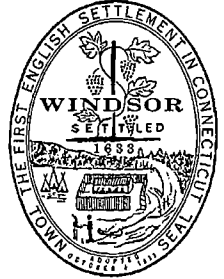




Council Agenda

Council Chambers
Windsor Town Hall
November 21, 2005



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Simon
3. PLEDGE OF ALLEGIANCE – Councilor Simon
4. PROCLAMATIONS/AWARDS
 - a) Proclamation Honoring June Shafer for her 38 years of service as a Crossing Guard
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Public Building Commission
 - c) Windsor Housing Authority
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *ABB Site Cleanup Update (Town Manager)
 - b) *Resolution regarding town government staffing (Councilor Simon)
 - c) *Discussion regarding Windsor's legislative priorities (Councilor Simon)
 - d) *Discussion regarding role of standing committees (Councilor Jepsen)



- e) *Authorize the Town Manager to execute an agreement with the State of Connecticut for Bio-terrorism Planning Grant (Town Manager)
- f) *Authorize the Town Manager to execute an agreement with the State of Connecticut for a Social Services Block Grant (Town Manager)
- g) *Authorize Town Manager to enter into and sign a contract with the Greater Hartford District for Windsor bus shelters (Town Manager)
- h) *Approve Open Purchase Orders (Councilor Simon)
- i) *Approve 2006 schedule of Board/Commission Annual Reports to the Town Council (Town Manager)
- j) *Approve Town Council meeting dates for calendar year 2006 and January 2007 (Town Manager)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the October 17, 2005 Town Council Meeting
- b) *Minutes of the November 14, 2005 Special Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Honoring School Crossing Guard June Shafer

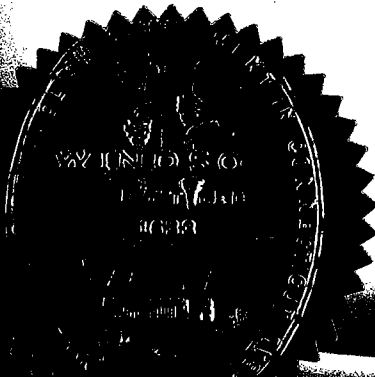
WHEREAS, Each day thousands of crossing guards around the country put their lives in harms way to protect children from the dangers they may face on the way to school, whether that be a speeding car ignoring posted school-zone speed limits, adverse weather conditions or even a minor scuffle between siblings; and,

WHEREAS, June Shafer began her career as a school crossing guard in 1966 at John Fitch School. Following the closing of John Fitch School, June began assisting Windsor school children arrive safely to Clover Street School by monitoring the intersection of Clover Street and Rood Avenue where she was stationed until her retirement; and,

WHEREAS, Tonight we commend June for taking time from her life to assure all parents that their children will have a responsible adult looking over them from the time they leave the house in the morning until they sit at their desks to begin their school day. Through torrential downpours, driving snowstorms, blistering heat and frigid cold, our children have counted on June and so many other dedicated crossing guards like her to provide a familiar face to guide them on their trip to and from school.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT

June Shafer is honored for her dedication and service to the Windsor community and her vital role in keeping children safe in our community.




Donald S. Trinks
Mayor of Windsor
November 21, 2005

Agenda Item Summary

Date: November 21, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Charles J. Petrillo, Jr., Director of Health

Reviewed By: Peter Souza, Town Manager 

Subject: Combustion Engineering Site Cleanup Update

Background

ABB/Combustion Engineering is located at 2000 Day Hill Road and consists of a complex of 30 buildings located on 600 acres of land. Past activities at the site have resulted in the release of residual amounts of uranium and certain chemicals. Activities have been on going to clean up the site. These activities involve Combustion Engineering, the United States Army Corp of Engineers, the Nuclear Regulatory Commission, the Environmental Protection Agency, the Department of Justice, the Connecticut Department of Environmental Protection, and the Town of Windsor. Representatives from ABB/Combustion Engineering have been coming before the Town Council for a number of years to update the Council on the progress of the cleanup activities.

Discussion and Analysis

Combustion Engineering (CE) began operations at this site in 1955 when CE was contracted by the Atomic Energy Commission (AEC) to engage in research, development and manufacturing of nuclear fuel for the U.S. Navy. This activity ceased in 1961. As a result of these activities, residual amounts of highly enriched uranium occurred at some of the buildings and surrounding areas. Investigation and cleanup of highly enriched uranium on site is currently being conducted by the U.S. Army Corps of Engineers under the Formerly Utilized Sites Remedial Actions Program (FUSRAP) of the federal government. The focus of the FUSRAP program is to address those areas of the site where highly enriched uranium was managed/used for the Atomic Energy Commission.

From the early 1960s to 2000, CE was involved in research, development and engineering of commercial nuclear and fossil fuel systems at its Windsor site. In 2000, the nuclear business operating on site was sold to Westinghouse and the fossil business was sold to Alstom Power. However, CE retained ownership of the buildings and property. The property is subject to the Connecticut Transfer Act with respect to site investigation and cleanup. Combustion Engineering is also decommissioning and dismantling buildings under their Nuclear Regulatory Commission license prior to terminating that license. The license was for its commercial nuclear business and for research.

Since the site was a permitted hazardous waste storage facility in the 1980s, it is subject to corrective action under the federal government's Resource Conservation and Recovery Act (RCRA). Chemical contamination, the result of both nuclear fuel production and fossil fuel research, is being addressed by Combustion Engineering under the U.S. Environmental Protection Agency's voluntary corrective action program.

Cleanup of the site is expected to be completed between 2006 and 2008, although the progress regarding FUSRAP has slowed. Work on the three areas (chemical cleanup, remediation of radiological contamination resulting from government contracts, and remediation of radiological contamination as a result of commercially licensed nuclear operations) is taking place concurrently with the goal of returning the site to productive reuse as soon as possible.

Financial Impact

There will be no direct financial impact to the Town of Windsor. Cleanup and unconditional release of the site will result in redevelopment of the site and a likely increase to the town's tax rolls.

Other Board Action

No action by the Town Council is needed. Windsor's Inland Wetlands and Watercourses Commission issued a wetlands permit for cleanup impacting wetlands and watercourses on the property. The Building Department has issued demolition permits and the Planning and Zoning Commission has issued a filling permit for excavations.

Recommendation

It is recommended that the cleanup of this site be monitored by Town personnel and that periodic reports on the progress of that cleanup be made by ABB, the Army Corp of Engineers, and the Connecticut Department of Environmental Protection.

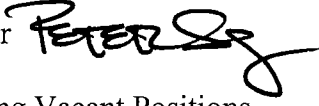
Attachments

None.

Agenda Item Summary

Date: November 21, 2005

To: Honorable Mayor and Members of the Town Council

From: Peter Souza, Town Manager 

Subject: Resolution Relative to Filling Vacant Positions

Background

Councilor Simon has requested a resolution be placed on the Town Council agenda to allow the Town Council to confirm the Council's priority that all open, budgeted positions are filled as quickly as possible. The item is meant to provide direction that service delivery is priority over keeping positions vacant for purposes of cost savings as was done in Fiscal Year 2005.

Discussion/Analysis

There are currently a range of positions vacant across the organization due to retirements and voluntary and involuntary separations from employment. Efforts have been underway since the beginning of the fiscal year to fill vacancies. A majority of the positions are governed by collective bargaining agreements which dictate a set recruitment and selection process. Two of the vacant positions, plus another announced retirement, are executive level positions. Efforts have been underway to conduct national searches for two of the executive positions. The third executive level recruitment is set to commence in December. Generally speaking, a national search takes 90 to 120 days to reach the point of making a final job offer.

Unlike FY 05, when a hiring freeze was implemented in October, no instructions have been given to department directors to keep positions open in order to achieve cost savings. A number of promotions and new hires have been made during the fiscal year. Unfortunately, we have also had a number of retirements and other separations during the same period.

Financial Impact

None.

Other Board Action

None.

Recommendations

It is Councilor Simon's intent to present a motion at Monday evening's meeting for Town Council consideration which would provide direction to the Town Manager by expressing the Town Council's desire to have vacant positions filled as soon as possible so that both short-term and long-term service needs can be met.

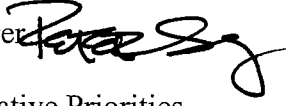
Attachments

None.

Agenda Item Summary

Date: November 21, 2005

To: Honorable Mayor and Members of the Town Council

From: Peter Souza, Town Manager 

Subject: Discussion of 2006 Legislative Priorities

Background

Councilor Simon has requested an item be placed on the Town Council agenda to initiate discussion relative to developing legislative priorities for the 2006 State legislative session. As part of the item, Councilor Simon is also recommending the Council invite our state legislative delegation to attend an upcoming Council meeting to discuss the legislative priorities.

Attached for informational purposes is the preliminary statement of the Connecticut Conference of Municipalities' legislative priorities. The document outlines the probable areas in which this statewide organization will devote its legislative efforts in the coming session.

Similar to other cities and towns, Windsor in past years has invited the legislative delegation to meet and discuss top priorities. If the Town Council desires, staff would be pleased to coordinate such a meeting in the next 45 to 60 days.



Preliminary Statement of CCM Legislative Priorities for 2006

*Reforming Connecticut's Property Tax, Education Finance,
Land Use, Transportation, and Emergency Management Systems:
Positioning Connecticut for Success*
(as adopted by the CCM Legislative Committee)

Property Tax Reform

Significantly reduce the reliance on property taxes to fund public services by:

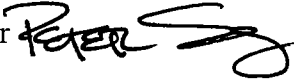
- ✓ Using the broader and more equitable revenue-raising capacity of the State to (1) increase state funding to towns and cities, (2) restore funding to all municipal aid programs that were cut in previous tough-budget years, and (3) reduce the property tax burden on residents and businesses.
- ✓ Authorizing municipalities on a regional basis to (1) share the property tax benefits of economic development in order to encourage cooperation and smart growth, (2) share a portion of state sales tax and other revenues collected within a region, and (3) raise additional revenues.
- ✓ Fully funding payments-in-lieu-of taxes programs to reimburse municipalities for the revenues lost due to state-mandated property tax exemptions.
- ✓ Funding unfunded and underfunded state mandates on municipalities.
- ✓ Prohibiting new unfunded state mandates on towns and cities (e.g., unreasonable requirements for voting-booth technology, etc.).

Reform the Education-Finance System

Provide a more equitable and reliable system of paying for the costs of K-12 public education by:

- ✓ Increasing the State's share of the costs of K-12 public education, including special education, to at least a 50% average statewide.
- ✓ Reforming the Education Cost Sharing formula so that it better meets the diverse regular and special education needs of our towns and cities.
- ✓ Ensuring state financial and technical support in meeting the demands of the federal No Child Left Behind Act.
- ✓ Adequately funding school-readiness and other early childhood development services, to diminish future costs of remedial education, welfare, and criminal justice programs.

Agenda Item Summary

Date: November 21, 2005
To: Honorable Mayor and Members of the Town Council
From: Peter Souza, Town Manager 
Subject: Discussion Regarding Role of Standing Committees

Background

Councilor Jepsen requested an item be placed on the Town Council agenda to initiate discussion and action relative to the role of the Town Council's standing committees. During the past months there have been some discussions regarding how best to utilize the council committees. There is treatment of this topic in the February 2005 report on the budget process. That report includes a recommendation that the Town Council consider utilizing a working group structure to learn about specific functions within the organization.

As a beginning point to restructure and strengthen the Council committees Councilor Jepsen has suggested that service or functional areas as structured in the operating budget be aligned under specific committees. Below is Councilor Jepsen's suggested alignment:

Public Health and Safety

Safety Services

Health Services

Human Services (including Adult and Child Care enterprise funds)

Town Improvements

Public Works

Development Services

Special Projects

Recreation Services

Library Services

Administrative Services

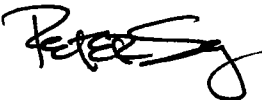
Town Support of Education

Agenda Item Summary

Date: November 21, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Charles J. Petrillo, Jr., Director of Health

Reviewed By: Peter Souza, Town Manager 

Subject: Year Six -- Bioterrorism Planning Grant Funding

Background

The State of Connecticut Department of Public Health (DPH) has been awarded funding by the Centers for Disease Control and Prevention (CDC) and the Health Resources and Services Administration (HRSA) for year six for Bioterrorism Planning. The purpose of this funding is to continue enhancing the States' Bioterrorism response capacities. DPH is issuing funding to the 47 full-time local health departments and health districts in the State to continue to assist these departments in developing the infrastructure needed to plan and prepare for Public Health Preparedness Planning. The item on this agenda authorizes the Town Manager on behalf of the Town of Windsor to accept this funding.

Discussion and Analysis

In 2002-2003, the State Department of Public Health was the recipient of a Cooperative Agreement Award "Public Health Preparedness and Response for Bioterrorism" from the Centers for Disease Control. The purpose of that award was to upgrade state and local public health jurisdictions' preparedness for and response to Bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies. Windsor received \$8,525.70 in that first year of local funding and used that money to prepare the smallpox plan for smallpox planning region #31 (Windsor and South Windsor) and for emergency preparedness training. In 2003-2004, Windsor received \$82,056 to continue its BT planning efforts, exercising those plans, and training staff. In 2004-2005 Windsor received \$92,734. Those funds were used in part to revise and exercise its local Public Health Preparedness and Response Plan, participate in the planning and exercise of regional BT plans, develop a local Health Alert Network (HAN) notification system, and continue to provide training for staff and volunteers in various aspects of bioterrorism recognition and response.

By entering into the contract for 2005-2006, the Town of Windsor Health Department agrees to 1) update/enhance public health emergency planning; 2) actively participate in the development of a regional public health preparedness and response plan; 3) conduct or participate in the development and implementation of drills and exercises designed to test the Public Health Preparedness and Response plan, local HAN, communications networking, risk communications, quarantine and isolation, etc; 4) revise our region's smallpox response plan and develop plans to address anthrax and pandemic flu; 5) procure 48 hours of ancillary supplies for mass dispensing

clinics for smallpox, anthrax, and pandemic flu; 6) contract with an Internet service provider for continuous Internet service and emergency cell phone service; 7) continue to develop a local Health Alert Network (HAN) notification system; 8) continue developing and recruiting for a public health emergency response team; 9) provide bioterrorism preparedness and response education and training for staff; and 10) update the communication section of the Public Health Preparedness and Response plan.

During this contract year, Windsor will be receiving \$79,965.59 to carry out these activities. Throughout this grant period, Windsor will continue working with South Windsor as members of Mass Dispensing Area #31 and assist them in addressing plan elements specific to South Windsor's needs.

Financial Impact

Acceptance of this grant will require no direct outlay of town funds. We will continue to contract with someone to be our BT Coordinator to guide the grant deliverable process. However, staff time will be required to assist with the grant administration and with meeting the grant deliverables.

Other Board Action

None.

Recommendations

If the Town Council is in agreement, the following resolution is recommended:

“RESOLVED that Peter Souza, Town Manager, is authorized to make, execute and approve on behalf of the Town of Windsor, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health to carry out the services and submit the deliverables as described in contract DPH 2006-1104.”

Attachments


None.

Agenda Item Summary

Date: November 21, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Bernadette Connors, Social Services

Reviewed By: Peter Souza, Town Manager 

Subject: Social Services Block Grant

Background

The State of Connecticut Department of Social Services has informed the town of Windsor's eligibility to apply for a grant in the amount of \$22,569 for a Social Services Block Grant.

Discussion/Analysis

The Town of Windsor has applied and received this grant since 1984. The grant supports the following programs offered by the Human Services Department:

- Information and Referral
- Health Related Programs such as:
 - Low Vision Support Group
 - Caregivers Support Group
 - Diabetic Support Group
 - Grandparents Raising Grandchildren Support Group
 - Share Support Group
 - Annual Health Fair
 - Caregivers Luncheon

Financial Impact

The town is not required to provide a local funding match for this grant.

Other Board Action

None.

Recommendations

If the Town Council is in agreement, that the following motion be approved:

“RESOLVED that the Town Manager is authorized 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.”

Attachments


None.

Agenda Item Summary

Date: November 21, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Bus Shelters

Background

The town has received the proposed agreement from the Greater Hartford Transit District (GHTD) for the installation of bus shelters at various locations throughout Windsor.

Discussion/Analysis

In February 2005, the town submitted a request to the GHTD for the approval and funding for installing bus shelters at various locations. This project was approved by the Capital Region Council of Governments (CROG) Transportation Committee for inclusion in the Transportation Improvement Plan on June 20, 2005. Subsequently the GHTD (the program administrator) has approved the proposed projects to include the installation of two (2) new shelters and the replacement of two (2) existing shelters which are located at:

- Lamberton Road near Day Hill Road, to serve the 3 hotels (new bus shelter)
- Kennedy Road near the entrance to Stop & Shop (new bus shelter)
- Windsor Avenue near Laurel Avenue (replacement shelter)
- Windsor Avenue near Scarborough Road (replacement shelter)

The Greater Hartford Transit District has sent us the proposed agreement for execution. This agreement has been reviewed by the Town Attorney.

Financial Impact

The estimated cost to purchase and install the shelters is \$81,000. This includes site preparation and accessible sidewalks. We expect to receive up to \$12,000 reimbursement per shelter through the GHTD. The 20% local match will be funded through in-kind services, sidewalk capital funds and/or Town Aid Road.

Other Board Action

None.

Recommendations

If the Town Council is in agreement, that the following motion be approved.

“RESOLVED that the Town Manager on behalf of the Town of Windsor is hereby authorized to enter into and sign an agreement with the Greater Hartford Transit District relative to the installation of bus shelters in Windsor.”

Attachments


None.

Agenda Item Summary

Date: November 16, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Charlotte Foley, Assistant Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Approval of Year-End Encumbrances

Background

Attached for your review are the open purchase orders as of November 16, 2005. The Town Council approved the year end encumbrances in June 2005. At that time there were fifty-eight (58) line item encumbrances with a total open value of \$734,333.77.

Discussion/Analysis

The attached list of open purchase orders is likely to shrink noticeably by the end of the year as the POs are paid. As of November 16, 2005, the Town of Windsor has eight FY '05 General Fund purchase orders with a value of \$193,709.62 encumbered or outstanding. There are no purchase orders carried forward from earlier than FY '05.

Other Board Action

None.

Recommendations

If the Town Council is in agreement, the following motions are suggested for approval:

“MOVE to approve the purchase orders existing on the report *Open Purchase Orders by Expense Account: Grouped by Fund* dated November 16, 2005.”

Attachments

Open Purchase Orders by Expense Account: Grouped by Fund

11/16/2005
16:00:00

TOWN OF WINDSOR
OPEN PURCHASE ORDERS BY EXPENSE ACCOUNT
GROUPED BY FUND
AS OF NOVEMBER 16, 2005

PAGE 1
porepora

PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Line Description
DETAILS FOR ACCOUNT: 01-1-11-160-44270 OTHER EQUIPMENT MAINTENANCE							
00001111	001	002076	MUNIS	02/09/05	30,025.00	1,910.62	MUNIS LICENSES [Can be used for upgrade]

					30,025.00	1,910.62	
DETAILS FOR ACCOUNT: 01-1-12-180-43180 CONTRACTUAL SERVICES							
00001160	001	002698	RICHARD SHEA	05/13/05	1,500.00	180.00	FMO CONTRACT INSPECTOR
00001161	001	003638	JAMES EATHERTON	05/13/05	500.00	500.00	FMO CONTRACT INSPECTOR
00001164	001	003705	SCOTT YEOMANS	05/16/05	1,500.00	1,500.00	FMO CONTRACT LABOR

					3,500.00	2,180.00	
DETAILS FOR ACCOUNT: 01-3-35-320-43150 RECRUITMENT & TRAINING							
00001157	001	003544	CONNPAT	05/12/05	1,220.00	1,220.00	PAT CERTIFIED TRAINING [Most of this will be used by new P.E.]

					1,220.00	1,220.00	
DETAILS FOR ACCOUNT: 01-4-40-430-43180 CONTRACTUAL SERVICES							
00001116	001	004958	PYE, INCORPORATED	02/15/05	20,165.00	20,165.00	CLEANING CATCH BASINS [Keep open]

					20,165.00	20,165.00	
DETAILS FOR ACCOUNT: 01-4-40-445-46310 VEHICLES & HEAVY EQUIPMENT							
00001158	001	006621	ALTEC INDUSTRIES, INC.	05/12/05	77,218.00	77,218.00	ALTEC MODEL LRV60-E70 RM ARTICULA [Bucket truck] Delivery by Thanksgiving

00001167	001	001565	INTERSTATE FORD TRUCK	06/02/05	87,475.00	87,475.00	STERLING L7500, 37,600 GVWR TRUCK [Truck w/plow] Delivery by January 1st
00001167	002	001565	INTERSTATE FORD TRUCK	06/02/05	189.00	189.00	IN-CAB FAULT CODE READING
00001167	003	001565	INTERSTATE FORD TRUCK	06/02/05	3,352.00	3,352.00	EXTENDED WARRANTY PACKAGE: 3 YEAR

					168,234.00	168,234.00	
TOTALS FOR FUND: 01 GENERAL FUND							
					223,144.00	193,709.62	

Grand Totals:					223,144.00	193,709.62	

*** End Of Report ***

Reconciliation of FY 05 Carried-Over Purchase Orders
as of November 16, 2005

Open balance at 6/2/05			\$ 734,333.77
Liquidations:			
Proffered Savings	\$	(375,364.00)	
Other		(165,260.15)	(540,624.15)
Open balance at 11/16/05			<u>\$ 193,709.62</u>

**Proposed
Town Council
meetings**

**Jewish Holidays
included**

Proposed 2006-2007 Town Council Meeting Schedule

The following chart contains the proposed dates for regular Town Council meetings for the 2006 calendar year and for January 2007. All meetings will be held in the **Town Council Chambers** at the Town Hall, will commence at **7:30 P.M.** and will be televised on Windsor Community Television.

Day	Date
Tuesday	January 3, 2006 (January 2, 2006 - Observe New Year's Day)
Tuesday	January 17, 2006 (January 16 - Martin Luther King Day)
Monday	February 6, 2006
Tuesday	February 21, 2006 (February 20 - President's Day)
Monday	March 6, 2006
Monday	March 20, 2006
Monday	• April 3, 2006
Monday	May 1, 2006
Monday	May 15, 2006
Monday	June 5, 2006
Monday	June 19, 2006
Monday	• July 10, 2006
Monday	• August 7, 2006
Tuesday	September 5, 2006 (September 4 - Labor Day)
Monday	September 18, 2006
Tuesday	October 3, 2006 (October 1 & 2 - Yom Kippur)
Monday	October 16, 2006
Monday	November 6, 2006
Monday	November 20, 2006
Monday	December 4, 2006
Monday	December 18, 2006
Tuesday	January 2, 2007 (January 1, 2007 - New Year's Day)
Tuesday	January 16, 2007 (January 15 - Martin Luther King Day)

- April, July, and August -- only one regular Council meeting is scheduled.
- July 2 & 3 - No school

MEMORANDUM

Date: November 21, 2006
To: Honorable Mayor and Members of the Town Council
From: Peter Souza, Town Manager
Re: Proposed 2006 Schedule of Board/Commission Annual Reports to the Town Council

The following chart contains the proposed dates for Board and Commission annual reports at regular Town Council meetings for the 2006 calendar year.

Date of Council Meeting	Board/Commission
Tuesday, February 21, 2006	Board of Assessment Appeals (February 20, 2006 - President's Day)
Monday, March 6, 2006	Board of Ethics
Monday, March 20, 2006	Commission on Aging & Handicapped
Monday, April 3, 2006	Conservation Commission
Monday, May 1, 2006	Economic Development Commission
Monday, May 15, 2006	Fair Rent Commission
Monday, June 5, 2006	Historic District Commission
Monday, June 19, 2006	Housing Code of Appeals
Monday, July 10, 2006	Human Relations Commission
Monday, August 7, 2006	Inland Wetlands & Watercourses Commission
Tuesday, September 5, 2006	Insurance Commission (September 4, 2006 - Labor Day)
Monday, September 18, 2006	Library Advisory Board
Tuesday, October 3, 2006	Town Planning & Zoning Commission (October 1 & 2 - Yom Kippur)
Monday, October 16, 2006	Wilson/Deerfield Advisory Committee
Monday, November 6, 2006	Windsor Housing Authority
Monday, November 20, 2006	Youth Commission
Monday, December 4, 2006	Zoning Board of Appeals

Proposed
Town Council
meetings

Jewish Holidays
not included

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Monday	March 20, 2006
Monday	• April 3, 2006
Monday	May 1, 2006
Monday	May 15, 2006
Monday	June 5, 2006
Monday	June 19, 2006
Monday	• July 10, 2006
Monday	• August 7, 2006
Tuesday	September 5, 2006 (September 4 - Labor Day)
Monday	September 18, 2006
Monday	October 2, 2006
Monday	October 16, 2006
Monday	November 6, 2006
Monday	November 20, 2006
Monday	December 4, 2006
Monday	December 18, 2006
Tuesday	January 2, 2007 (January 1, 2007 - New Year's Day)
Tuesday	January 16, 2007 (January 15 - Martin Luther King Day)

- April, July, and August -- only one regular Council meeting is scheduled.
- July 2 & 3 -- No school

MEMORANDUM

Date: November 21, 2006
To: Honorable Mayor and Members of the Town Council
From: Peter Souza, Town Manager
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Monday, October 16, 2006	Wilson/Deerfield Advisory Committee
Monday, November 6, 2006	Windsor Housing Authority
Monday, November 20, 2006	Youth Commission
Monday, December 4, 2006	Zoning Board of Appeals

XIII. Resignations and Appointments

November 21, 2005

- A. One *Republican* Member
Board of Assessment Appeals
Four Year Term to expire November 30, 2009 or until a successor is appointed
(Richard Loucks – reappointment)

- B. One *Republican Alternate* Member
Board of Assessment Appeals
Four Year Term to expire November 30, 2009 or until a successor is appointed
(Kenneth Wilkos – reappointment)

- C. One *Democratic Alternate* Member
Board of Assessment Appeals
Four Year Term to expire November 30, 2009 or until a successor is appointed
(Randall Graff – reappointment)

- D. One *Democratic* Member
Commission on Aging & Handicapped
Three Year Unexpired Term to expire January 31, 2008 or until a successor is appointed
(Judith Swade – deceased - VACANT)

- E. One *Democratic* Member
Commission on Aging & Handicapped
Two Year Term to expire November 10, 2007 or until a successor is appointed
(Pamela McGeorge – 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 Alternate* Member
Conservation Commission
Five Year Term to expire November 30, 2010 or until a successor is appointed
(Winsome Barnaby – reappointment)

- H. One *Democratic Alternate* Member
Conservation Commission
Five Year Term to expire November 30, 2010 or until a successor is appointed
(Sheila Smith – reappointment)

- I. One *Democratic* Member
Conservation Commission
Five Year Term to expire November 30, 2010 or until a successor is appointed
(James Desautelle – resigned - VACANT)

- J. One *Republican* Member
Economic Development Commission
Five Year Unexpired Term to expire January 31, 2008 or until a successor is appointed
(Rufus Jones – resigned – VACANT)

XIII. Resignations and Appointments

November 21, 2005

- K.** One *Democratic* Member
Historic District Commission
Four Year Unexpired Term to expire October 11, 2009 or until a successor is appointed
(Christopher Watts – resigned - VACANT)
- L.** One *Republican* Member
Housing Authority of the Town of Windsor
Five Year Term to expire July 31, 2010 or until a successor is appointed
(Charles Patsky – reappointment)
- M.** One *Republican Alternate* Member
Human Relations Commission
Three Year Term to expire May 31, 2006 or until a successor is appointed
(VACANT)
- N.** 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 to regular member - VACANT)
- O.** One *Democratic Alternate* Member
Inland Wetlands and Watercourses Commission
Four Year Unexpired Term to expire March 31, 2008 or until a successor is appointed
(Dean Massey – moved from alternate to regular member - VACANT)
- P.** One *Republican* Member
Public Building Commission
Three Year Term to expire November 30, 2008 or until a successor is appointed
(Leon Alford – reappointment)
- Q.** One *Republican Alternate* Member
Public Building Commission
Three Year Term to expire November 30, 2008 or until a successor is appointed
(James Bennet – reappointment)
- R.** One *Democratic* Member
Town Committee
Two Year Term to expire March 1, 2007 or until a successor is appointed
(Timothy Fitzgerald – reappointment)
- S.** One *Democratic Alternate* Member
Town Planning & Zoning Commission
Two Year Unexpired Term to expire November 10, 2007 or until a successor is appointed
(Bob Dallesander – resigned - VACANT)
- T.** One *Democratic Alternate* Member
Town Planning & Zoning Commission
Two Year Term to expire November 10, 2007 or until a successor is appointed
(Michael O'Brien – reappointment)

XIII. Resignations and Appointments

November 21, 2005

- U. One *Republican Alternate* Member
Town Planning & Zoning Commission
Two Year Term to expire November 10, 2007 or until a successor is appointed
(Katherine Chiodo – reappointment)

- V. One *Republican* Member
Town Planning & Zoning Commission
Five Year Term to expire November 14, 2010 or until a successor is appointed
(Elizabeth Parker – reappointment)

- W. One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Unexpired Term to expire April 30, 2008 or until a successor is appointed
(Kenneth Means – resigned - VACANT)

- X. One *Democratic* Member
Youth Commission
Three Year Unexpired Term to expire September 30, 2007 or until a successor is appointed
(Michael Reynolds – resigned – VACANT)

- Y. One *Democratic* Member
Zoning Board of Appeals
Four Year Term to expire November 14, 2009 or until a successor is appointed
(Fran Rothenberg – reappointment)

- Z. One *Republican* Member
Zoning Board of Appeals
Four Year Term to expire November 14, 2009 or until a successor is appointed
(Joseph Breen – reappointment)

- AA. One *Republican* Member
Zoning Board of Appeals
Two Year Term to expire November 10, 2007 or until a successor is appointed
(Thomas Ferranti – reappointment)

- BB. One *Democratic Alternate* Member
Zoning Board of Appeals
Two Year Term to expire November 10, 2007 or until a successor is appointed
(Roseanne Lombardo – reappointment)

- CC. One *Republican Alternate* Member
Zoning Board of Appeals
Two Year Term to expire November 14, 2007 or until a successor is appointed
(James Cowan – resigned - VACANT)

**Windsor Town Council
Council Chambers – Town Hall
October 17, 2005
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:30 p.m.

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Broxterman, Councilor Dean, Councilor Jepsen, Councilor Mulligan, and Councilor Simon

Absent – Councilor Ellingwood and Councilor Walker

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

- A. Proclamation declaring the week of October 24-31st as Red Ribbon Week

Councilor Simon read the proclamation the week of October 24-31st as Red Ribbon Week.

- B. Proclamation honoring Jules Lenard as 2005 Firefighter of the Year

Mayor Trinks read the proclamation honoring Jules Lenard as 2005 Firefighter of the Year. Mr. Lenard has served as a volunteer firefighter in Windsor for 65 years.

5. Public Communications and Petitions

Mr. Bill Generous, 30 Karen Circle, addressed the Council. By voting responsibly in this November's elections, the voters have an opportunity to raise our standards and expectations for local government. We could deny that a budget problem existed like most of the Town Council Democrats did for so long. Only one of the five Democrats on the Town Council would publicly admit last year that a tax increase misrepresentation had occurred. Even if a politician will not admit it or tries to sugar coat it, there was a misrepresentation since the public was presented false tax information by the town. The Democrats are the majority party of the Town Council and since voters are in charge, we need to decide in November elections if that privilege is deserved.

6. Report of Appointed Boards and Commissions

- A. Public Building Commission

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

The Library Renovation Project is progressing and is scheduled to be complete in February 2006. The first layer of the flat roofs has been installed and slate roofs will begin soon. Window frames for the main structure began today. Mechanical and electrical installations are progressing. The masons are essentially complete. The Commission is not totally happy with the progress at this point and the contractor will make up time. The water is being pumped out of the building. The front of the building should be closed up by the end of the month.

The L.P. Wilson Roof Replacement project is complete. A surplus of \$30,000 is expected.

The Welch pool project is now complete. The remaining work on the building will be completed in the fall through spring. A pool cover is being considered since it is a vinyl liner with an estimate of \$8,500.

The Milo Peck center will have a new roof installed next spring. The remaining repairs will not be made until the facility use study is completed. The request for proposals has been advertised.

The Clover Street Window Replacement project is complete pending minor punch list items.

The Clover Street Code upgrade is on hold pending the facility use study.

The Roger Wolcott Tile Abatement project has funding that is pending.

The Hayden Fire Station project is on hold pending the Safety Complex use study.

Councilor Broxterman asked about the completion date change for the library and if it was due to the weather. Mr. Novak said that the weather did not affect the date.

Councilor Dean asked if quotes were received on the pool cover for Welch Pool. Mr. Novak said that at this point, they are looking at cost benefit and if they decide to follow through, they will put it out to bid.

B. Wilson/Deerfield Advisory Committee

Mr. Frank Jacobs, Chairman, reported to the Council. Traffic concerns were raised regarding Route 159. They forwarded comments to the Planning and Zoning Commission. They cited the needs for improvements to the Wilson Deerfield Library in a collaborated letter to the Town Council.

7. Town Manager's Report

Landfill Update

The gas collection system at the landfill is operating, although its efficiency has been reduced given the significant amount of rainfall last week. This is being caused by the fact that a number of the vertical wells have more water in them than usual. SCS Engineers were on site Friday working to make adjustments to the overall systems to account for the high water levels. Earlier this year, we installed a "jumper" or bypass around the underground sump to help ensure the system could continue to operate if the sump was filled with water. At this time, the system continues to be challenged as a result of the large amounts of rainfall this past weekend. We anticipate it will take the better part of this week for the ground water to lower enough for the system to run efficiently.

Landfill staff took precautionary steps last week to apply additional clay cover material in a few areas along the south and southwest edges of the bulky waste cells to help minimize any H₂S from escaping in the event that the collection system malfunctioned. Staff continued to monitor the system throughout the weekend to ensure it remained operational.

Depending on weather conditions this week, there may be H₂S odors. We will continue to monitor the situation.

We have updated the town's website with this information and sent an email notification to residents in the area.

1st Annual Canoe Race on the Green a Success for All

I would like to recognize the Windsor Kiwanis Club for their efforts in coordinating the 1st Annual Canoe Race on the Green in support of the Windsor Food Bank. More than 2,500 pounds of food and \$600 in cash donation were collected to assist those in need in the Windsor community.

I would also like to recognize the efforts of all Town of Windsor employees for their donations. The Caring Connection staff and clients won 1st Place in our 1st Annual inter-departmental competition - collecting the most food, and leading the Town of Windsor employee's canoe to victory in the Kiwanis race.

Weekend Flooding Update

Friday night's rain created a busy night and day for all of our emergency personnel and the Department of Public Works. The intensity and duration of the rain on top of the already saturated ground made for a "bad recipe". The following is an overview of the more significant damage reports to public infrastructure:

- ◆ Pleasant Street near the Railroad Bridge is impassable due to significant pavement damage and undermining of the road base.
- ◆ White Rock Drive was washed out near the very end of the street. DPW crews filled the washout with stone material. The road is passable.

- ◆ A small section of Stagecoach Road sustained damage due to erosion of an adjacent embankment. The road is passable.
- ◆ A portion of Pierson Lane sidewalk collapsed as it was undermined. Roughly a 20-foot section is not usable and has been cordoned off.
- ◆ Route 75 in the vicinity of Holcomb Hill Road and Marshal Phelps was partially undermined. The road is passable.
- ◆ Route 305 just east of Addison Road was also damaged. The road is passable.
- ◆ Route 305 at the town line with Bloomfield was washed over. The road is passable.
- ◆ Part of a wall surrounding a drainage pond gave way in the Merriman Road area and eroded an area adjacent to the street. Public Works is filling the area and will review methods to deal with the wall.
- ◆ Some erosion occurred adjacent to the road at River Street near Strawberry Hill. This section is above a culvert that carries a brook under the street.
- ◆ A stone dust pathway at Northwest Park was eroded away near the pond. This will be filled in.
- ◆ A small area in the far back corner of Veteran's Cemetery was washed out. This area is no where near any of the graves at the site.
- ◆ A block wall at #110 Day Hill Road partially collapsed, but did not block the road.
- ◆ There was a back up of water at West Wolcott Avenue caused by I-291. We will investigate this issue with the DOT.

There were many basements and yards flooded. The Fire Department responded to as many calls as possible to assess the situation. Due to the number of calls and other higher priorities, the Fire Department would not generally pump out a basement unless it was a life safety issue.

We were in regular contact with Farmington Power Company and spent time on Saturday afternoon with DEP inspectors at the dam. Although there was some erosion on the side of the dike, the DEP engineers and Farmington Power officials felt comfortable with the condition of the dam and dike.

Early Saturday, we contacted residents living in the Farmington River 100-year flood plain as a proactive, precautionary measure to inform them of the potential yard and road flooding that could occur within the next 24-hour period. When the precautionary notice was lifted, they were contacted once again and given that information. No persons were evacuated.

The Emergency Operations Center was closed at 4:30 p.m. on Saturday.

My thanks goes out to all of the police, fire and public works personnel, along with emergency management volunteers who worked through this situation. Special thanks to Chief Bill Lewis, Captain Tom LePore, and Charles Petrillo for their assistance.

Flu Clinic 2005

Flu and Pneumonia immunization clinics for Windsor residents will be conducted at the L.P. Wilson Community Center on Wednesday, November 9th, from 8:30 AM to 2:00 PM and Thursday, November 17, 2005 from 4:30 PM to 6:30 PM.

The cost for the Flu Shot is \$15.00 and for the Pneumonia Shot is \$15.00. The shots are FREE for seniors age 65 and above who are covered by Medicare Part B or Health Net *Smart Choice*. No other insurance cards will be accepted.

Those wishing to pre-register for either clinic date can do so by phone on Monday, October 24 from 1:00 PM to 4:30 PM. The phone number to call is 285-1883. For more information about the clinics, call 285-1824 or 285-1992.

Over Height Detectors

The DOT contractor for the installation of the overheight detectors for the Palisado Rail Bridge is expected to start the foundation work next week. This work will be performed near the intersection of route 75 and 159 for the northbound direction, and Route 159 near Pierson Lane for the southbound direction approaching the bridge.

Councilor Dean appreciated everyone's effort in being proactive in the flooding situation.

Councilor Simon echoed Councilor Dean's sentiments. He appreciated the verbal and written communication from the town staff regarding the flooding situation over the weekend. He suggested an agenda item regarding the town's emergency procedures.

Councilor Jepsen thanked the police and fire station staff for their hard work over the weekend during the flooding. He commended the town staff for the emergency preparedness. Councilor Jepsen asked about Amtrak and if we have any maintenance responsibilities. Town Manager Souza stated the DOT has the maintenance responsibilities.

Deputy Mayor Curtis also thanked the staff--including the police and fire departments--for their work over the weekend. Deputy Mayor Curtis asked what H2S is (at the landfill). Town Manager Souza said it was Hydrogen Sulfide.

Councilor Mulligan thanked all of the town staff for their work over the past week during the rain. He has not noted any odors from the landfill in the past few days. A resident came to him regarding the relocation of the ball fields at Sage Park because of the drainage problem. Town Manager Souza said that he has some information and he will get it updated. Some drains were installed in the outfield of the relocated ball field.

Public Works is reviewing the situation. He will provide further information in the coming weeks.

8. Communication from Council Members

Councilor Broxterman – Halloween is coming soon, so be watchful of children. Residents need to go out and vote, it is not a privilege but a responsibility. It's been an honor and privilege to serve on the Council. He thanked the staff for their work during the rain and flooding. The Board of Education and Administration have been a pleasure to work with also. He wished everyone luck.

Councilor Dean – it has been a rewarding experience for her to serve on the Council and she wished the members running again good luck.

Councilor Jepsen – thanked the town for giving him the opportunity to serve these last few years. He will miss Councilor Broxterman, Walker and Ellingwood. The town is richer for their years of service.

Councilor Mulligan – thanked the voters for having him serve and he hopes to serve more. It has also been a pleasure to work with Councilor Ellingwood, Walker and Broxterman.

Councilor Simon – publicly thanked Councilor Walker and Broxterman for their service to the Town.

Deputy Mayor Curtis – echoed the sentiments of Councilor Dean. There were a lot of challenges, but they also met those challenges together.

Mayor Trinks – thanked the voters of Windsor. It has been an indescribable pleasure for every day in the past four years to serve as Mayor. This council will have new members and new ideas. He also thanked Councilor Broxterman, Walker and Ellingwood for their service. Regardless of what committee you serve on, it's time committed to the town, time away from your job and family. It's unfortunate that Mr. Generous chose to target the Mayor and Deputy Mayor three weeks before an election about something that occurred 18 months ago. The Board of Ethics found no wrongdoing on the part of the Council. It is also unfortunate that he did not mention that not only did we have a tax freeze, but a tax reduction. That is governmental representation at its finest.

9. Reports of Standing Committees

A. Finance Committee - met tonight to discuss open purchase orders and reviewed the revaluation process as it stands today. The Chair of this committee requested that it be put on the agenda. The revaluation this year is not mandatory, it is voluntary for the next three years. The residential revaluation process is in the works right now and will be completed the first week in

November. The commercial revaluation process will be completed the end of November.

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

Moved by Councilor Jepsen, seconded by Councilor Broxterman to add item 16 B. under Executive Session entitled, "Discussion concerning the appointment employment, performance, evaluation, health or dismissal of a public officer or employee to Executive Session."

Motion Passed 7-0-0

10. Ordinances

None.

11. Unfinished Business

None.

12. New Business

- A. Approve revisions to the redevelopment project grant agreement for 33 Mechanic Street with CIL Development of Windsor, Inc.

Mr. James Burke, Economic Development Director, gave an overview of the grant agreement revisions.

- B. Approve consenting of assignment of the redevelopment project grant agreement for 33 Mechanic Street and authorize the Town Manager to enter into agreements

Resolved by Councilor Jepsen, seconded by Councilor Broxterman, that the reading into the minutes of the text of the resolution entitled, "RESOLUTION OF WINDSOR TOWN COUNCIL AUTHORIZING THE ENTRANCE INTO A REDEVELOPMENT PROJECT GRANT AGREEMENT WITH CIL WINDSOR FOR CERTAIN COSTS OF ENVIRONMENTAL REMEDIATION ACTIVITIES IN FURTHERANCE OF THE MECHANIC STREET REDEVELOPMENT PROJECT AND THE CONSENT TO THE

ASSIGNMENT BY THE GRANTEE OF VARIOUS RIGHTS AND OBLIGATIONS UNDER THE AGREEMENT TO THE PROJECT LENDER” is hereby waived, the full text of the resolution having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the resolution be recorded with the minutes of this meeting.

Councilor Simon asked if we should vote separately for the grant agreement amendment. Town Manager Souza said that under the resolution, section A, it speaks to that regard. The agreement was never signed, so it is not an amendment. Councilor Simon noted wording in section F and H and asked why the bank wants to use the \$800,000 we would give as collateral. Mr. Burke said that the bank wants the ability to get the money from us and they want to attach it as revenue to the project. Councilor Simon asked if CIL is willing to guarantee this money to Windsor, why is this additional collateral necessary from the town, as opposed to CIL. Mr. Marty LeGault from CIL responded that the bank is lending us the money to perform the work. They are lending us \$600,000 of the \$800,000 that the work will cost. They want additional collateral in order to encourage them to provide the loan.

Motion Passed 7-0-0

Moved by Councilor Jepsen, seconded by Councilor Broxterman, that the attached resolution entitled, “RESOLUTION OF WINDSOR TOWN COUNCIL AUTHORIZING THE ENTRANCE INTO A REDEVELOPMENT PROJECT GRANT AGREEMENT WITH CIL WINDSOR FOR CERTAIN COSTS OF ENVIRONMENTAL REMEDIATION ACTIVITIES IN FURTHERANCE OF THE MECHANIC STREET REDEVELOPMENT PROJECT AND THE CONSENT TO THE ASSIGNMENT BY THE GRANTEE OF VARIOUS RIGHTS AND OBLIGATIONS UNDER THE AGREEMENT TO THE PROJECT LENDER” be approved.

Motion Passed 7-0-0

- C. Approve a temporary easement and right of way for CIL Development of Windsor, Inc.

Moved by Councilor Jepsen, seconded by Councilor Broxterman to approve a temporary easement and right of way for CIL Development of Windsor, Inc.

Motion Passed 7-0-0

- D. Approve Open Purchase Orders

No action taken.

- E. Approve sidewalk easement for 50 Elm Street

Moved by Deputy Mayor Curtis, seconded by Councilor Mulligan to accept an easement for the construction, repair and replacement of a sidewalk along 50 Elm Street, Windsor, CT as shown on the attached plan titled "Sidewalk Easement to be acquired from Christoffel H. Meijer by the Town of Windsor 50 Elm Street, Windsor, Connecticut Anchor Engineering Services, Inc. Scale 1"=10', dated 9/12/05."

Mr. Tom Lenehan, Town Engineer, discussed the easements.

Motion Passed 7-0-0

F. Approve sidewalk easement for 58 Elm Street

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen to accept an easement for the construction, repair and replacement of a sidewalk along 58 Elm Street, Windsor, Connecticut as shown on the attached plan titled "Sidewalk Easement to be acquired from Stephen F. Brimecombe et al by the Town of Windsor 58 Elm Street, Windsor, Connecticut Anchor Engineering Services, Inc. Scale 1"=10', dated 9/12/05."

Motion Passed 7-0-0

13. Resignations and Appointments

Moved by Councilor Mulligan, seconded by Councilor Jepsen to reappoint Robert Gustafson to the Public Building Commission for a three-year term to expire November 30, 2007 or until a successor is appointed.

Motion Passed 7-0-0

14. Minutes of Preceding Meetings

A. Minutes of the October 10, 2005 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Dean to accept the minutes of the October 10, 2005 Regular Town Council Meeting. Corrections: Councilor Broxterman was in attendance; page 3 – omit Councilor Mulligan from comments.

Motion Passed 7-0-0

15. Public Communications and Petitions

None.

Moved by Councilor Jepsen, seconded by Councilor Broxterman to enter into Executive Session at 9:12 p.m. for the purpose of:

- A. Discussion of the selection of a site or a lease, sale or purchase of real estate (Sill House)
- B. Discussion concerning the appointment employment, performance, evaluation, health or dismissal of a public officer or employee

Motion Passed 7-0-0

16. Executive Session

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

Staff: Town Manager Peter Souza

Town Manager Souza left Executive Session at 9:45 p.m.

Moved by unanimous consent to exit Executive Session and reenter the Regular Town Council meeting at 9:45 p.m.

Motion Passed 7-0-0

17. Adjournment

Moved by unanimous consent to adjourn the Regular Town Council Meeting at 9:46 p.m.

Motion Passed 7-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch

Windsor Town Council
Council Chambers – Town Hall
November 14, 2005
Unapproved Minutes

Town Clerk Kathy Quinn called the meeting to order at 7:45 p.m.

1. Present: Council members William Herzfeld, Alan Simon, Catherine Moreton, Timothy Curtis, Donald Trinks, Donald Jepsen, Wayne Mulligan, Robert Gegetskas and Michael McDonald were sworn in by Town Clerk Quinn.

2. Election of Mayor

Moved by Councilor Curtis, seconded by Councilor Jepsen to appoint Donald Trinks as Mayor.

Motion Passed 9-0-0

3. Election of Deputy Mayor

Moved by Councilor Simon, seconded by Councilor Jepsen to appoint Timothy Curtis as Deputy Mayor.

Motion Passed 9-0-0

4. Appointment of Clerk of the Council

Mayor Trinks appointed Kristin Countryman as Clerk of the Council.

5. Appointment of Standing Committees

Mayor Trinks appointed the members to the Standing Committees as follows:

Finance Committee

Alan Simon, Chair
William Herzfeld
Wayne Mulligan

Town Improvements

Timothy Curtis, Jr., Chair
Catherine Moreton
Donald Jepsen

Special Projects

William Herzfeld, Chair
Alan Simon
Robert Gegetskas

Health and Safety

Catherine Moreton, Chair
Timothy Curtis
Michael McDonald

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis to accept the appointments of the Standing Committees.

Motion Passed 9-0-0

6. Appointment of Town Attorney

Mayor Trinks appointed Vincent Oswecki as Town Attorney.

7. Appointment of Town Treasurer

Mayor Trinks appointed Randall Graff as Town Treasurer.

8. Adjournment

Moved by Councilor Jepsen, seconded by Councilor Mulligan to adjourn the meeting at 7:54 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch