



Council Agenda

**Council Chambers
Windsor Town Hall
January 20, 2004**



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Deputy Mayor Curtis
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Curtis
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Resolve that the Town of Windsor Public Building Commission is hereby designated as the School Building Committee with regard to the John F. Kennedy School Code Compliance Project. (Town Manager)
 - b) *Resolve that the Windsor Town Council hereby authorizes the preparation of schematic drawings and outline specifications for John F. Kennedy School Code Compliance Project. (Town Manager)
 - c) *Resolve that the Windsor Town Council hereby authorizes the Windsor Board of Education to file applications with the State of Connecticut for John F. Kennedy School Code Compliance Project. (Town Manager)



d) *Presentation on Landfill (Town Manager)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the January 5, 2004 Public Hearing
- b) *Minutes of the January 5, 2004 Regular Town Council Meeting
- c) *Minutes of the January 9, 2004 Special Town Council Meeting – retreat
- d) *Minutes of the January 10, 2004 Special Town Council Meeting – retreat

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: January 20, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Assistant Town Manager

Reviewed By: Leon Churchill, Town Manager 

Subject: John F. Kennedy School Code Compliance Project

Background

The Windsor Public Schools' FY 2004-2009 Long-Term Capital Plan includes the code compliance project at the John F. Kennedy Elementary School. This project entails asbestos abatement associated with removing and replacing floor tiles and carpeting and will be completed this summer.

Discussion/Analysis

This project is eligible for partial reimbursement from the State Board of Education. In order to meet the new State reimbursement criteria the Town Council is asked to approve a series of motions including; designating the Public Building Commission as the School Building Committee, authorize the preparation of plans and specifications, and authorize the Board of Education application with the State of Connecticut.

Financial Impact

As noted above the project is eligible for approximately **45%** reimbursement from the State. If the project gains State approval the projected reimbursement rate is established at that time.

Other Board Action

None.

Recommendations

If the Town Council concurs the following motions are recommended:

1) Designate School Building Committee

RESOLVED, that the Town of Windsor Public Building Commission is hereby designated as the School Building Committee with regard to the John F. Kennedy School Code Compliance Project.

2) Authorize Preparation of Plans and Specifications

RESOLVED, the Windsor Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the John F. Kennedy School Code Compliance Project.

3) Authorize Submitting Reimbursement Applications with State of Connecticut

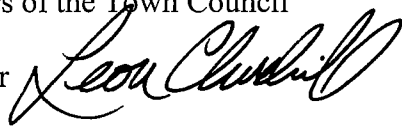
RESOLVED, the Windsor Town Council hereby authorizes the Windsor Board of Education to file applications with the State of Connecticut for the John F. Kennedy School Compliance Project.

Attachments: None

Agenda Item Summary

Date: January 20, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: Leon Churchill, Town Manager 

Subject: Presentation on Solid Waste Choices

Background

The Town of Windsor has been in the landfill business since 1972 and its time as a useful asset to the community is coming to an end in the foreseeable future. Speculation on the Landfill's eventual closure and potential re-uses have come up in the 1991 Plan of Development & Conservation, and intermittent discussions with Bloomfield over the years. Discussions in Windsor were heightened in July 2001 with the decision by the Town Council not to expand the Landfill nor allow the Connecticut Resources Recovery Authority (CRRA) any Landfill ownership or management role.

The Landfill issue now near the decision point of pursuing a specific strategy of closure and sets the stage for how solid waste will be managed in the future. The issue has the benefit of additional research and analysis of the Landfill's capacity, environmental requirements, and other related issues.

Discussion/Analysis

The attached memorandum from July 21, 2003 best describes the policy issues, their objectives, and best estimates for costs. In general, the Town of Windsor has environmental, cost-effectiveness, and land use considerations when analyzing the Landfill's future life and timetable. These objectives can also be complemented or contradicted by other intangible objectives such as community independence and conflict/change avoidance.

Financial Impact

The July 21, 2003 memorandum also includes a detailed financial analysis. A more detailed analysis of maximizing the Landfill's life and its intake composition has recently been added.

Other Board Action

None.

Recommendations

See attached information.

Attachments

Revised Final Landform for the Landfill, and Effect on the Enterprise Fund (July 21, 2003)
Revised Data Sheet on Proposed Solid Waste Intake (December 22, 2003)
Data Sheet on Proposed Solid Waste Intake (July 21, 2003)
Windsor Solid Waste Options (2)

Agenda Item Summary

Date: July 21, 2003

To: Members of the Windsor Town Council Finance Committee

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

Reviewed By: Leon Churchill, Town Manager

Subject: Revised Final Landform for the Landfill, and Effect on the Enterprise Fund

Background

The Town Council in July 2001 directed the Town Manager to develop a landfill closure and re-use plan which conforms to state and federal regulations. This action followed a lengthy public process in which options relative to the future of the Windsor/Bloomfield Landfill were explored and discussed. In the past two years significant work has been completed towards meeting the July 2001 directive. Such work includes: Landfill re-use plan; scientific and engineering tasks regarding leachate collection and treatment options; long-term trash disposal options; and final landform. These tasks have been worked on under the umbrella of three primary goals 1) meet financial responsibility for closure and post closure activities; 2) close the landfill in a timely and environmentally sound basis; and, 3) leverage the next disposal site/location.

At its meeting of July 7, 2003, the Town Council considered a request to increase the staffing at the Windsor/Bloomfield Landfill. This increase in the number of full-time equivalent (FTE) positions in the budget for the Landfill Enterprise Fund is anticipated to allow the Landfill to have enough staffing to properly manage a proposed increase in the amount of solid waste being deposited at the site. This proposed increase in the amount of solid waste being disposed results from revised design of the final landform for the Landfill. This design work began after the adoption of Landfill Reuse Plan and during the preparation of a final closure plan for submittal to the State DEP. The Landfill's final landform, which is created when the Landfill reaches capacity and is capped, is proposed to be revised to enhance surface water runoff, and to be more conducive to the proposed post-closure development and use of the site.

Discussion/Analysis

We see three primary effects of implementing this revised final landform. They are:

1. Improve storm water drainage on the Landfill by slightly increasing the average slope of the landform. This could help reduce the rate of water infiltration into the Landfill.
2. Enhance the proposed post-closure land uses. The shape of the proposed final landform is more compatible with, and enhances the proposed post-closure land uses.
3. The attainment of these first two has the added benefit of assisting in meeting the appropriate financial targets for the Landfill Enterprise Fund, which would allow for adequate funding and contingencies for Landfill closure as well as sufficient funding throughout the entire 30-year post-closure period.

The Town Council directed that the future potential use of the Landfill site following closure be evaluated. A Landfill Reuse Steering Committee was named to evaluate possible future uses. The results of this evaluation include planned areas for active recreation, a bird habitat, a dog park, a picnic area, and other areas to be utilized for passive recreation and certain solid waste

uses. The post-closure uses that were identified by the Landfill Steering Committee and approved by the Town Council are being incorporated into the final closure plan and will be submitted to the State Department of Environmental Protection (DEP) for approval. The proposed final landform enhances these uses by creating a level of "separation" between the uses.

The Landfill's remaining capacity as of June 2001 was almost 173,000 cubic yards. At that point it was projected the Landfill would reach its permitted elevation in 2004. As the Landfill reuse plan took shape and development of a closure plan was initiated, discussions regarding storm water management issues were held with the State DEP. The Town submitted a proposed plan which allows for filling a depression along the southern boundary of the Landfill to stem the accumulation of storm water run-off from the Landfill that has contributed to groundwater mounding in this area. The DEP's Bureau of Waste Management approved this plan in late January 2002 as an approved activity under the existing landfill permit. The filling and proper grading of this area will improve the long-term drainage of storm water from the Landfill, improve site safety and reduce the mounding of groundwater in this area, which will also help prevent leachate impacted groundwater from migrating across the property line in this area of the site. In addition to resolving an environmental concern, this action increased the remaining capacity by 192,000 cubic yards of municipal solid waste (MSW) and 58,000 cubic yards of bulky waste.

Further, a primary assumption of the previous landform plan was that the final landform would be relatively flat. To better manage storm water, and to provide a more visually interesting landform the final shape or form of the Landfill as a whole was explored. Similar to the biomorphic landform outlined in the 1982 Northwest Park Master Plan the revised landform would have an undulating topography. The maximum height of the landform is consistent with the permitted elevation of the Landfill, and would increase the remaining capacity Landfill by 440,000 cubic yards of MSW and 130,000 cubic yards of bulky waste.

Financial Impact

Closure and 30-year post-closure monitoring costs are estimated to be \$13.4 million and \$19.2 million, respectively. If solid waste is accepted at a rate of 113,000 tons per year, which would effectively fill the revised landform, it is projected that \$28.3 million in revenues would be generated. This amount plus interest income on the retained earnings of the Enterprise Fund, would, under present assumptions, provide sufficient funding for closure and post-closure activities. This further assumes that the Landfill would reach its permitted elevation by the end of fiscal year 2007.

If the annual solid waste intake at the Landfill remained unchanged, and it was filled in accordance with the revised landform, it is projected that there would be \$23.9 million in revenues generated. This amount plus interest income on the retained earnings would provide funding to help meet closure and post-closure activities. However, an outcome of this assumption would be that the Landfill would need to remain open for receipt of solid waste until the end of fiscal year 2014.

A final assumption would be that the revised landform would not be implemented, and solid waste intake at the Landfill would remain unchanged. This also assumes that the Landfill would reach its permitted elevation by the end of fiscal year 2007. The retained earnings at closure for this outcome would be \$13.3 million. This would provide barely enough for closure and capping costs, but would allow no retained earnings from the Enterprise Fund for the 30-year post-closure activities. This would mean that millions of dollars would be needed from other funding

sources to pay the costs of post-closure. This financial projection is consistent with the projections made in June 2001.

Other Board Action

None

Recommendations

It is recommended that the FTE figure for the Landfill Enterprise Fund for FY 2004 be increased from 8.6 to 10.0. This would include raising the Regular Full-Time Employee total from 8.0 to 9.0, and increasing the Part-Time Employee total from 0.6 to 1.0.

The following motion is recommended if the Finance Committee concurs:

“Move, that the Finance Committee recommends Town Council approval of the following motion: That the Full Time Equivalent (FTE) totals for the Landfill Enterprise Fund for FY 2004 be increased as follows: Regular Full-Time Employees from 8.0 to 9.0, Part-Time Employees from 0.6 to 1.0, with the new total FTE amount becoming 10.0.”

Attachments

Data Sheet on Proposed Increased Solid Waste Intake

August 25, 2003
Windsor-Bloomfield Landfill

REVISED LANDFORM & INCREASED SOLID WASTE INTAKE	REVISED LANDFORM WITH CURRENT SOLID WASTE INTAKE	CURRENT LANDFORM & CURRENT SOLID WASTE INTAKE
Estimated Closing Date <i>2007</i>	Estimated Closing Date <i>2014</i>	Estimated Closing Date <i>2007</i>
Operating Income (revenue minus expenditures) in FY 2004 (full year) <i>\$4,227,924</i>	Operating Income (revenue minus expenditures) in FY 2004 (full year) <i>\$1,381,247</i>	Operating Income (revenue minus expenditures) in FY 2004 (full year) <i>\$1,011,642</i>
Amount available for Closure and Post Closure (by end of FY 2007) <i>\$28.0 million</i>	Amount available for Closure and Post Closure (by end of FY 2014) <i>\$23.9 million</i>	Amount available for Closure and Post-Closure (by end of FY 2007) <i>\$13.3 million</i>
Interest Income Revenue (3%/year) generated by Retained Earnings following Closure: <i>\$14,775,000</i>	Interest Income Revenue (3%/year) generated by Retained Earnings following Closure: <i>\$7,335,000</i>	Interest Income Revenue (3%/year) generated by Retained Earnings following Closure: <i>\$0</i>
Estimated Capital Costs for Closure: <i>\$13,400,000</i> Estimated Cumulative Post-Closure Costs (30 years): <i>\$19,200,000</i>	Estimated Capital Costs for Closure: <i>\$14,500,000</i> Estimated Cumulative Post-Closure Costs (30 years): <i>\$20,200,000</i>	Estimated Capital Costs for Closure: <i>\$13,400,000</i> Estimated Cumulative Post-Closure Costs (30 years): <i>\$19,200,000</i>
Sufficient Retained Earnings generated to meet Closure & 30-year Post-Closure Costs? <i>Yes, plus additional funding to assist in meeting revisions to federal environmental regulations.</i>	Sufficient Retained Earnings generated to meet Closure & 30-year Post-Closure Costs? <i>Enough funding to meet Closure costs. Estimate that funds for Post-Closure would be exhausted before 30-year period ends.</i>	Sufficient Retained Earnings generated to meet Closure & 30-year Post-Closure Costs? <i>No, millions of dollars needed from other funding sources for 30-year Post-Closure costs (see above figure).</i>
<i>113,000 Total Tons, Annual</i>	<i>58,725 Total Tons, 1st 4 years (MSW & BW). 30,025 Tons (MSW) next 7 years</i>	<i>Average of 48,430 Tons each year</i>
Approximate Commercial Vehicles / Day <i>89 (or @11/Hour)</i>	Approximate Commercial Vehicles / Day <i>67 (or @8/Hour)</i>	Approximate Commercial Vehicles / Day <i>67 (or @8/Hour)</i>
<i>10.0 FTE's</i>	<i>8.6 FTE's</i>	<i>8.6 FTE's</i>

XIII. Resignations and Appointments

January 20, 2004

- A. One *Republican Alternate* Member
Commission on Aging & Handicapped
Two Year Term to expire November 30, 2004 or until a successor is appointed
(VACANT)

- B. One *Democratic* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2005 or until a successor is appointed
(Syed Ashraf – moved away - VACANT)

- C. One *Republican Alternate* Member
Connecticut River Assembly
Three Year Term to expire January 31, 2007 or until a successor is appointed
(Richard Dolliver – reappointment)

- D. One *Democratic* Member
Connecticut River Assembly
Three Year Term to expire January 31, 2007 or until a successor is appointed
(John Bruno – reappointment)

- E. One *Democratic Alternate* Member
Conservation Commission
Five Year Term to expire November 30, 2008 or until a successor is appointed
(Fay Clarke-Johnson - reappointment)

- F. One *Democratic* Member
Conservation Commission
Five Year Term to expire November 30, 2008 or until a successor is appointed
(Gordon Kenneson – resigned - VACANT)

- G. One *Republican* Member
Economic Development Commission
Five Year Term to expire January 31, 2009 or until a successor is appointed
(Tim Rice – reappointment)

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

- I. One *Democratic* Member
Hartford Area Cable Television Advisory Council
Two Year Unexpired Term to expire June 30, 2004 or until a successor is appointed
(Laura Soll-Broxterman – resigned - VACANT)

- J. One *Democratic* Member
Housing Authority of the Town of Windsor
Five Year Unexpired Term to expire July 31, 2007 or until a successor is appointed
(Harold DePianta – resigned – VACANT)

XIII. Resignations and Appointments

January 20, 2004

- K. One *Republican* Member
Housing Code Board of Appeals
Five Year Unexpired Term to expire October 31, 2004 or until a successor is appointed
(Michael McDonald – resigned – VACANT)

- L. One *Republican Alternate* Member
Human Relations Commission
Three Year Term to expire May 31, 2006 or until a successor is appointed
(VACANT)

- M. One *Republican* Member
Human Relations Commission
Three Year Unexpired Term to expire May 31, 2005 or until a successor is appointed
(Sonya Dean – resigned - VACANT)

- N. One *Republican Alternate* Member
Inland Wetlands and Watercourses Commission
Four Year Unexpired Term to expire March 31, 2005 or until a successor is appointed
(Bernard Halligan – deceased - VACANT)

- O. One *Democratic* Member
Youth Commission
Three Year Unexpired Term to expire September 30, 2005 or until a successor is appointed
(Scott Suty – resigned – VACANT)

**Windsor Town Council
Public Hearing
Council Chambers – Town Hall
January 5, 2004
Unapproved Minutes**

Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Dean, Councilor Ellingwood, Councilor Jepsen, Councilor Mulligan, Councilor Simon and Councilor Walker

Absent: Councilor Broxterman

Mayor Trinks called the Public Hearing to order at 7:05 p.m. on the following bond ordinances:

- a) Bond ordinance in the amount of \$340,000 for Public Infrastructure Improvements between Day Hill Road and Great Pond Drive
- b) Bond ordinance in the amount of \$280,000 for reconstruction and repair to Welch Pool
- c) Bond ordinance in the amount of \$505,000 for Poquonock School office modernization and relocation
- d) Bond ordinance in the amount of \$350,000 for improvements to Sage Park Middle School and Windsor High School Athletic Fields
- e) Bond ordinance in the amount of \$345,000 for Clover Street School window replacement
- f) Bond ordinance in the amount of \$330,000 for John F. Kennedy School Code Compliance Project

Public Comment

- A. Bond ordinance in the amount of \$340,000 for Public Infrastructure Improvements between Day Hill Road and Great Pond Drive

None.

- B. Bond ordinance in the amount of \$280,000 for reconstruction and repair to Welch Pool

None.

C. Bond ordinance in the amount of \$505,000 for Poquonock School office modernization and relocation

None.

D. Bond ordinance in the amount of \$350,000 for improvements to Sage Park Middle School and Windsor High School Athletic Fields

None.

E. Bond ordinance in the amount of \$345,000 for Clover Street School window replacement

None.

F. Bond ordinance in the amount of \$330,000 for John F. Kennedy School Code Compliance Project

Oleyetta Priester, 649 Matianuck Avenue, supports the bond ordinance for John F. Kennedy School Code Compliance Project.

The Public Hearing adjourned at 7:10 p.m.

Respectfully Submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch

**Windsor Town Council
Council Chambers – Town Hall
January 5, 2004
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:33 p.m.

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Broxterman, Councilor Dean, Councilor Ellingwood, Councilor Jepsen, Councilor Mulligan, Councilor Simon and Councilor Walker
2. Prayer – Councilor Broxterman
3. Pledge of Allegiance – Councilor Broxterman
4. Proclamations/Awards
- A. Proclamation honoring participants in the Get on Board program for promoting civic involvement in the community

Lurrann Dixon-Swinton, Pat Gray, Winsome Barnaby, Roger Martindale, Glen Sampson, Selena L. Blackwell, and Janeette Isaac were recognized for their commitment and for their time and participation in the *Get on Board, Windsor* initiative and were commended for their effort to learn more about the government and how individuals can become part of the democratic process.

5. Public Communications and Petitions

Mr. George Yeramian, 739 Prospect Hill Road, spoke in favor of filling and closing the landfill as soon as possible. He commented on the Windsor Town Council Special Meeting of December 22, 2004. He was concerned that it was a private meeting. He discussed facts that were recorded at that meeting. He commented on several of the Councilors comments recorded at that meeting. He is very concerned about the large truck traffic increase.

Mr. Frank Davis, 3 Birchwood Road, representing concerned citizens in Windsor, submitted a signed petition urging the Council to close the landfill. There is concern that the Council has not outlined all of the courses of action with regard to the landfill. Their concerns and objections are: allowing other towns to truck in waste, the rejection of any business negotiations--specifically with CRRA--and that the landfill to be used by Windsor and Bloomfield residents only.

Mr. Edward Thomas, 192 Capen Street, discussed out of control town spending timed with revaluation. He is personally facing a tax increase of over \$500 on his residence and \$2,000 on his commercial property. He did not see that anyone from the town

came to his properties to view if anything has changed. It is unfair to base a tax increase on an emotional real estate market. He is particularly concerned about the spending of \$350-\$400,000 to make the baseball field safer, which may or may not include lights. Mr. Thomas went on to say that if the purpose was to make the field safer, why wasn't that the case with the football lights. He asked if the cost of upkeep and usage is considered when these projects are chosen. He wishes more residents would speak up on the issue of revaluation.

Mr. Richard McNamara, 21 Lovell Avenue, spoke to the Council about the Access Channel and the Government Channel being split. It has come to his attention that WIN-TV wants to take back the Government Channel. He suggests that the town continue to do the fine job they are doing with the Government Channel.

6. Report of Appointed Boards and Commissions

None.

7. Town Manager's Report

Women's Issues Discussed at Symposium

A press conference and symposium on women's issues will be held at the state Capitol on Tuesday, February 24th entitled, "Making Women Visible." Beginning at 10:30 a.m. to 12:30 p.m., lively panel discussions on health care for low-income women, nourishing good health, gender appropriate policies for incarcerated women and girls and women and small business development will be held.

This symposium is sponsored by the Permanent Commission on the Status of Women and the Connecticut Women's Agenda. For more information, call 860-240-8300.

Conversations on Race Kick Off Event

Windsor residents will once again have the opportunity to participate in a unique community-wide program designed to engage people of all racial and ethnic backgrounds in a civic dialogue on race relations. The kick-off event for Conversations on Race will be held Wednesday, January 14, 2004 from 6:00 p.m. to 7:30 p.m. here in the Town Hall Council Chambers. For more information, and to RSVP, please contact Diane McDougald at 298-9060.

Self Employment Workshop

Is starting your own business right for you? To help you answer this question; the Windsor Office of Community Development is sponsoring a special workshop on Monday, January 12, 2004 from 6:30 p.m. to 8:00 p.m. in the Activity Room at the Windsor Community Center located at 330 Windsor Avenue. Laura Knott Twine, Director of Small Business Ownership – CT at the Entrepreneurial Center of the University of Hartford will lead the discussion. For more information or to register, call 298-9060.

8. Communication from Council Members

Councilor Broxterman – None.

Councilor Dean – None.

Councilor Ellingwood – None.

Councilor Jepsen – None.

Councilor Mulligan – None.

Councilor Simon – discussed the letter from the President of the Board of Directors of WIN-TV.

Councilor Walker – None.

Deputy Mayor Curtis – None.

Mayor Trinks – wished everyone a Happy New Year.

Moved by Councilor Simon, seconded by Councilor Jepsen to add an item to the agenda, Item 12. D. Discussion of the delegation agreement between WIN-TV and the Town of Windsor.

Motion Passed 9-0-0

9. Reports of Standing Committees

A. Finance Committee – met on December 22. The streetlights project was discussed with no action until issues are clarified by the DPUC. They also discussed the Huntington House appropriation and the FY 2005 Budget Calendar which are on scheduled for consideration later on the agenda.

B. Town Improvements Committee – None.

C. Health and Safety – None.

D. Special Projects – None.

E. Annual Review of the Windsor Town Manager – Sonya Dean reported they met and began to revise the format of the performance evaluation.

F. Joint Board and Council Committee – None.

10. Ordinances

- A. Approve bond ordinance in the amount of \$340,000 for Public Infrastructure Improvements between Day Hill Road and Great Pond Drive

Moved by Councilor Dean, seconded by Councilor Broxterman, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$340,000 FOR CONSTRUCTION OF A FIRE LANE AND INSTALLATION OF SEWER AND WATER LINE EXTENSIONS FROM DAY HILL ROAD TO GREAT POND DRIVE TO SERVE THE 235 GREAT POND DRIVE, 175 GREAT POND DRIVE AND 2195 DAY HILL ROAD PROPERTIES AND RELATED IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Moved by Councilor Dean, seconded by Councilor Broxterman that the following ordinance, which was introduced on December 15, 2003 Town Council agenda, be adopted: "AN ORDINANCE APPROPRIATING \$340,000 FOR CONSTRUCTION OF A FIRE LANE AND INSTALLATION OF SEWER AND WATER LINE EXTENSIONS FROM DAY HILL ROAD TO GREAT POND DRIVE TO SERVE THE 235 GREAT POND DRIVE, 175 GREAT POND DRIVE AND 2195 DAY HILL ROAD PROPERTIES AND RELATED IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION"

Motion Passed 9-0-0

- B. Approve bond ordinance in the amount of \$280,000 for reconstruction and repair to Welch Pool

Moved by Councilor Jepsen, seconded by Councilor Dean that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$280,000 FOR WELCH POOL IMPROVEMENTS AND RENOVATIONS, AND AUTHORIZING THE ISSUE OF \$280,000 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

Councilor Jepsen asked about the cost of the 16" aluminum lip around the pool. Mr. Brain Funk said that the stainless steel gutter cost is approximately \$80,000.

Moved by Councilor Jepsen, seconded by Councilor Walker that the following ordinance, which was introduced on December 15, 2003 Town Council agenda, be adopted: "AN ORDINANCE APPROPRIATING \$280,000 FOR WELCH POOL IMPROVEMENTS AND RENOVATIONS, AND AUTHORIZING THE ISSUE OF \$280,000 BONDS AND NOTES O FINANCE THE APPROPRIATION".

Motion Passed 7-2-0 with Councilors Simon and Mulligan opposing

- C. Approve bond ordinance in the amount of \$350,000 for improvements to Sage Park Middle School and Windsor High School Athletic Fields

Moved by Councilor Walker, seconded by Councilor Broxterman that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$350,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Moved by Councilor Walker, seconded by Councilor Broxterman that the following ordinance, which was introduced on December 15, 2003 Town Council agenda, be adopted: "AN ORDINANCE APPROPRIATING \$350,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION".

Councilor Broxterman asked about ValueNet possibly doing a cost benefit analysis of natural surface versus artificial or synthetic turf. Town Manager Churchill said that ValueNet is not the organization that would analyze the data. The information has been passed along to Connecticut Policy and Economic Council (CPEC) for review. The cost of turf alternatives can be reduced by \$40,000 with the extensive use of town staff. The cost is \$100,000 for natural turf, \$640,000 for artificial turf, which would be reduced by \$40,000 with town staff. Annual upkeep cost of natural turf is \$20,000 and artificial turf is \$5,000. Councilor Broxterman would like the state organization to look at the analysis and also have ValueNet involved.

Councilor Mulligan asked if there is a cost for CPEC. Town Manager Churchill said that their staff will evaluate the project at no cost. Councilor Mulligan said that Wethersfield is having some fieldwork reimbursed or funded by the State. Town Manager Churchill said that our work is not reimbursable because it is not for code compliance. Councilor Mulligan stated that their funding was for artificial turf.

Councilor Walker asked if we can follow the same path as Wethersfield to get funding for artificial turf. Town Manager Churchill stated he was not aware of the specific source of State funding but if the money was approved through the State Bond Commission a member(s) of the local legislative delegation is often the initiator of such efforts.

Councilor Ellingwood said that he could not support this ordinance.

Councilor Jepsen asked if town staff would perform the work. Mr. Funk said that there would be a mix of town staff and contractors.

Mayor Trinks asked if any lights would be installed. Mr. Funk said that some conduit will be installed in the ground, for the future possibility of lights. Town Manager Churchill also noted there are lights available at Clover Street School that could be moved to Sage Park.

Town Manager Churchill said this is a project is designed to get the maximum use out of our existing fields. The field area exists, but is not fully utilized. He also noted the net impact of all of the bond ordinances presented this evening in terms of annual debt service is \$160,000

Councilor Simon does not feel that there are safety issues here. He stated the town council does not have to stop investing in public assets; we have to choose which ones to support in these troubled financial times.

Councilor Broxterman asked if we have a sense of what the cost per activity is. Mr. Funk replied these are very conservative estimates, it was assumed the middle of the field would be re-sod every year, which may not be necessary, depending on usage or storms. These costs were included into the estimate. Councilor Broxterman asked if the middle of the field were re-crowned and re-sod and environmental conditions were ideal, how many events can be on the fields within the \$20,000 maintenance estimate. Mr. Funk stated that Varsity and JV would play there. The sports include Boys/Girls Track & Field, Lacrosse, Soccer and Boys Football. Councilor Broxterman asked where the youth leagues (i.e., lacrosse, and football) would play. Town Manager Churchill said that the October soccer tournament was included in the estimate. The current activities will continue, they are not recommending any cutbacks in any sports or activities. Councilor Broxterman said that a company who has expertise in this analysis must look at this project. We don't know the number of activities, the downtime for unsatisfactory environmental conditions, etc. Councilor Broxterman restated that we don't know what is cost effective and what the cost per activity is. A cost-effective analysis has not been completed and we need to do so.

Mayor Trinks stated that a lot of staff time has gone into this project. In keeping with rules of order, his suggestion is that nothing goes further unless Town Manager Churchill receives communication from three Councilors.

Motion Passed 6-3-0 Councilors Dean, Ellingwood, and Jepsen opposing

- D. Approve bond ordinance in the amount of \$345,000 for Clover Street School window replacement

Moved by Councilor Mulligan, seconded by Councilor Jepsen that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$345,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-0-0 (Mayor Trinks was out of the Council Chambers)

Motioned by Councilor Mulligan, seconded by Councilor Jepsen that the following ordinance, which was introduced on December 15, 2003 Town Council agenda, be adopted: "AN ORDINANCE APPROPRIATING \$345,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION".

Motion Passed 9-0-0

- E. Approve bond ordinance in the amount of \$505,000 for Poquonock School office modernization and relocation

Moved by Councilor Ellingwood, seconded by Councilor Jepsen that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$505,000 FOR THE POQUONOCK SCHOOL ADMINISTRATIVE OFFICES AND INSTRUCTIONAL SPACE RENOVATIONS AND RELOCATIONS AND AUTHORIZING THE ISSUE OF \$505,000 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

Councilor Ellingwood said that this project is necessary and he recommends the approval of this ordinance. Mayor Trinks whole-heartedly agrees, especially with access to the schools being controlled.

Moved by Councilor Ellingwood, seconded by Councilor Broxterman that the following ordinance, which was introduced on December 15, 2003 Town Council agenda, be adopted: "AN ORDINANCE APPROPRIATING \$505,000 FOR THE POQUONOCK SCHOOL ADMINISTRATIVE OFFICES AND INSTRUCTIONAL SPACE

RENOVATIONS AND RELOCATIONS AND AUTHORIZING THE ISSUE OF \$505,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION”.

Motion Passed 9-0-0

- F. Approve bond ordinance in the amount of \$330,000 for John F. Kennedy School Code Compliance Project

Moved by Councilor Broxterman, seconded by Councilor Walker that the reading into the minutes of the text of the ordinance entitled “AN ORDINANCE APPROPRIATING \$330,000 FOR THE JOHN F. KENNEDY SCHOOL FLOOR REPLACEMENT AND ASBESTOS ABATEMENT RENOVATIONS AND RELOCATIONS AND AUTHORIZING THE ISSUE OF \$330,000 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

Councilor Ellingwood feels that this can be put off for another year.

Councilor Jepsen somewhat feels the same, however, it doesn't impact the CIP that much and his concern is that if it is put off until next year, perhaps it will get postponed again or cause other planned projects to be delayed in future years.

Councilor Walker said that these issues before us this evening effect the children, our athletics and our schools. He wholeheartedly supports this.

Councilor Broxterman said that it is important for the public to know that this is done with a plan, not on a whim. A number of these projects were deferred last year and we have now put other things off. When we do defer, we are not just pushing these plans; we are pushing other plans out further. He will support this and hopes that the general public knows that we don't work in a vacuum and that we are working with a capital plan to look at the next six years.

Councilor Ellingwood said that we don't have an asbestos problem until the floor is taken up. He feels that we can wait on this project.

Moved by Councilor Broxterman, seconded by Councilor Walker that the following ordinance, which was introduced on December 15, 2003 Town Council agenda, be adopted: “AN ORDINANCE APPROPRIATING \$330,000 FOR THE JOHN F. KENNEDY SCHOOL FLOOR REPLACEMENT AND ASBESTOS ABATEMENT RENOVATIONS AND RELOCATIONS AND AUTHORIZING THE ISSUE OF \$330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION”.

Motion Passed 8-1-0 with Councilor Ellingwood opposing

11. Unfinished Business

- A. Approve appropriation of a \$10,000 grant to the Huntington House Museum

Moved by Deputy Mayor Curtis, seconded by Councilor Simon that \$10,000 be appropriated from General Services, Unclassified Account for the Huntington House Museum

The Mayor supports this motion because of overall support for the arts as well as a commitment to downtown and the town green. Also, their ability to obtain grants hinges on town support. We want the Huntington House to be a destination for downtown. He hopes that it is not an annual request and the museum is able to become self-sufficient.

Councilor Simon said the Finance Committee had a change of opinion. They did not recommend an earlier request. But this time, the funding does not require any special appropriation from the general fund's fund balance.

Councilor Dean is all for support of the arts, but she asked if we have some guidelines or a policy for the future. Town Manager Churchill said that no such policy exists at this point. The Town Manager stated a tactic for the Council to consider in the future is if the Town of Windsor is to support the arts in any way, to what budgetary extent and under what provisions.

Mayor Trinks stated that any groups that get over \$15,000 from us are required to submit financials including any fundraising efforts. Perhaps we can reallocate money not being spent towards supporting the arts. He also noted The Huntington House previously submitted a financial statement to the Council.

Motion Passed 9-0-0

12. New Business

- A. Approve FY 2005 Budget Calendar including setting of public hearing dates, adjourned town meeting date and budget format

Moved by Councilor Simon, seconded by Councilor Jepsen that the attached Budget Calendar for FY 2005 be adopted.

Motion Passed 8-0-1 (Councilor Broxterman was out of the Council Chambers)

Moved by Councilor Simon, seconded by Councilor Jepsen that a public hearing for input from the public regarding the FY 2005 budget be scheduled for February 2, 2004 at 7:15 p.m.

Motion Passed 9-0-0

Moved by Councilor Simon, seconded by Councilor Jepsen that a public hearing for input from the public regarding the FY 2005 budget submitted by the Town Manager be scheduled for April 5, 2004 at 7:15 p.m.

Motion Passed 9-0-0

Friendly amendment made by Councilor Jepsen, accepted by Councilors Simon and Walker to change the wording to tentatively be scheduled.

Moved by Councilor Simon, seconded by Councilor Walker that the Adjourned Town Meeting tentatively be scheduled for May 11, 2004.

Motion Passed 9-0-0

Councilor Simon said that this budget requirement is a little bit different than we have required in the past. It allows for alternative points of reference to help evaluate and determine the budget for Windsor.

Mayor Trinks asked for the Town Manager's reaction to the increased budget work for town staff. Councilor Simon said that the Town Manager agreed that it could be done. Town Manager Churchill confirmed this.

Moved by Councilor Simon, seconded by Councilor Jepsen to direct the Town Manager to prepare the following alternative budget scenarios, including their impacts in addition to the proposed FY 05 Financial Plan and Program of Services:

Alternative 1 – FY 04 expenditure level plus increases in fixed costs

Alternative 2 – FY 04 expenditure level plus a 3% expenditure increase

Motion Passed 9-0-0

B. Authorize the Town Manager to execute an agreement with the State of Connecticut for Bio-terrorism Planning Grant

Moved by Councilor Jepsen, seconded by Councilor Broxterman that R. Leon Churchill, Jr., Town Manager, is authorized to make, execute and approve on behalf of the Town of Windsor, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health to carry out the services and submit the deliverables as described in contract DPH 2004-1104.

Dr. Charles Petrillo, Director of Health and Social Services, discussed the funding. The Department of Public Health (DPH) is issuing funds to the 47 full-time local health departments and health districts in the State. For 2003-2004, the CDC Supplemental

Grant allocation to full-time local health departments in Connecticut totals \$3,994,927. Windsor is slated to receive \$82,056.

Dr. Petrillo summarized the agreement that the Town of Windsor Health Department agrees to by entering into this contract.

Councilor Broxterman asked how many other regions have a river dividing them. Dr. Petrillo said he is not aware of other regions divided by rivers.

Motion Passed 8-0-0 (Councilor Jepsen was out of Council Chambers)

C. Consideration of the Memorandum of Agreement between the Windsor Board of Education and the Windsor Education Association

Moved by Councilor Jepsen, seconded by Councilor Ellingwood to Reject the Memorandum of Agreement between the Windsor Board of Education and the Windsor School Administrators & Supervisors Association.

Mayor Trinks excused himself from the Council Chamber due to the fact that his wife is an employee of the Windsor Board of Education and a member of Windsor Education Association.

Councilor Jepsen stated he learned during the arbitration that the binding arbitration law could stand to be improved by the State.

Councilor Ellingwood commented that as a previous member of the Board of Education, he participated in the negotiations until he became a Councilor. He has seen the efforts the administration has put into this. Voting against this contract would essentially do no good and would cost us money at this point.

Councilor Simon asked for a presentation of the highlights of this contract from the representatives of administration.

Mr. Mark Winzler, Board of Education Director of Human Resources, and Mr. Frank Williams, Director of Finance, discussed the highlights of the main points from the contract. Mr. Winzler discussed the salary increases and other parts of the agreement.

Councilor Simon asked if the legislative body's action changed in any way since this is a stipulated arbitration. Mr. Winzler said that we had agreed to everything but salary in one meeting. All of the talks were very amicable throughout the process. At the end of October, the arbitration process began. The initiation of arbitration does not preclude the sides from talking. During that time, there was an indication on the sides of the teachers that they wanted to continue to talk. Discussions took place about a week before the hearing and agreement was reached on the outstanding issue. At the state hearing the agreement was presented.

If the Council rejects this, it would be sent to the Commission of Education who would elect a three member panel to look at the last offers, which are exactly the same and would result in nothing different than what is before the Council this evening. Additionally, arbitration is initiated only on those issues the sides don't agree upon, not the whole contract.

Councilor Simon personally feels that the salary increases of essentially 5% is high given the fiscal situation. He noted that town employees accepted a 2.5% increase to assist the town. Mr. Winzler said that our salary for a bachelors degree ranks 27th out of 30 towns in the Hartford area. For the masters degree, Windsor ranks 24th out of 30 towns.

Councilor Ellingwood asked what the effect of the settlement is on the budget. Mr. Williams reported that the net effect of the settlement on the entire Board of Education budget in the first year is 1.67%, in year two it is 2.28%, and in year three it is 2.64%.

Councilor Mulligan made a friendly amendment to change the Windsor School Administrators & Supervisors Association to the Windsor Education Association, which was accepted by Councilors Jepsen and Ellingwood.

Motion Failed 0-8-0 (Mayor Trinks excused)

D. Discussion of the delegation agreement between WIN-TV and the Town of Windsor.

Town Manager Churchill gave a brief history of the agreement. This agreement was consummated in December 2002. There are some significant clauses that outline the town's as well as WIN-TV's responsibilities. There are some provisions that the Town of Windsor will consider funding to WIN-TV. There is a clear superior and subservient role defined here, with the town being subservient. Either party with 30-days notice can terminate this agreement. The town has agreed to try to resolve any disputes within that 30-day period and to not hire former employees of WIN-TV. Town Manager Churchill feels it is important that the town takes responsibility for the Government Channel.

WIN-TV has brought forth some concerns. There are six areas of concern with a wide range of validity in the Town Manager's opinion. In the letter WIN-TV does outline a proposed a cooperative agreement.

Councilor Simon asked if there was sufficient time to contact the authors of the letter. Town Manager Churchill said he spoke to the WIN-TV President of the Board of Directors today. He is concerned that public access to the Council's deliberations would be jeopardized with WIN-TV's issues. Councilor Simon summarized some of the issues in the letter and also mentioned the request for more funding, approximately double of what it currently received. His concern is that this level of support for a non-profit should never depend on taxpayer's money.

Councilor Mulligan requested a copy of the Cable TV Franchise Agreement from Town Manager Churchill. He commented that any organization that requests funds in excess of \$15,000 should provide financial statements. One of the issues to examine is what are they doing to help themselves.

Councilor Broxterman said that the FY 04 combined town contribution (town and education) is \$18,500, with their current request being that we increase it to \$40,000.

Town Manager Churchill said that WIN-TV did express some concerns previously regarding programming that WG-TV, Channel 21 had aired last year. There was an issue with providing copies of videotapes in the past, which we can certainly provide.

Councilor Simon said in his view there are some items on the Government Channel which should be on the Public Access Channel (i.e., Windsor Fun Facts, a fundraiser for Windsor Chamber of Commerce), however there are other items that are on the Government channel that are should stay on the Government Channel.

Mayor Trinks asked if we polled other municipalities on similar contracts. Town Manager Churchill said that there are only eight other towns in Connecticut that have their own government channel. Nationally, it is very common.

Mayor Trinks was very concerned with the wording of the letter from the Board of Directors. If this agreement were not to go through, WG-TV would not exist. This is town-owned property and alternative arrangements would have to be made to televise town meetings. Mayor Trinks thought WIN-TV would be best served by community access, focusing on one station and doing real well.

Councilor Walker stated there is a significant contribution to WIN-TV from Comcast. He cannot make a decision without seeing some financials. He recommends the Town Attorney review the letter and agreement.

Town Manager Churchill said that if WIN-TV decides to terminate our agreement, they cannot be relieved of their responsibility to broadcast town meetings. There will be some discussions later this week with WIN-TV, and will keep the Council abreast of those discussions.

Mr. Fred Winter, staff member of WIN-TV, said that even if the delegation was terminated, televising would continue, it would just be broadcast from L.P. WILSON.

13. Resignations and Appointments

Moved by Mulligan, seconded by Councilor Jepsen to accept the:

- Item I - Reappointment of David Raney as a member to the Hartford Area Cable Television Advisory Council for a two-year term to expire December 31, 2005 or until a successor is appointed
- Item O - Reappointment of Lisa Hernick as a member to the Library Advisory Board for a three-year term to expire April 30, 2006 or until a successor is appointed
- Item P - Reappointment of Katherine Chiodo as an alternate member to Town Planning & Zoning Commission for a two-year term to expire November 10, 2005 or until a successor is appointed
- Item Q - Reappointment of Susan Andrews as an alternate member to the Youth Commission for a two-year term to expire September 30, 2005 or until a successor is appointed
- Item R - Reappointment of Melissa Mascola as a member to the Youth Commission for a three-year term to expire September 30, 2006 or until a successor is appointed.

Motion Passed 9-0-0

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen to accept the resignation Scott Suty from the Youth Commission.

Motion Passed 9-0-0

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen to accept the resignation of Harold DePianta from the Housing Authority of the Town of Windsor.

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the December 15, 2003 Special Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the December 15, 2003 Special Town Council Meeting. Corrections: None.

Motion Passed 9-0-0

B. Minutes of the December 15, 2003 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the December 15, 2003 Regular Town Council Meeting. Corrections: None.

Motion Passed 9-0-0

C. Minutes of the December 22, 2003 Special Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the December 2, 2003 Special Town Council Meeting. Corrections: None.

Motion Passed 9-0-0

15. Public Communications and Petitions

Ms. Coralee Jones, 1171 Matianuck Avenue, spoke regarding the letter from the WIN-TV Board of Directors. She expressed concern that the letter came up at this time with such short notice. She feels that the government channel in town is very good.

Mr. Richard McNamara, 382 Rainbow Road, agrees with the statement from Ms. Coralee Jones. It is in his opinion that there is a lack of leadership. He feels that what the station needs is someone with imagination and drive.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Broxterman, seconded by Councilor Dean to adjourn the Regular Town Council Meeting at 10:43 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch

Special Meeting
Town Council Retreat
Community Center – 330 Windsor Ave
January 9, 2004
Unapproved Minutes

Present: Mayor Donald Trinks, Deputy Mayor Timothy Curtis, Councilor Paul Broxterman, Councilor Sonya Dean, Councilor Steve Ellingwood, Councilor Donald Jepsen, Councilor Wayne Mulligan, Councilor Alan Simon, Councilor Lenworth Walker

Staff: Town Manager Leon Churchill, Assistant Town Manager Peter Souza, Joe Colletti, Meeting Facilitator Michael Meotti, Meeting Facilitator

1. Call to order

The meeting was called to order at 6:20 p.m.

2. Discussion

Town Manager Churchill introduced Mr. Joe Colletti, the facilitator for the evening. Mr. Colletti discussed with the Council key characteristics and attributes of effective Town Councils. The Town Council completed a self-assessment survey. The Council then focused on discussing the following three priority items resulting from the self-assessment exercise: 1) developing an overall strategic focus to guide the Council activities; 2) reviewing and monitoring the achievement of the Council's vision and goals; and 3) providing administration with performance feedback.

The Council discussed the three areas and Mr. Colletti suggested a possible "action model" for Council consideration. The model essentially involves three components with the first being the Council establishing a vision statement which provides a framework for Council decision making. A second step would be to set goals to help meet the vision statement, along with a monitoring system to track progress. These goals would provide the Town Manager and staff with direction. The third component of the action plan involves providing regular performance feedback to the Town Manager regarding efforts to complete stated goals.

Mr. Colletti proposed the use of a monitoring or accountability system to help measure Town Council success in addressing the three priority areas. It was suggested that after each Council meeting the following question be asked and rated on a scale of 1 to 10 for each of the focus areas identified: What was your perception of how effective the meeting was in regards to meeting the stated focus area? Each Councilor would then be asked to write down ideas for how to improve the rating if needed. This process would be repeated on a regular basis to help ensure the Town Council focus on the three priority areas.

Town Council members thanked Mr. Colletti and staff for their efforts on planning and facilitating the workshop.

3. Adjournment
Meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Peter Souza
Recording Secretary

Special Meeting
Town Council Retreat
Community Center – 330 Windsor Ave
January 10, 2004
Unapproved Minutes

Present: Mayor Donald Trinks, Deputy Mayor Timothy Curtis,(arrived at 8:25am)
Councilor Paul Broxterman, Councilor Sonya Dean, Councilor Steve
Ellingwood, (arrived at 8:25am) Councilor Donald Jepsen, Councilor Wayne
Mulligan, Councilor Alan Simon, Councilor Lenworth Walker

Staff: Town Manager Leon Churchill, Assistant Town Manager Peter Souza, Michael
Meotti, Meeting Facilitator

1. Call to order

The meeting was called to order at 8:15 a.m.

2. Discussion

Town Manager Churchill provided a welcome and introduced Mr. Michael Meotti, the workshop facilitator.

The Town Council divided into three groups and reviewed past goals and objectives including those outlined in 1998 during the Town Manager recruitment/search process. Councilors felt the goals and objectives were largely completed, although they identified items such as economic development/revitalization, regional initiatives, diverse and cohesive community, along with enhancement of brand name or image as ongoing issues.

Town Manager Churchill provided an overview of the staff's business planning process and the five multi-disciplinary strategy teams. (Staff members Enita Jubrey, Jim Halisey, and Sharon Enot arrived at approximately 9:15 a.m.) Staff then reviewed goals and action plans for the following strategy teams: Healthy People, Healthy Community, Broad Based Development, and Marketing and Communications. Town Manager Churchill also highlighted the key topics that individual Councilors had identified in Fall 2003 and staff generated topics not included in the strategy teams' business plans. (Enita Jubrey, Jim Hallisey, and Sharon Enot left the meeting at 9:45 a.m.)

Town Councilors then completed a process to identify, categorize, and rank the issues to begin developing a vision statement and possible goals for the next eighteen to twenty-four months. The following items were identified for further discussion as possible goals and/or elements of a vision statement.

- Redevelop underutilized sites and buildings
- Improve transportation networks to facilitate economic development efforts
- Economic development including expanded dining and retail opportunities
- Preserve and enhance housing values
- Promote use of alternative fuel vehicles, recycling and “green building” techniques
- Study the delivery of mental health and social services
- Enhance early childhood development efforts
- Raise awareness of education system achievements
- Develop an arts and culture policy
- Increase small business assistance
- Explore the potential of Charter reform
- Increase community and regional awareness of Windsor’s events, services and programs
- Create a “sinking fund” for capital projects
- Retain eminent domain powers with the Town Council

The Council distilled from the above list the following elements to serve as the basis for creating a vision statement.

- Quality of life to drive a regionally recognized brand
- Property value increase compared to the regional or peer group
- Rich mix of commercial amenities (dining and retail)
- Growing opportunities for businesses and employment
- Active and involved community
- Well run government that efficiently returns value to taxpayers

The consensus of the Council was to have the Town Manager develop, in the coming weeks, a vision statement incorporating the elements listed above for Town Council review. Mr. Meotti suggested that the Town Council also develop a list of goals and objectives to provide direction in achieving the vision and allow progress to be measured over the next two years.

Town Council members thanked Mr. Meotti and staff for their efforts on planning and facilitating the workshop.

3. Adjournment
Meeting adjourned at 1:15 p.m.

Respectfully submitted,

Peter Souza
Recording Secretary