



# *Council Agenda*

**Council Chambers  
Windsor Town Hall  
June 2, 2003**



## **7:15 PM Public Hearing**

Neighborhood Assistance Act

## **7:30 PM Regular Council Meeting**

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
  - a) Honoring National Novice Figure Skating Champion Colin Pennington
  - b) Honoring June 20, 2003 as National Small Cities and Towns Day
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Historic District Commission
  - b) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
  - a) \*Approve Neighborhood Assistance Act Credit Program (Town Manager)



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12. NEW BUSINESS

- a) \*Presentation on Conversations on Race (Town Manager)
- b) \*Authorization to submit application to State of CT for Adult Care Food Program (Town Manager)
- c) \*Introduce bond ordinance for Public Safety Radio System Upgrade (Councilor Mulligan)
- d) \*Set Public Hearing on Public Safety Radio System bond ordinance for June 16, 2003 at 7:15 p.m. (Councilor Mulligan)
- e) \*Approval of Open Purchase Orders (Councilor Simon)
- f) \*Approve Suspense List (Councilor Simon)
- g) \*Authorize Town Manager to submit to Small Cities Community Development Block Grant Application (Town Manager)

13. \* RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the May 19, 2003 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

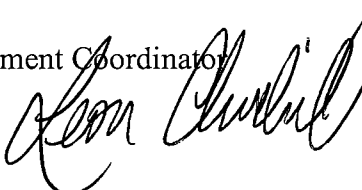
★Back-up included

## Agenda Item Summary

Date: June 2, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Hallisey, Community Development Coordinator

Reviewed By: Leon Churchill, Town Manager 

Subject: The Neighborhood Assistance Act (NAA) Tax Credit Program  
Approval of Applications

### Background

The State of Connecticut, acting through the Department of Revenue Services, administers a program entitled the Neighborhood Assistance Act (NAA) Tax Credit Program which provides corporations with tax liability in Connecticut an opportunity to receive tax credits for contributions they make to eligible, tax-exempt organizations.

Credits range from 40% to 60% of the amount donated, depending on the service which is provided. In order for tax-exempt non-profit organizations to utilize the program, they must first secure the approval from the governing body of a town in which they provide services. Upon approval by a local governing body, it is then the responsibility of participating tax-exempt organizations to solicit corporate donations. The program simply provides a financial inducement intended to encourage corporate contributions to eligible organizations. Last year Celebrate Windsor and Foodshare successfully leveraged corporate donations utilizing the NAA Program.

### Discussion/Analysis

Applications were submitted by the following organizations:

- \$150,000 *Celebrate Windsor* proposes to utilize the NAA Program to help solicit donations to be used to cover costs associated with SummerWind's 2003 summer concert series.
- \$ 50,000 *Connecticut Radio Information Systems, Inc. (CRIS Radio)* is seeking funds to continue to deliver its radio reading and related services for blind/print handicapped individuals throughout the state.
- \$ 25,000 *First Town Downtown* is seeking funds to augment its operating budget so as to continue the organization's comprehensive effort to enhance the physical and business environment of Windsor Center.
- \$ 85,820 *Community Enterprises, Inc.* is seeking funds to purchase a van and provide transportation services for disabled individuals so as to get them to work sites.
- \$ 50,000 *Foodshare, Inc.* proposes to solicit corporate donations to fund their general food distribution program.

\$ 25,000      The *Windsor Chamber of Commerce* intends to solicit corporate donations to support Revolutionary Windsor.

Financial Impact

The only costs associated with the Town's participation in the Neighborhood Assistance Act (NAA) Tax Credit Program include the cost of running a legal notice for the required public hearing and minimal staff time.

Other Board Action

None.

Recommendations

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

**“Move to approve the attached resolution relative to participation in the Neighborhood Assistance Act (NAA) Tax Credit Program.”**

Attachments

Neighborhood Assistant Act resolution.

WINDSOR TOWN COUNCIL

NEIGHBORHOOD ASSISTANCE ACT (NAA TAX CREDIT PROGRAM)

RESOLUTION

Whereas the Windsor Town Council is in favor of the activities proposed by way of the applications submitted for participation in the State of Connecticut's 2003 Neighborhood Assistance Act and would like to enhance the ability of the participating organizations to secure corporate donations through the utilization of the NAA Program the Council hereby move to approve the organizations/activities for participation in the 2003 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program listed below:

<b>Celebrate Windsor</b>	\$150,000	SummerWind Concert Series
<b>Connecticut Radio Information Systems, Inc.</b>	\$ 50,000	Radio reading and related services for blind/print-handicapped individuals
<b>First Town Downtown</b>	\$ 25,000	Enhancement of Windsor Center
<b>Community Enterprises</b>	\$ 85,820	Van/transportation services for disabled workers.
<b>Chamber of Commerce</b>	\$ 25,000	Revolutionary Windsor(event)
<b>Foodshare, Inc.</b>	\$ 50,000	General food distribution

# *Proclamation*

## *Honoring Colin Pennington 2003 United States National Novice Men's Figure Skating Champion*

**WHEREAS,** Colin Pennington, a 16 year old high school sophomore from Windsor, Connecticut won the gold medal, and title of 2003 United States National Novice Men's Figure Skating at the national figure skating championships this past January in Dallas, Texas; and

**WHEREAS,** Colin began skating when he was seven years old, embracing the sport at an early age and dreams of one day representing the United States of America in the Olympics; and

**WHEREAS,** Colin resides in the Cleveland, Ohio area with his brother Parker and mother Andrea to be near his coach, Olympic Gold Medalist and World Champion Carol Heiss-Jenkins. His father, Larry, visits as often as possible while operating the Windsor Veterinary Clinic here in Windsor; and

**WHEREAS,** the entire Windsor community wishes Colin the very best in his future competitions as he continues to strive toward the highest level of excellence in skating.

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

Colin Pennington be congratulated for his extraordinary athletic accomplishments, his character and determination to be a role model for young people everywhere and for graciously helping to bring Windsor, Connecticut into the national spotlight.



A handwritten signature in black ink, appearing to read 'Donald S. Trinks'.

Donald S. Trinks  
Mayor of Windsor  
June 2, 2003

# Proclamation

## *Honoring June 20, 2003 as National Small Cities and Towns Day*

- WHEREAS,** small cities and towns under 50,000 in population constitute the vast majority of municipalities across the United States; and
- WHEREAS,** small cities and towns provide opportunities which allow millions of people across America to lead better lives and invest in their communities through the provision of services and programs which improve the quality of life for all citizens; and
- WHEREAS,** the federal and state government are partners in investing in small cities and towns, and must also be encouraged to continue to support programs and legislation to strengthen communities; and
- WHEREAS,** organizations, businesses, and citizens are partners in investing in small cities and towns and must be encouraged to continue to support efforts that make their communities better places in which to live; and
- WHEREAS,** during these challenging economic times, the need for a renewed intergovernmental partnership to support essential partnership to support essential public services is more important than ever; and
- WHEREAS,** the Board of Directors and the Small Cities Council of the National League of Cities have declared June 20, 2003 as National Small Cities and Towns Day, and

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

That Friday, June 20, 2003 be honored as National Small Cities and Towns Day, and that the Town of Windsor encourages organizations, businesses, and all citizens to recognize this event, and to work together on this day and throughout the year to invest in small cities and towns to better the lives of all citizens.



A handwritten signature in black ink, appearing to read 'Donald S. Trinks', is written over a horizontal line.

Donald S. Trinks  
Mayor of Windsor  
June 2, 2003

## Agenda Item Summary

Date: June 2, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Leon Churchill, Town Manager

Subject: Conversations on Race



### Background

The Conversation on Race process in many ways was an extension of last year's Civic Participation process. Both processes are intended to encourage citizens to take responsibility for desired outcomes in Windsor. The town has an extensive record of engaging the public considering the dialogue on the Windsor-Bloomfield Landfill and then determining its re-use.

The Conversation on Race process was a result of a partnership between the town and National Conference for Community and Justice (NCCJ), which has its regional office in Windsor.

### Discussion/Analysis

Windsor is a diverse community by most accounts. 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%. However, the larger question is whether Windsor *functions* with diversity. While the question remains to be answered, improvements have been made in diversity on boards on commissions and the town's workforce reflects the general population.

### Financial Impact

There were some expenses to support the process, particularly for the Kickoff and the Action Forum. Staff time comprised most of the town's efforts in the process.

### Other Board Action

None, but the Human Relations Commission has shown interest in spearheading the action items identified at the Action Forum.

### Recommendations

No action is required for the presentation, but the Human Relations Commission should be encouraged to embrace the action items and oversee their implementation.

### Attachments

Windsor Conversations on Race Summary Report

Summary Report

# Windsor Conversations on Race

*Fall 2002 – Spring 2003*

*Increasing Civic Engagement Across  
Racial, Ethnic and Neighborhood Lines*

Submitted by Betsy Pigeon, Program Coordinator  
May 2003

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# Windsor Conversations on Race Summary Report

*Fall 2002-Spring 2003*

## **Background**

Communities throughout the nation are engaging in programs designed to promote public dialogue and positive change. Whereas many Connecticut towns and cities are struggling to create communities based on the inclusion of people of all racial, ethnic and economic backgrounds, Windsor has been cited as a model community for how racial and ethnic diversity can enhance the quality of services, education and community life. Its future vibrancy, however, depends on drawing leadership from all segments of our community and engaging residents of diverse racial and ethnic backgrounds in civic life in order to develop civic associations, town government, and boards and commissions that are representative of the community.

In the Summer of 2002, a group of Windsor residents decided to take on the challenge of implementing a community-wide dialogue program designed to encourage civic participation and explore ways to help Windsor function effectively as a diverse community. A partnership was formed between The National Conference for Community and Justice (NCCJ), under the leadership of Betsy Pigeon, Coordinator of the NCCJ MetroHartford Community Conversations on Race Project and a Windsor resident, and the Town of Windsor. A Planning Committee comprised of fifteen racially/ethnically diverse Windsor residents was recruited to implement the program. The first Windsor Conversations on Race were launched in Winter/Spring 2003.

## **The Windsor Model**

According to Windsor's 2002 Perception Survey, the majority of residents agree that Windsor is a good place to live and raise a family. The majority also agrees that Windsor is a vibrant community because of its diversity. The question then becomes "do we function as a diverse community?" Residents can move this community-building process forward by talking to each other and unveiling misperceptions regarding diversity, while focusing on the commonalities that draw us together. The goal is to create one community that values all of its citizens.

*"Misconceptions and stereotypes create barriers to community-building. We need to start with dialogue."*

*-Leon Churchill, Town Manager*

## Windsor Demographics

### Total Population of Windsor By Race

Source: U.S. Census Bureau, Census 2000

Total	28,250
White alone	18,337
Black or African American alone	7,274
American Indian or Alaska Native alone	85
Asian alone	847
Native Hawaiian & Other Pacific Islander alone	4
Some other race alone	849
Two or more races	854

## Program Partners

**The National Conference for Community and Justice (NCCJ):** Windsor Conversations on Race is part of the NCCJ Community Conversations on Race Project, a regional effort to connect communities throughout Greater Hartford and encourage open dialogue on race relations. The National Conference for Community and Justice (NCCJ), founded in 1927, is a non-profit human relations organization dedicated to fighting bias, bigotry and racism in America. NCCJ promotes understanding and respect among all races, religions and cultures through advocacy, conflict resolution and education. There are 60 regional offices throughout the country. Local offices cover the Connecticut/Western Massachusetts region and are located at 780 Prospect Hill Rd., Windsor. [www.nccjctwma.org](http://www.nccjctwma.org)

**Town of Windsor:** One of the key factors in creating successful community-wide dialogue programs is the active involvement and support of town leadership. The Planning Committee was fortunate to benefit from the support and guidance of Leon Churchill, Town Manager, and his staff.

**Planning Committee:** NCCJ and the Town of Windsor worked collaboratively with a fifteen member Planning Committee of Windsor residents. The original members of this committee are: Linda Bagnal (Windsor Board of Education), Leon Churchill (Town Manager), Vivian Cicero (Windsor Afro-American Civic Association), Martha Collier, Maryann Doyle, Rufus Jones, Darleen Klase, Rabbi Alan Lefkowitz (Congregation Beth Ahm), Mickey Mattei (The Connecticut Forum), Randy McKenney, Elizabeth Parada (Loomis Chaffee School), Betsy Pigeon (NCCJ), Mark Edward Reeves, Esq., Chief Kevin Searles (Windsor Police Department), and Leonard Swade (Human Relations Commission).

**Study Circles Resource Center:** The Study Circles Resource Center (SCRC) is a project of the Topsfield Foundation, Inc., a private, non-profit, nonpartisan foundation which is dedicated to advancing deliberative democracy and improving the quality of public life in the United States. SCRC carries out this mission by helping communities to organize study circles-small-group, democratic, highly participatory discussions that give everyday people opportunities to make a

difference in their communities. SCRC generously provided the discussion guides for the conversation groups. [www.studycircles.org](http://www.studycircles.org)

### **The Dialogue Process**

The NCCJ Conversations on Race process is based on the Study Circle Model for democratic dialogue. Groups of eight to twelve racially and ethnically diverse participants meet once a week for two hours over a five-week period to talk about race relations. The five sessions are designed to move from personal experiences and observations about race relations, to consideration of multiple viewpoints, to strategies for action to improve race relations on an individual, collective and institutional level. There are two facilitators for each conversation group who are trained by NCCJ. Participants set ground rules for the discussion and are encouraged to take ownership of the group process.

#### **The Curriculum**

**Session One:** Race Relations and Racism: What Are Our Experiences, Perceptions and Beliefs?

**Session Two:** Dealing With Race: What is the Nature of the Problem?

**Session Three:** What Should We Do To Make Progress on Race Relations?

**Session Four:** What Kinds of Public Policies Will Help us with Race Relations?

**Session Five:** How Do We Move From Words to Action?

Taken from *The Busy Citizen's Discussion Guide: Facing the Challenge of Racism and Race Relations* published by the Study Circles Resource Center, Pomfret, CT.

At the end of a round of conversations, participants are invited to attend an Action Forum to share their experiences, connect with each other, and pool ideas for implementing action steps to improve race relations in their community.

### **Winter/Spring 2003 Windsor Conversations on Race**

#### **A Community-Wide Dialogue is Launched**

On January 16, 2003 approximately 150 Windsor residents assembled in Windsor Town Hall, Town Council Chambers for the official launching of the Windsor Conversations on Race program. Mayor Don Trink and Town Manager Leon Churchill provided opening remarks. Betsy Pigeon, Program Coordinator presented an overview of the NCCJ Conversations on Race process. Eight members of the

community volunteered to participate in a sample dialogue facilitated by Windsor residents Monique Grissette-Banks and Darleen Klase. Individuals were also provided with the opportunity to sign-up for a conversation.

Donations of food, beverages, and other items were received by Barts, Geissler's, Dom's, Taste of India, Jay's, Windsor Donut Shop, Stop & Shop, Jordan's Florist, Konica Business Technologies, Inc., and Loomis Chaffee School. Photography was provided by Wayne Dombkowski, with entertainment by the Windsor High School Jazz Ensemble. This event received local media coverage in *The Hartford Courant* and the *Windsor Reminder* and was taped by Win-TV.

### **Participant Demographics**

In the Winter/Spring 2003 round, nine conversation groups were organized with a total of 119 participants. Conversations were held from February through May 2003. Following is a breakdown by race/ethnicity as participants self-defined themselves:

<b>Race/Ethnicity</b>	<b>Percentage</b>
White	65%
African-American/Black	37%
Latino/Hispanic	3%
Other (Multiracial, Vietnamese)	4%

### **Conversation Sites**

Conversations were held in several locations throughout Windsor. Host sites for the Winter/Spring 2003 round were: Windsor Town Hall, Wilson Congregational Church, Sage Park Middle School, Poquonock Fire House, Grace Episcopal Church, LP Wilson Community Center, and the Chamber of Commerce.

### **Youth Issues, Youth Voices**

In April 2003, a group of eight Windsor High School students participated in a four week pilot Conversation on Race designed specifically for youth. This facilitated dialogue was coordinated by Dan Doyle, a Windsor High School Student.

### **Action Forum: Culmination and Continuation of the Dialogue**

On May 14, 2003 participants in the Windsor Conversations on Race program were invited to attend a Community Action Forum in Town Hall, Town Council Chambers. Approximately 80 participants gathered to share their conversation experiences and report on their groups' ideas for improving race relations and building a greater sense of community within Windsor. Six action groups were formed to specifically address the common themes that arose from the conversations.

Participants expressed their commitment to continue working together to ensure that progress is made on key issues.

### Participant Comments

“Personal sharing of experience, history is powerful and can’t be duplicated...”

“I am going to seek out new relationships and opportunities...”

“I learned that I have to work to be more patient with people whose views differ from mine”

“I’m going to be more aware of how I use language that might be offensive to others”

“The importance and effectiveness of sharing personal experiences of race-related discrimination and life experiences and hearing about those experiences was critical”

“I’m committed to working with my group to implement our action ideas for improving race relations in the schools and in our community”

### Action Themes/Ideas

Each of the nine conversation groups submitted their action reports to the planning committee. The various action ideas were grouped into the following six general categories. Each action group will continue to evolve and define itself as members begin to meet to plan strategically for taking action.

Action Group	Themes/Focus Areas
Community Participation	<ul style="list-style-type: none"> <li>• Build relationships</li> <li>• Promote an inclusive community</li> <li>• Civic organizations</li> <li>• Neighborhoods</li> <li>• Youth</li> </ul>
Conversations on Race	<ul style="list-style-type: none"> <li>• Continue Conversations</li> <li>• Join the Planning Committee</li> </ul>
Educate Windsor	<ul style="list-style-type: none"> <li>• Cultural awareness</li> <li>• Real estate steering</li> <li>• Information sharing</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Student placement</li> <li>• Achievement gap</li> <li>• Teacher retention/recruitment</li> </ul>
Faith Based Initiatives	<ul style="list-style-type: none"> <li>• Involve clergy</li> <li>• Reduce racial isolation</li> </ul>
Government	<ul style="list-style-type: none"> <li>• Representation of people of color</li> <li>• Setting goals</li> <li>• Supportive services</li> <li>• Voter registration</li> </ul>

## **Outcomes**

Despite the fact that the action groups are just beginning to form and define the issues to be addressed, positive change has already occurred:

- Persons of color have been appointed to town boards and commissions
- Members of the Planning Committee worked with the One Book, One Windsor initiative to present a panel discussion on the book “The Color of Water” by James McBride
- Civic associations and organizations are actively seeking ways to broaden their membership base and become more inclusive
- Participants have volunteered to facilitate future dialogues and join the planning committee

## **Conclusion: Looking Forward**

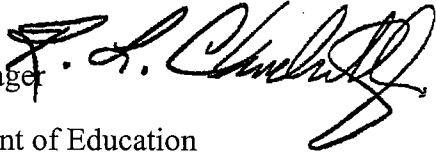
The Planning Committee will be exploring ways to continue the dialogue process and help support and track the action efforts that result from the Conversations on Race over the summer of 2003. Participants are motivated and energized to work collaboratively to improve race relations in Windsor and build community among residents of all racial and ethnic backgrounds. Given the momentum created by this process, it is critical to secure funding for the Windsor Conversations on Race program in order to move forward with the action plans and the continuation of the dialogue. 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.

## Agenda Item Summary

Date: June 2, 2003

To: Honorable Mayor and Members of the Town Council

Prepared by: Deborah J. Boemmels, Manager, The Caring Connection Adult Day Health Center

Reviewed by: Leon Churchill, Town Manager 

Subject: Connecticut State Department of Education  
USDA Child and Adult Care Food Programs (CACFP)

### Background

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.

### Discussion/Analysis

Funding for this program comes from the USDA. If approved for funding, the Caring Connection will not have to apply annually for additional funding. The amount of money available to the center for this purpose depends upon the number of households served with incomes less or equal to the guidelines. The CACFP rates of reimbursement are as follows:

Breakfast: Low-income \$1.17, Reduced \$.87, Over-income \$.22  
Lunch: Low income \$2.14, Reduced \$1.74, Over income \$.20  
Supplements: Low income: \$.58, Reduced \$.29, Over Income \$.05

### Financial Impact

The estimated reimbursement amount will be approximately \$20,000 per year, based on a daily average of 42 clients.

### Other Board Action

None.

### Recommendations

It is recommended that the Town Council authorize the Town Manager to submit an application to The Child and Adult Care Food Program and execute required agreements. If the Town Council concurs the following motion would be in order:

**“Move that the Town Manager be authorized to submit an application to The Child and Adult Care Food Program and execute required agreements.”**

### Attachments

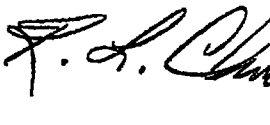
None.

## Agenda Item Summary

Date: June 2, 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) Introduction of Ordinance

**“Move 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.”**

3) Set Public Hearing

**“RESOLVED, 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.”**

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

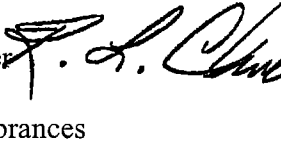
notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

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 2, 2003  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Gregg Pavitt, Director of Finance  
Reviewed By: Leon Churchill, Town Manager   
Subject: Approval of Year-End Encumbrances

### Background

Attached for Town Council's review are the open purchase orders as of May 23, 2003. In order for a current FY2003 General Fund purchase order to be paid in the next fiscal year (item is still to be shipped, etc.), the purchase order must be "encumbered". By encumbering the purchase order, the Council is formally extending into the next fiscal year the budgetary authority for that line item.

The Council has also, at the end of the year, granted the Director of Finance the authority to move up to \$5,000 between departments (offsetting those that have gone slightly over with those that have gone slightly under).

### Discussion/Analysis

The attached list of open purchase orders are likely to shrink noticeably by the end of June as the POs are paid off. As of May 23, 2003 the Town of Windsor has 21 FY03 General Fund purchase orders with a value of \$195,805 encumbered or outstanding. Of this total, utility charges are \$99,880 of the total. There are a total of six (6) purchase orders from prior years, with a total open amount of \$30,397. There are therefore a total of twenty seven (27) purchase orders, with a total encumbered amount of \$226,202.

### Other Board Action

This item was approved by the Finance Committee.

### Recommendations

If the Town Council is in agreement, the following motions are recommended:

**"Move 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."**

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

### Attachments

Open Purchase Orders by Expense Account

05/23/2003  
15:46:49

TOWN OF WINDSOR  
OPEN PURCHASE ORDERS BY EXPENSE ACCOUNT  
DATE RANGE: 07/01/2002 TO 06/30/2003 CURRENT YEAR POS

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PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Line Description
DETAILS FOR ACCOUNT: 01-1-10-132-43180 CONTRACTUAL SERVICES							
00000394	001	001710	LARGE & PAGE COMMUNICATIONS I	05/12/03	17,579.50	3,600.00	3 MONTHS MARKETING CONSULT
DETAILS							
DETAILS FOR ACCOUNT: 01-1-90-174-43180 CONTRACTUAL SERVICES							
00000381	001	004756	PLANIMETRICS LLC	05/01/03	17,579.50	3,600.00	
DETAILS FOR ACCOUNT: 01-2-25-251-42140 BOOKS & PERIODICALS							
00000007	001	001537	INGRAM LIBRARY SERVICES	07/18/02	1,650.00	203.81	MISC. ADULT BOOKS
00000015	001	003186	AMAZON.COM CREDIT	07/26/02	500.00	287.23	Account #6035302200023519
00000321	001	003562	THE COUNCIL OF STATE GOVERNME	03/06/03	176.00	176.00	MISC. DIRECTORIES
00000362	001	000282	BAKER & TAYLOR, INC.	04/16/03	5,000.00	4,910.32	MISC. ADULT BOOKS
DETAILS FOR ACCOUNT: 01-2-25-260-42140 BOOKS & PERIODICALS							
00000316	001	000282	BAKER & TAYLOR, INC.	03/06/03	2,000.00	1,054.48	JUVENILE NON-FICTION
00000359	001	000282	BAKER & TAYLOR, INC.	04/09/03	2,500.00	1,982.14	MISC. KIDSPACE FICTION
DETAILS FOR ACCOUNT: 01-4-40-405-47400 WATER							
00000403	001	001978	THE METROPOLITAN DISTRICT	05/19/03	4,500.00	3,036.62	
DETAILS FOR ACCOUNT: 01-4-40-410-43180 CONTRACTUAL SERVICES							
00000382	001	004859	KING ASSOCIATES, INC	05/01/03	500.00	500.00	TURN ON THE WATER METERS AT NORTH
DETAILS FOR ACCOUNT: 01-4-40-420-43180 CONTRACTUAL SERVICES							
00000141	001	001725	MARTIN LAVIERO CONTRACTOR, IN	09/09/02	21,000.00	21,000.00	INSTALLATION OF SEWER PUMP GRINDE
00000142	001	001833	M.J.D. CONSTRUCTION CO., INC.	09/09/02	21,000.00	21,000.00	
DETAILS FOR ACCOUNT: 01-4-40-430-43180 CONTRACTUAL SERVICES							
00000377	001	004958	PYE, INCORPORATED	04/25/03	10,297.29	10,297.29	
DETAILS FOR ACCOUNT: 01-4-40-440-47100 ELECTRICITY							
00000006	001	000734	CONNECTICUT LIGHT AND POWER C	07/18/02	1,680.00	1,680.00	JETTER & VIDEO STORM PIPES AT 99
00000008	001	000734	CONNECTICUT LIGHT AND POWER C	07/18/02	1,680.00	1,680.00	
DETAILS FOR ACCOUNT: 01-4-40-440-47100 ELECTRICITY							
00000006	001	000734	CONNECTICUT LIGHT AND POWER C	07/18/02	11,278.59	11,278.59	ELECTRICITY TO OPERATE TOWN TRAFF.
00000008	001	000734	CONNECTICUT LIGHT AND POWER C	07/18/02	99,880.65	99,880.65	ELECTRICITY TO OPERATE TOWN STREE
						456,050.00	111,159.24

05/23/2003  
15:46:49

TOWN OF WINDSOR  
OPEN PURCHASE ORDERS BY EXPENSE ACCOUNT  
GROUPED BY FUND

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DATE RANGE: 07/01/2002 TO 06/30/2003 CURRENT YEAR POS

PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Item Description
DETAILS FOR ACCOUNT: 01-4-40-445-46320 OTHER CAPITAL EQUIPMENT							
00000376	001	004920	SPRAYER SPECIALTIES, INC.	04/25/03	12,690.00	12,690.00	DUMPABLE BRINE MAKER W/STAINLESS
00000376	002	004920	SPRAYER SPECIALTIES, INC.	04/25/03	1,660.00	1,660.00	FREIGHT CHARGES FOR ABOVE ITEM.
					14,350.00	14,350.00	
DETAILS FOR ACCOUNT: 01-6-60-602-46320 OTHER CAPITAL EQUIPMENT							
00000139	001	000681	COMPAQ COMPUTER	08/27/02	29,528.00	2,121.00	HARDWARE FOR CAD/RMS PROJECT - SE
					29,528.00	2,121.00	
DETAILS FOR ACCOUNT: 01-6-60-605-42190 RENTALS							
00000021	001	004204	ENTERPRISE	08/02/02	3,000.00	173.95	Blanket order for car rental
					3,000.00	173.95	
DETAILS FOR ACCOUNT: 01-6-60-630-46320 OTHER CAPITAL EQUIPMENT							
00000240	001	002160	NEW ENGLAND COMMUNICATIONS SY	11/07/02	529.00	529.00	MOTOROLA RADIUS M-1225
00000242	001	002715	SHIPMAN'S FIRE EQUIPMENT CO.,	11/07/02	21,400.00	2,270.00	ANNUAL PURCHASE OF FF GEAR
00000365	001	002715	SHIPMAN'S FIRE EQUIPMENT CO.,	04/16/03	11,812.50	11,812.50	Package includes hose and couplin
					33,741.50	14,611.50	
<b>TOTALS FOR FY03</b>					<b>644,255.00</b>	<b>195,805.79</b>	
FY00 Purchase Orders							
00000034	001	000187	APPLIED THERMODYNAMICS ASSOCI	08/15/02	10,000.00	1,250.00	DESIGN OF CONDENSER REPLACEMENT &
FY01 Purchase Orders							
00000059	001	001206	FRIAR ASSOCIATES	08/15/02	13,000.00	2,037.48	DESIGN & RELATED EXPENSES: REPLAC
FY02 Purchase Orders							
DETAILS FOR ACCOUNT: 01-1-11-169-43180 CONTRACTUAL SERVICES							
00000056	001	001090	BLACK & VEATCH CORP	08/15/02	23,000.00	6,000.00	RECREATION/HR AUDIT
DETAILS FOR ACCOUNT: 01-1-90-115-43180 CONTRACTUAL SERVICES							
0000109	001	003088	VANASSE HANGEN BRUSTLIN INC	08/15/02	27,220.00	13,610.00	DAY HILL ROAD PAVEMENT EVALUATION
DETAILS FOR ACCOUNT: 01-9-90-116-45160 GRANTS & CONTRIBUTIONS							
00000089	001	003261	TOWN OF WINDSOR	08/15/02	5,000.00	2,500.00	CENTER: COMM DEV PROGRAM: VOLUNTE
00000130	001	004191	THE VINTAGE RADIO AND COMMUNI	08/15/02	5,000.00	5,000.00	CENTER: COMM DEV, PROGRAM: VOLUNT
<b>TOTALS FOR PRIOR YEARS</b>					<b>83,220.00</b>	<b>30,397.48</b>	

## Agenda Item Summary

Date: June 2, 2003  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Corinne Aldinger, CCMC, Tax Collector  
Reviewed By: Leon Churchill, Town Manager  
Subject: Suspense List



### Background

In accordance with Connecticut State Statute 12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 1999 Grand List that are considered uncollectable.

### Discussion/Analysis

All available methods of collection have been pursued and all registrations have been reported to the Motor Vehicle Department. Transferring these bills to the Suspense Book does not mean that we cannot collect if the taxpayer appears or is found. However, this transfer presents a more accurate picture of the Town's accounts receivable at this time.

### Financial Impact

The accounts receivable will be \$99,704.86 less.

### Other Board Action

None

### Recommendations

That \$99,704.86 motor vehicle, supplemental, and personal property taxes on the 1999 Grand List be transferred to the Suspense Tax Book.

### Attachments

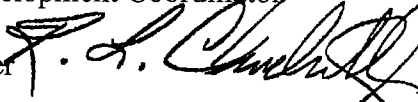
Suspense List (will be placed in the Council Support Room for Council review)

## Agenda Item Summary

Date: June 2, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Hallisey, Community Development Coordinator

Reviewed By: Leon Churchill, Town Manager 

Subject: Community Development Block Grant – Small Cities Program  
Authorization to Apply for Funding

### Background

Funds are currently available through the federal Community Development Block Grant - (CDBG) Small Cities Program. The Small Cities component of the CDBG program, administered at the state level through the Connecticut Department of Economic and Community Development (DECD), provides funding, on a competitive basis, to communities comprised of fewer than 50,000 residents. In order to be considered for funding an activity must meet one of the three national objectives of the CDBG Program. More particularly, eligible activities must 1) benefit to low/moderate income households, 2) eliminate slums or blight, or 3) meet an urgent community development need for which other resources are not available.

### Discussion/Analysis

The town's Housing Rehabilitation Program has been instrumental in preserving the town's low/moderate income housing stock since its inception approximately twenty-five years ago. Nearly five hundred residential units have been rehabilitated with assistance through over this period. Projects range in scope from the replacement of a single building component to substantial rehab. The Small Cities Program has been the primary funding source for the Housing Rehabilitation Program. Additional funding is needed at this time to allow the Office of Community Development to meet its stated goal of rehabilitating 20 residential units annually. It is also recommended that the town apply for funding to assist the Windsor Housing Authority with the purchase and installation of electrical generators at the community centers serving Shad Run Terrace and Millbrook Village complexes (see "Other Board Action").

### Financial Impact

The town's Housing Rehabilitation Program provides low-interest and deferred loans to household whose income falls at or below 80% of the area median, adjusted for household size. In addition, forgiveness loans are available for 50% of the cost of hazardous material abatement (lead paint, asbestos and the removal of underground fuel storage tanks). Due to the nature of the work typically performed through Housing Rehabilitation Program, there is no direct correlation between the cost of work done and the assessed value. Nonetheless, by providing favorable financing to households with limited resources the program does have a positive impact on the property values of the homes assisted and neighborhoods in which they are located.

All costs incurred by the Office of Community Development implementing the Housing Rehabilitation Program are covered by grant funds or program income. Permit fees are taken in by the Building Department, therefore recouping costs incurred for plan review and inspection.

DECD recently imposed a requirement for certain activities that towns match federal funds with a 10% local match. Both of the proposed activities are exempt from the match requirement.

#### Other Board Action

The Wilson Deerfield Advisory Committee sponsored a public hearing on the evening of April 23<sup>rd</sup>, 2003 to solicit public input on the needs of the community and to secure feed back on the Town's existing community development initiatives. At that time several Commissioners from the Windsor Housing Authority were present and suggested the need for generators to provide emergency power at Shad Run Terrace and Millbrook Village. Staff also noted that additional funds are necessary should the town wish to continue to operate its Housing Rehabilitation Program. Members of the Wilson Deerfield Advisory Committee supported the application of Small Cities funds to assist the Windsor Housing Authority with the installation of generators and for the Housing Rehabilitation Program.

At the public hearing a number of other potential activities were suggested for the use of Small Cities funds. These included streetscape improvements in the Wilson neighborhood, renovations of the Wilson Branch Library, the extension of the river trail system and improvements to the rear façade of the community center located at 330 Windsor Avenue. While these are all excellent projects, further research of household incomes in the area is needed to determine the eligibility of these projects per CDBG regulations.

#### Recommendation

Staff recommends that the Town Council pass the attached resolution authorizing the Town Manager to file an application with the Connecticut Department of Economic & Community Development for Housing Rehabilitation in an amount not to exceed \$420,000. Of this amount \$300,000 would be for the housing rehabilitation program and \$120,000 for emergency generators for Housing Authority properties. These figures include administrative costs.

#### Attachments

Proposed resolution.

## RESOLUTION

WHEREAS, Federal monies are available under the Connecticut Small Cities - Community Development Block Grant Program, administered by the State of Connecticut Department of Economic and Community Development pursuant to Public Law 93-383, as amended; and

WHEREAS, pursuant to Chapter 127c and Part VI of Chapter 30 of the Connecticut General Statutes, the Commissioner of Economic and Community Development is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Windsor make application to the State in an amount not to exceed \$300,000 in order to continue to operate the Town's Housing Rehabilitation Program and an additional \$120,000 to assist the Windsor Housing Authority purchase and install generators for emergency power, and to execute an Assistance Agreement, should one be offered:

NOW, THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL:

- 1) 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,
- 2) That the filing of an 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.

## CERTIFICATION

COMMUNITY DEVELOPMENT BLOCK GRANT  
SMALL CITIES PROGRAM  
HOUSING REHABILITATION PROGRAM

Certified a true copy of a resolution adopted by the Town of Windsor at a meeting of its Town Council on June 2, 2003 and which has not been rescinded or modified in any way whatsoever.

\_\_\_\_\_  
Kathleen K. Quin, Town Clerk

\_\_\_\_\_  
Date

(Seal)

### **XIII. Resignations and Appointments**

June 2, 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  
Three Year Term to expire May 15, 2006 or until a successor is appointed
  
- C. One *Member*  
Capital Improvements Committee  
Three Year Term to expire May 15, 2006 or until a successor is appointed
  
- D. One *Alternate* Member  
Capital Improvements Committee  
Three Year Term to expire May 15, 2006 or until a successor is appointed
  
- E. 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)
  
- F. 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)
  
- G. One *Democratic Landlord* Member  
Fair Rent Commission  
Three Year Term to expire March 31, 2006 or until a successor is appointed  
(James McQueeney - reappointment)
  
- 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 2, 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, 2007 or until a successor is appointed  
(Harold DePianta - reappointment)

**Windsor Town Council  
Council Chambers – Town Hall  
May 19, 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 – Deputy Mayor Curtis
3. Pledge of Allegiance – Deputy Mayor Curtis
4. Proclamations/Awards
- A. Proclamation honoring May 18, 2003 – May 24, 2003 as National Public Works week

Deputy Mayor Curtis read the proclamation.

5. Public Communications and Petitions

Mr. Edward Thomas, 192 Capen Street, expressed his opposition to the installation of lights at O'Brien Stadium. He is concerned that funds are being moved around to fund this project which is not part of the budget.

Mr. George Yeramian, 739 Prospect Hill Road, commented on the Sports Complex proposed for the landfill. He is opposed to the Sports Complex and submitted a letter to the Council. He urged that the residents be fully informed of the proposal and the ramifications.

Mr. Michael Turner, 375 Prospect Hill Road, agreed with Mr. Thomas' comments on the lighting at O'Brien Field. He feels that the Council is wrong by using funds for a project not budgeted.

Mr. William Crosson, 17 Sage Park Road, is against investing in the O'Brien Stadium lights. He feels the money could be better utilized in an interest bearing account or on the field house, which is long overdue for renovations.

Mr. John Litter, Jr., 274 Capen Street, is opposed to the installation of lights at O'Brien Field.

Ms. Rosemarie Miskavitch, 20 Coach Circle, asked if any members of the Council would have a financial interest in the lights. She believes that the funds should be invested into the youth of Windsor. She noted several opportunities that the lights would afford. In Lansing, Michigan they use shrouds to limit the glare from their field lights. She summarized outcomes from the focus groups for the lights. She is in favor of the lights for the youth and everyone in town.

Ms. Kay Nowiszewski, 64 Alden Road, addressed the Council regarding her support of the lights at O'Brien Field. The 90-ft lights direct down at the field, unlike the temporary lights now being rented at considerable cost. The youth of this town are citizens of this town as well as the future of this town.

Mr. Andy Daly a former WHS football team member spoke to the Council. He is in support of the lights for the enormous positive impact evening games have on the youth and community. There is some impact on the neighborhood, but on the other side, it could positively effect the children and townspeople in Windsor.

Mr. Tim Sokoloski, 302 Capen Street, is against the lights. He is in favor of sports in town, but doesn't want the lights shining in his home. He suggests using the money for turf improvements.

Mr. Patrick Daley, 911 Poquonock Avenue, a member of WHS Football Team spoke to the Council regarding the lights. He feels that the lights will bring up town morale. He asked students who play sports (excluding football) to come to the meeting tonight. One student said the lights would be awesome because fans could come to the soccer games.

## 6. Report of Appointed Boards and Commissions

### A. Economic Development Commission

Mr. Mark Griffin, Economic Development Commission reported to the Council on the behalf of Chairperson David Early. He reviewed the activities that have taken place since their last report in 2002.

### B. Fair Rent Commission

The commission has not met since the last report to the Council.

### C. Public Building Commission

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

WHS Renovations – contractors are finishing the punch list and the HVAC system is undergoing scrutiny for any malfunctions. Final pavement of the south parking lot will be complete by the late summer. O&G is still forecasting a \$50,000 deficit, however,

the change orders netted a \$30,000 gain last week. They have also received more reimbursement (approximately \$130,000) from the state than they anticipated.

Goslee Pool – scheduled completion is Memorial Day. Awnings will be placed in the next several weeks.

Public Works Renovation – the wash rack portion will be complete by June 1<sup>st</sup>.

330 Windsor Avenue – walls will be painted and ceilings installed. They expect the project to be completed in July 2003.

L.P. Wilson roof – there will be an early summer bid with construction starting in the fall.

Town Hall Roof Project – work should commence the beginning of June. Portable lifts will be used instead of scaffolding.

Deputy Mayor Curtis questioned the additional state reimbursement of \$130,000. Mr. Novak replied that there was an estimate performed years ago, based on certain work that would be qualified as educational reimbursement. At the time of bonding, it was estimated that 46% would qualify as reimbursement.

Councilor Mulligan asked about the screening around the HVAC equipment. Mr. Novak said that they did authorize the architects to submit a design. Some of the screening will be through plantings. It should happen this summer.

Councilor Jepsen inquired about the PBC's exclusive authority over a project like the lights at O'Brien Field. Mr. Novak responded that there has always been question about what projects should go through the PBC. He would think that a tower or something that is being erected would be defined as a structure and the PBC should be involved in the project. He asked that the objectives of the project be defined specifically for the PBC.

Mayor Trinks asked about the pillars on the Town Hall portico being repaired. Town Manager Churchill said that it is not part of the project but they could address it along with the Town Roof Project.

## 7. Town Manager's Report

### **Town of Windsor Memorial Day Observance**

The Town of Windsor Public Celebrations Committee has announced the following plans for ceremonies to be held on Monday, May 26, 2003. A ceremony will be held at the Elm Grove Cemetery located in Poquonock beginning at 8:00 a.m. followed by a ceremony at Veteran's Cemetery at 9:00 a.m. Following the ceremony at Veteran's Cemetery, the Memorial Day Parade will proceed to Town Hall for the Parade Marshal's address. The parade usually arrives in the center of town between 9:45 – 10:00 a.m.

Any groups, including scout troops or youth sport teams wishing to march in the parade should meet at the corner of East and Pleasant Street between 8:30 – 8:45 a.m. to assemble.

In case of rain, there will be one single ceremony in the Town Hall Council Chambers at 10:00 a.m. For more information, call 285-1835.

### **Skate Park**

By way of a quick update on the skate park, Mountain View Landscapes, Inc. has started work at the Sage Park site. The contract calls for them to complete their work by May 28, 2003.

### **Windsor Fire Marshal to Receive Award**

Windsor's Fire Marshal, Ray Walker has been named CT Burglar and Fire Alarm Association "Fire Marshal of the Year" and will be honored at a banquet on May 29<sup>th</sup>. This award is presented annually to a Fire Marshall or Building Official that epitomizes the goals of the association.

Mr. Walker is being honored for his advocacy for the proper installation and service of fire alarms and burglar systems, as well as his willingness to interact with many dealers and vendors to assist them in meeting the requirements of town codes. Mr. Walker has also been a supporter of various training courses offered by the National Burglar and Fire Alarm Association and has been instrumental in getting many of these courses approved for CT Fire Marshal certification. In addition, his efforts in reducing false alarms through legislation, training and the education of alarm users will be recognized. Congratulations to Ray.

### **Public Outreach Opportunities for Road Projects Coming Soon**

The Engineering Office will host a public informational meeting on Wednesday, May 21, 2003 at Town Hall in the Ludlow Room to present preliminary plans on the Day Hill and Addison Road intersection project. The meeting will begin at 6:30 p.m. and is designed to specifically address issues such as realignment, need for a traffic light, and rights of way.

On Wednesday, May 28, 2003, the Engineering Office will have another public informational meeting about the preliminary design for Corey Street including work on Bussey Street and Broadview Road. This meeting will begin at 7 p.m. in the Ludlow Room. You may recall that this project was recently awarded a Community Development Block Grant of \$445,000 for Corey Street's reconstruction. For further information, please call the Town Engineer at 285-1804.

Councilor Pacino asked if there is a Parade Marshal. Town Manager Churchill said that there is, but he does not have the name at this time.

Deputy Mayor Curtis asked about the consolidation of commissions. Town Manager Churchill said that the Fair Rent Commission and the Human Relations Commission

have both agreed on a fair merger into one governing body. He recently sent out a letter to members of both commissions requesting volunteers for the merged commission. The Fair Rent Commission has not met in the last eight years.

Councilor Simon asked when the Veteran's Pool would be open. Town Manager Churchill said that they are hoping for an opening in July.

Councilor Walker asked for a street sweeping schedule. Mr. Brian Funk, Public Works, responded that the southern part of town and some of the center has been completed. He summarized the remaining schedule, which should be completed by late June.

#### 8. Communication from Council Members

Councilor Albano – None.

Councilor Broxterman – stated that he would receive no financial gain if the lights go up.

Councilor Jepsen – would not receive financial gain from the installation of the lights. He congratulated a new author in town, Sandy Katz. On May 9<sup>th</sup>, he represented the town at the Capital Region Development Force.

Councilor Mulligan – expressed that he has nothing to gain from the installation of the lights. He thanked all the volunteers who spent so much time to educate and encourage the voters.

Councilor Pacino – congratulated the track team who participated in the JI Track Meet over the weekend. Memorial Day is a time to reflect on everyone who has served our country in the armed forces.

Councilor Simon – thanked the voters of Windsor for overwhelmingly passing the budget. He also thanked the volunteers who raised money and called voters. He commended Adam Gutcheon and David Furie for their time spent at the phone banks getting citizens to vote.

Councilor Walker – stated that he has no financial gain for the lights at O'Brien Field.

Deputy Mayor Curtis – said that he has no connection with the lights, football team or school system except that his children attend schools in the district. He also thanked Adam Gutcheon and David Furie and others who worked to get voters to come out.

Mayor Trinks – his wife is a schoolteacher in the Windsor school system and he has excused himself from contract negotiations in the past. He will not receive any financial gain from the installation of the lights. He congratulated the Fire Marshal on his award. Mayor Trinks expressed his thanks to the voters for coming out and voting on the budget. It's gratifying for public officials to see the public come out and support the

budget. He thanked all that participated in the Shad Derby, especially the Vietnam Veterans.

Mr. Frank Davis and his brother Mike Davis, of Birchwood Farms, discussed the Open Space Fund. Their farm is a good example of open space in Windsor. They thanked the Town Council for creating the Open Space fund. Birchwood Farms is donating \$300 to the Open Space Fund. The Conservation Commission's goal is to educate the public that the fund does exist and try to solicit funds. They will work with the Planning and Zoning Committee to establish a fee in lieu of open space preservation. Perhaps somewhere down the road, there will be a line item in the budget for open space.

9. Reports of Standing Committees

- A. Finance Committee – None.
- B. Town Improvements Committee – None.
- C. Health and Safety – None.
- D. Special Projects – None.
- E. Joint Board of Education and Town Council Committee – None.

10. Ordinances

None.

11. Unfinished Business

- A. Appropriation for Capital Projects

Moved by Councilor Jepsen, seconded by Councilor Broxterman that the amounts outlined below be appropriated from the Capital Outlay Fund Undesignated Unreserved Fund Balance to the following capital accounts.

<b><u>Project</u></b>	<b><u>Account Title</u></b>	<b><u>Appropriation</u></b>
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 Avenue	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	Kennedy Road Project	12,500
9005	Mack Street Project	22,000
	<b>TOTAL</b>	<b><u>298,000</u></b>

Mr. Peter Souza, Assistant Town Manager, and Mr. Greg Pavitt, Finance Director discussed the appropriation.

Councilor Pacino asked that if we don't sell properties how is the list affected? Mr. Pavitt stated that there would still be funds available if the properties were not sold, as the funds under discussion are from past capital projects.

Councilor Pacino asked about the LoCIP grant. Mr. Funk responded that funding has been cut for the LoCIP grant. The state cut back on the LoCIP grant to the municipalities for a one year period. For 2003, we would normally receive the money by March 2003. Instead, it is postponed and we will receive the funds in March 2004. We are unaware of what will happen to the funds for 2004.

Councilor Pacino asked if the CAD software purchase would allow more in-house design. Mr. Tom Lenehan, Town Engineer, replied that the software will allow us to do more with the programs and there will be two stations instead of just one. This will increase the flexibility in the Engineering Department and make it more efficient.

Councilor Pacino asked if the department were fully staffed, would they be able to design larger in-house projects. Mr. Lenehan confirmed this.

Councilor Pacino asked if the \$45,000 for the re-crowning of O'Brien Field is in addition to the \$25,000 already budgeted. Mr. Funk stated the goal is to bring more sports to O'Brien Field and to initiate drainage improvements.

Councilor Pacino asked about track repairs and their impact on this project. Mr. Funk said the above work is completely separate from the track repairs, which is being done by the Board of Education in a future year and will not affect this project.

Councilor Simon asked about the funding of the Capital Outlay Fund. From his perspective, the \$542,000 is found money that will not cost the taxpayers any additional taxes. \$75,000 of that amount has already been appropriated for Veteran's Pool.

Deputy Mayor Curtis asked if the Skate Park is currently open and if there is a plan for repositioning of the park. Mr. Lenehan stated the park is closed and that the contractor is performing work to the west of the tennis courts.

Councilor Albano asked if new elements were purchased the last time. Mr. Lenehan responded three new elements were purchased.

Councilor Albano asked about the CAD and digitizing table breakdown. Mr. Lenehan replied that \$7,000 is for the software and \$3,000 for the digitizing table, also included is training for the new CAD software.

Councilor Broxterman asked for the location of the newly configured Skate Park. Mr. Lenehan stated that it would be to the west of the tennis courts which were rebuilt last summer.

Councilor Jepsen inquired where the capital projects show up in the audit. Mr. Pavitt said that the appropriations are noted in the audit and include funds spent to date on each project.

Mayor Trinks commented on his review of projects on a need to do basis. He was initially hesitant regarding the amount of these projects, but then he realized that these were projects that we were committed to or that need to be done for public safety issues.

Councilor Mulligan made a friendly amendment to change the Capital Outlay Fund Undesignated Unreserved Fund Balance to the Capital Projects Fund Undesignated, Unreserved Fund Balance. Councilor Jepsen and Councilor Broxterman accepted the friendly amendment.

Motion Passed 9-0-0

#### B. Appropriation for O'Brien Field Lights

Moved by Councilor Mulligan, seconded by Councilor Pacino that \$156,000 be appropriated from the Capital Projects Fund Undesignated, Unreserved Fund Balance for the installation of sports and support lighting at O'Brien Field with the oversight of the Public Building Commission.

Mr. Tom Lenehan, Town Engineer, and Mr. Ray Glidden, consulting engineer, discussed the proposal. There were three bidders on the lights and the low bid was \$167,800. The project includes a four 90 foot pole system with approximately 16 lights per pole to sufficiently illuminate the field. Features of the lighting system include shielding from the adjacent properties, a control system that would allow varying lighting levels for the different activities, which includes recreational use of the perimeter track. The goal is to have the lighting system complete and ready for use by August 29, 2003. All field sports would have the ability to play night games or matches at O'Brien Field with these specifications. Mr. Misky has pledged \$75,000 and other private fundraising efforts are underway.

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 that it would be negligible to adjacent property owners.

Town Manager Churchill clarified the financial impact. The total cost of the project is estimated at \$231,000, including the lighting at \$167,800, design work at \$12,000, landscape screening at \$25,000, a third party structural review at \$5,000 and contingency. The contribution by Mr. 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 transferred \$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.

Councilor Mulligan stated that this project has been discussed for over a year. He has had the opportunity to observe first hand the community involvement and the achievements of the sports teams, bands and dance groups. He fully supports this project.

Councilor Albano asked if the sidewalk and/or fence would have to be relocated. Mr. Lenehan said that the fence would have to be moved and the cost is included in the project.

Councilor Pacino asked what the third party structural review is and inquired about the \$10,000 that was originally appropriated. Mr. Lenehan said the State requires a third party review for the structural stability of the towers. The \$10,000 was appropriated for design and is included in the total cost of the project.

Deputy Mayor Curtis has a concern with the light spillage. Mr. Glidden, consulting engineer, said that the lights are aimed onto the field, but there are louvers to adjust the lights. You will be able to see the lights in the sky, but the spillage will stop at the property line.

Councilor Mulligan asked about the timer. Mr. Glidden said that it is a programmable timer.

Councilor Jepsen asked where the power is coming from. Mr. Glidden said that there is a separate feed from Sage Park Road that is not connected to the Field House.

Mayor Trinks noted several other projects that have been on hold for years and he is concerned on the timing of these. We are talking about an enhancement to the program. He would have liked to have seen more private fundraising. There is one town that installed lights with 100% of the funds privately raised. He thinks that the neighbors are rightfully justified in thinking that this project was gone since it had been taken out of the budget. He does not agree with this appropriation, given the economic

uncertainties. Perhaps if we give this some more time, fundraising efforts would be more considerable.

Councilor Albano agreed with Mayor Trinks' comments. He also noted that the Board of Education did not vote on this project and did not take any action in regard to this item.

Councilor Mulligan added that the BOE has agreed to incur additional expenses for night games.

Councilor Simon is questioning the timing of this and the concerned citizens opinions. He doesn't feel that the lights belong in the operating budget. However, if the surplus Capital Funds are used for this appropriation, new tax payer monies will not be used for the project. The BOE has decided to take no action or opinion on this project except if it impacts them financially. He gives credit to the people who have organized residents in support of the project. The Town Council has received almost 300 communications in support of the lights. Given all of these factors, he will vote in favor of this appropriation.

Councilor Pacino noted that he doesn't see the athletic director or coaches here tonight. He noted that only one coach is in the audience. He urged fundraisers to continue to solicit funds for the project, now and in the future.

Councilor Walker said that this project is a means for the community to come together at some point and is a plus to the town. He is in favor of these lights. It's time for us to be courageous and step up to the plate.

Town Manager Churchill said that in his consultation with the Police Department, they acknowledged that the crowds are larger and that certain ratios of spectators to security personnel need to be maintained. There will be areas that would not be in view as they would in the daytime, however, security would monitor these areas.

Deputy Mayor Curtis is in favor of this appropriation. There is technology today in lighting that eliminates overflow into the neighborhood. He thinks that the benefits outweigh the concerns. It is a benefit to the town and community. There have been discussions in town regarding opportunities for people to get together.

Councilor Broxterman noted that about four years ago, a similar project was proposed. A consultant came up with the idea that more lighted fields are needed in town. He went to Chief Searles of the Police Department for his opinion regarding use of temporary lights at the stadium. Chief Searles suggested lighting games for the whole season and stated that a lot of positives occur when a community comes together.

Councilor Simon said that we sit here and ask the public to get involved, to volunteer, and to let us know what they want to see happen in town. A group of citizens have done this, from every area of town, every race, and every economic level. They all agree that this is a positive way for residents to get together.

