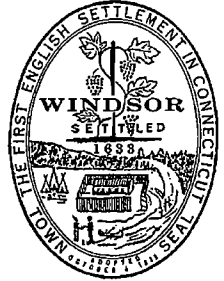




Council Agenda

**Council Chambers
Windsor Town Hall
June 16, 2003**



7:15 PM Public Hearing

Bond Ordinance for Public Safety Radio System

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Mulligan
3. PLEDGE OF ALLEGIANCE – Councilor Mulligan
4. PROCLAMATIONS/AWARDS
 - a) Proclamation honoring Bruce Wallace on his distinguished poetry accomplishments
 - b) Proclamation recognizing the month of July 2003 as Parks & Recreation Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Housing Code of Appeals
 - b) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
 - a) *Bond ordinance for Public Safety Radio System Upgrade (Councilor Mulligan)
11. UNFINISHED BUSINESS
 - a) *Approve FY 2004 – 2009 Capital Improvements Program (Deputy Mayor Curtis)



- b) *Authorize sale of real estate (Councilor Simon)

12. NEW BUSINESS

- a) * Presentation on "One Book, One Windsor" (Town Manager)
- b) *Approve \$10,000 appropriation for Huntington House (Deputy Mayor Curtis)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the June 2, 2003 Public Hearing
- b) *Minutes of the June 2, 2003 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation.
- b) Discussion of the selection of a site or a lease, sale or purchase of real estate
- c) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee

17. ADJOURNMENT

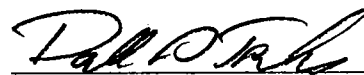
★Back-up included

PROCLAMATION

*Congratulating BRUCE RICHARD WALLACE
on his distinguished poetry accomplishments*

- WHEREAS,** *Bruce Richard Wallace* has lived in Windsor since 1972 with his wife Elena; and
- WHEREAS,** he was recently inducted as a distinguished member of the International Society of Poets which can be obtained by invitation only. Other distinguished members include Johnny Cash, Senator Eugene McCarthy, Willie Nelson, The Smothers Brothers and the Oak Ridge Boys; and
- WHEREAS,** the International Society of Poets recently honored Mr. Wallace with the *Poetry of Merit Award* for his work entitled: *Have We Forgotten 9/11*; and
- WHEREAS,** Mr. Wallace is currently writing a book featuring his poetry which will be available in September. A portion of the proceeds from his book will be donated to the American Heart Association; and
- WHEREAS,** other original writings by Mr. Wallace are posted on the website *poetry.com*; and
- WHEREAS,** the Town of Windsor is proud to officially recognize Mr. Wallace for his outstanding work.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT: Bruce Richard Wallace be congratulated and commended, for his distinguished accomplishments.



Donald Trinks
Mayor of Windsor
June 16, 2003

Have We Forgotten 9/11

Have we forgotten about 9/11?
All the people who went to heaven.
The day the planes came out of
the sky.

When all Americans stood and
asked why?

It was because of people and all
their hate that sent all those people
to the pearly gate.

Hold on to your friends before its
too late.

People come and people go.

But don't turn your friends to your foes.

Remember what happen on 9/11.

And pray for them up in heaven.

Love and peace to all.

And never let a friendship fall.

Bruce Richard Wallace

Windsor, Ct.

Copyright 2003 Bruce Richard Wallace

PROCLAMATION

*Recognizing July, 2003 as
Parks and Recreation Month in Windsor*

- WHEREAS,** The National Recreation and Park Association and Windsor Recreation bring visibility to parks and recreation, and quality sports and enrichment programs; and
- WHEREAS,** Windsor Recreation activities, sports and leisure experiences provide opportunities for young people to live, grow and develop into contributing members of society; and
- WHEREAS,** Windsor Recreation programs create lifelines and continue life experiences for older members of our community; and
- WHEREAS,** Windsor Recreation provides opportunities for Windsor residents to come together and experience a sense of community through fun recreational events, summer concerts, sports, aquatics and cultural activities; and
- WHEREAS,** Windsor Recreation provides outlets for physical activities, socialization, and stress reducing experiences through various fitness and enrichment programs; and
- WHEREAS,** parks, playgrounds, ball fields, nature trails, open spaces, community and cultural centers, and historic sites make Windsor an attractive and a desirable place to live, work, play and visit, and contributes to our ongoing economic vitality; and
- WHEREAS,** Windsor parks, greenways and open spaces provide a welcome respite from our fast-paced, high-tech lifestyles while protecting and preserving our natural environment, nation and heritage; and
- WHEREAS,** Windsor Recreation touches the lives of individuals, families, groups and the entire community, and positively impacts upon the social, economic, health and environmental quality of our community.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT: July, 2003 is Recreation & Parks Month in Windsor and encourages all residents to celebrate by participating in their choice of recreational and leisure activities.


Donald Trinks
Mayor of Windsor
June 16, 2003

Agenda Item Summary

Date: June 16, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Gregg Pavitt, Director of Finance

Reviewed By: Leon Churchill, Town Manager 

Subject: Public Safety Radio System

Background

The Town Council approved funding Phase I of the Public Safety Radio System upgrade in December 2002. This agenda item is a proposed bond ordinance to fund the remainder of the project as outlined in the Capital Improvement Program. Originally proposed as a two phase project the two phases have been combined to gain efficiencies in project implementation.

Discussion/Analysis

The current system is over fifteen years old and there are significant issues and concerns regarding equipment reliability, system capacity and geographic coverage, which directly relate to firefighter and police officer safety. The overall project addresses these issues and entails replacing the current dispatch console, purchasing hardware and software for a 450 MHZ trunked radio system, as well as mobile and portable radios. Safety conditions for police officers and volunteer firefighters will be significantly improved through completion of this project.

The new system will also tie together Police, Fire, EMS, General Government, Public Works, Civil Preparedness, and School users into one integrated system. System security will be increased and the integrated system will enhance communications for both routine and emergency situations.

Staff is in the final stages of concluding the procurement process for the system. Three vendors responded to the town's Request For Proposals. After evaluating the responses and interviewing the vendors staff selected Marcus Communications of Manchester, CT as top respondent. Staff has negotiated the basic terms of an agreement in the amount of \$921,000. Modifications to the dispatch center to improve efficiency and working conditions are also planned and will include reconfiguring the interior layout, alterations to the HVAC system, roof repairs above the dispatch center and relocation of the customer service window. These improvements are estimated to cost \$74,000.

Financial Impact

The anticipated cost of Phase II is \$735,000; which includes \$10,000 in bonding costs. The annual debt service to pay back the bond will be determined by the interest rate that is in effect at the time of bond issuance (anticipated to be Spring of 2004). First year debt repayment is expected to be approximately \$106,000 in the first year of the ten year bond. This item will be bundled with other bond items for an issue in the Spring of 2004. IRS rules require us to pass a bond ordinance prior to spending funds on a project. If a bond ordinance is not adopted prior to expending project funds, we will not be permitted to issue tax-exempt bonds for the project.

Total project costs are estimated to be \$1,020,000. The Town Council in FY 02 appropriated \$25,000 along with authorizing bonds in the amount of \$270,000. The adoption of the proposed bond ordinance will increase the project authorization to the required \$1,020,000.

Other Board Action

None.

Recommendations

If the Town Council concurs it is recommended that the following actions be taken:

1) Waiving of Full Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled “AN ORDINANCE APPROPRIATING \$735,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES - PHASE II, AND AUTHORIZING THE ISSUE OF \$735,000 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.”

2) Adoption of Ordinance

“Move that the following ordinance, which was introduced on the June 2, 2003 Town Council agenda, be adopted; “AN ORDINANCE APPROPRIATING \$735,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES - PHASE II, AND AUTHORIZING THE ISSUE OF \$735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Attachment

Bond Ordinance

AN ORDINANCE APPROPRIATING \$735,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES - PHASE II, AND AUTHORIZING THE ISSUE OF \$735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SEVEN HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$735,000) for Phase II of 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 SEVEN HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$735,000) 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 SEVEN HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$735,000). 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: June 16, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Assistant Town Manager

Reviewed By: Leon Churchill, Town Manager 

Subject: Proposed 2004 – 2009 Capital Improvements Program

Background

The capital improvement program (CIP) is a multiyear plan used to coordinate the financing and timing of major public improvements for the Town of Windsor. It contains a comprehensive list of capital projects proposed for the Town within the next six years and reflects the recommendations of citizens, boards, commissions, and Town staff from throughout the organization. For each proposed project, the CIP presents a summary description, estimate of cost, method of financing, and a schedule of implementation. The capital improvement program constitutes a rational plan for preserving and adding to the capital assets of the Town.

Discussion/Analysis

The objective of the CIP is also to plan for a level of capital investment such that the community maintains a viable economic base and provides those amenities necessary for the overall well being of the citizenry. The CIP provides a means for both coordinating and prioritizing the capital project requests of various departments and agencies. The process itself allows for consideration of all proposed projects in a more global context than if projects were to be submitted and evaluated in an ad-hoc fashion. The information the CIP provides regarding the short- and long-term financial impacts of undertaking capital projects enables the Town Council to balance town priorities with its financial capacity to pay for desired projects.

Financial Impact

Consistent with the town's Debt Management Policy the proposed CIP was developed such that debt service payments would not exceed 8% of annual operating expenditures. Over the course of the six year planning period the projected ratio of debt service to total general fund expenditures ranges from high of 7.45% in FY 2004 to a low of 7.08% in 2009.

Through FY 2009 the town is projected to retire or pay off on average \$3.36 million in debt annually. Over the same period the CIP projects the issuance on average of \$5.37 million in new debt each year.

Other Board Action

The Town Improvements Committee has met and made two alterations to the CIP proposed in March 2003. The first change, based on Town Council direction, was to delete from FY 2004 the proposed project to facilitate the renovation of the Plaza Theatre building. The second change was to move the reconstruction of Prospect Hill Road (Bent Road east to Poquonock Ave) from unscheduled to design in FY 2007 and construction in FY 2009.

The TPZ Commission has reviewed the document pursuant to Section 8-24 of the Connecticut General Statutes.

Recommendation

If the Town Council concurs it is recommended that the following motion be considered:

“Move that the FY 2004 – 2009 Capital Improvements Program be approved.

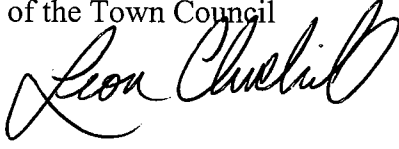
Attachment

Proposed FY 2004 – 2009 Capital Improvements Program

Agenda Item Summary

Date: June 16, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Leon Churchill, Town Manager 

Subject: Sale of Town Owned Property

Background

The Town of Windsor owns 19 properties ranging from road project remnants to multifamily homes. An analysis of potential properties for sale began this past winter when financial pressure as a result of declining State Aid, interest earnings, and permit revenues were apparent. The Town has addressed the issue of property ownership on a sporadic basis stemming from residents seeking to acquire adjacent property or the town disposing of property for private development purposes (e.g., ADVO).

The properties considered in this proposal comprise the most marketable town-owned properties not used for governmental operations and that do not infringe upon historical or cultural landmarks. Other eminent properties will be addressed by the end of the calendar year.

Discussion/Analysis

Four properties are proposed for eventual sale. They include:

- * 122 East Street
- * 124-126 Palisado Avenue (a multifamily house commonly referred to as the Daniels House)
- * 118 Palisado Avenue (single family house commonly referred to as the Sill House)
- * 235 Palisado Avenue (commonly referred to as the Bell School)

The sale of 122 East Street and adjacent land, is highly recommended to be a negotiated sale with the First School Society because cemetery use continues to be the appropriate future use for the site. The Bell School and the Daniels House are proposed to be sales of the buildings only that would be a companion to a land lease. The Sill House is not recommended for sale.

The attached chart describes market, assessed values, and estimated taxes for these properties. The sale of these properties offers three advantages: 1) infusion of cash; 2) transition of nontaxable to taxable status; and 3) transfer of maintenance, capital and liability responsibilities. The distinct disadvantage is the potential loss of control in the physical and social demands on any property. It is suggested that a major goal be any transfer of property should be inconsequential to the general public.

The timetable for each property is dictated by the current lease terms. The town has the ability to sell these properties over the next several months as follows:

Bell School: This property is currently occupied with the lease expiring in July 2005 and it is recommended that the tenants be notified of the town's intent to sell. The Town Attorney will address lease implications pursuant to Article 21 (Sale of Property) of the lease. A plausible home for the tenant, a church, has been identified, and they have been encouraged to pursue this opportunity.

The process for sale is recommended to proceed after move out and minor maintenance work is completed. A contract is expected by February 2004.

Daniels House: One tenant is currently in arrears on their rent and their lease may be terminated in the near future. Its natural expiration date is October 31, 2003. A purchase and sale agreement for the house in addition to a land lease is expected by March 2004.

122 East Street: The term of this lease ends on September 1, 2003 and it is recommended the current tenants be given notice of the town's intent to sell the property. The town should also notify the Windsor Housing Authority since it manages the Section 8 voucher for the tenant. A negotiated sale with the First School Society is recommended.

Sill House: The Town Council's Finance Committee does not recommend sale of this property (see Recommendations section below), but encourages an amended lease that removes the town's obligations for maintenance and capital improvements. The term of this lease is on a month to month basis at the present time, but negotiations can begin immediately upon Town Council authorization.

Process: The town has no policy or procedure with respect to the sale of town properties, but the Town Charter describes the process. Typical processes consist of determining the value of affected properties; advertising the property for sale; obtain Town Council approval of a sales contract; referral to the Town Planning & Zoning Commission for a §8-24 review; and special Town Meeting consideration since the real estate values are in excess of \$10,000. The town also has the option to secure the services of a real estate agency(s). This option is not recommended at this time, based on the strong interest received from sources interested in residential and commercial development. All property transfers would be by Quit Claim Deed.

The town has the option to sell property through a traditional bidding process and/or auction. This process has some efficiency possibilities, but is a one-size-fits-all approach that does not consider unique circumstances associated with preferred buyers. However, separate processes for each property considered for sale may alleviate these concerns.

Financial Impact

The financial impact is compelling for the sale of some town-owned real estate. The market values of each property are as follows as estimated by the Town Assessor versus 1999 values seen in the attachments.

* 122 East Street	\$150,000 (improvements and .3 acres)
* 124-126 Palisado Avenue (Daniels House)	\$140,000 (improvements only)
* 235 Palisado Avenue (Bell School)	\$250,000
TOTAL	\$540,000

The potential for \$540,000 in earnings could prove especially valuable as a source to address capital, other one-time expenditures, or the General Fund Balance in the FY 2004 Budget and beyond. Earnings would be less if the town incurs real estate commission expenses, applies restrictive covenants or deed restrictions, or offers the property during a real estate lull. Proceeds from sales are recommended to accrue to the town's General Fund.

Other Board Action

None at this time, but TP&Z and Special Town Meeting action will be necessary. Inland Wetlands Watercourses Commission review is not necessary. TP&Z action is needed for zoning actions that could aid a properties compatibility with surrounding uses via an §8-24 review. For example, B-1 (light commercial uses) appear possible for the Bell School. All of the properties are currently zoned NZ (no zone).

The Council's Finance Committee has periodically discussed this issue throughout the FY 2004 budget process. The Finance Committee recommends the Sill House not be sold, but a lease arrangement with the current tenants be crafted that relieves the town of maintenance and capital responsibilities.

Recommendations

Contrary to the March 17, 2003 report given to you, the use of real estate services is not recommended. Interest in these properties provides ample confidence that they can be sold in an expeditious and responsible manner. Thus, the following motions are suggested:

“Move, to authorize the Town Manager to pursue the sale of 124-126 Palisado Avenue (Daniels House), and 235 Palisado Avenue (Bell School) on a competitive basis, and submit contracts for their sale to a Special Town Meeting pursuant to Section 9-3 of the Windsor Town Charter for approval ”

And

“The Town Council waives the competitive bidding requirements for 122 East St. and authorizes the Town Manager to enter into negotiations for its sale and submit a contract for sale to Special Town Meeting pursuant to Section 9-3 of the Windsor Town Charter for approval ”

And

“Authorize the Town Manager to enter into negotiations regarding the lease of 118 Palisado Avenue (Sill House) with the purpose of reducing the town’s operating and capital requirements.”

Attachments

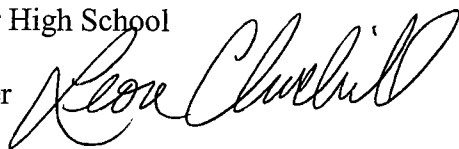
Chart of Annual Costs and Projected Values
Description of Properties

Agenda Item Summary

Date: June 16, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Anne Ford, Principal, Windsor High School

Reviewed By: Leon Churchill, Town Manager 

Subject: One Book, One Windsor Presentation

Background

The Town of Windsor has been a generous supporter of the One Book, One Windsor endeavor. Through the experience of reading; we were able to bring together people of all ethnicity, backgrounds and ages.

The Chamber of Commerce members and town residents were active supporters whose financial support of more than \$1,700 was instrumental in assisting us to achieve our goal.

Program activities took place during National Library Week. These activities included a meeting at the main library for residents to recommend books to the Steering Committee, a Sunday afternoon panel discussion at the Huntington House on the town green, a two evening book discussions, one at the main library and a second at Poquonock Elementary School, and one Saturday morning's discussion at the library in Wilson.

Discussion/Analysis

The One Book, One Windsor committee who toiled over the selection of the book, The Color of Water, by Frank McBride. Committee members were Cheryl Curtis, Gaye Rizzo, Barbara Tolve-Silver, Ceila Robbins, Robin Newman, Christine Ermenc, Cheryl Pazdar, Linda Duncan, Laura Kahkonen, Amanda Golbabai (student representative), and Diane Sanko (parent representative).

Ms. Joyce Zien, art instructor at Windsor High School, and students in her Advanced Placement Art class were given the task of designing the one book logo. The design chosen was submitted by Elham Altaf. Elham, along with Kelly Misiak, also designed the brochure that was mailed to town residents as well as the posters located throughout town.

Financial Impact

The Town of Windsor contributed \$6,299 toward this project.

Other Board Action

None.

Recommendations

None.


Attachments

None.

Agenda Item Summary

Date: June 16, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Leon Churchill, Town Manager 

Subject: Huntington House Request for Funds

Background

The Huntington House Museum, under the leadership of the Huntington House Board of Directors, requests \$10,000 from the Town of Windsor for operating purposes. The town has partnered with a prominent local developer in the property's transformation from one in great disrepair to a showpiece on the Town Green. The enclosed proposal from the Huntington House Museum describes the physical work done to the property ranging from stair replacement to window reconstruction to extensive rehabilitation of the house's woodwork.

The reconstruction of the Huntington House reflects one of the town's more prominent collaborations that have been highlighted by the Connecticut Conference of Municipalities and the North Central Council on Tourism. The town invested \$200,000 in property acquisition and another \$240,000 for the expansion of the Town Hall parking lot.

The Museum's interest now turns to its operational needs, which was not foreseen one year ago when the HHM received a \$10,000 grant from the town. The HHM's leadership thought only a one-time grant would be necessary, but declining interest earnings and the decrease in funding from private and public sources has been dramatic.

Discussion/Analysis

The HHM made their request on May 13, 2003, the same day the town's FY 2004 Budget was approved by Windsor voters. The request would have been made in December 2002 or January 2003 under ordinary circumstances.

The Huntington House's restoration has met a strong desire from the Windsor community that wanted assurances that this prominent structure on the Town Green be preserved and not have the same fate as the Windsor House. The HHM's goals are now more aggressive which now include meeting place, having accessible art, art education, and tourism magnet. The HHM has also upgraded its administration with the hiring of a new artistic director. All of these additions have increased pressure to raise funds and may be directly related to the HHM's funding request.

Financial Impact

The request for \$10,000 is the same as the HHM received this fiscal year. In a larger context, the town's expenditures for Community Services in the General Government section of the Financial Plan & Program of Services has been stable the last few years. The town expended \$127,876 in FY 2001; \$166,546 in FY 2002; \$157,950 in FY 2003; and appropriated \$145,950 for FY 2004. The appropriation for FY 2004 would increase to \$155,950 if the Town Council approves the appropriation.

Huntington House Museum Request for Funding

Other Board Action

None.

Recommendations

The HHM's request puts it outside of the context of the entire FY 2004 Budget process. However, the town has the financial means to address the request. The Town Council may also refer this item to its Finance Committee if further research and discussion is necessary.

If the Town Council desires to appropriate the funds the following motion is in order:

“Move that \$10,000 be appropriated from the General Fund, Undesignated, Unreserved Fund Balance for the Huntington House Museum. “

Attachments

Letter to Mayor Don Trinks

HHM Proposal

Certification

I hereby certify that funds in the amount of \$10,000 are available in the General Fund, Undesignated, Unreserved Fund Balance to fund the above appropriation.


Greg Pavitt



May 13, 2003

Founders

Dan J. Ferraina
Alice Ford Ferraina

Mayor Don Trinks
Town Hall
275 Broad Street
Windsor, CT 06095

Dear Mayor Trinks:

Board of Directors

Dan J. Ferraina
Chairman

As we recently discussed, the Huntington House Museum is at a point where the ongoing financial assistance from the Town is critical to its success. Attached is some information that describes the Huntington House Museum's evolution from a derelict building to a showpiece on the Town Green.

Michael D. Rabbett
President

We appreciate the Town's collaboration and support in the past and additional assistance is needed until the Museum is financially self-sufficient. Thank you for reviewing the attached proposal and if you have any further questions, please do not hesitate to call me during the day at 688-1303.

Linda M. Kollmorgen
Vice President

Sincerely,

Mark E. Griffin
Treasurer

Michael D. Rabbett, President
Board of Directors

Atty. John A. Wall
Secretary

MDR/lr

Iva I. Allison

ENC

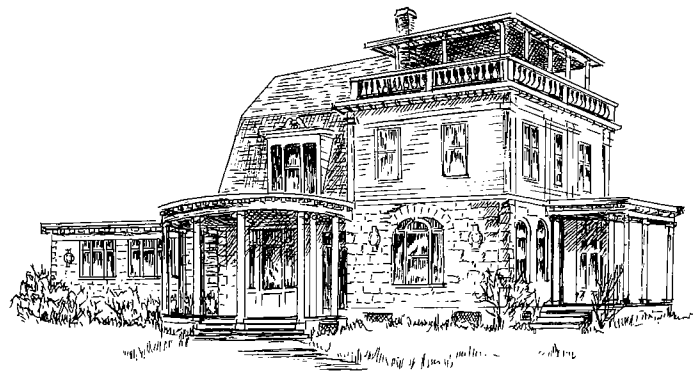
John J. Bernardini

Marni C. Churchill

Martha Collier

Willard E. Gombert

Lon Pelton



Proposal

PURPOSE: Funding is requested from the Town of Windsor to provide operational dollars in the amount of \$10,000. With funding of \$10, 000, the Huntington House Museum will be able to function as a grass roots organization that fits well with the community's push into the Arts and creates a tourist destination that in turn, helps local retailers by boosting pedestrian traffic. Consequently, it will thereby help revitalize the Windsor Center.

BACKGROUND: The building, which houses the HUNTINGTON HOUSE MUSEUM, was built in 1901 as a home for the Huntington family. Surrounded by stately trees, its location on the Town Green gives it a majesty greatly enhanced by its architecture, which was heavily influenced, by the mansions of Newport, Rhode Island. This neo-classical, colonial revival house was home to the Huntington family for nearly a century. The patriarch was a successful Hartford businessman who created a warm center for his family and his friends. The family moved in when Theodore Roosevelt was president and the family remained there through World War I, the Great Depression, World War II and the other great events that molded the history of the town, the state, the nation and the world through the 20th Century. The house consists of many intricate details, such as columns, extensive dentil work, porticos and extensive leaded glass windows. The foundation is veneered with limestone and the first floor is veneered with yellow toned brick impregnated with particles of iron. The balance of the exterior is 3" clapboard. An impressive third floor summer porch captivates the imagination. Most of the summer porch including the ceiling is constructed of teak.

At the time of its purchase by its present owner, the house was in terrible state of disrepair and required extensive reconstruction of many areas, such as replacement of porch columns, clapboards, soffit, rakes, trim of every nature and much of the fascia. Stairs were removed and replaced; the entire dormer over the entryway was replaced with exact duplication, as was the triple window in the third floor playroom. The entire exterior, in too many places to mention, required attention due to the intrusion of water that over the years caused great damage. Dozens of windows were reconstructed; as the windows panes are plate glass whose excessive weight over the decades caused the window frames to separate. The bluestone flagstones which served as the original sidewalks were collected and saved, and are now used to create a beautiful patio entryway, which is in excess of 1,200 square feet. The painting, cleaning and washing took 1.5 painters the better part of 90 days to complete. The brick veneer was so badly darkened (see picture) from soot, coal dust and emissions that it required two men 7 days to clean it with high pressure water mixed with biodegradable baking soda.

The Museum's restored exterior was completed by a beautiful landscaping design created with many specimen plants and trees. Parking and sidewalks were installed, all of which have created an absolutely spectacular appearance. Of course, the Museum is handicapped accessible.

When purchased, the inside of the Museum was also in great disrepair. The comment has often been made that nothing had been done to the building for more than a half-century. No repair of leaking roofs, no modernization. Although ceilings had fallen down (some covered with cardboard), walls were badly cracked, floors were 5"- 6" out of level and the entire interior could have been considered a disaster, all of the extensive mahogany, birds eye maple and quartered oak remained and needed only to be restored. The floors were leveled and braced, (this took 2 men 7 weeks); all nine large pocket doors (some 6' by 9') were reworked and once again glide easily. The woodwork needed 3 painters 4 weeks just to clean it properly (two painters then took 20 weeks to finish restoring the woodwork), the walls and ceiling needed much attention and required that 3 sheetrock installers to work for 12 weeks veneering walls and ceiling. It seemed the plasterers never left the building! The electrician worked for several months to replace wiring from the original knob-and-tube to the modern service it now has; the plumbers replaced all the piping and installed a sprinkler system and three separate heating, cooling, ventilating and humidifying systems. An

expert finish carpenter worked for several months changing doors swings to meet the Building Code, adjusting dozens of doors and reworking the many built-in cabinets, etc. In essence, the systems of the building were entirely rebuilt while the cosmetic surfaces were brought back to their original beauty. Atomic exit lights were installed to preclude more damage created from wiring, and a generator was installed eliminating the necessity of emergency lighting. It took several weeks to bring back the wonderful birch, oak, fir and maple floors with sanding and refinishing. In order to appreciate the beauty of the wood floors they really must be seen.

The entire project was a labor of love, hoping to once again restore the house and to soothe its soul. Many of the workmen became possessed with doing an outstanding job, and some became absolutely obsessive about the restoration. Dan Ferraina, the Museum's founder, spent at least 1,200 hours on the project, often stating that he walked up and down the 22 steps to the second floor at 1,000 times. Mr. Ferraina stated that he could never had finished or even undertaken the scope of doing the restoration without the guidance, encouragement, workmanship and dedication of so many people, especially Jay Capuano, Craig Ferraina, Lon Pelton, Ron Poisson, Dean Carbone and his son Dean, Brian Williams, and Tom DeFronzo, and the constant encouragement of his wife, Alice Ford Ferraina.

The Huntington House Museum opened its doors to the public in November 2001.

Impact: The impact of \$10,000 from the Town of Windsor to the Huntington House Museum would be significant. This funding helps this project operate and stay open. This funding will help this project meet the community's desire to preserve its historic character and traditions. In addition, this funding will help the Museum provide the benefit of a unique gathering place for various functions. The Museum is an excellent example of adaptive re-use. The rehabilitation of this landmark house into a Museum fits well with the community's push into the Arts and creates a tourist destination that, in turn, helps local retailers by boosting pedestrian traffic. It will, thereby help revitalize the Windsor Center. It is hoped that the Museum's positive effects upon the Town will be felt for yet another century and beyond.

XIII. Resignations and Appointments

June 16, 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 *Member*
Capital Improvements Committee
Three Year Term to expire May 15, 2006 or until a successor is appointed

- C. One *Alternate* Member
Capital Improvements Committee
Three Year Term to expire May 15, 2006 or until a successor is appointed

- 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* Member
Hartford Area Cable Television Committee
Two Year Term to expire June 30, 2004 or until a successor is appointed
(Laura Soll-Broxterman – resigned - VACANT)

- H. One *Democratic Residential* Member
Historic District Commission
Five Year Term to expire October 14, 2007 or until a successor is appointed
(Anelia Machernis – reappointment)

- I. 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)

- J. 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)

- 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)

XIII. Resignations and Appointments

June 16, 2003

- L. 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)
- M. One *Democratic Alternate* Member
Human Relations Commission
Three Year Term to expire May 31, 2006 or until a successor is appointed
(Colin Edwards – reappointment)
- N. One *Republican* Member
Insurance Commission
Four Year Term to expire October 31, 2006 or until a successor is appointed
(David Curley - reappointment)
- O. One *Republican* Member
Library Advisory Board
Three Year Term to expire April 30, 2006 or until a successor is appointed
(Lisa Hernick – reappointment)
- P. One *Democratic* Member
Library Advisory Board
Three Year Term to expire April 30, 2006 or until a successor is appointed
(Olivia Harvey – reappointment)
- 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, 2008 or until a successor is appointed
(Rita Melley-Coyne - reappointment)
- S. 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
June 2, 2003
Unapproved Minutes**

Neighborhood Assistance Act

Present: Mayor Trinks, 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. to discuss the Neighborhood Assistance Act.

For more information, contact the Community Development Office at 860-298-9060 or visit the Community Development Office located at the L. P. Wilson Community Center, Room 19, 599 Matianuck Avenue, Windsor, CT.

Public Comment

Mr. John Berky, 21 Juniper Road, supports the Neighborhood Assistance Act. He feels this is a very important act that assists organizations within the town, which in turn creates a more enjoyable community for residents.

The Public Meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Peter Souza
Recording Secretary

Cc: Town Clerk
Main Library
Wilson Branch

**Windsor Town Council
Council Chambers – Town Hall
June 2, 2003
Unapproved Minutes**

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

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis (arrived at 7:39 p.m.)
Councilor Albano, Councilor Broxterman, Councilor Jepsen, Councilor Mulligan,
Councilor Pacino, Councilor Simon and Councilor Walker
2. Prayer – Councilor Jepsen
3. Pledge of Allegiance – Councilor Jepsen
4. Proclamations/Awards

- A. Honoring National Novice Figure Skating Champion Colin Pennington

Councilor Jepsen read the proclamation and presented it to Colin Pennington.

- B. Honoring June 20, 2003 as National Small Cities and Towns Day

Councilor Broxterman read the proclamation.

5. Public Communications and Petitions

Mr. Bradshaw Smith, 23 Ludlow Road addressed the Council regarding the CDBG program. He noted that the official minutes in the Town Clerk's office do not note attendance of the Wilson/Deerfield Committee members. He suggested that the process start all over again with a proper public hearing.

6. Report of Appointed Boards and Commissions

- A. Historic District Commission

Mr. Chris Watts, 257 Palisado Avenue, reported to the Commission. A subcommittee was formed to evaluate the expansion of the current historic district on Palisado Avenue. A mailing was conducted that went out to residents in the expansion area. The return responses were only about 50% in favor of implementing the historic district in that area. The Commission will likely investigate other areas in the future. They approved three projects, a brick chimney to be redone (approved), new doors for a Synagogue (approved) and an addition to the back of a home.

B. Board of Education

Mr. Steve Ellingwood, reported to the Council on behalf of the Board of Education President, Jane Garibay, who was attending an awards ceremony. The academic year is closing out with graduation on June 19, 2003. Awards Night is on Wednesday, June 4th at the high school. Workshops held in the past month were on the CMT Scores, Gifted and Talented Students, and No Child Left Behind.

Councilor Pacino asked about the extracurricular activities rules. It is in his opinion that extracurricular activities are a privilege, not a right, as some parents have expressed to him. Mr. Ellingwood said there is a committee looking at the extracurricular activities and they will be reporting back in June. They anticipate implementation in 2004.

Mayor Trinks asked where Project Graduation was being held. Mr. Ellingwood said he would get back to the Mayor regarding the location.

7. Town Manager's Report

Kids Safety Fair

The Kids Safety Fair will be held in conjunction with the 6th Annual Discover Windsor Bike Tour this Saturday, June 7th from 11:00 a.m. to 3:00 p.m. on the Windsor Town Green. Learn about Safe Kids ID's, bike helmets, fire safety, water safety, plus arts and crafts, music food and door prizes. This free event will surely be fun for all ages. Call 285-1824 for more information.

Connecticut Light & Power Tree Work

In the continuing effort to keep trees in the service area from growing too close to power lines and disrupting service, CL&P has contracted ASPLUNDH TREE EXPERT CO. to carry out the Tree-Pruning Program in Windsor. Over the next two weeks, information will be hung on the doorknob of affected households. Included will be a brochure explaining the program and a consent form to do tree work on the property. Tree trimming will begin in approximately two weeks. Citizens can call 1-800-286-2000 for more information.

Plan of Conservation and Development Public Meeting

The Town of Windsor Plan of Conservation and Development Steering Committee has scheduled a second public information meeting for Wednesday June 11th at 7:00 p.m. at the Town Hall (Council Chambers) to present and discuss preliminary planning strategies. Topics will include natural resource protection, open space preservation, community facilities, transportation, residential and economic development, community character and quality of life. Windsor residents will have an opportunity to address these and other issues during the meeting. For more information, call 285-1980.

Mosquito Update

The mosquito season is once again on us. The snows this winter coupled with the tremendous amount of rain received thus far this spring indicate that we will have a

large mosquito population this spring and summer season. The mosquito activity thus far has been light due to the cool days and evenings and as a result, we are approximately three weeks behind the expected spring hatch of mosquitoes. However, once the weather turns warmer we can expect that mosquito activity will increase dramatically. Now is the time to prepare.

Over thirty (30) percent of Windsor's land area is wetland, watercourses, or subject to periodic flooding and therefore, capable of supporting the growth of mosquitoes. The town, through a contractor, treats town owned parks and public areas and Health Department personnel treat catch basins to control the mosquito population. The Health Department also makes larviciding material available so that residents can treat standing water on their property. Residents must also eliminate or reduce anything on their property that can hold water. Residents should also take precautions by using insect repellent and dressing appropriately whenever they venture outside, especially in the early morning or evening hours when mosquitoes are most active.

We cannot eliminate mosquitoes. However, we can take steps to reduce their harborage areas and can take steps to protect ourselves when we venture outdoors. Those efforts, however, must begin now. For more information, call 285-1823.

Windsor Police Department Lauded

The New England Narcotics Officers Association was recently awarded the Windsor Police Crime Suppression Team with a Special Achievement Award to recognize the unit's efforts and successes in narcotics enforcement during the past year. These efforts from 07-29-02 to 04-05-03 include:

- 301 Arrests (Criminal Only excluding Motor Vehicle arrests)
- 419 Arrests (including MV arrests for both Summons and Infraction arrests)

Of these:

- 122 Arrest Warrants served
- 108 On-site Narcotics Arrests
- 398 Motor Vehicles stopped
- 118 Motor Vehicle Arrests
- 14 Search Warrants obtained and executed
- 23 Arrest Warrants obtained and executed
- Enforcement of public spaces related Town Ordinances including 18 arrests (Infractions) and 8 warnings

Narcotics Seizures:

- 14.8 Grams of Heroin
- 80.6 Grams of Crack Cocaine
- 6.6 Grams of Powder Cocaine
- 591.2 Grams of Marijuana
- Seizure of other drugs such as Ecstasy and PCP

Asset Forfeiture:

- \$12,155.85 awarded as of 04-05-03
- Four vehicles awarded to PD

These successes are the direct result of WPD's hard work and high level of commitment. My thanks to everyone who was directly and indirectly involved with these efforts.

Councilor Pacino thanked Town Manager Churchill for getting back to him on Veteran's Cemetery. Town Manager Churchill reported the areas between the headstones were sprayed with chemicals to kill grass to make room for stone dust. They are planning to remove the dead grass and install the stone dust later this summer. The new grass should be growing in the next few weeks. One of the concerns is that use of a weed eater can leave marks on the headstones. The area immediately around the headstones will be stone dust and the areas between the headstones will be grassy.

Councilor Broxterman asked what could be done to get the grass mowed at the former K-Mart property. Town Manager Churchill said that they would contact the property owners. Mr. Souza said that the real estate broker and property managers were contacted and hopefully an effort will be made in the next week or two the property will be maintained appropriately.

8. Communication from Council Members

Councilor Albano – None.

Councilor Broxterman – said that the Memorial Services held at the Town Hall were excellent. He would like to see the possibility of handling larger crowds by having it held at one of the schools. He congratulated the track team that came in second place at the CCC West competition. Councilor Broxterman also congratulated the outgoing seniors and wished them luck in their future endeavors.

Councilor Jepsen – None.

Councilor Mulligan – in August there will be a conference about the Amber Program and Chief Searles will be representing Connecticut Law Enforcement.

Councilor Pacino – None.

Councilor Simon – None.

Councilor Walker – Noted that he has a family member who is back on American soil and he continues to pray for the families who have family members in the armed forces. At the last Council meeting, Mr. Bill Crosson made some comments that hit home. One of the things Councilor Walker commented on was that people who were against the lights didn't play fair. He feels he didn't state himself properly. He spoke with Mr. Crosson at the Memorial Day Services at Town Hall and found him very personable.

He says that people residing around the field have a right to come to Town Hall to voice their opinions.

Deputy Mayor Curtis – None.

Mayor Trinks – said the turnout for the Memorial Day Services was impressive, especially given the weather. He noted that there is a fundraiser at the Centre Coffee Bar on June 3, 2003 from 3-7 p.m. for Colin Pennington. He encouraged all residents to support the fundraisers being held because Mr. Pennington represents the Town of Windsor.

9. Reports of Standing Committees

- A. Finance Committee – met on May 28th to review reauthorization of purchase orders, to give an update on the status of the International Field Club project (Soccer Complex at the landfill), and to review electronic signing of checks. They also discussed the potential for real estate sales. The Committee unanimously recommended selling the Daniel's House, 123 East Street and the Bell School on Palisado Avenue. They unanimously are not recommending selling the Sill House, where the Recovery Group is housed, at least not selling it for a profit. Several ideas were proposed, but nothing is recommended.
- B. Town Improvements Committee – will be meeting shortly.
- C. Health and Safety – None.
- D. Special Projects – None.
- E. Joint Board of Education and Town Council Committee – The Board of Education opted to not pursue consolidation of services between the town and Board of Education at this time. The BOE has voted to set up a task force to look into the needs of setting up an all day kindergarten. They also discussed the draft policy on communication and for the Joint Committee.

Mayor Trinks referred the draft policy regarding planning of public facilities to the Town Improvements Committee for review.

Mayor Trinks attended the meeting tonight and found the meeting to be very positive with the two bodies working together.

10. Ordinances

None.

11. Unfinished Business

A. Approve Neighborhood Assistance Act Credit Program

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen to resolve that the reading into the minutes of the text of the resolution relative to participation in the Neighborhood Assistance Act (NAA Tax Credit Program, is hereby waived, the full text of the resolution 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 Deputy Mayor Curtis, seconded by Councilor Jepsen to approve the attached resolution relative to participation in the Neighborhood Assistance Act (NAA) Tax Credit Program.

Motion Passed 9-0-0

12. New Business

A. Presentation on Conversations on Race

Ms. Betsy Pigeon, Program Coordinator, gave a presentation to the Council. The Conversations on Race was a result of a partnership between the town and National Conference for Community and Justice (NCCJ), which has its regional office in Windsor. The 2000 Census shows the White population comprises 65% of the population, African Americans comprise 26% of the population, Asians comprise 3% of the population, and other races comprise 6%.

The Human Relations Commission has shown interest in spearheading the action items identified at the Action Forum. There were nine conversational sessions as well as a youth session. Six action groups were formed: Community Participation; Conversations on Race; Educate Windsor; Education; Faith Based Initiatives and Government.

Ms. Pigeon summarized the outcomes and positive changes that have already occurred. The Planning Committee will be exploring ways to continue the dialogue process and help support and track the action efforts that result from the Conversations on Race over the summer of 2003. The Planning Committee is also looking to institutionalize the dialogue process within the community by becoming part of a civic association such as Citizens for a United Windsor or the Human Relations Commission.

Councilor Simon was impressed with the amount of new people that attended the kick-off. He also requested a list of the point people for the committees for each of the action groups.

Deputy Mayor Curtis thanked Ms. Pigeon and the Planning Committee for getting this process started in Windsor. He commented that there was a definite commitment on the part of the people who were members of the groups. There was always a lot of interest at the meetings, as well as finding out the results and the next steps forward. He is encouraged by the fact that there will be some positive things coming out of this.

Councilor Jepsen asked when the action groups would have some action items. Ms. Pigeon said that the Education Action Group is well ahead in their efforts. They will share the information with the Council when it becomes available.

B. Authorization to submit application to State of CT for Adult Care Food Program

Moved by Councilor Jepsen, seconded by Councilor Broxterman that the Town Manager be authorized to submit an application to the Child and Adult Care Food Program and execute the required agreements.

Ms. Debbie Boemmels, Manager, The Caring Connection discussed the program. The Child and Adult Care Food Program (CACFP) is sponsored by the U.S. Department of Agriculture (USDA), and reimburses approved facilities serving nutritious meals and snacks to eligible enrollees in non-residential adult day care centers. Funding for this program comes from the USDA. If funding is approved, the Caring Connection will not have to apply annually for additional funding. The estimated reimbursement will be approximately \$20,000 per year, based on a daily average of 42 clients.

Councilor Pacino asked if the Discovery Center is seeking reimbursement from this CACFP. Town Manager Churchill answered that the clients at the Discovery Center would probably not qualify, however, the Head Start program does use the CACFP.

Councilor Broxterman asked if this program was new. Ms. Boemmels replied that it is not a new program, but it is new to the Caring Connection.

Councilor Jepsen asked if there are still programs that provide food. Ms. Boemmels said that the Commodities Program is tapped out since they are sending food supplies overseas.

Deputy Mayor Curtis asked about the application process. Ms. Boemmels responded that once accepted they have to do paperwork such as meal logs and income status updates.

Motion Passed 9-0-0

C. Introduce bond ordinance for Public Safety Radio System Upgrade

Resolved by Councilor Mulligan, seconded by Councilor Pacino, that the reading into the minutes of the text of the ordinance entitled "An Ordinance Appropriating \$735,000 for Public Safety Communications System Upgrades – Phase II, and Authorizing the

Issue of \$735,000 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

Mr. Peter Souza discussed the funding of the Public Safety Radio System Upgrade.

Councilor Pacino asked when work would begin and did we save money by doing it in one phase. Mr. Souza said that work should commence in August. It was estimated that construction completed in one phase as opposed to two phases saved 5%.

Councilor Albano asked if the Public Building Commission would be involved in the changing of the structures. Mr. Souza said that the scope of the work has been discussed and they anticipate the Public Building Commission overseeing the facility portion.

Councilor Simon asked if anything on this project has happened in the past six months. Mr. Souza said that \$25,000 was used to purchase some hardware equipment to maintain the system reliability.

Councilor Pacino noted that the CIP includes a feasibility study of the Safety Complex and asked how this project would be affected. Chief Searles said that the renovations are minor, fixing a leak in the roof, upgrading the HVAC, some painting, etc. They do anticipate that the Dispatch Center will stay in the present location.

Councilor Mulligan asked if the repeaters would be in this location and if it is a self contained system within the town. Chief Searles confirmed this.

Councilor Jepsen inquired if this equipment would be compatible if we join other municipalities in the future. He also asked if the school personnel would be able to use the system. Chief Searles said that if we go to a regional system in the future, Bloomfield currently is using this system and East Windsor is looking into purchasing the system. Chief Searles replied that the school system would have access to the radio system.

Councilor Broxterman asked if the upgrade would eliminate or drastically reduce black holes, instances in the past where we have not been able to communicate. Chief Searles said that it would.

Councilor Simon asked for a completion date of this project. Mr. Souza responded that the goal is January 2004.

Moved by Councilor Mulligan, seconded by Councilor Broxterman that the following ordinance be introduced; "An Ordinance Appropriating \$735,000 for Public Safety

Communications System Upgrades – Phase II, and Authorizing the Issue of \$735,000 Bonds and Notes to Finance the Appropriation.”

Motion Passed 9-0-0

- D. Set Public Hearing on Public Safety Radio System bond ordinance for June 16, 2003 at 7:15 p.m.

Resolved by Councilor Mulligan, seconded by Councilor Pacino that a Public Hearing be held at the Windsor Town Hall on Monday, June 16, 2003 at 7:15 p.m. (prevailing time) on the following ordinance entitled:

“An Ordinance Appropriating \$735,000 for Public Safety Communications System Upgrades – Phase II, and Authorizing the Issue of \$735,000 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

- E. Approval of Open Purchase Orders

Moved by Councilor Simon, seconded by Councilor Jepsen to re-approve the purchase orders existing on the report Open Purchase Orders by Expense Account dated May 23, 2003 and to be approved in September 2003.

Motion Passed 9-0-0

Resolved by Councilor Simon, seconded by Councilor Broxterman that the Director of Finance is authorized to make year-end transfers in the General Fund of not more than \$5,000 per account.

Motion Passed 9-0-0

Mr. Greg Pavitt, Director of Finance, confirmed that the list of open purchase orders is likely to shrink noticeably by the end of June as the current fiscal year POs are paid off.

- F. Approve Suspense List

Moved by Councilor Simon, seconded by Councilor Broxterman that \$99,704.86 motor vehicle, supplemental, and personal property taxes on the 1999 Grand List be transferred to the Suspense Tax Book.

Motion Passed 9-0-0

- G. Authorize Town Manager to submit to Small Cities Community Development Block Grant Application

Resolved by Deputy Mayor Curtis, seconded by Councilor Jepsen that it is cognizant of the conditions and prerequisites for state assistance imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and, that the filing of the application by the Town of Windsor in an amount not to exceed \$420,000 is hereby approved, and that the Town Manager is hereby authorized and directed to file such application with the Commissioner of the Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for financial assistance should such an Agreement be offered, to execute any amendments, revisions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

Mr. Jim Burke, Economic Development Director, explained the public hearing process, the recording of the minutes and the quorum requirement. He noted that the minutes were recorded properly with public comment. The public hearing would commence whether Committee members were in attendance or not. Mr. Jim Hallisey, Community Development Coordinator, reviewed the proposed program.

Councilor Simon asked if we have received this grant before. Mr. Hallisey said that we have operated the Housing Rehabilitation program for 25 years, and have used this particular grant several times. Mr. Burke said that when you have a well administered program, the State looks upon you favorably.

Councilor Walker asked what the income guidelines are and would this program help an elderly couple who needs to make repairs on their home. Mr. Hallisey responded that the income guidelines are approximately \$50,000 a year for a family of four, adjusted for family size at \$4,500 per person. There are also low interest loans and deferred payment loans. He encouraged folks to contact the Community Development Office for information.

Motion Passed 9-0-0

13. Resignations and Appointments

Motioned by Councilor Mulligan, seconded by Councilor Jepsen to appoint Bob Gustafson to Capital Improvements Committee, for a three-year term to expire May 15, 2006 or until a successor is appointed.

Councilor Jepsen pointed out that this is the Public Building Commission spot.

Councilor Pacino asked about the Historic District Study Commission lengthening their term. Town Manager Churchill responded that last fall the Council did approve an increase of one year.

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the May 19, 2003 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the May 19, 2003 Regular Town Council Meeting. Corrections: None.

Motion Passed 9-0-0

15. Public Communications and Petitions

Ms. Beverly Jones, Matianuck Avenue, addressed the Council. She listed the things she is concerned about relating to current and future bonding the town will have to pursue. They are: expanding all day kindergarten; the implications of closing the town landfill; the library expansion; the Senior Center; Leave No Child Behind program; ongoing requests for additional recreational facilities and maintenance of those facilities; windows in one of the schools; and the public safety radio system that is critical to the town. She is unaware of current bonding, future bonding, bonding vs. the budget. She would like to know what the strategy and future plans of the town are. Perhaps a summary of the bonding could be communicated to the public.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Broxterman, seconded by Councilor Albano to adjourn the Regular Town Council Meeting at 10:39 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch