the \$43,104.53 of the town's eligible cost, I am pleased to announce that we will be receiving \$33,621.54.

Farmers Market Seeks Vendors

Windsor's Farmers Market will begin its second season on Fridays beginning in July and staff is currently seeking interested vendors to participate. The farmers market will once again take place at the corner of Windsor Avenue and Corey Street (next to the Wilson Branch Library.) Those interested in selling their produce, baked goods, plants or other items can contact the Office of Community Development at 298-9060.

Caring Connection Expansion Plan Recognized

The Town of Windsor received an "Award of Excellence" for our Caring Connection Expansion Project at the April 24th Community Development Week reception. This annual event hosted by the Connecticut Community Development Association and the City of Hartford recognizes projects that play a key role in strengthening neighborhoods and providing a positive impact to the community. The town's plan for meeting increasing demands of the Caring Connection, and the plan to move the Caring Connection to 330 Windsor Avenue was recognized.

8. Communication from Council Members

Councilor Albano – None.

Councilor Broxterman – encouraged all to vote. He attended the Shad Derby Ball and congratulated the Queen and her court. He also attended the Holocaust Memorial at the Lutheran Church and it caused him to reflect.

Councilor Jepsen – None.

Councilor Mulligan – also asked residents to vote on the budget, which is very fiscally responsible. He went to the opening of the Windsor International Little League Season and accompanied the Governor to the White House to witness the signing of the Amber Bill.

Councilor Pacino – echoed the reminder for residents to vote. He expressed congratulations to the WHS Track team, who made the top 5 of the Greater Hartford Invitational.

Councilor Simon – commented on neighboring towns who are struggling to keep from raising taxes without cutting services. He encouraged residents to vote on the budget.

Councilor Walker – reminded everyone to vote on the budget. He spoke to Senator Coleman regarding the traffic light at Columbia Road and Rt. 218. Senator Coleman will be doing some follow-up. He attended the 25th Annual State of Connecticut Holocaust Memorial, which was a learning experience.

Deputy Mayor Curtis – requested that the community come out and support the budget. He also attended the Holocaust Memorial and it was a moving experience. He was at the Windsor International Little League Opening Day. Deputy Mayor Curtis extended congratulations to all volunteers who coordinated the Shad Derby Ball and to the new Queen and her court.

Mayor Trinks – thanked the staff for the pedestrian crossing signs on the town green and in the Broad Street area. He congratulated the Shad Derby Queen and her court. Friday, May 9th, the Jaycees will be hosting a Special Education fishing day from 10:30 a.m. - 1:00 p.m. Saturday, May 10th is the Lions Club Arts and Crafts Festival on the green. He asked that residents come out and vote on the budget.

Moved by Councilor Simon, seconded by Councilor Jepsen that Item 16 (B) be added to the Town Council agenda regarding the discussion of reports and statements of strategy or negotiations with respect to collective bargaining.

Motion Passed 9-0-0

Moved by Councilor Mulligan, seconded by Councilor Pacino to add Item 12 (D) to the Town Council agenda regarding the discussion of using the Town Green for the Shad Derby.

Motion Passed 9-0-0

9. Reports of Standing Committees

A. Finance Committee – a meeting will be held shortly to discuss property sales.

B. Town Improvements Committee – None.

C. Health and Safety – None.

D. Special Projects – None.

E. Joint Board of Education and Town Council Committee – discussed where they want to go as a Committee and how communication travels from the BOE to the Council. They also discussed all day kindergarten.

Councilor Pacino asked if the Joint Board of Education and Town Council Committee discussed consolidating services. Councilor Broxterman replied that it was discussed

but the BOE is going back to their full membership to get their point of view on the issue.

10. Ordinances

A. Adopt amendments to the Alarm System ordinance

Resolved by Councilor Broxterman, seconded by Councilor Jepsen that the reading into the minutes of the text of the ordinance amending Chapter 12, Article II of the Windsor Town Code, 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 to waive the reading into the minutes of the text of the ordinance, for Chapter 12, Article II, Alarm System.

Moved by Councilor Broxterman, seconded by Councilor Jepsen that the ordinance amending Chapter 12, Article II, Alarm System be adopted.

Assistant Town Manager Peter Souza, Chief Kevin Searles from the Police Department, and Fire Marshal Ray Walker provided a brief overview of the ordinance amendments. Mr. Souza explained that the information would be protected as Trade Secrets from the Freedom of Information Act.

Mayor Trinks asked if a cleaning company were to trip an alarm, is there a way to contact the site. Chief Searles said that they frequently receive a call from the location that tripped the alarm and they pass the information onto the officer responding who still goes out to the location.

Motion Passed 9-0-0 to adopt amendments to Chapter 12, Article II, Alarm System ordinance, as presented.

11. Unfinished Business

None.

12. New Business

A. Approval of Price Guide

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis, that the Price Guide, as presented in Attachment A, be approved and implemented as part of the FY 2004 Financial Plan and Program of Services.

Councilor Pacino asked what organizations Family & Leisure sponsors. Mr. Paul Norris, Recreation Manager responded it includes soccer, Little League, Northern Connecticut Ballet, the Jesters, basketball, youth theatre and other various programs.

Councilor Pacino referenced page S39 and the Spirit of Truth Christian Center. He questioned their flat fee. Ms. Robin Newman, Director of Family and Leisure Services, said that they are a religious organization which uses the room two evenings per week and on Saturday and Sunday. Mr. Norris said that they use the Board of Education rooms and the fee was negotiated years ago and they do not use recreational facilities. The recreation department collects the rent and it goes towards the General Fund.

Councilor Pacino asked for clarification of the facility hours used for both the Windsor School of Self Defense and the Windsor Dance Academy and why their increase was so much, considering they have used the facilities for such a long time. Mr. Norris reviewed the hours and said that they are not sponsored programs, so the fee is higher. Councilor Pacino is concerned that their rent will jump three times. He also asked if there is a sliding scale available to families that cannot afford a recreation program fee. Mr. Norris said that they do not have a sliding scale, however, they do offer scholarships based on the Federal Poverty Level Guidelines.

Councilor Pacino asked about multiple child discounts in a program and the Safari software program, specifically if the software could have been modified to accommodate a multiple child discount. Mr. Norris responded that a discount could be given, but registration would have to be made in person. Many parents registered for swim lessons online last year, and the Recreation Department had to manually change the numbers and cut checks for \$7.00. They changed the policy to make it easier for the consumers, many of whom use Internet registration. The discount is only for two or more children signing up for the same swim session. Councilor Pacino is concerned that not offering the discount could hurt some families and their finances. Ms. Newman said that a payment plan could be worked out. Mr. Norris said that no one would be turned away from recreation programs based on need. Councilor Pacino has a concern that the recreation department should sponsor programs that benefit Windsor residents.

Councilor Simon asked about the revenue impact and the price guides. He is concerned that we are not increasing revenues, perhaps from anticipated declines in participation. Town Manager Churchill agreed and said that they have seen some economic turn around. As far as recreation services, the demand is there. Ms. Newman said that more of the programs will be self-sustaining and will be in separate program accounts.

Councilor Mulligan asked how many hours per week the Spirit of Truth Christian Center uses the facilities. Mr. Norris responded that they use it for approximately 10 hours per week. Councilor Mulligan expressed his concern about the big jump in rent.

Councilor Jepsen noted the Teen-a-rama program and asked for clarification on the accounts. Town Manager Churchill explained that when the price guide notes "referred to special revenues", it is in other words an enterprise account.

Councilor Broxterman asked why some recreation programs are listed with a type of fund or authority while some are not (i.e., Councilor In Training, the fund and authority columns are blank). Ms. Newman responded that they were omitted inadvertently. Mr. Norris verbally gave the Council the missing information.

Councilor Albano expressed concern over voting for price increases for programs the Council is not familiar with. Mayor Trinks said that if we don't vote on this tonight it could be referred to Committee. Councilor Simon said the time to ask questions was during the budget workshops and we should not micromanage. He is in favor of voting on the Price Guide tonight.

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis, that the Price Guide, as presented in Attachment A, be approved and implemented as part of the FY 2004 Financial Plan and Program of Services with a friendly amendment made by Councilor Mulligan, seconded by Deputy Mayor Curtis that multiple children discounts and family maximum discounts are reinstated.

Motion Passed 7-2-0 Councilors Albano and Pacino opposing

Councilor Pacino requested that the Price Guide be presented to the Council a month before the next budget season.

B. Introduce the Neighborhood Assistance Act

Mr. James Burke, Director of Economic Development, discussed the Neighborhood Assistance Act (NAA) Tax Credit Program, established by the state legislature which offers municipal and tax-exempt organizations a mechanism by which to enhance their fund raising capabilities by providing state tax credits to corporations donating monies.

The Town of Windsor is in the process of soliciting applications from eligible organizations. Ultimately, the town's participation in the NAA last year was instrumental in helping two (2) participating organizations secure \$60,000 in corporate donations. In order to participate in the NAA Program, organizations need to secure the approval of the participating town's governing body so as to ensure that the town supports the activity proposed. All organizations/applications must receive the approval of the Town Council.

C. Set up Public Hearing for Neighborhood Assistance Act to be held on June 2, 2003 at 7:15 p.m.

Moved by Councilor Jepsen, seconded by Councilor Pacino that a Public Hearing be set for June 2, 2003 at 7:15 p.m. at Windsor Town Hall, regarding the Neighborhood Assistance Act Tax Credit Program.

Motion Passed 9-0-0

D. Approval of the use of the Town Green for the Shad Derby

Moved by Councilor Mulligan, seconded by Councilor Broxterman to approve the use of the Town Green for the Shad Derby on May 17, 2003.

Councilor Pacino asked with the passing of the Shad as the state fish, will there be any presentation at the Shad Derby. Mr. David Shaw replied that there would not be.

Motion Passed 9-0-0

13. Resignations and Appointments

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen to accept the resignation of Laura Soll-Broxterman from the Hartford Area Cable Television Advisory Council.

Motion Passed 9-0-0

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

- Appoint Randy Graff to the Capital Improvements Committee, term to expire upon the appointment of a successor;
- Re-appoint Joan McVey to the Commission on Aging & Handicapped for a three year term to expire January 31, 2006 or until a successor is appointed;
- Re-appoint David Earley to the Economic Development Commission for a five year term to expire January 31, 2008 or until a successor is appointed;
- Re-appoint Thomas Donahue to the Fair Rent Commission for a three year term to expire March 31, 2006 or until a successor is appointed;
- Re-appoint William Donegan to the Fair Rent Commission for a three year term to expire March 31, 2006 or until a successor is appointed;
- Appoint David Raney to the Hartford Area Cable Television Advisory Council for a two year unexpired term to expire December 31, 2003 or until a successor is appointed;
- Re-appoint Colette Yeich to the Historic District Study Committee for a one year term to expire September 17, 2003 or until a successor is appointed;
- Re-appoint Max Kuziak to the Human Relations Commission for a three year term to expire on May 31, 2006 or until a successor is appointed;
- Re-appoint Paul Giampolo to the Human Relations Commission for a three year term to expire May 31, 2006 or until a successor is appointed; and

- Re-appoint William Warner-Prouty to the Human Relations Commission for a three year term to expire May 31, 2006 or until a successor is appointed; and
- Re-appoint Gary Crosson to the Inlands Wetlands & Watercourses Commission for a four year term to expire October 31, 2007 or until a successor is appointed;
- Re-appoint David Raney to the Library Advisory Board for a three year term to expire April 30, 2006 or until a successor is appointed;

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the April 7, 2003 Public Hearing for Proposed FY 04 Budget

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the April 7, 2003 Public Hearing for Proposed FY 04 Budget. Corrections: None.

Motion Passed 9-0-0

B. Minutes of the April 7, 2003 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the April 7, 2003 Regular Town Council Meeting. Corrections: page 4 – Councilor Walker’s comments should be not sell the Sill House; page 9 – Adjournment Motion Passed 5-0-0.

Motion Passed 9-0-0

C. Minutes of the April 9, 2003 Town Council budget work session meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the April 9, 2003 Town Council budget work session meeting. Corrections: Page 5, Item 3 at the end of the first paragraph, delete Dr.

Motion Passed 9-0-0

D. Minutes of the April 14, 2003 Town Council budget work session meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the April 14, 2003 Town Council budget work session meeting. Corrections: Title - April 14, 2003.

Motion Passed 9-0-0

E. Minutes of the April 21, 2003 Town Council budget work session meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the April 21, 2003 Town Council budget work session meeting. Corrections: page 1 – Dr. Elizabeth Feser, and Ernest; page 3, 2nd paragraph should be December 2003.

Motion Passed 9-0-0

F. Minutes of the April 23, 2003 Town Council budget work session meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the April 23, 2003 Town Council budget work session meeting. Corrections: page 10 total appropriations should be \$263,500.

Motion Passed 9-0-0

15. Public Communications and Petitions

None.

Moved by Councilor Jepsen, seconded by Councilor Walker to leave regular Town Council session for the following

- a) Discussion of the selection of a site or a lease, sale or purchase of real estate
- b) Discussion of reports and statements of strategy or negotiations with respect to collective bargaining

and enter into Executive Session at 9:35 p.m.

Motion Passed 9-0-0

16. Executive Session

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

Staff: Town Manager Leon Churchill, Assistant Town Manager Peter Souza

Moved by Councilor Mulligan, seconded by Deputy Mayor Curtis to exit Executive Session and re-enter the regular Town Council meeting at 10:16 p.m.

Motion Passed 9-0-0

The regular Town Council meeting reconvened at 10:17 p.m.

17. Adjournment

Moved by Councilor Broxterman, seconded by Councilor Mulligan to adjourn the Regular Town Council Meeting at 10:17 p.m.

Motion Passed 5-0-0 (Mayor Trinks, Deputy Mayor Curtis, Councilors Jepsen & Simon not present)

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

c: Town Clerk, Main Library, Wilson Library