



# *Council Agenda*

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



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

1. ROLL CALL
2. PRAYER – Councilor Ellingwood
3. PLEDGE OF ALLEGIANCE – Councilor Ellingwood
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) 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) \*Approve accepting a parcel of land at Southwood Drive (Town Manager)
  - b) \*Approve submittal of grant application to the Small Cities Community Development Block Grant Program for the reconstruction of Pleasant Street (Town Manager)
  - c) \*Authorize Town Treasurer activity regarding review of FY 2005 budget and in preparation of FY 2006 budget (Town Manager)
  - d) \*Discussion regarding estimated fixed costs for FY 06 budget (Town Manager)
13. \* RESIGNATIONS AND APPOINTMENTS



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14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the December 6, 2004 Public Hearing – Creation of the Redevelopment Agency Ordinance
- b) \*Minutes of the December 6, 2004 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: December 20, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Acquisition of a Parcel of Land, Southwood Drive

### Background

Rivertown Village Associates, LLC, is developing a site south of Park Avenue in Windsor for construction of 61 single-family houses. As part of the approval process, the Town Planning & Zoning Commission gave the following conditions for the construction of two of the houses: a) the Town will be deeded a parcel of land--approximately .406 acres; and b) allow the two parcels to front on an unpaved and unaccepted street. This acquired parcel could be used for the construction of a future road.

### Discussion/Analysis

This future road would increase the potential for a desired link from Park Avenue to West Wolcott Avenue, therefore providing better emergency service for the numerous residential units located in between. We have notified abutting property owners of this proposed acquisition.

### Financial Impact

This parcel of land is being offered to the town at no cost. It is considered that the value of this parcel is approximately \$25,000, giving the town the future ability to construct a road and meeting the criteria of Section 3-7 of the Town Ordinance. The Town Attorney has stated a Special Town Meeting is not required as there is no cost to the town.

### Other Board Action

At their June 8<sup>th</sup> meeting, the Town Planning and Zoning Commission recommended approval for the donation of this parcel to the Town.

### Recommendations

The following motion is recommended for Town Council consideration:

**“MOVE to accept the parcel of land (not as a public highway at this time), approximately .406 acres, as shown on the map entitled “R.O.W. FOR HIGHWAY PURPOSES PREPARED FOR RIVERTOWN ASSOCIATES, LLC NORTH OF SOUTH WOOD WINDSOR – CONNECTICUT, by Ed Lally and Associates, Inc., July 27, 2004 with Revision Date, 11/11/04.” This is acceptance of a parcel of land but not as a public highway.”**

### Attachments

Map

Town Ordinance, Section 3-7

**"Section 301.3. Outside Fire Limits.** All other areas not included in Fire District No. 1 shall be designated as Outside Fire Limits." (Code 1961, §§ 3.01.301.0—3.01.301.11; Ord. No. 70-2, § 1, 4-6-70; Ord. No. 73-1, 2-19-73)

**Sec. 3-3. Insurance during sign construction.**

Every person securing a permit to erect a sign over an established building line, shall furnish evidence to the building department of adequate public liability insurance coverage to the limits provided by the town to be in effect for the period of construction. (Code 1961, § 3.02.02; Ord. of 8-21-61)

**Secs. 3-4—3-6. Reserved.**

Editor's note—Ord. No. 85-3, § 1, adopted September 16, 1985, repealed §§ 3-4—3-6, concerning grounding of metal structures. Former §§ 3-4—3-6 were derived from Code 1961, Tit. 3, Ch. 5 and Code 1961, §§ 3.05.01, 13.11.01

**Sec. 3-7. Building on unpaved and unaccepted streets.**

No building permit shall be issued for any building, other than a building to be used for agricultural purposes, upon any lot, plot or parcel of land which does not have frontage on an accepted and paved street or highway unless approved by the town plan and zoning commission and a bond or cash security has been posted, or, benefits have been assessed by the council for improvement of such street or highway, or, some other financial arrangement approved by the town manager has been made, to assure the repayment to the town of the cost, or any part of the cost, for improving such street or highway as the town may bear; except that nothing in this section shall prohibit the issue of a building permit for any garage or other building accessory to any existing principal building on any lot, plot or parcel of land, or for an addition to any existing building or for the replacement or repair of any existing building which may be destroyed or damaged by fire, explosion, windstorm or other such accidental or natural cause, provided such replacement or repair is undertaken within two (2) years of such de-

Supp. No. 8




## Agenda Item Summary

Date: December 20, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Hallisey, Community Development Coordinator  
James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Community Development Block Grant – Small Cities Program  
Reconstruction of Pleasant Street

### Background

Funds are currently available, on a competitive basis, through the federal Community Development Block Grant (CDBG) – Small Cities Program. The Town of Windsor is eligible to compete against other Connecticut municipalities with populations of less than 50,000 for approximately \$15,000,000 in CDBG funds administered through the Connecticut Department of Economic & Community Development (DECD).

To be eligible for funding, an activity must meet one of three national objectives: 1) benefit low/moderate income households, 2) eliminate slums/blight or 3) meet an urgent community development need for which no other resources are available. Activities qualify as providing benefit to low/moderate income households in one of two ways: either as a “direct benefit” or as an “area wide benefit”. An example of the former would be the town’s Housing Rehabilitation Program. Applicants for this program must provide documentation that their household income is at or below 80% of the area median (HUD’s definition of low/moderate income).

In order to meet the “area-wide benefit” status, at least 51% of the residents who stand to benefit from a proposed activity must meet the definition of low/moderate income. Construction of a local park or public waterline that serves a low/moderate neighborhood are examples of projects with area-wide benefits. The low/moderate income status of an area is determined from census data or an approved survey.

### Discussion/Analysis

The reconstruction of Pleasant Street has been identified as a priority in the town’s adopted FY 2005-2010 Capital Improvement Program. The proposed reconstruction would involve drainage improvements, sidewalk replacement, and the reconstruction of the roadway. A preliminary design is currently in place.

Pleasant Street is situated in a census designation (Tract 4734/Block Group 1) in which 58.3 % of the households meet HUD’s definition of low/moderate income according to the 2000 census. The provision of quality infrastructure has long been a component of Windsor’s comprehensive approach to maintaining the quality of life in its neighborhoods. As such, the Office of Community Development is recommending that the town apply for CDBG funds for the reconstruction of Pleasant Street.

### Financial Impact

The current cost estimate for the reconstruction of Pleasant Street is \$931,000, including design, construction and administration. This memorandum recommends authorization to apply for up to \$600,000.

A separate authorization of local matching funds will be requested at such time as the Department of Economic Development acts on the town's request. The exact amount of local funds requested will depend on the amount of DECD's award, assuming they look favorably upon the request.

By obtaining state grant funds for this project, the town will be able to proceed with a significant neighborhood improvement while reducing its need to bond. The impact is to lessen the burden on Windsor taxpayers to the extent of grant funds received and interest payments foregone.

### Other Board Action

None.

### Recommendation

It is recommended that if the Town Council is in agreement that the following resolution be approved:

**“RESOLVED that the attached resolution, which authorizes Peter P. Souza, Town Manager, to file an application with the Department of Economic and Community Development for up to \$600,000 in Community Development Block Grant – Small Cities funds for the reconstruction of Pleasant Street be adopted.”**

### Attachments

Resolution

## RESOLUTION

### WINDSOR TOWN COUNCIL

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 130 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 exceed \$600,000 in order to undertake a Small Cities Community Development Program (specifically for the reconstruction of Pleasant Street) and enter into an Assistance Agreement, should one be offered:

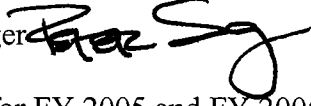
NOW, THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL:

- 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 \$600,000 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 State financial assistance if such an Agreement is offered, to execute any amendments, rescission, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

## Agenda Item Summary

Date: December 20, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Town Treasurer Activity for FY 2005 and FY 2006 Budgets

### Background

The Finance Committee recently met and discussed the role of the Town Treasurer in regards to the review of the FY 2005 and preparation of the FY 2006 budget. It was the consensus of the Committee to ask the full Town Council to direct the Town Treasurer to review the FY 2005 budget for potential savings in addition to the \$375,000 previously identified by the Town Manager, as well as to identify potential cost savings for FY 2006.

The Town Treasurer would complete this work on a part-time basis in addition to his regular duties. The estimated cost for the additional services is \$3,000.

### Other Board Action

None.

### Recommendations

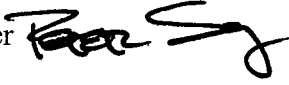
If the Town Council wishes to proceed with directing the Town Treasurer to complete the work outlined above the following motions would be in order:

- 1) **RESOVLED, that the Town Council direct the Town Treasurer to review the FY 2005 budget for potential savings, as well as to identify potential cost savings for FY 2006.**
  
- 2) **RESOLVED, that \$3,000 be transferred from the Town Council's FY 2005 budget to the Town Treasurer's FY 2005 budget.**

## Agenda Item Summary

Date: December 20, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Estimated Fixed Costs for FY 2006 Budget

### Background

In October estimated fixed costs for FY 2006 were presented to the Town Council and the Joint Town Council / Board of Education Committee. The Finance Committee recently reviewed the estimated fixed cost for the FY 2006 budget with the two primary changes being MDC sewer assessment charges and options relative to debt service. Councilmember Simon requested that this item be placed on the agenda for further discussion.

### Discussion/Analysis

Below is a preliminary outline of projected fixed cost increases for general government. I caution the Town Council that a series of assumptions have been made to prepare these early projections and certainly during the course of the next three months alterations will be made as certain actions are taken, new information becomes available and further analysis is completed.

<u>EXPENDITURES</u>	<u>10/04</u>	<u>12/04 "A"</u>	<u>12/04 "B"</u>
Debt Service	\$ 620,000	364,000	46,000
Sewer Services	\$ 250,000	183,000	183,000
Recycling	\$ 10,000	10,000	10,000
Worker Comp	\$ 55,000	55,000	55,000
General Liability	\$ 30,000	30,000	30,000
Retirement	\$ 41,000	41,000	41,000
Utilities	<u>\$ 86,000</u>	<u>86,000</u>	<u>86,000</u>
Subtotal	\$1,092,000	769,000	451,000
Personnel			
Salaries	\$ 400,000	397,000	397,000
Fringe	\$ 57,000	56,000	56,000
Health Ins.	<u>\$ 320,000</u>	<u>320,000</u>	<u>320,000</u>
Subtotal	\$ 777,000	773,000	773,000
TOTAL	\$1,869,000	1,542,000	1,224,000

In October the School Superintendent presented a preliminary estimate of B.O.E. fixed costs increasing by \$3,016,000.

### REVENUES

The Grand List is established on January 31st of each year, based on an assessment completed the previous October. At this stage, we are still projecting new growth to generate approximately \$650,000 in additional revenue for FY 2006.

Other Board Action

None.

Recommendations

None.

Attachments

FY 06 Preliminary Fixed Cost Increase

OPTION 1

### Fixed Costs FY05--FY06 Budget

	<u>FY05</u>	<u>FY06</u>	<u>Difference</u>	<u>Percent</u>
Debt Service	5,584,948	5,948,844	363,896	6.52%
Sewer Services (MDC)	2,393,744	2,577,127	183,383	7.66%
Recycling--General Fund	337,810	347,810	10,000	2.96%
General Liability	730,748	760,748	30,000	4.11%
Workers' Comp	555,000	610,500	55,500	10.00%
Retirement--retiree health + BOE pension	455,660	496,443	40,783	8.95%
Utilities	861,641	947,805	86,164	10.00%
<i>Subtotal</i>	10,919,551	11,689,277	769,726	7.05%
Personal Costs Town side				
<i>Salaries</i>	11,719,974	12,116,974	397,000	3.39%
<i>Other fringe (pension + FICA)</i>	1,454,846	1,510,540	55,694	3.83%
<i>Health insurance</i>	1,599,667	1,919,600	319,933	20.00%
<i>Subtotal personal costs</i>	14,774,487	15,547,114	772,627	5.23%
Board of Education total expenditures	50,839,400	53,854,176	3,014,776	5.93%
Plus all other non-fixed costs	4,107,755	4,107,755	-	0.00%
<i>Grand Total</i>	80,641,193	85,198,323	4,557,130	5.65%

<i>Assuming that other revenues are as below, the property tax would be as follows:</i>				
Less: Other Revenues	16,381,294	16,381,294	-	0.00%
Less: Opening Cash	401,200	401,200	-	0.00%
Required Property Tax Levy	63,858,699	68,415,829	4,557,130	7.14%
Adjusted for collection rate of 98.75%	64,667,037	69,281,852	4,614,815	7.14%
Less: Pro Rata Assessor Additions	(75,000)	(75,000)		
Plus: Exemptions for Firefighters	113,000	113,000		
	64,705,037	69,319,852	4,614,815	7.13%
Divided by Grand List	2,244,000,000	2,266,440,000	22,440,000	1.00%
Mill Rate	28.83	30.59	1.76	6.09%

12/9/2004

*Note: Debt service option contains the following:*

\$5,550,000 bond issued March 2005, 20 year term. High School note rolled over for 6 months (payoff in Sept 05)

**Fixed Costs FY05--FY06 Budget**

	<u>FY05</u>	<u>FY06</u>	<u>Difference</u>	<u>Percent</u>
Debt Service	5,584,948	5,631,045	46,097	0.83%
Sewer Services (MDC)	2,393,744	2,577,127	183,383	7.66%
Recycling--General Fund	337,810	347,810	10,000	2.96%
General Liability	730,748	760,748	30,000	4.11%
Workers' Comp	555,000	610,500	55,500	10.00%
Retirement--retiree health + BOE pension	455,660	496,443	40,783	8.95%
Utilities	861,641	947,805	86,164	10.00%
<i>Subtotal</i>	10,919,551	11,371,478	451,927	4.14%
Personal Costs Town side				
<i>Salaries</i>	11,719,974	12,116,974	397,000	3.39%
<i>Other fringe (pension + FICA)</i>	1,454,846	1,510,540	55,694	3.83%
<i>Health insurance</i>	1,599,667	1,919,600	319,933	20.00%
<i>Subtotal personal costs</i>	14,774,487	15,547,114	772,627	5.23%
Board of Education total expenditures	50,839,400	53,854,176	3,014,776	5.93%
Plus all other non-fixed costs	4,107,755	4,107,755	-	0.00%
<i>Grand Total</i>	80,641,193	84,880,523	4,239,330	5.26%

<i>Assuming that other revenues are as below, the property tax would be as follows:</i>				
Less: Other Revenues	16,381,294	16,381,294	-	0.00%
Less: Opening Cash	401,200	401,200	-	0.00%
Required Property Tax Levy	63,858,699	68,098,029	4,239,330	6.64%
Adjusted for collection rate of 98.75%	64,667,037	68,960,030	4,292,993	6.64%
Less: Pro Rata Assessor Additions	(75,000)	(75,000)		
Plus: Exemptions for Firefighters	113,000	113,000		
	64,705,037	68,998,030	4,292,993	6.63%
Divided by Grand List	2,244,000,000	2,266,440,000	22,440,000	1.00%
Mill Rate	28.83	30.44	1.61	5.60%

12/9/2004

*Note: Debt service option contains the following:*

Library--\$3 mm note issued in FY05, bond issued in FY06. Bond retired in FY2026 (21 year total life)

Elm Street--\$440,000 note issued in FY05, bond issued in FY06.

This adds \$1.1 million to the total cost over the life of the issue above what a routine, 20 year bond would cost.

High School note rolled over for 6 months (payoff in Sept 05)

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

December 20, 2004

- A. One *Republican Alternate* Member  
Commission on Aging & Handicapped  
Two Year Term to expire November 30, 2006 or until a successor is appointed  
(VACANT)
- B. One *Republican Member*  
Commission on Aging & Handicapped  
Three Year Unexpired Term to expire January 31, 2006 or until a successor is appointed  
(John Purcell – moved out of town - VACANT)
- C. One *Democratic Alternate* Member  
Commission on Aging & Handicapped  
Three Year Unexpired Term to expire November 10, 2005 or until a successor is appointed  
(L'Amour Howell – moved from alternate position to regular - VACANT)
- D. One *Democratic Member*  
Commission on Aging & Handicapped  
Three Year Unexpired Term to expire January 31, 2005 or until a successor is appointed  
(Dorothy Bruno – resigned - VACANT)
- E. One *Republican Member*  
Conservation Commission  
Five Year Term to expire November 30, 2009 or until a successor is appointed  
(Samuel Hinckley – reappointment)
- F. One *Republican Alternate* Member  
Conservation Commission  
Five Year Term to expire November 30, 2009 or until a successor is appointed  
(Theresa Langevin – reappointment)
- G. One *Democratic Tenant* Member  
Fair Rent Commission  
Three Year Term to expire March 31, 2007 or until a successor is appointed  
(Brian Daly – reappointment)
- I. One *Republican Member*  
Historic District Commission  
Five Year Term to expire October 11, 2009 or until a successor is appointed  
(Marcia Hinckley – reappointment)
- J. One *Republican Member*  
Housing Code Board of Appeals  
Five Year Term to expire October 31, 2009 or until a successor is appointed  
(Michael McDonald – resigned – VACANT)
- K. One *Republican Alternate* Member  
Human Relations Commission  
Three Year Term to expire May 31, 2006 or until a successor is appointed  
(VACANT)

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

December 20, 2004

- L.**     One *Republican Alternate* Member  
Human Relations Commission  
Three Year Term to expire May 31, 2007 or until a successor is appointed  
(F. Evelyn Smith – moved from alternate position to member - VACANT)
- M.**     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)
- N.**     One *Republican* Member  
Public Building Commission  
Three Year Term to expire November 30, 2007 or until a successor is appointed  
(Robert Gustafson – reappointment)
- O.**     One *Republican* Member  
Town Planning & Zoning Commission  
Five Year Term to expire November 8, 2009 or until a successor is appointed  
(David Kelsey – reappointment)
- P.**     One *Republican* Member  
Wilson/Deerfield Advisory Committee  
Three Year Unexpired Term to expire April 30, 2005 or until a successor is appointed  
(Abraham Morrison – deceased - VACANT)
- Q.**     One *Republican Alternate* Member  
Youth Commission  
Two Year Unexpired Term to expire September 30, 2005 or until a successor is appointed  
(Susan Andrews – not attending meetings - VACANT)
- R.**     One *Republican* Member  
Youth Commission  
Three Year Term to expire September 30, 2007 or until a successor is appointed  
(Sarah Thrall – reappointment)

**Windsor Town Council – Public Hearing  
Council Chambers - Town Hall  
December 6, 2004  
Unapproved Minutes**

To hear an ordinance entitled, "AN ORDINANCE ESTABLISHING A REDEVELOPMENT AGENCY FOR THE TOWN OF WINDSOR"

Mayor Trinks called the public hearing to order at 7:15 p.m.

Mayor Trinks read the public hearing notice.

Public Comment

Mr. Gene Siemiatkoski and Mrs. Wanda Siemiatkoski, 438 Broad Street, addressed the Council. Ms. Siemiatkoski said that citizens have no vote when town officials decide to incur debt. This weakens the accountability of town officials to citizens. They were unable to find results of any statistical studies, which supports use. Studies show that the overall benefits do not exceed public costs. The law appears to restrict the use of funds in competition with private enterprise. Some articles assume funds are used only on infrastructure (i.e., roads, traffic lights, sidewalks, etc.). She hopes that whoever is supporting the redevelopment agency has done their homework.

Mr. Siemiatkoski added that the one issue that they came up with the TIF funds was that \$180,000 was appropriated to block the purchase of 33 Mechanic Street. Since there is a private enterprise interested in that property, any public use of the funds would be blocked on that property. He requested that the Council seriously consider the project and do their homework.

Mayor Trinks closed the public hearing at 7:21 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  
December 6, 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 Ellingwood, Councilor Dean, Councilor Jepsen, Councilor Mulligan, Councilor Simon and Councilor Walker
2. Prayer – Councilor Dean
3. Pledge of Allegiance – Councilor Dean
4. Proclamations/Awards
- A. Honoring 110<sup>th</sup> Anniversary of Windsor's Abigail Wolcott Ellsworth Chapter National Society Daughters of the American Revolution

Councilor Dean read the proclamation.

5. Public Communications and Petitions

Mr. George Yeramian, 739 Prospect Hill Road, discussed the landfill workshop of December 13, 2004 and asked if someone would explain the context of the Bloomfield lawsuit regarding the landfill and what exactly the injunction seeks. Also, whether there have been negotiations held and/or concessions made and what the town's position is on this. He also asked if the citizens can get an accounting of the cost of the gas collection system at the landfill from September 2003 to the present including all associated costs such as: the flare rental, the large propane tank, propane usage, generators, odor masking chemicals, sprayers, rented equipment, the cost of Fuss & O'Neill's participation with it, employee overtime (including Sunday monitoring), etc. Mr. Yeramian asked if there are any calculations of the loss of landfill capacity because of the necessity for excessive cover and capping. He also asked if the workshop would be televised, recorded and rebroadcast.

Mr. Richard Rutkowski, 295 Kings Landing, discussed the merits and related costs of the town implementing a "twice-a-year" property tax payment system in the Town of Windsor. He presented a memo with attachments for inclusion with the minutes.

6. Report of Appointed Boards and Commissions

## A. Board of Education

Ms. Catherine Moreton, BOE reported to the Council. Four Board of Education members and the Superintendent of Schools attended seminars on budgeting, updates on education law, use of technology in the classroom, minority achievement, etc. The district is also part of the Minority Achievement Network, comprised of 26 similar municipalities, which held a conference that four students attended. They made a presentation to the Board on improving student achievement. They also had the opportunity to attend a college fair at that conference.

The Policy Review Committee is working on revising the Policy Manual. This is estimated to be a two-year project.

On Tuesday, 12/7/04, at 6 p.m., there will be a workshop at L.P. Wilson on sleep studies relating to teens sleep habits. They will also talk about scheduling issues and winter and April vacations.

The Budget and Finance Committee will hold a public hearing. The Superintendent of Schools will present her budget to the Board on January 26<sup>th</sup>.

They are in the process of scheduling a Joint Committee Meeting for January 3, 2005. The agenda item will be to ask the Town Manager and Superintendent to provide an update on the budget.

## 7. Town Manager's Report

### **Flu Shot Clinic**

The Visiting Nurse Association in cooperation with Windsor's Healthy People will be conducting a Flu Clinic on Thursday, December 9, 2004 at the L.P. Wilson Senior Center. The clinic will be held exclusively for:

- ◆ Windsor Residents
- ◆ 65 years of age and older

Any Windsor resident 65 years of age or older, who wishes a flu shot is required to signup for an appointment ahead of time to receive the shot. Appointments can be made by calling 285-1883 on Tuesday, December 7, 2004 between the hours of 8:00 a.m. and 5:00 p.m. The Flu Shots will be given on Thursday, December 9<sup>th</sup> in the gym at the L.P. Wilson Senior Center, 599 Matianuck Avenue in Windsor. Those who have signed up and received an appointment time will be required to bring proof of residency and proof of age when they come to the clinic on Thursday, December 9<sup>th</sup>.

### **Torchlight Parade**

Join the fun as fire trucks and vehicles from Windsor businesses parade in their holiday decorations in the annual Torchlight Parade this Saturday, December 11<sup>th</sup> in the center of town. The parade will begin on Remington Road at 6:30 PM and proceed through downtown Windsor. A bonfire at the pond by the commuter parking lot will follow the

parade with refreshments sponsored by Windsor Federal Savings and Loan. For more information call 688-5165.

### **Toy Drive This Weekend**

Windsor's Emergency Services will be sponsoring a toy drive on Saturday and Sunday December 11th and 12th at the Windsor Safety Complex on Bloomfield Avenue from 9:00 AM to 3:00 PM. Santa will be there to collect the presents and for pictures. All the toys collected will be distributed to residents of need in Windsor.

### **Donation Recognized**

The Healthy People Strategy Team and Start Smart staff would like to thank the Windsor Education Association for their donation of \$3,000, which will be used to purchase books for Windsor's Start Smart program. Start Smart staff currently provides home visits to 111 families in town. During these visits, members of the staff encourage adults to read to their children, and books are distributed to the families. This generous donation will enable staff to continue to purchase books for their families.

### **Main Library Renovation/Expansion Update**

In the coming weeks you may notice some construction around the Mather House (the colonial portion of the Main Library). The Mather House will be sealed off from the newer section of the library in preparation for the library renovation so staff offices can remain there during construction.

### **Fire Department Grant**

The Windsor Volunteer Fire Department has again this year been awarded a grant from the Department of Homeland Security and FEMA. The federal grant will be in the amount of \$60,000, with the town being responsible for a 10% local match. The \$66,000 will allow the fire department to purchase an integrated accountability system that will assist in keeping track of firefighters while they are performing interior firefighting in residential and commercial buildings. These units are a module that is attached to the self-contained breathing apparatus (SCBAs) purchased last year with federal funds.

### **Appointment of Fire Chief**

I am pleased to announce the reappointment of William Lewis as Fire Chief of the Windsor Volunteer Fire Department. Chief Lewis has led the Windsor Fire Department since November 2000 and has continued the efforts of past Chiefs Greg Malloy and Dale Smith to achieve a unified town-wide department. Bill has facilitated a number of changes over the past four years including:

- Creating a new command structure with town-wide officers
- Reducing the number of fire vehicles
- Reassigning apparatus to meet town-wide needs
- Creating a town-wide training program
- Increasing use of technology to improve communication
- Receiving federal funding to replace and upgrade firefighter safety equipment

Chief Lewis has been a volunteer firefighter since 1970, serving in a variety of command positions. Over the years, Bill has been intricately involved in many facets of the department, including assisting in the construction of the new Wilson Fire Station and the purchase of fire equipment and apparatus. He is retired from the Connecticut State Police. He is a State of Connecticut Certified Fire Marshal and a nationally certified fire investigator. Bill is currently Fire Marshal for the Blue Hills Fire District.

One of the primary goals for the department during the next year will be the completion of a multi-year strategic plan. This plan will focus on identifying department strengths and key focus areas for the coming years.

I am confident that under Chief Lewis' leadership the Windsor Volunteer Fire Department will continue to provide high quality fire and emergency services. Many thanks to Chief Lewis, his family, as well as to the department's volunteers for their dedication to the fire service and the Windsor community.

Councilor Jepsen asked that if a project goes over the amount bonded and more money is required, doesn't the PBC have to come before the Council, not the BOE, with the request. He requested that Town Manager Souza look into it further.

#### 8. Communication from Council Members

Councilor Broxterman – requested an update on the canopy issue with SummerWind. Town Manager Souza will request information from SummerWind.

Councilor Dean – None.

Councilor Ellingwood – None.

Councilor Jepsen – None.

Councilor Simon – None.

Councilor Mulligan – None.

Councilor Walker – reminded residents to shop at local merchants for the holiday season.

Deputy Mayor Curtis – reminded the public that Monday, December 13, 2004 at 7:00 p.m. the Landfill Discussion will be held in Council Chambers. He also requested residents to shop with local merchants this holiday season.

Mayor Trinks –thanked the Chamber of Commerce for the carol sing. Firefighter volunteer Jules Leonard was honored by the State for 64 years of service.

9. Reports of Standing Committees
  - A. Finance Committee - the next meeting will be on Tuesday, December 14, 2004.
  - B. Town Improvements Committee – None.
  - C. Health and Safety – None.
  - D. Special Projects – None.
  - E. Joint Board of Education and Town Council Committee – the next meeting will be January 3, 2005.
  - F. Personnel Committee – None.
10. Ordinances
  - A. Approve an ordinance entitled, “AN ORDINANCE ESTABLISHING A REDEVELOPMENT AGENCY FOR THE TOWN OF WINDSOR”

Resolved by Deputy Mayor Curtis, seconded by Councilor Jepsen that the reading into the text of the ordinance entitled, “AN ORDINANCE ESTABLISHING A REDEVELOPMENT AGENCY FOR THE TOWN OF WINDSOR” is hereby waived, the full text of the ordinances having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Mr. James Burke, Economic Development Director reviewed the ordinance.

The TIF plan approved a few years ago was specifically meant for a list of properties and he requested the list. Mr. Burke reviewed the properties. The 33 Mechanic Street, Plaza Building, Tobacco Valley Inn property, redevelopment parcel Windsor Avenue, 156 Windsor Avenue, Flamingo Inn, Town of Windsor Parks Building, Parking Lot at Maple and Broad Street, parcel north of 457 Windsor Avenue, property next to the Citgo at 581 Windsor Avenue, and the Hayden Station School House.

Councilor Simon asked if the Redevelopment Agency has any independent decision making authority. Mr. Burke replied that they do not, except to decide what to recommend to the Council.

Councilor Dean asked what happens if it is a company outside of town, how would we perform due diligence to find out if they have delinquent taxes. Mr. Burke said that we could perform a credit check.

Councilor Walker requested that Mr. Burke report the projected unit values if the property is developed to its full potential with housing units. Mr. Burke said that the developers are estimating that the total project will be \$8 million. The lower end of the selling price is \$150,000.

Councilor Ellingwood asked if the name of the organization implies some sort of subsidized housing. Mr. Burke said that the corporation is called Independent Living. They are looking to replace federal and state funds to their organization, therefore they are looking to complete one of these projects once a year for profit to support their non-profit organization. They have stated that this is specifically not a focused affordable or special needs project. Councilor Ellingwood asked for the definition of the risk to Windsor. Mr. Burke said that the risk is that because it is not backed by full faith and credit, it would be difficult to find someone to buy the bonds. It shouldn't be a problem, but it is riskier than a general obligation fund. The only risk to the town credit is that if the town had a number of revenue type projects, they can say that there is not good management of financial decision making, they could not go after general funds. There is not a direct risk to the taxpayers.

Councilor Mulligan asked for clarification of the square feet. Mr. Burke replied that they are 1,600s square feet at \$140 per square foot.

Mayor Trinks referred to the Town Charter and discussed the removal of members and asked if they are accountable to the Town Council. Town Manager Souza said that they serve at the pleasure of the Town Council.

Councilor Jepsen asked if the developer would prepare the redevelopment plans. Mr. Burke said that staff will prepare those, but it could come from the developer, with approval by the staff.

Councilor Walker commented that we get around our fears by selecting members with integrity. We need to move forward to initiate some improvements to these properties.

Councilor Broxterman said that the school board has authorities that we don't rule over anymore, dictated by the State of Connecticut. He personally thinks that the amount of influence or control that we do have is enough to ensure that they have the same interest in the town that we do. These projects need to be up and producing tax revenue.

Deputy Mayor Curtis said that the issue is that we do have these properties and putting this in place gives us another option, however, it doesn't necessarily mean that it will work. We do have monetary control over this. He is in favor of the motion.

Councilor Simon said that he doesn't want people getting confused about the Redevelopment Agency making decisions. He asked if the agency would have any right to enact eminent domain. Mr. Burke said they will have no power to exercise eminent domain, however, the Town Council will retain that right.

Councilor Dean said that there is nothing that addresses due diligence in the policy. She asked if there is any way to add it to the policy. Town Manager Souza responded that they could add that and noted that in Section 2, requirements are listed.

Councilor Broxterman said that we do this all the time, in other forms. Had we done due diligence with JDS Interface, it wouldn't have worked. They are no longer in town and are probably half the organization they used to be. This is a way not to raise residential tax revenues.

Mayor Trinks noted that the ultimate accountability comes back to us.

Moved by Deputy Mayor Curtis, seconded by Councilor Ellingwood to approve an ordinance entitled, "AN ORDINANCE ESTABLISHING A REDEVELOPMENT AGENCY FOR THE TOWN OF WINDSOR".

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

11. Unfinished Business

None.

12. New Business

- A. 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 it be resolved that the Town Manager, Peter Souza, 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 2005-1104.

Dr. Charles Petrillo, Director of Health Services, reviewed the funding for year five of the Bio-terrorism Planning Grant.

Councilor Jepsen asked if these funds were in the budget. Dr. Petrillo said that they were unsure of the amount of funds, so they were not included in the budget. The contracted staff will not be paid until funds are available. Dr. Petrillo said that the grant year has been offset. In the next cycle, they want to bring it online with the fiscal year, which will assist us greatly in the planning.

Motion Passed 9-0-0

- B. Authorize the Town Manager to execute an agreement with the State of Connecticut for a Public Health Block Grant addressing Childhood Residential Injury Prevention

Moved by Councilor Jepsen, seconded by Councilor Dean, that it be resolved that the Town Manager, Peter Souza, 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 Log 2005-0089.

Town Manager Souza gave an overview of the grant program for childhood residential injury prevention.

Motion Passed 9-0-0

- C. Authorize the Town Manager to sign and execute a contract with the State of Connecticut for a Social Services Block Grant

Moved by Councilor Simon, seconded by Councilor Walker, that it be resolved that the Town Manager, Peter Souza, is empowered to enter into and amend contractual instruments in the name and on behalf of this Contractor with the Department of Social Services of the State of Connecticut for a Case Management and Health Related Program and to affix the corporate seal.

Town Manager Souza reported that the grant of \$21,997 (a \$970 reduction over last year) supports case management and health related programs.

Councilor Walker asked about the reduction and if other towns have received reductions as well. Dr. Petrillo responded that we are one of the few towns in the state receiving this grant. Several towns have been cut from the program.

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

- D. Resolved that the Town of Windsor Public Building Commission is hereby designated as the School Building Committee with regard to the Clover Street School Code Compliance Upgrade Project

Moved by Councilor Simon, seconded by Councilor Broxterman, that it be resolved that the Town of Windsor's Public Building Commission is hereby designated as the School Building Committee with regard to the Clover Street School Code Compliance Upgrade Project.

Mr. Dennis Shevel, Board of Education, provided an update of the project.

Councilor Jepsen asked about the numbers for the project. Town Manager Souza said that the amount is \$167,000. We would bond the entire project and be reimbursed 50% by the State. Depending on the timing of the project and reimbursements, we may not bond out the whole amount.

Motion Passed 9-0-0

- E. Resolved that the Windsor Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the Clover Street School Code Compliance Upgrade Project

Moved by Councilor Simon, seconded by Councilor Ellingwood, that it be resolved that the Windsor Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the Clover Street School Code Compliance Upgrade Project.

Councilor Jepsen asked if we are approving \$25,000 for the initial design. Town Manager Souza replied that the Council appropriated the funds for the design previously. Mr. Shevel added that these motions are to satisfy the bond requirements.

Motion Passed 9-0-0

- F. Resolved that the Windsor Town Council hereby authorizes the Windsor Board of Education to file applications with the State of Connecticut for the Clover Street School Code Compliance Upgrade Project

Moved by Councilor Simon, seconded by Councilor Ellingwood, that it be resolved that the Windsor Town Council hereby authorizes to the Windsor Board of Education to file applications with the State of Connecticut for the Clover Street School Code Compliance Upgrade Project.

Motion Passed 9-0-0

- G. Resolved that the Town of Windsor Public Building Commission is hereby designated as the School Building Committee with regard to Roger Wolcott Early Childhood Center Floor Tile Abatement Project

Moved by Councilor Broxterman, seconded by Councilor Simon, that it be resolved that the Town of Windsor Public Building Commission is hereby designated as the School Building Committee with regard to Roger Wolcott Early Childhood Center Floor Tile Abatement Project.

Mr. Dennis Shevel, Board of Education, gave an update of the project. It becomes an abatement project in an effort to replace the carpet.

Councilor Broxterman asked if the carpet could be laid over the old carpet. Mr. Shevel responded that if it were, there would be other problems with shampooing the new carpet and the drying of the old carpet. The carpet will be glued to the concrete floor, new tile will not be installed.

Motion Passed 9-0-0

- H. Resolved that the Windsor Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the Roger Wolcott Early Childhood Center Floor Tile Abatement Project

Moved by Councilor Broxterman, seconded by Councilor Simon, that it be resolved that the Windsor Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the Roger Wolcott Early Childhood Center Floor Tile Abatement Project.

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

- I. Resolved that the Windsor Town Council hereby authorizes the Windsor Board of Education to file applications with the State of Connecticut for the Roger Wolcott Early Childhood Center Floor Tile Abatement Project

Moved by Councilor Broxterman, seconded by Councilor Ellingwood, that it be resolved that the Windsor Town Council hereby authorizes to the Windsor Board of Education to file applications with the State of Connecticut for the Roger Wolcott Early Childhood Center Floor Tile Abatement Project.

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

- J. Approve an appropriation of \$170,608 from the John F. Kennedy School Floor Tile Abatement Project Account #9321 for the Clover Street Window Replacement Project

Moved by Councilor Ellingwood, seconded by Councilor Broxterman that \$170,608 be appropriated from the John F. Kennedy School Floor Tile Abatement Project Account #9321 for the Clover Street Window Replacement Project Account.

Mr. Dennis Shevel, Board of Education, discussed the project.

Councilor Mulligan noted that \$170,000 is a lot of money to have left over from a project. The original amount was \$320,000. Mr. Shevel said that five bids were received, the low was \$130,000 by a small contractor who was new and the highest bid exceeded the budget, so the bids were all over the map. The budget is determined by our consultant giving us a cost estimate

Councilor Simon asked if there were other projects with funds leftover. Mr. Shevel said that the only other project is the L.P. Wilson Gym Project which will have \$5-6,000 left over, however it was budgeted from the L.P. Wilson fund so the funds will stay in there.

Councilor Walker said that it is high time that we replace those windows, it is an energy efficiency concern because we are spending funds for heating with windows that are not

efficient. He supports the project, but he has an issue with the reallocation to a specific project. Town Manager Souza said that this Council could decide to use the leftover funds for this project or to return the funds to the capital outlay fund. This is staff's recommendation to the Council. This is the BOE administration's highest priority for capital improvement projects. Councilor Walker said that it shouldn't have come to the Council in this fashion since we are looking for a zero increase budget.

Councilor Jepsen asked if some windows have been replaced. Mr. Shevel replied that ten years ago the windows that face I-91 have been replaced. They are suggesting that they do the same to the windows on the Clover Street side. He added that last year oil was \$0.92 a gallon, with energy efficiency savings of \$15,000 a year; oil is now \$1.25 a gallon, so the savings would increase to \$20-25,000 a year.

Motion Passed 7-2-0 (Councilors Ellingwood and Dean opposed)

- K. Approve an appropriation of \$7,550 from the Sage Park Middle School Gymnasium Floor Abatement Project Account #9324 for the Clover Street School Window Replacement Project

Moved by Councilor Jepsen, seconded by Councilor Broxterman that \$7,550 be appropriated from the Sage Park Middle School Gymnasium Floor Abatement Project Account #9324 for the Clover Street School Window Replacement Project Account.

Councilor Broxterman noted that the back of the last page, the Finance Director does certify that the funds are available. Mr. Shevel discussed the project.

Motion Passed 9-0-0

### 13. Resignations and Appointments

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

- Accept the resignation Susan Andrews from the Youth Commission
- Appoint Milo Rusty Peck to the Public Building Commission for a three year unexpired term to expire November 30, 2006 or until a successor is appointed.

Motion Passed 9-0-0

### 14. Minutes of Preceding Meetings

#### A. Minutes of the November 15, 2004 Public Hearing

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the meeting minutes of the November 15, 2004 Public Hearing. Corrections: None.

Motion Passed 9-0-0

B. Minutes of the November 15, 2004 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the meeting minutes of the November 15, 2004 Regular Town Council Meeting. Corrections: None.

Motion Passed 9-0-0

15. Public Communications and Petitions

None.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Broxterman, seconded by Councilor Jepsen to adjourn the Regular Town Council Meeting at 9:54 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman  
Clerk of the Windsor Town Council

Cc: Town Clerk  
Main Library  
Wilson Branch