



Council Agenda

Council Chambers
Windsor Town Hall
January 3, 2005



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
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) Zoning Board of Appeals
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 FY 2006 Budget Calendar including setting of public hearing dates, adjourned town meeting date and budget format (Town Manager)
 - b) *Discussion and adoption of Debt Service Option (Town Manager)
 - c) *Introduce bond ordinance for reconstruction of Elm Street (Town Manager)
 - d) *Set Public Hearing for January 18, 2005 at 7:15 PM for reconstruction of Elm Street Bond Ordinance (Town Manager)

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- e) Introduce and approve an ordinance entitled "AN ORDINANCE APPROVING THE PURCHASE OF 0.499 ACRES OF LAND FROM WINDSOR BUSINESS PARK, LLC IN THE AMOUNT OF \$31,700.00". (Town Manager)
 - f) Set a Special Town Meeting for Tuesday, January 18, 2005 at 7:00pm at Windsor Town Hall to approve or disapprove an ordinance entitled "AN ORDINANCE APPROVING THE PURCHASE OF 0.499 ACRES OF LAND FROM WINDSOR BUSINESS PARK, LLC IN THE AMOUNT OF \$31,700.00". (Town Manager)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 20, 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: January 3, 2005
To: Honorable Mayor and Members of the Town Council
From: Peter Souza, Town Manager 
Subject: FY 2006 Budget Calendar and Format

Background

The Budget Calendar outlines the process for submittal, review and adoption of the annual operating budget. It is customary for the Town Council to approve the Budget Calendar early in the calendar year. The Town Charter also requires that, should the Town Council desire any changes to the budget format, these changes should be adopted by January 15.

Discussion/Analysis

The attached Proposed Budget Calendar is consistent with the calendars adopted for previous budgets. The Town Manager's proposed budget would be submitted to the Town Council by March 26 followed by the Council's budget work sessions on Mondays and Wednesdays throughout April (Council usually leaves one Monday or Wednesday evening open). The schedule also includes the necessary Public Hearings (February 7 and April 1) and Adjourned Town Meeting (referendum) date of May 10th. Due to the Passover holiday of April 24, the originally planned meeting date of April 26 has been moved to April 27. The Town Council may vote to hold this meeting on the 20th of April during school vacation if they would rather.

Staff recommends no changes to the budget's format. The town's format incorporates best practices as defined by the Government Finance Officers Association and has been that way since 2002.

Financial Impact

None.

Other Board Action

None.

Recommendations

If the Town Council is in agreement, that the following motions be adopted:

“MOVE that the attached Budget Calendar for FY 2006 be adopted.”

“MOVE that a Public Hearing for input from the public regarding the FY 2006 budget be scheduled for February 7, 2005 at 7:15 PM.”

“MOVE that a Public Hearing for input from the public regarding the FY 2006 budget submitted by the Town Manager be scheduled for April 4, 2005 at 7:15 PM.”

“MOVE that the Adjourned Town Meeting be scheduled for May 10, 2005.”


Attachments

Proposed FY 2006 Budget Calendar

**TOWN OF WINDSOR, CONNECTICUT
FY 2005-2006
BUDGET CALENDAR BY DEPARTMENT**

Date	Day	Step
Feb. 7, 2005 7:15 PM	Monday	Public Hearing by Town Council to hear budget requests from citizens.
April 1, 2005	Friday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget).
April 4, 2005 7:15 PM	Monday	Regular Town Council meeting; Public Hearing re: public opinion regarding budget as proposed by Town Manager
April 6, 2005 6:30-9 PM	Wednesday	Board of Education, Public Works, Landfill, Development Services, and Community Development
April 11, 2005 6:30-9 PM	Monday	Safety Services, Health Services, Information Services, Human Services, Child Care, and Adult Day Care
April 13, 2005 6:30-9 PM	Wednesday	Board of Education, Library Services, Recreation & Leisure Services, General Government and Price Guide
April 18, 2005 6:30-9 PM	Monday	Administrative Services, Town Support for Education, General Services, Insurance Internal Service Fund, and Revenues
April 27, 2005 6:30-9 PM	Wednesday	Capital Spending and Town Council final deliberations
May 10, 2005	Tuesday	Recommended date for Adjourned Town Meeting (referendum)
May 16, 2005	Monday	Regular Town Council Meeting; Council sets tax rate
June 24, 2005	Friday	Tax bill mailing completed
June 30, 2005	Thursday	End of current fiscal year.
July 1, 2005	Friday	FY 2006 budget becomes effective; taxes for FY 2006 fiscal year due and payable.

Agenda Item Summary

Date: January 3, 2005
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Town Manager 
Subject: Debt Service Options

Background

In December the Town Council reviewed the estimated fixed cost for the FY 2006 budget which included options relative to debt service. This item is placed on the agenda for further discussion of alternative bonding options and selection of a preferred alternative.

Discussion/Analysis

Generally the town has borrowed money for capital projects in the spring of the fiscal year which impacts debt service payment for the following fiscal year. The adopted Capital Improvements Program has four projects scheduled for bonding in fiscal year 2005. If bonded these projects create \$712,225 in new debt service payments for FY 2006. In addition there is the slight potential for the need to "roll over" an existing short-term note related to the High School project, which adds \$21,500 to the \$712,225.

These increases are offset by a \$207,610 decrease in debt service payments due to refinancing efforts and previously issued debt being paid off. Therefore if all the planned projects plus the short term note for the High School are bonded this spring the net impact on the FY 2006 debt service payment would be an increase of \$526,121.

In hopes to mitigate a tax increase in FY 2006 there have been a variety of discussions with Council committees regarding alternative approaches toward this year's capital plan and debt financing. The Town Improvements Committee met in the fall and reviewed the planned projects for FY 2005 borrowing and suggested deferring all the projects except the library renovation.

Subsequently staff has developed options for Council review. Described below are three options which attempt to mitigate the debt payments in FY 2006. Attached is a table showing the comparison between the planned borrowing and the alternatives.

Option A

This alternative defers Lang Road Reconstruction, Elm Street Reconstruction and Transfer Station Design projects and allows borrowing of \$5.55 million for the library and the High School temporary note is "rolled over" for approximately 6 months. The FY 2006 debt service payment would increase by approximately \$364,000 over the FY 2005 appropriation.

Option B

Similar to Option A, this defers Lang Rd and Transfer Station design projects, but Elm Street Reconstruction would proceed as planned. A temporary note would be issued in FY 2005 for Elm Street and a \$29,721 payment would be due in FY 2006. The High School temporary note is "rolled over" for approximately 6 months requiring a \$21,500 payment in FY 2006

The library project would be financed in two steps. The first being a \$3 million temporary note in FY 05 and the entire \$5.55 million would be borrowed in FY 06. The temporary borrowing requires a \$202,500 payment in FY 2006, and over the life of the bond issue the estimated cost of principal and interest payments would be \$1.1 million higher than in Options A and C.

Although this alternative would add a net of \$46,000 to the debt service payment in FY 2006 over FY 2005, the impact to Fiscal Year 2007 debt service would be an approximate increase of \$630,000 if the draft CIP for FY 2006 is implemented.

Option C

Similar to Option B this alternative defers Lang Rd Reconstruction and Transfer Station design projects, and Elm Street Reconstruction is planned to proceed. A temporary note would be issued in FY 2005 for Elm Street and the \$29,721 payment in FY 2006 would be funded with cash from the Capital Projects Fund.

The library project bond (\$5.55m) would be issued in FY 2005. The High School temporary note would not be rolled over as we would plan to receive state reimbursement late this spring.

This borrowing alternative would result in a net increase of approximately \$343,000 in FY 2006 debt service payments over FY 2005. The increase in FY 2007 debt service with the planned FY 2006 CIP would be approximately \$310,000.

Further Option to Mitigate Impact of Debt Service Increase

Debt service increases in FY 2006 and FY 2007 can be furthered mitigated by utilizing the expected State reimbursement for the High School renovation project. It is expected that this spring approximately \$600,000 in net final reimbursements will be received. Options for use of these funds include placing them in 1) General Fund Undesignated Fund Balance, 2) Capital Projects Fund or 3) Debt Service Fund.

The first option would allow the funds to replenish the Undesignated Fund Balance. Option 2 would make these funds available to cash finance projects and/or to be used as operating capital for projects that are eligible for reimbursement. The third option allows the Town Council to build a reserve in the Debt Service Fund to appropriate over the next two to three fiscal years to mitigate the impact of increases in debt service payments and in the short term diminish future tax increases due to debt financing.

Other Board Action

None.

Recommendations

It is recommended that Option C be approved and the anticipated reimbursements in the amount of \$600,000 from the High School renovation project be allocated to the Debt Service Fund for future appropriation to mitigate the impact of increases in annual debt service payments.

“RESOLVED, that the Town Council approves Option C, Fiscal Year 2005 Debt Service, as outlined in the attached table and the Town Manager is directed to include in the FY 2006 proposed operating budget the use of anticipated State reimbursements related to the High School renovation project to further reduce general fund appropriations for debt service payments.”

Attachments

Debt Service Options

DEBT SERVICE OPTIONS

FY 2005 Debt Service	5,584,948
FY 2006 Debt Service (existing debt)	5,377,338
Change in Debt Service	-207,610

FY 2005 Bonding

	Planned	Option A	Option B	Option C
Lang Road Reconstruction	92,700	0	0	0
Elm Street Reconstruction	43,775	0	29,721	29 K cash
Transfer Station Design	25,750	0	0	0
Library Renovation	550,000	550,000	202,480	550,000
High School Temporary Note	21,506	21,506	21,506	0
Debt Service on New Debt	733,731	571,506	253,707	550,000
Change in Debt Service from FY 05 to FY 06	526,121	363,896	46,097	342,390
Change in Debt Service from FY 06 to FY 07 (based on draft CIP)	172,511	268,511	632,511	312,511

Option A

Library: \$5.55m bond issued in FY05, 20 yr term
 WHS: Temp note rolled over and paid off 9/05
 Elm: Defer work 1 year

Option B

Library: \$3 M temp note issued FY05, bond issued in FY06. Adds \$1.1M to total cost of issue. Potential refinance in 7 or 8 yrs
 WHS: Temp note rolled over and paid off 9/05
 Elm: \$440 K note issued in FY 05, Bond issued FY 06

Option C

Library: \$5.55m bond issued in FY05, 20 yr term
 WHS: Temp note is not rolled over
 Elm: \$440 K note issued in FY05, Bond issued FY06, cash finance \$29 K

Agenda Item Summary

Date: January 3, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Gregg Pavitt, Director of Finance
Tom Lenehan, Town Engineer

Reviewed By: Peter Souza, Town Manager

Subject: Elm Street Reconstruction Bond Ordinance

Background

The proposed improvements include reconstructing Elm Street from Broad Street to Preston Street--a distance of approximately 1,240 feet. It is proposed to reconstruct Elm Street in its entirety. This will provide for following: a pavement width of about 28 feet, adding grades to direct storm water to both new and existing catch basins, installing approximately 5,000 square feet of new sidewalks on both sides, installing 2,400 linear feet of new curbing and other amenities.

Discussion/Analysis

This is the smallest project within the CIP for this current fiscal year (FY 05). It is advisable that at least one project (in addition to the library) should be carried out this fiscal year to maintain some semblance of the town's CIP program. By delaying this project along with the reconstruction of Lang Road, additional projects in FY 2006 and FY 2007 would need to be deferred a number of years, creating a greater back log of street reconstruction projects.

Financial Impact

The preliminary estimate of costs is \$440,000. The town must complete the design using consultant services, prepare contract documents and obtain local approvals prior to construction. During construction, the town will retain the services of the consultant for shop drawing and technical reviews.

The following funds should be bonded:

Planning, Design and Technical Assistance	\$20,000
Construction	\$420,000
Bonding cost	<u>\$5,000</u>
	\$445,000

The annual debt service to pay back the bond will be determined by the interest rate that is in effect at the time of bond issuance (anticipated to be in the Spring). As discussed at the last Finance Committee meeting, an alternative to issuing permanent financing this fiscal year is to issue a short term note followed by so called permanent financing in Fiscal Year 2006. Such an arrangement would lower the debt service costs for Fiscal Year 2006. It is further suggested that the financing cost in Fiscal Year 2006 (estimated at \$30,000) be funded from the Capital Projects Fund, thereby helping to mitigate a tax increase. The ordinance accompanying this agenda statement allows for both notes and bonds.

Other Board Action

This project is included in the Capital Improvements Program for the current fiscal year (FY 2005). The Finance Committee has reviewed projected bond projects for FY 05 at its last meeting. Earlier in the fall the Town Improvements Committee met and although there was not a formal vote the general consensus was to defer new bonding in FY 2005 except for the library project in hopes of mitigating tax increase for FY 2006.

Recommendations

That if the Town Council is in agreement, the following motions be approved:

- 1) Waiving of the Reading of the Minutes

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled “AN ORDINANCE APPROPRIATING \$445,000 FOR RECONSTRUCTION OF ELM STREET FROM ITS INTERSECTION WITH BROAD STREET TO ITS INTERSECTION WITH PRESTON STREET AND RELATED AMENITIES AND IMPROVEMENTS INCLUDING SIDEWALK AND CURBING INSTALLATION AND DRAINAGE IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$445,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

- 2) Introduction of Ordinance

“MOVE that the following ordinance entitled “AN ORDINANCE APPROPRIATING \$445,000 FOR RECONSTRUCTION OF ELM STREET FROM ITS INTERSECTION WITH BROAD STREET TO ITS INTERSECTION WITH PRESTON STREET AND RELATED AMENITIES AND IMPROVEMENTS INCLUDING SIDEWALK AND CURBING INSTALLATION AND DRAINAGE IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$445,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” be introduced.”

- 3) Set Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, January 18, 2005 at 7:15 p.m. (prevailing time) on the following ordinance entitled: “AN ORDINANCE APPROPRIATING \$445,000 FOR RECONSTRUCTION OF ELM STREET FROM ITS INTERSECTION WITH BROAD STREET TO ITS INTERSECTION WITH PRESTON STREET AND RELATED AMENITIES AND IMPROVEMENTS INCLUDING SIDEWALK AND CURBING INSTALLATION AND DRAINAGE IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$445,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$445,000 FOR RECONSTRUCTION OF ELM STREET FROM ITS INTERSECTION WITH BROAD STREET TO ITS INTERSECTION WITH PRESTON STREET AND RELATED AMENITIES AND IMPROVEMENTS INCLUDING SIDEWALK AND CURBING INSTALLATION AND DRAINAGE IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$445,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate FOUR HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$445,000) for design, construction and installation costs in connection with the reconstruction of Elm Street from its intersection with Broad Street to its intersection with Preston Street providing a pavement width of approximately 28 feet, grades to direct storm water to new and existing catch basins, installation of new sidewalks on both sides of Elm Street and new curbing and other related amenities and improvements. The appropriation may be spent for design and construction costs, equipment, materials, land or easement acquisition (in an amount not to exceed \$10,000), engineering and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project. The Town Engineer is authorized to determine the scope and particulars of the project.

Section 2. That the Town issue bonds or notes in an amount not to exceed FOUR HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$445,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed FOUR HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$445,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day, Berry & Howard LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds

or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Town Engineer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations or to obtain grants to finance the aforesaid appropriation.

Agenda Item Summary

Date: January 3, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Peter Souza, Town Manager

Subject: Addison Road/Day Hill Road Intersection Improvements

Background

To construct the subject intersection improvements at Day Hill Road and Addison Road, the Town Council is being requested to approve an ordinance for the acquisition of a small parcel of land, 0.499 A. and set a Special Town Meeting for approval.

Discussion/Analysis

This project will improve the intersection of Day Hill Road and Addison Road by eliminating the present skewed arrangement, constructing a T intersection and installing a traffic signal. The construction of the project will be funded by the Surface Transportation Program, 80% federal funds and 20% state funds. However, the Town is responsible for the design and the acquisition of land required to support the project. It has been determined that 0.499 A of land is required to construct the new intersection. This parcel is located on the southwest corner of the project and is owned by Windsor Business Park, LLC. The Town Council has previously authorized the Town Manager to execute an agreement with the State to acquire this parcel.

Financial Impact

The agreed to purchase price of the parcel is \$31,700. This amount is consistent with the appraisal obtained by Town staff. While the Town will need to fund this acquisition, the Town will be reimbursed 90% of the acquisition costs and administrative expenses. There are sufficient funds in Project No. 9032 to use for this acquisition.

Other Board Action

The Town Planning and Zoning Commission, at its meeting on December 14, 2004, recommended approval of the acquisition of this parcel.

Recommendations

If the Town Council is in agreement the following motions would be in order:

1. Waiving of the reading into the minutes

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled “AN ORDINANCE APPROVING THE PURCHASE OF 0.499 ACRES OF LAND FROM WINDSOR BUSINESS PARK, LLC IN THE AMOUNT OF \$31,700.00” 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 the full text of the ordinance be recorded with the minutes of this meeting.”

2. Introduce Ordinance

Introduce and approve an ordinance entitled “AN ORDINANCE APPROVING THE PURCHASE OF 0.499 ACRES OF LAND FROM WINDSOR BUSINESS PARK, LLC IN THE AMOUNT OF \$31,700.00” The full text of the ordinance and contract is available in the Town Clerk’s office.

3. Set Special Town Meeting

“RESOLVED, that a Special Town Meeting be set for January 18, 2005 at 7:00 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to approve or disapprove an ordinance entitled “AN ORDINANCE APPROVING THE PURCHASE OF 0.499 ACRES OF LAND FROM WINDSOR BUSINESS PARK, LLC IN THE AMOUNT OF \$31,700.00”, which the Town Council has recommended for approval.

And

Be it further RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Special Town Meeting.

Attachments

Proposed Ordinance

**AN ORDINANCE APPROVING THE PURCHASE OF 0.499 ACRES OF LAND FROM
WINDSOR BUSINESS PARK, LLC IN THE AMOUNT OF \$31,700.00**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Section 1. The acquisition of a parcel of land at 123 Day Hill Road by the Town of Windsor, Connecticut from Windsor Business Park, LLC, for \$31,700 is hereby approved, subject to normal adjustments in accordance with the standard practice of the Hartford County Bar Association, except that any tax adjustment shall be on an assessment year basis.

Section 2. The Town Manager is authorized to make such modifications as may be required from time to time in this acquisition process which does not substantially change the terms thereof and to execute all closing documents and expend such funds as may be required to effect the closing of title and to enforce the acquisition.

Section 3. This Ordinance shall become effective ten (10) days after publication in a newspaper having circulation in the Town of Windsor after approval of a Special Town Meeting.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council: _____

Public Hearing Advertised: _____

Referred to Town Meeting: _____

Town Meeting Approval: _____

Publication Date: _____

Effective Date: _____

XIII. Resignations and Appointments

January 3, 2005

- 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 *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)
- C. One *Republican* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Gale Deming – reappointment)
- D. One *Republican* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Shirley Hallett – reappointment)
- E. One *Republican* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Lee Hoffman – reappointment)
- F. 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)
- G. One *Democratic* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Estelle LaBarre – reappointment)
- H. 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)
- I. One *Democratic* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Linda Rickard – reappointment)
- J. One *Democratic* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Susan Viner – reappointment)

XIII. Resignations and Appointments

January 3, 2005

- K.** One *Republican* Member
Conservation Commission
Five Year Term to expire November 30, 2009 or until a successor is appointed
(Samuel Hinckley – reappointment)
- L.** One *Republican Alternate* Member
Conservation Commission
Five Year Term to expire November 30, 2009 or until a successor is appointed
(Theresa Langevin – reappointment)
- M.** One *Democratic* Member
Economic Development Commission
Five Year Term to expire January 31, 2010 or until a successor is appointed
(Mark Griffin – reappointment)
- N.** One *Republican* Member
Economic Development Commission
Five Year Term to expire January 31, 2010 or until a successor is appointed
(Daniel Lynch – reappointment)
- O.** One *Republican* Member
Economic Development Commission
Five Year Term to expire January 31, 2010 or until a successor is appointed
(James Martin – reappointment)
- P.** One *Democratic* Member
Economic Development Commission
Five Year Term to expire January 31, 2010 or until a successor is appointed
(Paul Sorbo – reappointment)
- Q.** One *Democratic Tenant* Member
Fair Rent Commission
Three Year Term to expire March 31, 2007 or until a successor is appointed
(Brian Daly – reappointment)
- R.** One *Republican* Member
Historic District Commission
Five Year Term to expire October 11, 2009 or until a successor is appointed
(Marcia Hinckley – reappointment)
- S.** 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)
- T.** 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

January 3, 2005

- U. 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)

- V. 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)

- W. One *Republican* Member
Public Building Commission
Three Year Term to expire November 30, 2007 or until a successor is appointed
(Robert Gustafson – reappointment)

- X. One *Republican* Member
Town Planning & Zoning Commission
Five Year Term to expire November 8, 2009 or until a successor is appointed
(David Kelsey – reappointment)

- Y. 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)

- Z. 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
Council Chambers – Town Hall
December 20, 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 Simon and Councilor Walker

Absent – Councilor Mulligan

2. Prayer – Councilor Ellingwood
3. Pledge of Allegiance – Councilor Ellingwood
4. Proclamations/Awards

None.

5. Public Communications and Petitions

None.

6. Report of Appointed Boards and Commissions

- A. Public Building Commission

Mr. Joseph Novak, Chair, reported to the Council.

WHS – The circuit breakers have been labeled. They will close out the project at their meeting tomorrow, 12/21/04.

Welch Pool Renovation – materials have been ordered and work will progress during the winter.

Clover Street Window Replacement Project – will start in the fall of 2005.

L.P. Wilson and Sage Park Gyms – the floors are complete.

Poquonock Office Improvements – complete. There are a few minor change orders pending.

Library Expansion Project – bidding was postponed until today and they will be reviewing the bids. Add alternates will also be reviewed. The low bid came in at \$4,041,000. The project is budgeted for \$4.2 million with a \$400,000 contingency. There is \$500,000 for furniture in this budget

Councilor Jepsen asked for clarification on why the Poquonock School project is over budget. Mr. Novak said they are not over budget on that project. There were a number of change orders that were presented to them that they did not approve. If they had approved them, they would have gone over budget. Councilor Jepsen also asked about the indefinite closure of the WHS pool. He asked if anything could have been done in renovation to prevent the closure. Town Manager Souza said that the inside pool was closed due to the water needing to be clarified. The pool has been reopened as of today.

7. Town Manager's Report

Traffic Light at RT 218 Columbia Road

The new signal is now installed and is placed on flash this week. An inspection is planned for later this week. If the inspection goes well it is DOT's intention to begin operating the new signal later this week.

Open Space Fund

The Windsor Conservation Commission has begun a fundraising effort designed to help preserve and protect Windsor's natural resources. Letters explaining the initiative will be mailed to Windsor residents in the coming days. Tax deductible donations will be placed in Windsor's Open Space Fund to be used toward projects to preserve wetland areas, wildlife corridors, greenways and other open space. For further information, please call Terry Langevin at 298-9873.

Windsor Fuel Bank

The Windsor Fuel Bank is accepting financial donations from businesses and individuals. These tax-deductible donations are used to provide emergency fuel assistance for families in need during the heating season. Please contact Windsor Social Services at 285-1842

Happy Holidays

Please note that the Town Hall will be closed all day on Friday, December 24, 2004 due to the Christmas Eve holiday. We will also be closed for business Friday, December 31, 2004 due to New Years.

Councilor Dean asked about the L.P. Wilson closure noted on the town's website. Town Manager Souza said that the gymnasium was closed due to one of the basketball backboards being replaced and an incident that occurred last week where the floor was damaged.

Councilor Broxterman asked if donations to the fuel bank are tax deductible. Town Manager Souza said that cash donations to the fuel and food bank are tax deductible.

8. Communication from Council Members

Councilor Broxterman – wished everyone a happy holiday and reminded residents to make sure the fire hydrants are accessible.

Councilor Dean – happy holidays and drive safely.

Councilor Ellingwood – happy holidays.

Councilor Jepsen – wished happy holidays to all.

Councilor Simon – None.

Councilor Mulligan – None.

Councilor Walker – reminded residents to support local businesses with their holiday shopping. He thanked the State DOT employees, Councilor Mulligan and Town Manager Souza for their help with the traffic light at Rt. 218. He wished everyone happy holidays.

Deputy Mayor Curtis – wished everyone happy holidays and encouraged residents to patronize Windsor businesses.

Mayor Trinks – reminded all to check on their elderly neighbors during poor weather. He thanked those who managed the Torchlight event. He thanked the staff for their preparation of the landfill meeting.

Councilor Broxterman added that residents are welcome to attend any Council or Committee meetings.

9. Reports of Standing Committees

A. Finance Committee - they met on December 14, 2004, to discuss two items on the agenda, items 12 C & D. They also discussed potential for additional tax relief for elderly residents.

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 is scheduled for January 3, 2005.

F. Personnel Committee – None.

10. Ordinances

None.

11. Unfinished Business

None.

12. New Business

A. Approve accepting a parcel of land at Southwood Drive

Moved by Councilor Ellingwood, seconded by Councilor Broxterman, 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.

Mr. Tom Lenehan, Town Engineer, discussed the donation. The 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. The land is being donated, having a value of approximately \$25,000. The Town Planning and Zoning Commission recommended approval at their June 8th meeting.

Mayor Trinks asked how we avoid having this situation happen again. Mr. Lenehan said the cul-de-sac would be eliminated if the road does go through. That area was developed with the knowledge that there would be a possible future road in the area. Town Manager Souza added that through deed research, it was noted that the road was a possibility, but owners may not have read their deed thoroughly.

Councilor Jepsen asked about the road. Mr. Lenehan said that it can be a possible future road and there are issues with developing the land right now. There are wetlands and it would currently be impossible to develop it, but this is the last chance the town has to acquire the property.

Councilor Broxterman asked why this is so attractive to the town. Mr. Lenehan said that it is strictly for the future possibility of placing a road at this location. Town Manager Souza added that the length of the cul-de-sac (1,200 feet) is more than the length of the current regulations, which are now 850 feet.

Councilor Dean asked when the construction would start and how long it would take. Mr. Lenehan said that the roadway into the main area started six months ago and the houses have not been constructed yet.

Motion Passed 8-0-0

- B. Approve submittal of grant application to the Small Cities Community Development Block Grant Program for the reconstruction of Pleasant Street

Moved by Councilor Jepsen, seconded by Councilor Walker, 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.”

Mr. Jim Hallisey, Community Development Coordinator, discussed the project.

Councilor Ellingwood asked if the funding is for the street. Town Manager Souza said that it would be for the reconstruction of the street, including sidewalks and curbs.

Deputy Mayor asked about the timeline from the State. Mr. Hallisey said they should hear by May or June with design taking place in 2005-2006 as proposed.

Councilor Jepsen asked what would be bonded. Town Manager Souza said that if successful this summer and fall, the project would be bid and constructed in the summer of 2006. Bond authorization allows us to fund it out of on-hand cash and then we would be reimbursed by the grant.

Motion Passed 8-0-0

- C. Authorize Town Treasurer activity regarding review of FY 2005 budget and in preparation of FY 2006 budget

Moved by Councilor Simon, seconded by Councilor Jepsen, that resolved, 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.

Motion Passed 8-0-0

Moved by Councilor Simon, seconded by Councilor Jepsen that resolved, that \$3,000 be transferred from the Town Council’s FY 2005 budget to the Town Treasurer’s FY 2005 budget.

Councilor Simon discussed the activity. Reviewing the Town Charter, the Town Council has the authority to use the Town Treasurer to look at budgetary items and report back to the Council. It is not meant as a slight to any town employees, it is merely trying to get another set of eyes to get a perspective.

Councilor Ellingwood asked Mr. Randy Graff, Town Treasurer, how much time would be needed. Mr. Graff was thinking it would take until about January to review the current budget. The second part would probably take a little more time, prior to the budget process in conjunction with the Town Manager and Finance Committee. He said the hours would depend on how much work is requested.

Councilor Simon also discussed ideas for compensating the Town Treasurer. There is no obligation to accept the recommendations from the Town Treasurer. He is uniquely qualified to act in this regard and he would expect that he would have some worthwhile proposals.

Councilor Jepsen asked if this could be compared to ValueNet. Town Manager Souza said that ValueNet savings were over \$100,000. Mr. Graff stated that ValueNet was looking for process improvement. This motion involves reviewing the budget.

Councilor Walker is in favor of doing whatever is necessary to meet a zero growth budget. He is more focused on those accounts in town that have funds leftover from finished projects or accounts in limbo.

Deputy Mayor Curtis added that he hopes this is not viewed by the community that something else is going wrong. What we are trying to do is get to the point of maintaining services without raising taxes.

Motion Passed 8-0-0

D. Discussion regarding estimated fixed costs for FY 06 budget

Town Manager Souza explained the two options to reduce previous fixed cost estimates with the primary changes in debt service and sewer services.

Councilor Simon asked what time frame for decision making is needed to proceed with the options. Mr. Gregg Pavitt, Finance Director, said that the time frame would be the end of January or beginning of February. The second Council meeting in January (1/17/05) would be preferable.

Councilor Jepsen asked if Lang Road was included. Town Manager Souza said that Lang Road is not included in these options. Elm Street is in need of work.

Councilor Simon said that of the \$4.5 million of fixed costs, \$2 million are allocated toward salaries on the Town and Board of Education side. We have to think about asking town employees to participate in the town tax freeze.

Councilor Ellingwood said that we should address this and then go back to the professional staff and tell them that we need to achieve this and let them come up with the ways to achieve it, whether it be a reduction in services or something else.

Councilor Jepsen said there are vacancies now and we can continue with those vacancies. We are either going to get concessions or the loss of jobs or a combination of both.

Councilor Walker said that whatever the increases were to the residents of Windsor, we need to do something to mitigate the charges. He believes that we can do something to demonstrate to the residents that they will have relief in the next tax year. The town staff has taken sacrifices. In both options presented, the mill rate increases under the fixed costs.

Deputy Mayor Curtis said that salaries are a difficult issue, particularly with bargaining units. The bargaining unit can say no. You can throw the threat of bodies versus money and that may be the way to do it. He is concerned about employees who are residents of Windsor. Are we to expect them to pay higher taxes and take a salary cut? We have to be delicate with how we handle this. Perhaps this should be a topic at the Joint Board of Education/Town Council meeting.

Mayor Trinks agrees with Councilor Ellingwood that we have given Dr. Elizabeth Feser, Superintendent of Schools and Town Manager Souza the charge for a zero tax increase. The only product we produce is services for the town. He has faith in the town staff to come in at this amount.

Councilor Simon reminded the Council of its vote to maintain no tax increase with maintaining services. If we are going to do this, we have to attack fixed costs. He didn't raise this issue as a threat to the employees and is not projecting a salary cut. He is requesting a reduction in the salary increase. We may have to ask and people should know that it may be a consideration that comes from us.

Councilor Dean appreciates the Town Manager for putting together these two options, but it is a bit premature until we get the information back from the Treasurer, when we can make a better-educated decision.

13. Resignations and Appointments

Moved by Councilor Jepsen, seconded by Councilor Broxterman to appoint James Pacino to the Youth Commission for a two year unexpired term to expire September 30, 2005 or until a successor is appointed.

Motion Passed 8-0-0

14. Minutes of Preceding Meetings

A. Minutes of the December 6, 2004 Public Hearing

Moved by Councilor Broxterman, seconded by Councilor Dean to accept the minutes of the December 6, 2004 Public Hearing. Corrections: None.

Motion Passed 8-0-0

B. Minutes of the December 6, 2004 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Dean to accept the minutes of the December 6, 2004 Regular Town Council Meeting. Corrections: None.

Motion Passed 8-0-0

15. Public Communications and Petitions

None.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Broxterman, seconded by Councilor Dean to adjourn the Regular Town Council Meeting at 9:05 p.m.

Motion Passed 8-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch