



Council Agenda

Council Chambers
Windsor Town Hall
January 18, 2005



7:00 PM Special Town Meeting

To hear 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."

7:15 PM Public Hearing

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 IMPROVMENTS INCLUDING SIDEWALK AND CURBING INSTALLATION AND DRAINAGE IMPROVEMENTS AND AUTHORIZING THE ISSUE OF \$445,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER- Councilor Mulligan
3. PLEDGE OF ALLEGIANCE – Councilor Mulligan
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
 - a) *Approve an 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 IMPROVMENTS INCLUDING SIDEWALK AND CURBING INSTALLATION AND DRAINAGE IMPROVEMENTS AND AUTHORIZING THE ISSUE



OF \$445,000 BONDS AND NOTES TO FINANCE THE APPOPRIATION." (Town Manager)

11. UNFINISHED BUSINESS

- a) Discussion regarding the suspension of the acceptance of gypsum material at Windsor – Bloomfield Landfill (Mayor Trinks)

12. NEW BUSINESS

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- b) *Minutes of the January 3, 2005 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

**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.

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: _____ 1/3/05

Town Meeting Advertised: _____ 1/7/05

Referred to Town Meeting: _____ 1/3/05

Town Meeting Approval: _____ 1/18/05

Publication Date: _____

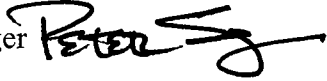
Effective Date: _____

Agenda Item Summary

Date: January 18, 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 the 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 Lang Road, additional projects in FY 2006 and FY 2007 would need to be deferred for 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 a tax increase for FY 2006.

Recommendations

If the Town Council is in agreement, the following motion 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) Approval of ordinance

“MOVE that an 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 approved.”

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.

Distributed to Town Council	<u>1/3/05</u>
Public Hearing Advertised	<u>1/7/05</u>
Public Hearing	<u>1/18/05</u>
Adopted	<u>1/18/05</u>
Advertised	<u>1/21/05</u>
Effective Date	<u>1/31/05</u>

Agenda Item Summary

Date: January 18, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Acceptance of gypsum material at Windsor-Bloomfield Landfill

Background

On November 1, 2004, the Town Council passed a motion banning the acceptance of gypsum at the Windsor/Bloomfield landfill with the intent of revisiting the issue in January of 2005.

Discussion/Analysis

In December, a range of options were presented to the Council for review relative to continuation of the ban on accepting gypsum. Staff has refined the information and is recommending that the Town Council consider and adopt a proposed plan that strives to balance the goals of mitigating neighborhood impacts, meeting environmental requirements and closing the landfill in a fiscally responsible manner to minimize long-term costs to the taxpayers of Windsor and Bloomfield.

There are a number of assumptions used in the financial analysis, or "pro-forma". Key assumptions include:

1. That the landfill will receive the tonnage necessary to fill it to capacity prior to the end of December 2007 and at the assumed tipping fees.
2. That our understanding of the methods of landfill closure and the costs of these methods are accurate.
3. That our understanding of the annual measures needed for post-closure are accurate and that they will remain unchanged.

Changes in these assumptions and others will affect the ability of the Enterprise Fund to meet its financial obligations.

As discussed in the past, it is in the best interest of the Enterprise Fund, and more importantly, the environment that we try to fill the landfill to the revised landform. As has been stated, this landform will provide sufficient stormwater runoff to reduce infiltration into the landfill. This will also have the benefit of generating less landfill leachate.

The recommended plan consists of the following:

- Continuation of the ban on gypsum, except for construction demolition material originating in Windsor and/or Bloomfield.
- Allow pre-sorted construction demolition material (significant majority of gypsum removed) to be accepted.

The primary reasons supporting this recommendation include:

- The gas collection system is operable and has significantly reduced the number of odor complaints.
- Accepting Windsor/Bloomfield construction and demolition is the same practice that the town has employed for the past three decades with no hydrogen sulfide related odor complaints.
- Provides residents, local businesses and construction projects a convenient and cost competitive disposal site.
- The pre-sorted material is generally absent of gypsum and is a significantly different C&D product than previously received (see attachment).
- Assuming an adequate "stream" of the pre-sorted C&D material can be maintained over the next 2+ years, the desired landform to adequately manage stormwater can be reached by December 2007.
- If C&D tonnages (and MSW tonnages) meet projections, then there will be adequate funds available for closure and post closure requirements. (Approximately \$6 million would be available in year 2037.)

I would like to leave the possibility of accepting gypsum from "non" Windsor/Bloomfield sources open if the gas collection system continues to perform in controlling odors through the spring and early summer. This allows approximately six full months of operation including the spring season. Prior to accepting gypsum from "non" Windsor/Bloomfield sources, I will at the appropriate time request Council authorization.

Based on preliminary discussions, the estimated tipping fee for pre-sorted construction and demolition will be less than \$40 per ton. Therefore it is also recommended that the Price Guide be amended to allow pre-sorted C&D material to be accepted at less than the current \$40/ton fee.

Financial Impact

The recommended proposal meets the long-term financial objective of having adequate funds to close the landfill while meeting environmental requirements and funding the 30 year post closure monitoring requirements. If all assumptions are met, there would be approximately \$6 million in retained earnings at the end of year 2037.

Other Board Action

None.

Recommendations

The following two motions are recommended for consideration and action by the Town Council:

- 1) **“MOVE to accept pre-sorted construction and demolition material, which removes significant quantities of gypsum prior to disposal; and accept unsorted construction and demolition material originating from the towns of Windsor and Bloomfield; and continue the ban on gypsum from all other sources.”**

- 2) **“MOVE to amend the Windsor Price Guide to allow the demolition and bulky waste fee range to be changed to \$30/ton - \$80/ton.”**

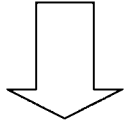
Attachments

Flow chart comparing C&D processes

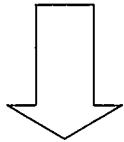
Recommended Proforma

USA WASTE PROCESSING FACILITY
EAST WINDSOR, CT

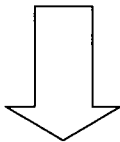
MATERIAL IS TIPPED ON TRANSFER
STATION FLOOR BY ROLL-OFFS



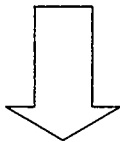
LARGE PIECES OF SHEETROCK ARE
REMOVED BY EXCAVATOR BEFORE WASTE
IS FED INTO HOPPER OF "PREGRINDER"



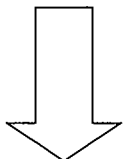
MATERIAL IS GROUND INTO SMALLER
PIECES AND THEN FED BY CONVEYOR
INTO A TROMMEL SCREEN. FINES SUCH AS
DIRT AND GYPSUM (2"-) ARE DROPPED OUT
AND LOADED BY CONVEYOR INTO A
TRAILER.



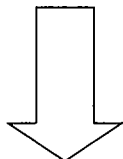
WASTE LEAVES SCREENER AND TRAVELS
ALONG A SORTING BELT WHERE SEVERAL
ITEMS ARE REMOVED BY HAND
(INCLUDING GYPSUM)



MATERIAL DROPS OFF SORTING
CONVEYOR ONTO FLOOR



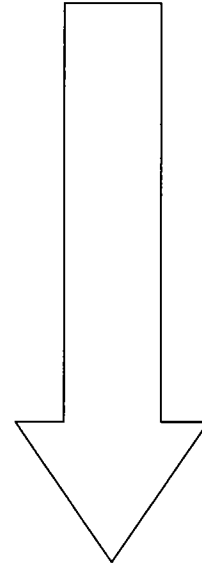
MATERIAL TO
WINDSOR LANDFILL
WILL BE LOADED
INTO TRAILERS
FOR DISPOSAL



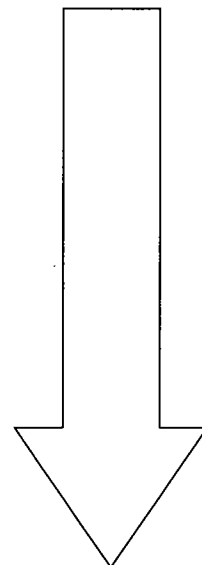
MATERIAL TO
OTHER SITES IS
GROUND A 2nd
TIME THEN
LOADED INTO
TRAILERS FOR
DISPOSAL

CHERRY HILL TRANSFER STATION
NORTH BRANFORD, CT

MATERIAL IS TIPPED ON TRANSFER
STATION FLOOR BY ROLL-OFFS



MATERIALS ARE CRUSHED BY A TRACK
MACHINE



MATERIALS ARE LOADED INTO TRACTOR
TRAILERS FOR DELIVERY TO FINAL
DISPOSAL SITE

Table 1: Pro Forma of Final Years of Landfill Enterprise Fund

Description: This model maximizes existing landfill contours, assumes \$13.580M closure costs, & constructed wetlands, an "active" gas collection system (est.),

MSW	Projected			Landfill Closure	Landfill Post-Closure Period		
	FY 2005	FY 2006	FY 2007		FY 2009	FY 2010	FY 2011
Remaining Airspace (in Cubic Yards)	640,618	437,709	235,891	35,164			
Estimated Density (Lbs / CY)	1100	1100	1100	1100			
Percent Daily Cover	20%	20%	20%	20%			
WindSOR & Bloomfield MSW - (Bloomfield non-residential)	25,000	25,000	25,000	12,000			
Rate per ton	\$ 62.00	\$ 65.00	\$ 67.00	\$ 68.00			
WindSOR & Bloomfield MSW Revenues	\$ 1,550,000	\$ 1,625,000	\$ 1,675,000	\$ 816,000	\$ -		
Spot MSW	4,000	4,000	4,000	0			
Rate per ton	\$ 66.00	\$ 68.00	\$ 70.00	\$ 70.00			
Spot MSW Revenues	\$ 264,000	\$ 272,000	\$ 280,000	\$ -	\$ -		
USA Waste Spot MSW	18,000	17,500	17,000	0			
Rate per ton	\$ 62.00	\$ 64.00	\$ 66.00	\$ 66.00			
USA Waste MSW Revenues	\$ 1,116,000	\$ 1,120,000	\$ 1,122,000	\$ -	\$ -		
CRRA Trailer MSW	37,000	37,000	37,000	4,100			
Rate per ton	\$ 62.00	\$ 63.86	\$ 65.78	\$ 67.75			
CRRA Trailer MSW Revenues	\$ 2,294,000	\$ 2,362,820	\$ 2,433,705	\$ 277,771	\$ -		
CRRA Residue MSW	9,000	9,000	9,000	0			
Rate per ton	\$ 50.00	\$ 51.50	\$ 53.05	\$ 54.64			
CRRA Residue MSW Revenues	\$ 450,000	\$ 463,500	\$ 477,405	\$ -	\$ -		
MSW REVENUES	\$ 5,674,000	\$ 5,843,320	\$ 5,988,110	\$ 1,093,771			
MSW TONS	93,000	92,500	92,000	16,100			
AVG REVENUE / TON	\$ 61.01	\$ 63.17	\$ 65.09	\$ 67.94			

Bulky Waste	Projected			Landfill Closure	Landfill Post-Closure Period		
	FY 2005	FY 2006	FY 2007		FY 2009	FY 2010	FY 2011
Remaining Airspace (in Cubic Yards)	144,585	83,970	25,644	-1			
Estimated Density (Lbs / CY)	1100	1100	1100	1100			
Percent Daily Cover	15%	15%	15%	15%			
Processed Bulky Waste	8,825						
Rate per ton	\$ 45.00						
Processed Bulky Waste Revenues	\$ 397,125	\$ -	\$ -				
WindSOR & Bloomfield C&D	10,100	11,840	11,840	0			
Rate per ton	\$ 60.00	\$ 62.00	\$ 64.00	\$ 66.00			
WindSOR-Bloomfield Bulky Waste Revenues	\$ 606,000	\$ 734,080	\$ 757,760	\$ -			
Spot Bulky Waste	3,815	1,055	425	0			
Rate per ton	\$ 62.00	\$ 64.00	\$ 66.00	\$ 66.00			
Spot Bulky Waste Revenues	\$ 236,530	\$ 67,520	\$ 28,050	\$ -			
Pre-sorted Bulky Waste	6,250	15,000	0	0			
Rate per ton	\$ 32.00	\$ 32.00	\$ -	\$ -			
Pre-sorted Bulky Waste Revenues	\$ 200,000	\$ 480,000	\$ -	\$ -			
BULKY REVENUES	\$ 1,239,655	\$ 1,281,600	\$ 785,810	\$ -			
BULKY TONS	28,990	27,895	12,265	0			
AVG REVENUE / TON	\$ 42.76	\$ 45.94	\$ 64.07	\$ -			

SUMMARY	Projected			Landfill Closure			Landfill Post-Closure Period		
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2037	
	Total MSW Tons	93,000	92,500	92,000	16,100				
MSW Airspace Consumed (CY)	202,909	201,818	200,727	35,127					
MSW Airspace REMAINING (CY)	437,709	235,891	35,164	36					
Total Bulky Waste Tons	28,990	27,895	12,265	0					
Bulky Waste Airspace Consumed (CY)	60,615	58,326	25,645	0					
Bulky Waste Airspace Remaining	83,970	25,644	-1	-1					
TOTAL MSW REVENUES	\$ 5,674,000	\$ 5,843,320	\$ 5,988,110	\$ 1,093,771					
BULKY WASTE REVENUES	\$ 1,239,655	\$ 1,281,600	\$ 785,810	\$ -					
TOTAL REVENUES	\$ 6,913,655	\$ 7,124,920	\$ 6,773,920	\$ 1,093,771					
TOTAL TONS	121,990	120,395	104,265	16,100					
AVG REVENUE / TON	\$ 56.87	\$ 59.18	\$ 64.97	\$ 67.94					

Operating Revenues	Projected			Landfill Closure			Landfill Post-Closure Period		
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2037	
	MSW revenues	5,674,000	5,843,320	5,988,110	1,093,771	0	0	0	0
Bulky Waste Revenues	1,239,655	1,281,600	785,810	0	0	0	0	0	
Other	90,775	90,775	90,775	0	0	0	0	0	
Total Operating Revenues	7,004,430	7,215,695	6,864,695	1,093,771	0	0	0	0	

Operating Expenses	Projected			Landfill Closure			Landfill Post-Closure Period		
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2037	
	Personal Services	703,864	724,980	746,729	384,566	0	0	0	0
Supplies	148,000	152,440	157,013	80,862	0	0	0	0	
Equipment	92,500	95,275	98,133	50,539	0	0	0	0	
Repairs and Maintenance	118,000	121,540	125,186	64,471	0	0	0	0	
Contractual Services	465,400	479,362	493,743	508,555	0	0	0	0	
Rent/Pilot/Admin. Overhead	527,000	428,000	330,000	230,000	475,000	489,250	503,928	1,086,766	
Post-Closure Maint & Leach. Treatment	83,400	85,902	88,479	91,133	0	0	0	0	
Utilities	2,138,164	2,087,499	2,039,284	1,410,125	475,000	489,250	503,928	1,086,766	
Total Operating Expenses	2,138,164	2,087,499	2,039,284	1,410,125	475,000	489,250	503,928	1,086,766	
TOTAL OPERATING EXPENSES	2,138,164	2,087,499	2,039,284	1,410,125	475,000	489,250	503,928	1,086,766	
TOTAL TONS	121,990	120,395	104,265	16,100					
TOTAL OPERATING EXP / TON	\$ 17.53	\$ 17.34	\$ 19.56	\$ 87.59					

Operating Income/(loss)	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2037
Operating Income/(loss)	4,775,491	5,037,421	4,734,636	-316,354	-475,000	-489,250	-503,928	-1,086,766
Beginning Retained Earnings	11,461,188	16,408,597	21,774,190	27,162,051	14,080,558	16,027,975	16,019,564	7,114,733
Interest Income	171,918	328,172	653,226	814,862	422,417	480,839	480,587	213,442
Subtotal: Retained Earnings	11,633,106	16,736,769	22,427,415	27,976,913	14,502,975	16,508,814	16,500,151	7,328,175
Contribution to Retained Earnings	4,775,491	5,037,421	4,734,636	-316,354	-475,000	-489,250	-503,928	-1,086,766
Use of Retained Earnings	0	0	0	-13,580,000	2,000,000	0	0	0
End of Year Retained Earnings	16,408,597	21,774,190	27,162,051	14,080,558	16,027,975	16,019,564	15,996,224	6,241,409

XIII. Resignations and Appointments

January 18, 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 *Democratic Alternate* Member
Commission on Aging & Handicapped
Three Year Unexpired Term to expire November 10, 2005 or until a successor is appointed
(L'Amour Howell – moved from alternate position to regular - VACANT)
- D.** One *Democratic* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Estelle LaBarre – reappointment)
- E.** 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)
- F.** One *Democratic* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Linda Rickard – reappointment)
- G.** One *Democratic* Member
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Susan Viner – reappointment)
- H.** One *Republican Alternate* Member
Conservation Commission
Five Year Term to expire November 30, 2009 or until a successor is appointed
(Theresa Langevin – reappointment)
- I.** One *Democratic* Member
Economic Development Commission
Five Year Term to expire January 31, 2010 or until a successor is appointed
(Mark Griffin – reappointment)
- J.** One *Republican* Member
Economic Development Commission
Five Year Term to expire January 31, 2010 or until a successor is appointed
(Daniel Lynch – reappointment)

XIII. Resignations and Appointments

January 18, 2005



- K.** One *Democratic* Member
Economic Development Commission
Five Year Term to expire January 31, 2010 or until a successor is appointed
(Paul Sorbo – reappointment)
- L.** One *Democratic Tenant* Member
Fair Rent Commission
Three Year Term to expire March 31, 2007 or until a successor is appointed
(Brian Daly – reappointment)
- M.** One *Republican* Member
Historic District Commission
Five Year Term to expire October 11, 2009 or until a successor is appointed
(Marcia Hinckley – reappointment)
- N.** 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)
- O.** One *Republican Alternate* Member
Human Relations Commission
Three Year Term to expire May 31, 2006 or until a successor is appointed
(VACANT)
- P.** 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)
- Q.** 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)
- R.** One *Republican* Member
Public Building Commission
Three Year Term to expire November 30, 2007 or until a successor is appointed
(Robert Gustafson – reappointment)
- S.** 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)
- T.** 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
January 3, 2005
Unapproved Minutes**

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

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Broxterman, Councilor Ellingwood, Councilor Dean, Councilor Jepsen, Councilor Mulligan, Councilor Simon and Councilor Walker
2. Prayer – Councilor Jepsen
3. Pledge of Allegiance – Councilor Jepsen
4. Proclamations/Awards

None.

5. Public Communications and Petitions

Mr. Bradshaw Smith, 23 Ludlow Road, recommended the Personnel Committee conduct a mid year review of the Town Manager's performance. This is not a discussion of the incumbent but rather it is the process of how this operation is conducted.

Ms. Margaret Olefsky and Tammy Lindsey, addressed the Council regarding a letter requesting residential bank statements by January 31, 2005 from the management at the elderly housing complex in town. Some of the residents cannot drive and it may take them longer to get their statements. The statement at the end of the letter seemed threatening, suggesting that eviction may happen.

Town Manager Peter Souza will deliver this information to the Housing Authority.

6. Report of Appointed Boards and Commissions

- A. Board of Education

Ms. Catherine Moreton, BOE, reported to the Council. Schools returned to sessions today. The high school semester ends in a couple of weeks. The Joint Board of Education/Town Council Committee met tonight to get budget issues from the Superintendent. The Superintendent will submit her budget at the Wednesday, January 19th meeting. At the last Board meeting, a consultant gave a presentation on the Personnel Development Curriculum along with recommendations. Communications with parents was cited and committees will be set up to review that process. The Adolescent Sleep Study meeting was also held. Teenagers will perform much better in

school, both socially and academically, if they start school later in the day. The Board hasn't decided the issue yet, but they are reviewing it. The next workshop will be February 9th with an update from the high school on the steps taken on the NEASC report from last spring.

Councilor Broxterman asked when the revised Personnel Development Curriculum would be updated. Ms. Moreton said that the Assistant Superintendent would be working on that with the committee.

B. Zoning Board of Appeals

Ms. Fran Rothenberg, Chair, Zoning Board of Appeals, reported to the Council. She reviewed the Board and their duties. In 2004, 12 variances were requested, 11 approved, and one was denied. They also heard six appeals of the Zoning Officer and the Zoning Officer's decisions were upheld in all appeals.

7. Town Manager's Report

Holiday Toy Drive Brings Joy to the Holiday Season

The Holiday Toy Drive sponsored by Windsor Safety Services, Windsor's Healthy People and Healthy Community had its kick off Saturday December 11th. The people of Windsor and Windsor businesses were incredibly generous this year. On the 18th of December 280 children received gifts including hand made mittens, scarves, hats and slippers, toys, stuffed animals and a bag of goodies. Special thanks to the many town employees, and volunteers for their efforts.

Updated Flu Vaccine Information

The State Department of Public Health is making influenza vaccine available by co-sponsoring regional influenza clinics in a variety of Connecticut towns this week. The clinics will be held in West Hartford, New Britain, Waterbury, Torrington, Ridgefield, Mansfield and Waterford, but are open to all Connecticut residents who meet the following eligibility requirements:

- All children aged 6-23 months
- All adults aged 50 and over
- Persons aged 2-49 years with chronic medical conditions
- All women planning to be pregnant during the flu season
- Residents of nursing homes and long-term care facilities
- Children aged 2-18 years on chronic aspirin therapy
- Health care workers involved in direct patient care and
- Out-of-home caregivers and household contacts of persons in high risk groups (e.g., persons aged 65 or over; persons with chronic conditions such as diabetes, heart or lung disease, or weakened immune systems because of illness or medication; and children aged <2 years).

Detailed information regarding clinic locations is available on the American Lung Association website at www.alact.org

Rte 218 Traffic Signal Activated

On December 22nd, the DOT turned on the new signal at Rte. 218 and Columbia Road. The adjacent signal at Rte. 218 & W. Wolcott Ave. was removed and a stop sign was installed facing W. Wolcott Ave. (the side street). The driveway to the commuter parking lot is now opposite Columbia Road. The Connecticut DOT will install pavement markings for Columbia Road and the commuter lot. Both will have two lane approaches.

Main Library "On the Move"

The Main Library will close Monday January 10 for moving. Public services and materials will be relocated to 139 Broad St, the former Aglow Auction House. Staff anticipates re-opening at Aglow on January 20. The library website and main phone number will provide any updates as needed. 285-1910 or www.windsorlibrary.com

The Wilson Branch will remain open during this period. Branch hours are:

Monday 10:00 AM – 7:30 PM

Tues- Fri 10:00 AM – 5:30 PM

Sat 10:00 – 3:00 PM

While at the temporary location, the main library hours and phone numbers will remain the same as they are currently.

Citizens will have access to new library materials, tax forms, computers, a copy machine and a fax machine. Library programs will be held at various locations around town.

Councilor Jepsen asked about the gypsum banning and when it will be on the agenda. Town Manager Souza said that it will be at the January 18th meeting.

8. Communication from Council Members

Councilor Broxterman – None.

Councilor Dean – None.

Councilor Ellingwood – None.

Councilor Jepsen – None.

Councilor Simon – None.

Councilor Mulligan – None.

Councilor Walker – wished everyone a happy and prosperous New Year. On Martin Luther King Day, January 17th at 6:00 p.m., Archer Memorial Church will be sponsoring a function at Town Hall to publicize the David A. Gaither scholarship.

Deputy Mayor Curtis – None.

Mayor Trinks – suggested that citizens of Windsor should say a prayer or light a candle for the slain Newington Police Officer.

9. Reports of Standing Committees

A. Finance Committee - None.

B. Town Improvements Committee – None.

C. Health and Safety – None.

D. Special Projects – None.

E. Joint Board of Education and Town Council Committee – met this evening to discuss budget issues. Councilor Walker thanked Dr. Elizabeth Feser, Superintendent of Schools, whom has a grasp of the situation which the Board of Education and Town is facing.

F. Personnel Committee – None.

10. Ordinances

None.

11. Unfinished Business

None.

12. New Business

Moved by Councilor Walker, seconded by Councilor Broxterman to add agenda item 12.
G. Approve adding equipment schedule to the master lease agreement with Ford Motor Credit Company to allow leasing of five police cruisers.

Motion Passed 9-0-0

A. Approve FY 2006 Budget Calendar including setting of public hearing dates, adjourned town meeting date and budget format

Moved by Deputy Mayor Curtis, seconded by Councilor Broxterman, that the attached Budget Calendar for FY 2006 be adopted adding budget session Wednesday, April 20th and a date to be determined in March for the Finance Committee and the community to meet to have an overview of the preliminary budget.

Deputy Mayor Curtis and Councilor Broxterman accepted the friendly amendment.

Motion Passed 9-0-0

Councilor Ellingwood noted that April 18th is school vacation week.

Councilor Jepsen suggested adding another week to the budget process.

Councilor Walker agreed with Councilor Simon that last year's meetings were rushed, however, if we receive handouts in a timely manner, it should be different this year. Perhaps instead of adding an additional half-hour, an additional meeting would be better.

Deputy Mayor Curtis noted that we vote to extend the meeting if necessary.

Councilor Broxterman made a friendly amendment to add a budget session, Wednesday, April 20th and add an item with a date to be determined in March for the Finance Committee and the community to meet to have an overview of the preliminary budget.

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen that a Public Hearing for input from the public regarding the FY 2006 budget be scheduled for February 7, 2005 at 7:15 p.m.

Motion Passed 9-0-0

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen 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 p.m.

Motion Passed 9-0-0

Councilor Jepsen made a friendly amendment to add the word "tentatively" to the proposed budget schedule in regard to the Adjourned Town Meeting for May 10, 2005.

Moved by Deputy Mayor Curtis, seconded by Councilor Broxterman that the Adjourned Town Meeting be tentatively scheduled for May 10, 2005.

Motion Passed 9-0-0

B. Discussion and adoption of Debt Service Option

Moved by Councilor Dean, seconded by Councilor Broxterman, resolved that the Town Council approves Option C, Fiscal Year 2005 Debt Service, as outlined in the attached table.

Town Manager Souza reviewed the debt service option.

Councilor Ellingwood asked about the receipt and if we would have to roll over the temporary note. Mr. Gregg Pavitt, Finance Director, said that there is approximately \$600,000 left. It depends how long the state sits on it. We expect it by the end of June, but he wouldn't be surprised if it was July or August. Councilor Ellingwood also asked if there is such a thing as a debt service fund or if it is a new concept. Mr. Pavitt said that there is an existing debt service fund, although it doesn't carry a balance at this time.

Councilor Simon asked how the reserved money would be used. Town Manager Souza said that the Town Council would make an appropriation from the debt service fund rather than raising the mill rate.

Councilor Mulligan asked if we received money back from utilities. Mr. Pavitt said that we received \$215,000 for energy efficiency rebate along with \$87,000 for a boiler insurance reimbursement back in FY 03.

Councilor Ellingwood said that from an accountant's sense, it should go back to where it came from.

Councilor Jepsen thinks we have other fixed costs coming along and it's all coming from one pocket or another so this should go to the General Fund.

Councilor Walker asked if we know what is in the reserve fund and if we are meeting the 8%. Mr. Pavitt said that the audit was finished at 4:30 p.m. this afternoon and they will have a figure tomorrow.

Councilor Simon stated that tonight we can choose to either reduce a potential tax increase for Windsor residents with this motion or not. He wants to reduce their tax increase by using some of that \$6.5 million. If we remove that clause, another decision would have to be made to reduce a potential tax increase.

Councilor Jepsen said that this is in keeping with actions of the Council in the past year.

Councilor Simon said he understands, but the circumstances are different.

Councilor Jepsen made a friendly amendment to the motion to remove "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" from the motion.

Councilors Dean and Broxterman accepted the friendly amendment.

Motion Passed 5-4-0 (Mayor Trinks, Deputy Mayor Curtis, Councilors Walker and Simon opposed)

C. Introduce bond ordinance for reconstruction of Elm Street

Moved by Councilor Broxterman, seconded by Councilor Jepsen, 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 the full text of the ordinance be recorded with the minutes of this meeting.

Mr. Tom Lenehan, Town Engineer, provided a brief overview of the project. 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.

Councilor Jepsen asked the term of the bond. Mr. Pavitt said a one-year note, then a 20-year bond.

Motion Passed 9-0-0

Moved by Councilor Broxterman, seconded by Councilor Jepsen, that an 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.

Motion Passed 9-0-0

D. Set Public Hearing for January 18, 2005 at 7:15 p.m. for reconstruction of Elm Street Bond Ordinance

Moved by Councilor Broxterman, seconded by Councilor Ellingwood, that a Public Hearing be set for January 18, 2005 at 7:15 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to approve or disapprove an 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”, 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.

Motion Passed 9-0-0

- 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”**

Moved by Councilor Dean, seconded by Councilor Broxterman, that 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.

Mr. Tom Lenehan, Town Engineer, gave an overview of the ordinance.

To construct the Addison Road/Day Hill Road Intersection improvements, the Town Council is being requested to approve an ordinance for the acquisition of a small parcel of land, 0.499 acres and set a Public Hearing for approval.

Councilor Jepsen asked if Project 9032 is this project. Mr. Lenehan said yes, this project was approved for design a few years ago with funds which were left over from another project.

Motion Passed 9-0-0

Moved by Councilor Dean, seconded by Councilor Broxterman, to introduce 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”

Motion Passed 9-0-0

- F. Set a Special Town Meeting for Tuesday, January 18, 2005 at 7:00 p.m. 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”.**

Moved by Councilor Dean, seconded by Councilor Broxterman, 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.

Motion Passed 9-0-0

- G. Approve adding equipment schedule to the master lease agreement with Ford Motor Credit Company to allow leasing of five police cruisers

Moved by Councilor Walker, seconded by Councilor Broxterman that the equipment schedule dated December 20, 2004 be added to the Master Lease Purchase Agreement, number 7121000, with Ford Motor Credit Company dated December 2, 2003.

Ford Motor Credit Company is the low bidder for the lease of five police cruisers for a three-year lease period. As part of the process to lease the cruisers, a new equipment schedule needs to be added to the master lease agreement.

Councilor Jepsen commented that we haven't leased vehicles in quite a while. He said that these payments would take away from new cruisers in upcoming years. Town Manager Souza said that requests will be made for replacements (five on an annual basis) and it will depend on available resources. Councilor Jepsen asked if leasing will be an option we pursue in the future. Town Manager Souza said that we leased this year as a cost savings measure, however, he doesn't see it as a common practice. Councilor Jepsen does not like leasing and will vote against this motion.

Councilor Walker recalled that last budget season we voted down having officer's taking home cruisers. Once we voted it down, we took a considerable amount of time discussing vehicle leasing. Maintenance cost, once tied into the lease is considerably less.

Councilor Jepsen asked if the lease includes maintenance. Chief Searles said it does not.

Councilor Mulligan noted that the expenditure has already been approved and this motion is to add them to the equipment master lease.

Councilor Walker asked why the lease doesn't include maintenance. Chief Searles answered that it is Ford's standard lease across the country and while it doesn't include maintenance, at the end of three years, we can buy the vehicle for \$1.00.

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

13. Resignations and Appointments

Moved by Councilor Mulligan, seconded by Councilor Jepsen to:

- Item C:** Reappoint Gale Deming to the Commission on Aging and Handicapped as a republican member for a three year term to expire January 31, 2008 or until a successor is appointed
- Item D:** Reappoint Shirley Hallett to the Commission on Aging and Handicapped as a republican member for a three year term to expire January 31, 2008 or until a successor is appointed
- Item E:** Reappoint Lee Hoffman to the Commission on Aging & Handicapped as a republican member for a three year term to expire January 31, 2008 or until a successor is appointed
- Item K:** Reappoint Samuel Hinckley to the Conservation Commission as a republican member for a five year unexpired term to expire November 30, 2009 or until a successor is appointed
- Item O:** Reappoint James Martin to the Economic Development Commission as a republican member for a five year term to expire January 31, 2010 or until a successor is appointed
- Item X:** Reappoint David Kelsey to the Town Planning & Zoning Commission as a republican member for a five year term to expire November 8, 2009 or until a successor is appointed.

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the December 20, 2004 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the December 20, 2004 Regular Town Council Meeting. Corrections: page 3 – item 8 – remove Councilor Mulligan from the councilor's comment section, as he was absent from the meeting.

Motion Passed 9-0-0

15. Public Communications and Petitions

None.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Broxterman, seconded by Councilor Jepsen to adjourn the Regular Town Council Meeting at 9:20 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch