



Council Agenda

Council Chambers
Windsor Town Hall
September 19, 2005



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Dean
3. PLEDGE OF ALLEGIANCE – Councilor Dean
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Human Relations Commission
 - b) Public Building Commission
 - c) Library Advisory Board
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Discussion of consultant's report regarding budget process (Councilor Ellingwood)
12. NEW BUSINESS
 - a) Presentation on juvenile diversion program (Town Manager)
 - b) *Authorize Town Manager to execute an agreement with the State of CT for purchase of alternative fuel vehicle (Town Manager)
 - c) *Discussion of Arts & Culture Grant awards (Councilor Simon)
 - d) Accept labor contract with UPSEU Local #424-Unit 6 for FY 2006, 2007, and 2008 (Town Manager)



- e) Accept labor contract with UPSEU Local #424-Unit 10 for FY 2006, 2007, and 2008 (Town Manager)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the September 6, 2005 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy or negotiations with respect to collective bargaining (Labor negotiations)
- b) Strategy and negotiations with respect to pending claims and litigation (Bloomfield-Windsor landfill)


17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: September 19, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Budget Process Review

Background

In February 2005 the N.E. Willow Group made a presentation to the Town Council regarding their review and recommendations relative to the budget process. At that time, the consensus was to revisit the report recommendations after the completion of the FY 2006 budget adoption process.

At its September 6, 2005 meeting, the Town Council asked that the consultant's budget review be slated for continued discussion at the September 19, 2005 meeting.

Discussion/Analysis

Included in the set of recommendations were a range of actions to improve accuracy and increase public awareness and public confidence. During the most recent budget process, a number of actions were taken to achieve the above objects. Those actions include:

- Publication of a Citizen's Guide to the Town Budget
- Meetings with Parent Teacher Organizations and local civic organization
- Open Community Forum
- Community Forum at Senior Center
- Established a Document Review Team
- Reinforced standardization of budget assumptions
- Implemented internet based Tax Calculator

These actions have provided a foundation upon which to continue improving and enhancing the overall budget preparation and implementation cycle.

The consultant's report outlines a wide range of recommendations – some more global or policy in nature and others more administrative in scope.

Based upon alterations begun this past fiscal year, it is suggested that the next steps in refining the budget process focus on the following areas:

- Budget monitoring and analysis
- Multi Year Forecasting
- Linking Council goals more directly to operating and capital budgets
- Refine Budget Review Process

Attached is a recap of the recommendations as outlined in Appendix E of the February report. Staff has identified suggested lead parties in terms of decision making, remarks and/or status, suggested timeframe and potential resources needed for each recommendation.

Financial Impact

None.

Other Board Action

None.

Recommendation

Based upon alterations that began this past fiscal year, it is suggested that the next steps in refining the budget process focus on the following areas:

- Budget monitoring and analysis
- Multi Year Forecasting
- Linking Council goals more directly to operating and capital budgets
- Refine Council's Budget Review Process

Attachments

Appendix E of Consultants Report

Budget Preparation

Recommendation	Lead	Remarks/Status	Timeline	New Resources
Standardize Data	TM	Done as part of FY 06 process Refine each year	Done	
Deadlines/Timelines	TM	Done as part of FY 06 process	Done	
Centralize Control	TM	Done as part of FY 06 process	Done	
Accuracy	TM	Done as part of FY 06 process	Done	
Switch software	TC / TM	On hold until budget philosophy and format decision as well hiring of Finance Director	Long term	Hold for Finance Director \$150K +
Analytic Help	TC / TM	Done PT Analyst hired PT Accounting help Fall/Winter	October	Already Funded
Ongoing Analysis	TM	Initiate October '05 with hiring of Analyst. Re-institute monthly reviews with Dept Dir. and make quarterly reports to Council / Finance Committee	Initiate Oct. Refine during FY -06 Reporting to start during Fall & Winter	Already Funded
Fix or eliminate "Product & Services"	TC / TM	On hold until budget philosophy and format decisions as well hiring of Finance Director. Potentially develop uniform system for FY 08	Long term	Potential to need additional staff, contractual services and software systems
Relate Performance Measures to Goals	TC / TM	Could begin with FY 07 process based on Council establishing goals in January 06	Short term	Utilize in-house staff
Citizen Identified Measures	TC	Hold for Finance Director Not recommended as shorter priority	Long term	Depending on program / scope may need additional resources

Budget Approval

Recommendation	Lead	Remarks / Status	Timeline	Resources
Lengthen Budget Review Process	TC	Minor adjustment in FY 06 with addition of Finance Committee meeting in late March	Short term FY 07 process	In House
Consider Working Group Structure	TC		Short term Could start FY 06 or FY 07	In House
Budget Philosophy/Structure	TC	Substantial restructuring would be required. Hold for Finance Director	Long term	Additional staff Software update
Independent Analysis	TC	Council has added analytical resources. Continue refinement in budget review process to increase discussion of strategic issues.	Short term	In House Existing Resources
Products & Services	TC / TM	On hold until budget philosophy and format decisions as well hiring of Finance Director. Potentially develop uniform system for FY 08	Long term *Hold for Finance Director	Potential to need additional staff, contractual services and software systems
Develop Out-Year Estimate	TM	Re-institute presentation of 5 year forecast	Nov/Dec '05	In House
Strategic Planning	TC	Depending on scope of work this is likely a multi-yr process and will require substantial Council and staff resources	Long term	In House & Outside Resources

Budget Execution

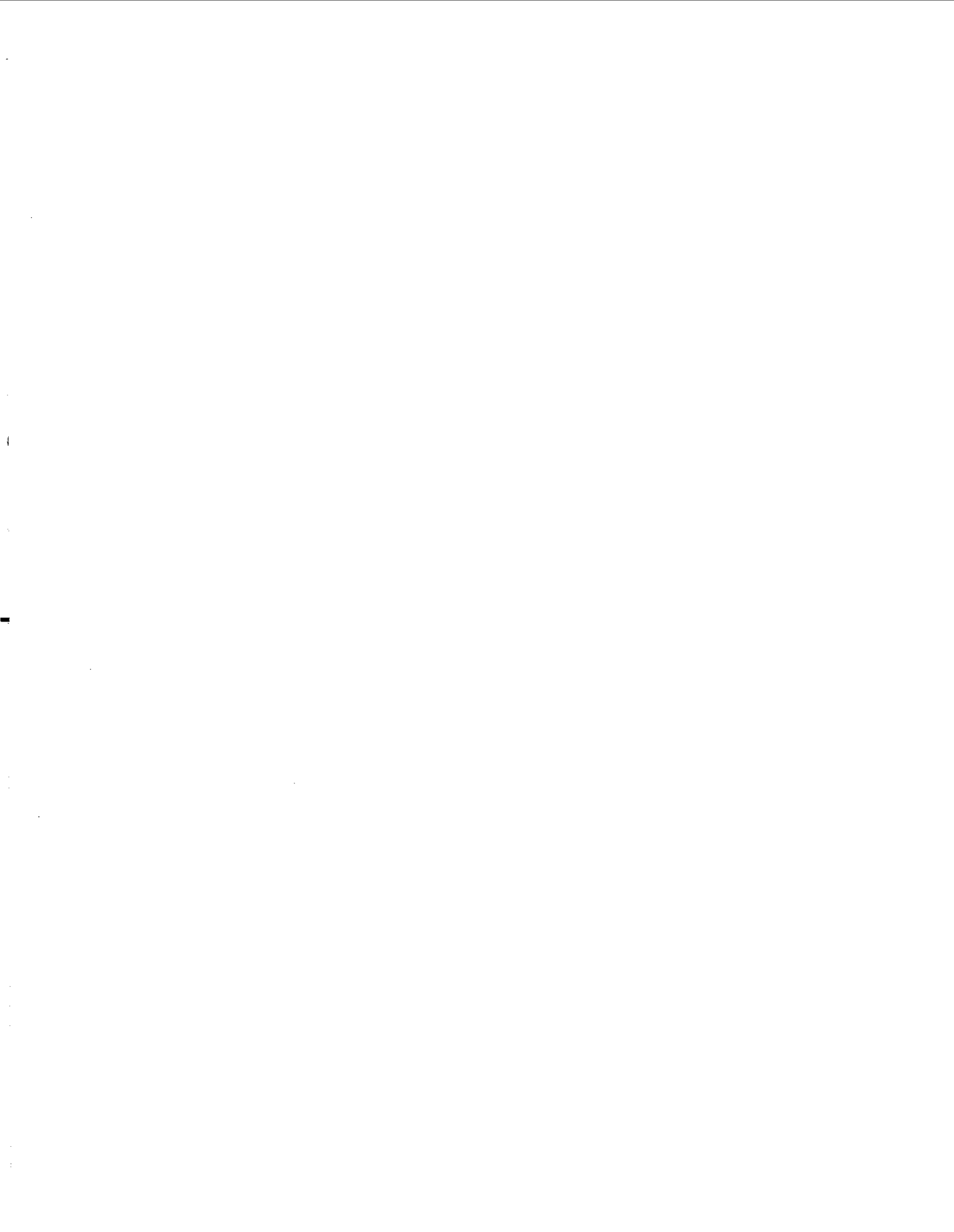
Recommendation	Lead	Remarks / Status	Timeline	Resources
Monthly Monitoring	TM	To be re-instituted Fall '05 Quarterly reports to Finance Committee	Short term	Funded
Variance Reports	TM	To be re-instituted Fall '05 Quarterly reports to Finance Committee	Short term	Funded
Variance Analysis	TM	To be re-instituted Fall '05 Quarterly reports to Finance Committee if desired	Short term	Funded

Capital Budgeting

Recommendation	Lead	Remarks / Status	Timeline	Resources
Scenario Analysis with CIP	TM	Begin refinement & enhancement of current process as part of 2007 – 2012 CIP preparation	Short term	In House & Financial Advisor

Citizen Participation & Communication

Recommendation	Lead	Remarks / Status	Timeline	Resources
Convene Panel on Communication	TC / TM	Informally done with budget guidelines.	Long term	In house
Establish Document Review Team	TM	Done as part of FY 06 process. Will continue in out years	Done Ongoing	In house
Survey Citizens	TC	Could revamp annual citizen survey or establish budget specific survey tool	Short term	New Resources
Convene Budget Panel	TC / TM	Existing boards might be used Informal focus groups could also be used	Long Term	New Resources
Use Web Technology	TM	Done Instituted tax calculator in FY 05 May be reformed / enhanced over time	Done Long-term	Depending on desired enhancements



APPENDIX E. SUMMARY LIST OF RECOMMENDATIONS

Each recommendation is marked with either short-term (S/T) or long term (L/T). S/T denotes recommendations that would likely take less than one year to implement, while L/T is used to highlight those recommendations where implementation would require more than one year.

Budget Preparation

- *Standardize budget data (S/T)*. Budget preparation forms and formulae should be standardized and formats centrally established so that each budget section is accurate and presented in the same manner.
- *Keep to deadlines, consider starting preparation months earlier (S/T)*. Budget preparation deadlines should be early and inviolate. Spreadsheets and text should be developed with adequate time to assure their accuracy. This likely means the budget preparation process needs to begin earlier in the fiscal year.
- *Centralize control (S/T)*. Control of the budget preparation process and materials should be centralized after the departments submit their budgets to the Manager. Budget staff should work with each department to assure that the materials are prepared using a common set of assumptions and formats.
- *Ensure accuracy (S/T)*. Multiple approaches should be used to assure budget document accuracy. After requests have been assembled by departments and reviewed by finance staff, compose and *ad hoc* 'Document Review Team' made up of employees from various ranks and departments throughout the organization. Use this team to re-check budget text, test numbers for accuracy, and assure the clarity and parallel construction of the document.
- *Switch to appropriate budget software (L/T)*. The Town should use budgeting software specifically designed for municipal government applications. The software should integrate multiple program and department budget requests, facilitate sophisticated scenario analysis, and include modules for forecasting and capital budgeting. The software should be able to assimilate information from existing accounting software. The use of Microsoft Excel for budget preparation and analysis should be discontinued.
- *Get more budget analytic help (S/T)*. The Town of Windsor should hire a full time budget analyst (with a Master of Public Administration degree or equivalent credential) to support all phases of the budget process. This person should be trained in all aspects of governmental budget and finance analysis. Since accounting and financial reporting skills are well covered by existing staff we do not recommend the addition of an accountant, unless that person had substantial training in budget and finance analytics.
- *Continue budget analysis throughout the year (S/T)*. Budget analysis should be staffed as an ongoing finance function that continues throughout the year in monitoring, planning and evaluation, in addition to budget preparation and approval.



- *Fix or eliminate 'Product and Services' information (S/T or L/T).* We recommend the elimination of the current "Product and Services" information in the budget because it is not uniformly prepared and is not presently used for budget deliberations or program evaluation. Elimination is a short-term solution. If decision makers would find programmatic information useful for planning and monitoring purposes then a common methodology for cost allocation should be employed and support should be provided to assure that the numbers truly reflect the pattern of work. Financial reports should then be designed to show managers how expenditures have accrued within each programmatic activity. Ensuring accuracy and improving the "Products and Services" information is a long-term solution requiring substantial resources to implement.
- *Relate performance measures to goals (L/T).* We recommend the development of select performance measures that relate the achievements of the organization to its goals and the outcomes desired by its citizens.
- *Consider citizen identified measures (L/T).* The Town might consider the use of citizen identified performance measures in areas of particular public interest or concern (see Citizen Participation, Communication and Trust below).

Budget Approval

- *Lengthen the budget approval process (S/T).* The Council should consider lengthening the approval process to two months from one month. One month (5 meetings) is not enough time to understand, analyze, and modify an \$80 million dollar budget.
- *Consider working group structure (S/T).* Rather than each department having one hearing before the entire Council, the Council should consider creating working groups to learn about and examine specific departments and functions. This would create centers of expertise among councilors that can help alleviate the budget information asymmetry.
- *Council should decide its priorities (L/T).* The line-item budgeting structure was invented over 100 years ago to establish budgetary controls. Line-item budgeting is the simplest of the budgeting systems and is designed to support and control the purchase of resources. It does not focus on the results to be achieved or the goals to be accomplished. The program structure and performance measures as they currently exist do not provide much guidance. Therefore, we suggest that the Council decide the role it wants to assume in budget approval. If the Council is satisfied with line-item budgeting, it should continue with the existing budgeting system. If the Council would like to take a more results based approach, such as the NACSLB recommends, it should consider changing budget systems. However, the Council should realize that establishing a results based budgeting system takes significant investments of resources, effort, and time.
- *Consider establishing independent analysis capability (S/T).* In a Council-Manager form of government it should be the primary role of the Council to provide policy direction and leave administration to the professional management. However, budget decisions are



of paramount importance in the priority setting process. The Council may want to develop independent analysis staff if it decides it wants a larger role in budget decisions. Independent analysis capability would help provide comfort to the Council that budget numbers are accurate and their priorities are being articulated in budget allocations.

- *Decide what to do with 'Products and Services' (S/T or L/T)* The current 'Products and Services' structure is very weak and probably misleading. The Council should either insist on improvement (long-term implementation) of its accuracy or eliminate it (short-term).
- *Develop out-year estimates (S/T)*. Regardless of the budget format, the proposed and adopted budgets should include out year projections so the longer term impacts of decisions are better understood.
- *Consider strategic planning (L/T)*. The Council currently has a retreat to set priorities. Although this is certainly an excellent practice, it falls far short of strategic planning. Strategic planning, similar to what is recommended by the NACSLB, would include a detailed look at the future of the town, incorporate stakeholders, formulate goals and objectives, and derive measures of performance toward achieving the goals. The current performance measures do not appear to be systematically related to overall organizational goals. A full strategic planning exercise is a substantial undertaking that requires significant resources and will entail implementation over a number of years.

Budget Execution

- *Create and monitor monthly budgets*. The finance staff should prepare detailed monthly budgets that account for spending that occurs episodically throughout the year, such as road sanding only during the winter.
- *Create variance reports*. The finance staff should prepare, analyze, and distribute departmental variance reports. The value of a purchase during the time between a purchase order is approved and the good or invoice is received is called an encumbrance. Encumbrances should be explicitly identified in the variance reporting.
- *Analyze variances*. A complete variance analysis should be conducted where variances appear material. This analysis should be detailed enough to identify the sources of variances.

Capital Budgeting

- *Conduct scenario analysis (S/T)*. The Town should conduct scenario analysis to estimate the operating budget impacts of capital investment and various financing mechanisms. The Town should use present value analysis to analyze the impact of bond issue structure and size on borrowing costs, debt service, and mil rates.



Citizen Participation, Communication and Trust

- *Convene a citizen panel on communication (S/T).* The Town should consider creating a one-time citizen panel to assist in the design of budget and tax communications that are clear and persuasive about their accuracy.
- *Establish 'Document Review Team' (S/T).* Create a 'Document Review Team' (see Budget Preparation, Budget Document, above) to review such communications before sending them out. Allow team members to challenge and verify the facts presented in such communications. Use a decision making process that satisfies all team members before communications are released.
- *Survey citizens (S/T).* The Town should consider telephone, mail or web surveys to ascertain current levels of trust in government and citizen budget preferences.
- *Convene budget panels (S/T).* Sponsor a set of citizen panels on the budget. Panelists would be recruited from the public at large and agree to receive information and make recommendations on a variety of budget related matters including:
 - Format and content of budget and tax communications
 - Methodology and practice in tax assessment
 - Willingness to accept tax increases and/or spending reductions in certain areas
 - [Additional panels open to anyone might be included to assure that all who wish to do so have an opportunity to participate]
- *Use web technology (S/T).* Internet technology now allows an interactive web based tax price interface showing each resident their tax bill and how it would be changed by reassessment, or tax and service changes.



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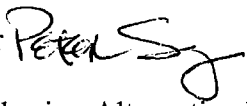


Agenda Item Summary

Date: September 19, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Brian Funk, Director of Public Works

Reviewed By: Peter Souza, Town Manager 

Subject: Grant for Assistance in Purchasing Alternative Fuel Vehicles

Background

The Federal Highway Administration, through the Connecticut Department of Transportation (DOT) provides grants to assist in the purchase of alternative fuel vehicles. The DOT has announced that they have approved the Town of Windsor's request for a Honda Civic Hybrid vehicle, and that they will fund the incremental cost of \$6,800 for the automobile.

Discussion/Analysis

This grant program was established to encourage the purchase of alternative fuel vehicles. Under this grant, the town purchases the hybrid vehicle and requests reimbursement from the DOT for the difference in cost between the hybrid and non-hybrid Honda Civic.

The benefit to the town is being able to obtain a hybrid vehicle at the purchase price of a non-hybrid car. Hybrids have better gas mileage than comparable non-hybrid automobiles.

This purchase helps to meet the Town Council's 2004 – 2005 goal to promote use of alternative fuel vehicles, recycling and green building techniques.

Financial Impact

Under the State contract, a Honda Civic Hybrid car costs \$20,100. A comparable Civic without a hybrid engine costs \$13,300. The difference, \$6,800 represents the grant from the State. Funding for the purchase is included in the Department of Public Works' FY 2006 operating budget.

Other Board Action

None.

Recommendations

If the Town Council is in agreement, the following motion is recommended for its consideration:

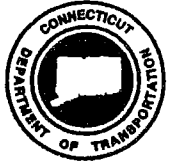
“RESOLVED, that the Town Manager is authorized to execute and submit in the name and on behalf of the Town any agreement with the Connecticut Department of Transportation for the purchase of alternative fuel vehicles.”

Attachments

Approval Letter from the DOT



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone:

August 4, 2005

Mr. Brian W. Funk
Director of Public Works
Town of Windsor
99 Day Hill Road
Windsor, CT 06095

Dear Mr. Funk:

Congratulations! The Connecticut Department of Transportation (Department) has approved the Town of Windsor's request for one Honda Civic Hybrid vehicle and agrees to fund the incremental cost of \$6,800.

The Department will soon be sending you an agreement for your signature. The agreement will describe your vehicle purchase and will include the reporting procedures that will be required.

The Department will reimburse you for the incremental cost of the alternative fuel equipment. After you receive the vehicle, you should send a copy of the dealer's invoice to: Ms. Maureen Lawrence, Department of Transportation, 2800 Berlin Turnpike, P. O. Box 317546, Newington, Connecticut 06131-7546. Your organization will then be reimbursed for the amount of the incremental cost specified above.

If you have any questions, please contact Ms. Lawrence at (860) 594-2911 or by e-mail at maureen.lawrence@po.state.ct.us.

Very truly yours,

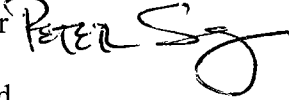
Michael A. Sanders
Transit Administrator
Bureau of Public Transportation

cc: Dr. Travis H. Bradshaw

Agenda Item Summary

Date: September 19, 2005

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Arts & Culture Grant Award

Background

The Windsor Arts and Culture Fund was established on June 20, 2005 to support and promote culture, arts and history throughout the community. Organizations must be Windsor based and have tax exempt status with the Internal Revenue Service. An organization can apply for up to two (2) grant categories each fiscal year. Projects may involve the performing arts, visual art, literary arts, festivals, and cultural tourism.

Discussion/Analysis

Earlier this summer letters were sent to eleven Windsor based non-profit organizations notifying them of the funding opportunity and inviting them to apply by August 3rd. An announcement along with the Arts & Culture policy and application were also added to the front page of the town's web site.

Although there were a number of inquiries only two formal applications were received:

- The Huntington House, which is no longer in operation, submitted a request prior to the August 3rd deadline.
- The Chamber of Commerce/Living History Day Committee submitted an application after the August 3rd deadline. Their request is for support of "Living History Day" a cultural tourism event portraying hometown life as it would have been on September 17, 1862, in Windsor. The grant request is for \$1,186.

Preliminary review of the "Living History Day" application indicates it meets the grant guidelines. The next step in the review process would be to have Special Projects Committee review the application and make a recommendation to the Town Council regarding the grant request.

Financial Impact

The FY 2006 operating budget includes \$10,000 to fund the grant program. If the Town Council chooses to grant this award, the financial impact will be \$1,186 leaving a balance of \$8,814.

Other Board Action

None.

Recommendation

Refer the item to the Special Projects Committee for review and recommendation to the Town Council.

Attachments

Grant Guidelines

Living History Day grant application

Windsor Arts and Culture Funding Policy

The Windsor Arts and Culture Fund is established to support and promote culture, arts and history throughout the community. Funding support is determined by the Town Council during the annual budget process. Individual awards may be made through three types of grant categories. Organizations must be Windsor based and have tax exempt status with the Internal Revenue Service. An organization can apply for up to two (2) grant categories each fiscal year.

Projects may involve the performing arts, visual art, literary arts, festivals, and cultural tourism.

Event / Program Grant

This grant is designed to aid in producing an annual event or program. (i.e. concert or lecture series, ethnic festival, visual art show)

Organization can not receive funding for more than five (5) consecutive years

Grant amount can not exceed 40% of the program cost

Matching funding must be documented and submitted at time of grant application.

Non-recurring Event / Program Grant

This grant is designed to aid in supporting a one time event or program that involves the performing arts, visual art, literary arts, festivals, and cultural or historic tourism.

Grant amount can not exceed 60% of the program cost.

Matching funding must be documented and submitted at time of grant application.

Organizational Support & Development Grant

This grant is designed to provide financial assistance to non-profit organizations for on-going operations or one time special projects or studies. (i.e. market study, feasibility analysis)

Grant amounts can not exceed 10% of the organization's prior year cash operating budget.

Eligible on-going operating costs include: staff salaries, fees for artists, supplies, production costs, marketing, printing and space /equipment rental

ELIGIBILITY

Must be Windsor based organization

Need to have IRS tax exempt status at time of application

Need to demonstrate organizational capacity to plan and implement project

Submit a financial statement from the last completed fiscal year (a compilation, reviewed financial statement or an audited financial statement) and a year to date financial statement

CRITERIA FOR PROPOSAL REVIEW

Artistic and Project Quality

Qualifications and experience of artists/performers

Clear goals, objectives and planned activities

Ability to serve multiple audiences

Efforts to serve youth, elderly or special populations

Efforts to offer culturally diverse programs

Demonstrated capacity to plan and implement project

Strategies to market event or program

Organizational structure

Success of past events or programs

Fiscal Strength of Organization

Use of town funds

Fundraising strategies and plans

APPLICATION TIME LINE

June/July: Applications received

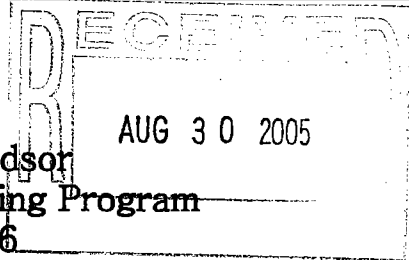
August : Review applications

September: Grant Awards Approved

Grants may be carried over into the first quarter of the following fiscal year.



First in Connecticut. First for its citizens.



Town of Windsor
Arts & Culture Funding Program
2005/2006
(Please Print or Type)

APPLICANT ORGANIZATION: Windsor Chamber of Commerce w/ Living History Wk. Committee

CONTACT PERSON: Ann Parkhurst PHONE: 860/688-5663

ADDRESS: 869 Matianuel Avenue

CITY: Windsor STATE: CT ZIP CODE: 06095

TYPE OF NOT-FOR-PROFIT: (IRS CODE) 501 C6 06-6180000

GRANT CATEGORY:

RECURRING EVENT NON RECURRING EVENT ORG SUPPORT

GRANT AMOUNT REQUESTED: \$1186.00

PROJECT TITLE: Living History Day: A Step Back in Time

(Give a brief description in the space below) The event will portray hometown life as it would have been on Sept. 17, 1862, in Windsor. The public will interact throughout the day with Living History portrayals in the roles of President and Mrs. Lincoln, Harriet Beecher Stowe, CT's Governor Buckingham, John Wilkes Booth, a military recruiter, a blind Civil War veteran, an escaped slave and a slave catcher. To begin, the public will form a procession to welcome Pres. and Mrs. Lincoln as they arrive by train. Pres. Lincoln will address the citizenry and then join the public strolling the Green to see demonstrations of typical homefront activities. The public will interact with the re-enactors throughout the day.

PROJECT BEGINNING DATE: Sept. 17, 2005 ENDING DATE: Sept. 17, 2005

CERTIFICATION: We certify that the information contained in this application is complete, true, and correct to the best of our knowledge. We certify that if this grant is awarded, all funds received will be used solely for the described activities in the manner specified in this application.

Authorizing official (please type): Ann Parkhurst Date: Aug. 29, 2005

Signature: Ann Parkhurst

DO NOT WRITE BELOW THIS LINE

Date application received: _____ Project # _____

No. of copies/packets received: _____ (Original plus 9 copies required)



Town of Windsor
Arts & Culture Funding Program
2005/2006

I. Organization Name: Windsor Chamber of Com. Years in existence: 104 years

A. Briefly explain organizational goals & philosophy:

It is our mission to provide voice for the Business Community on issues of public policy, help businesses to work together for their mutual benefit and advocate initiatives that enhance the town's (region) economic vitality and quality of life.

B. How many arts events / performances / exhibits / classes / workshops do you present annually: 6-10 annually

C. Number of paid staff in your organization: 1.2

D. Number of volunteer staff: 250

E. Geographic area served: Windsor and surrounding area

II. Proposed Project:

A. Title Living History Play: A Step Back in Time

B. Program date(s) Sept. 17, 2005 Time/length: 10^{AM} - 4^{PM}, 6 hours

C. Location: Windsor Center Green

D. Part of a larger event? Please specify no

E. Who will your audience / participants be: Windsor residents and visitors from the region.

What is your expected number of audience or participants: 1000+

F. Identify the artist or art groups who will be involved in the project. List individual artists, if applicable, and attach resume (s) as available:

List attached.

Re-enactors

President Lincoln
Mary Todd Lincoln
Fifer/Drummer
Harriet Beecher Stowe
Governor William Buckingham
Mrs. Buckingham
Escaped Slave
Slave Catcher
Madam ZaZa
Civil War Doctor's Wife
1862 US Army Officer
Herbs and Plant Medicines
1862 Period Artist
1862 Irish Brigade Recruiter
1862 Period Civilian
1862 Period Civilian Couple

Phillip Chetwynd
Sally Raffenello
Sam Chetwynd
Jane Sabatelli
Richard Silocka
Betsey Silocka
Monique Sanders (Archer Memorial Church)
Jimmy Littlefield
Rae Bertellotti
Mary Lou Pavlik
John Callahan
Diane Callahan
Georgia Lee Littlefield
John Balco
Blair Pavlik
Mr. and Mrs. Copeland

Windsor Jesters

General Ulysses S. Grant
Colonel Ellsworth Newberry Phelps
Mrs. James Jones, Civil War widow
Christopher Miner Spencer
Mrs. Jonas P. Safford
Mary Barber
Daniel Howard

Carroll Toal
Paul Essensfeld (?)
Annie Phillips
Danny Coyle (?)
Dot Simon
Linda Lydon
Barry True

Archer Memorial Gospel Choir**Escaped slave**

Monique Sanders



III. Program Objectives:

A. Impact on community and organization:

1. How will the community benefit from this project? How is the project/event directed to the community of specific groups within the community:

This free family-oriented event will portray life in Windsor as it would have been on Sept. 17, 1862, the day of the battle at Antietam. In historically accurate ways, attendees will learn about life on the homefront during the Civil War. There will be demonstrations of cooking and medical treatments, period music, fashions of the era, and military recruitment and training.

2. How will the participants/audience be involved and benefit from this project?

The audience will meet and talk with Abraham Lincoln and the First Lady. They will discuss Uncle Tom's Cabin with Harriet Beecher Stowe and talk with notable stage actors John Wilkes Booth and Laura Keane. Youngsters can try on Civil War soldiers' clothing and enlist in the Irish Brigade. The public can learn Morse code and send telegrams.

3. What are your desired outcomes from this project?

Visitors will leave the day with a broad understanding of Windsor's history of that period and of the impact of the Civil War on life at the homefront. People will learn about the personal and professional lives of historical Windsorites from the 1860's through portrayals by the Windsor Jesters.

4. How will you evaluate the success of this project?

We will solicit evaluations from attendees at a "feedback" station and on the Chamber's website.

Please state your plan for publicity:

Calendar & e-tourism newsletter, on WIN-TV; press releases, calendar listings, & media releases in CT, MA, & N.Y.; notices in Wind. Hist. Soc. newsletter & in There's a Lot to See in Windsor; sandwich board sign on Queen; 18" x 24" signs in various locations; flyers in Wind. Pub. schools & St. Gabriel School; WDRC Brad Davis show and PSA's.

Additional information (optional) may be attached or stated here (limit one additional page)

see attached

Additional information:

This event will be implemented through the volunteer efforts of Archer Memorial A.M.E. Zion Church, the Chamber of Commerce, the Ellsworth Homestead, First Town Downtown, the Vintage Radio and Communication Museum of Connecticut, St. Gabriel School, and the Windsor Youth Services Bureau. In addition, the following individuals have committed many hours of volunteered time: Christine Ermenc, Jim Halisey, Alison Novak, Agnes Pier, Cynthia Redman, Gisele Roemer, Rebekah Royer-Poppel, Monique Sanders, Chris Watts, and Colette Yeich. Also, the Civitan Club of Windsor has donated valuable "in kind" services.



Town of Windsor
Arts & Culture Funding Program
2005/2006

Proposed Budget: VERY IMPORTANT - LIST ONLY INCOME AND EXPENSES FOR THIS PROJECT. (DO NOT LIST ORGANIZATION'S ANNUAL BUDGET)

EXPENDITURES

Cash

A.	Personnel	
	Administrative staff	—
	Artistic staff	<u>1520.00</u>
	Technical staff	<u>200.00</u>
	Other staff	<u>850.00</u>
	Total Personnel	<u>\$ 2570.00</u>
B.	Implementation	
	Space/equipment rental	<u>150.00</u>
	Travel/transportation	<u>20.00</u>
	Promotion/printing	<u>946.00</u>
	Postage/telephone	<u>—</u>
	Supplies/materials (royalties)	<u>—</u>
	Other professional services	<u>—</u>
	Total implementation expenses	<u>\$ 1116.00</u>
C.	TOTAL EXPENDITURES (A + B)	<u>\$ 3686.00</u>
	(Personnel + Implementation actual costs)	

INCOME

D.	Cash income	
	Admissions	_____
	Concessions	_____
	Tuition/fees	_____
	Other	_____
	Total cash income	<u>—</u>
E.	Other Cash Income	
	Individual contributions	_____
	Business contributions	<u>2500.00</u>
	Investment / endowment	_____
	Foundation grants (list on separate sheet)	_____
	Other	_____
	Total other cash income	<u>\$ 2500.00</u>
F.	TOTAL CASH INCOME (D + E)	<u>\$ 2500.00</u>
G.	FUNDS REQUESTED FROM TOWN OF WINDSOR	<u>\$ 1186.00</u>

**Internal Revenue Service
District Director**

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: November 10, 1999

Windsor Chamber of Commerce
P.O. Box 9
Windsor, CT 060950-0009

Person to Contact:

Mary Freudenberg #31-03512
Customer Service Representative

Telephone Number:

877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

06-6180000

Dear Sir or Madam:

This is in response to your request for affirmation of your organization's exempt status.

We issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code. That letter is still in effect.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$200 or more paid to each employee during a calendar year. Your organization is also liable for tax under the Federal Unemployment Tax Act for each employee to whom it pays \$50 or more during a calendar quarter if, during the current or preceding calendar year, it had one or more employees at any time in each of 20 calendar weeks or it paid wages of \$1,500 or more in any calendar quarter.

If your organization's character, method of operation, or purposes change, please let us know so we can consider the effect of the change on the organization's exempt status. Also, your organization should inform us of all changes in its name or address.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

Because your organization is not an organization described in section 170(c) of the Code, donors may not deduct contributions made to your organization. You should advise your contributors to that effect.

2005-2006 Board of Directors

President.....Sharran Selig Bennett – Bill Selig Jewelers
Vice President.....Martin McMahon – Edward Jones Investments
Vice President.....Ann Parkhurst – Windsor Public Schools
Secretary.....Christine Sarner – Aetna
Treasurer.....William Lidestri – Windsor Federal savings

Directors

Terms to Expire 2006

Jerry Wistrom – All Out Coaching
Linda Phillips – SOS Technology
Vincent Guiliano – ADVO

Terms to Expire 2007

Kristen Barbarotta – Johnson, Dowe & Brown, LLC
Bonnie Stone – ALSTOM Power
Robert Henselder – Power Line Electric

Terms To Expire 2008

Ronald Eddy – Griffin Land
Paula Pierce – Hosting CT

2:59 PM
08/29/05
Cash Basis

Windsor Chamber of Commerce

Balance Sheet

As of June 30, 2005

	<u>Jun 30, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 Windsor Federal - Checking	15,050.93
1115 WFS - 01-38-3467 Restrict	118,383.00
1130 WFS - 01-38-3596	33,805.39
1135 WFS-Money Mkt-01-39-7730	23,212.22
Total Checking/Savings	<u>190,451.54</u>
Accounts Receivable	
1200 - Accounts Receivable	-6.00
Total Accounts Receivable	<u>-6.00</u>
Total Current Assets	<u>190,445.54</u>
TOTAL ASSETS	<u><u>190,445.54</u></u>
LIABILITIES & EQUITY	
Equity	
1500 - Retained Earnings	25,798.57
3000 - Opening Bal Surplus	150,300.69
Net Income	14,348.28
Total Equity	<u>190,445.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>190,445.54</u></u>

2:59 PM
08/29/05
Cash Basis

Windsor Chamber of Commerce

Balance Sheet

As of August 29, 2005

	<u>Aug 29, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 Windsor Federal - Checking	9,453.21
1115 WFS - 01-38-3467 Restrict	118,383.00
1130 WFS - 01-38-3598	33,891.34
1135 WFS-Money Mkt-01-39-7730	23,227.48
Total Checking/Savings	<u>184,955.03</u>
Accounts Receivable	
1200 Accounts Receivable	-6.00
Total Accounts Receivable	<u>-6.00</u>
Total Current Assets	<u>184,949.03</u>
TOTAL ASSETS	<u><u>184,949.03</u></u>
LIABILITIES & EQUITY	
Equity	
1500 Retained Earnings	40,144.85
3000 Opening Bal Surplus	150,300.69
Net Income	-5,498.51
Total Equity	<u>184,949.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>184,949.03</u></u>



Town of Windsor
Arts & Culture Funding Program
2005/2006

Application Checklist

- Complete Application (9 copies & original)
- Proof of IRS Tax Exempt Status
- Organizational Chart
- Financial Statement of last completed fiscal year
- Year to Date Financial Statement

Schedule of Events

Time	Site	Event	TH = Town Hall • \$ = paid venue	Time	Site	Event
10:00		Event opens at the Town Hall portico		1:00	5	The true story of a Civil War doctor and his wife
10:30		Public parades to RR station			8	Victorian Firemen
11:00		President and Mrs. Lincoln arrive by train			6	Governor and Mrs. Buckingham converse with the public, photo opportunity
11:30	TH	Mayor Don Trinks gives official greeting President Lincoln addresses the citizenry		1:30	9	"A Slave's Story" by Monique Sanders
12:00	TH	Mrs. Lincoln addresses			10	The Irish: a disabled Union soldier, his rag picker wife, the fiddling son and a cop
	8	Demonstration of soldier life and equipment			9	"A Slave Catcher's View"
	12	Recruitment of soldiers			2	"The Muckraker": an interview of Harriet Beecher Stowe
	1\$	Photo opportunity with President Lincoln			5	"A Family Divided": fighting for the North and for the South
	13\$	Victorian items for sale			14	Press conference with Pres. Lincoln and Governor Buckingham
12:30	TH	President Lincoln and Harriet Beecher Stowe discuss the war and slavery			4	"Meet the Artists": an informal chat about art, creativity and life
	1\$	Photo opportunity with Mrs. Lincoln			8	"Ready for War"
	7	Madam ZaZa, a psychic reader				
	7	Mary Surratt, first woman executed by the Federal Government		2:00	TH	A Guide Through the Fashions of Yesteryear
	14	Martial Fife Music in History		3:00	TH	President Lincoln leads the public reading the Preamble of the Constitution
	5	Military support on the homefront			TH	"John Wilkes Booth states his intent and reasons"
	5	Letters and statements made during the Civil War			TH	"Mary Surratt pleads her innocence"
	11	The Ellsworth House in Windsor history			TH	Harriet Beecher Stowe gives her intent for Uncle Tom's Cabin
1:00	TH	"Windsor's History in Person" by Windsor Jesters				
	10	1860' Aerobics		3:30	TH	President Lincoln addresses the citizenry
	14	A Victorian Tea and Mrs. Lincoln's psychic reading			TH	Mrs. Lincoln gives a brief farewell
	3	Autograph signing by John Wilkes Booth and Laura Keene			TH	Archer Memorial AME Zion Church Choir sings



Windsor Federal

SAVINGS

Neighbors Helping Neighbors Since 1936
www.windsorfederal.com

SS&C

Industry Leading Solutions
for Investment & Financial Management
www.ssctech.com

Century 21

Wm. R. Smith Realty
www.century21smith.com

THE WINDSOR TELEGRAPH

WINDSOR



CONNECTICUT

PRESIDENT LINCOLN VISITS WINDSOR

Celebrate Living History Day: A Step Back in Time on the Windsor Center Green
Journey back to Windsor, September 17, 1862.

Step back in time to meet the 16th President
of the United States as he arrives by train

Chat with Mrs. Lincoln

Ask for the autograph of John Wilkes
Booth and Laura Keane

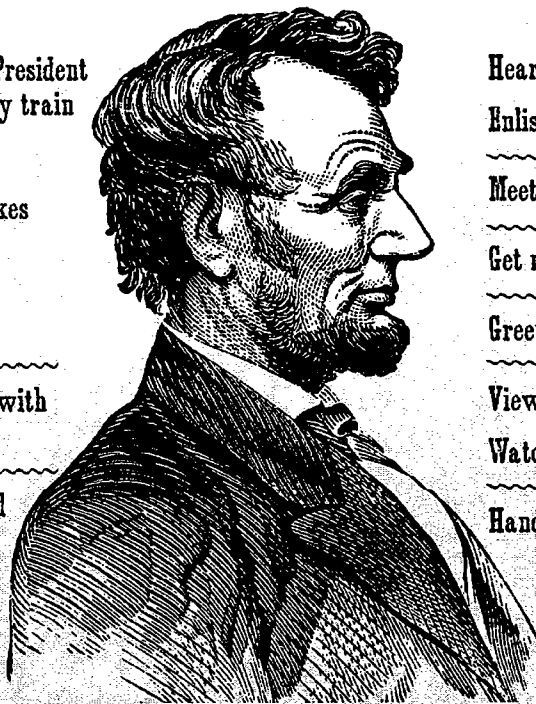
Meet one or more of the accused
Lincoln Conspirators

Discuss the book Uncle Tom's Cabin with
Harriet Beecher Stowe

Listen to a slave catcher... a disabled
soldier... a Civil War doctor's wife

Meet an escaped slave

Try on Civil War soldiers' clothing



Hear an Irish fiddle

Enlist in the Irish Brigade

Meet a psychic reader

Get moved along by an 1857 Police Officer

Greet the 1862 Governor of Connecticut

View a Victorian fashion show

Watch a Victorian artist

Handle original period medical instruments

... and so much more....

Free family fun for kids of all ages.

Please join us in costume or come as you are on the Town Green from 10 am to 4 pm
as we have the honor to present Windsor, Connecticut 1862

Windsor, Connecticut, September 17, 2005.

XIII. Resignations and Appointments

September 19, 2005

- A. Accept the resignation of James Desautelle from the Conservation Commission**
- B. One Democratic Member**
Commission on Aging & Handicapped
Three Year Term to expire January 31, 2008 or until a successor is appointed
(Judith Swade – deceased - VACANT)
- C. One Republican Alternate Member**
Conservation Commission
Five Year Term to expire November 30, 2009 or until a successor is appointed
(Theresa Langevin – reappointment)
- D. One Democratic Member**
Conservation Commission
Five Year Term to expire November 30, 2010 or until a successor is appointed
(James Desautelle – resigned - VACANT)
- E. 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)
- F. One Republican Alternate Member**
Historic District Commission
Two Year Unexpired Term to expire October 11, 2006 or until a successor is appointed
(Loretta Raney – moved from alternate to full membership - VACANT)
- G. One Republican Non-Resident Member**
Historic District Commission
Five Year Term to expire October 11, 2010 or until a successor is appointed
(Collette Yeich – reappointment)
- H. 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)
- I. One Republican Alternate Member**
Human Relations Commission
Three Year Term to expire May 31, 2007 or until a successor is appointed
(VACANT)
- J. 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)
- K. 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)

XIII. Resignations and Appointments

September 19, 2005

- L. 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)

- M. One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2008 or until a successor is appointed
(Kenneth Means – not interested in reappointment - VACANT)

- N. One *Republican Alternate* Member
Zoning Board of Appeals
Four Year Term to expire November 14, 2009 or until a successor is appointed
(James Cowan – resigned - VACANT)

**Windsor Town Council
Council Chambers – Town Hall
September 6, 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 Ellingwood, Councilor Jepsen, Councilor Mulligan, Councilor Simon and Councilor Walker
2. Prayer – Deputy Mayor Curtis
3. Pledge of Allegiance – Deputy Mayor Curtis
4. Proclamations/Awards
 - A. Proclamation honoring Adult Day Services Week

Deputy Mayor Curtis read the proclamation.

5. Public Communications and Petitions

Mr. Ken Rosol, 136 Becker Circle, Ms. Gwen Muhlmeyer, Advisor for Fire Explorers, spoke on behalf of the Windsor Fire Department and the Explorer program. They thanked the town for supporting them. The group presented the Council members with t-shirts.

Mr. Chris McAuliffe, 18 Kellogg Street, was disheartened to read about the comments at the last meeting regarding the group homes. They spoke of “selfish, not in my backyard” mentality. He hopes that the dark days of giving a person with mental retardation a life sentence in an institution is over. We have not come far from those days. He supported training the police officers. He spoke of the hurtful prejudices against certain groups. He noted Windsor’s diversity, these are our people and this is our Windsor.

Mr. Gene Markowski, 10 Grant Circle, discussed two drains with easements in his backyard. He has called to get work done and was told by the department that they were busy. He displayed pictures of the drain. He would appreciate any assistance.

6. Report of Appointed Boards and Commissions
 - A. Board of Education

Mr. Adam Gutcheon, BOE, reported to the Council. The school year was off to a good start. The new administrators are on top of things. Affidavits of Residency have been implemented smoothly. Detention is now from 2:30 – 5:30 PM, replacing in-school detention. An Advisor/Advisee program has been established at the high school for mentoring. Mr. Gutcheon discussed the CAPT scores. Aggregated in every activity

there is a downward trend. Last year, the town tested 100 more students than last year which included 9th grader repeats, which not every district did. It is deceptive to look entirely at percentages because of the numbers tested. They continue to take action to raise achievement. We are not complacent with these scores.

Councilor Jepsen inquired if there has been any narrowing of the achievement gap. Mr. Gutcheon said that in every sub test, African Americans have shown modest improvements and White students have gone down.

Councilor Broxterman asked when the official interpretation would be available. Mr. Gutcheon replied that it could be done at the first Council meeting in November. Councilor Broxterman said that there is continually no improvement. Mr. Gutcheon said that we are grappling with the nationwide problem of the achievement gap. This year new programs were added for intervention. There is new leadership in curriculum and Special Education. We continue to increase expectations for teachers and students. We are continually in a process of self-examination.

Mayor Trinks asked about the fallout from the new requirements for extracurricular activities. Mr. Gutcheon reported on the third quarter results. The number of students warned and ruled ineligible has been pretty small, 3% in the third quarter. This is a policy that many were skeptical about and it has sent the message that we have high expectations for all students. He thinks that this second year will be the definitive year. Mayor Trinks said he was in 100% agreement to keep this policy in effect and enforce it.

Deputy Mayor Curtis asked if there is a state requirement to retake the CAPT test if you fail it the first time. Mr. Gutcheon didn't know if the state requires a re-taking of the test, but Windsor requires that you take it again if you fail the first time. If you fail it twice there are alternatives for meeting graduation requirements.

Councilor Walker commented on the test scores and asked if the Board has considered a dress code to keep students focused. Mr. Gutcheon said that there have not been any formal conversations on that. He would like to see the Board address the issue in a creative way.

B. Insurance Commission

Mr. Marty Maynard, Risk Manager and Mr. Edward Samolyk, Chair of Insurance Commission, reported to the Council. They have renewed the insurance for this year. The claims experience of the town remains very profitable.

Mayor Trinks observed that the exposure and claim counts are commendable.

Councilor Dean inquired about American Alternative. They cover the volunteer fire insurance and are located in the Illinois area. We have had some good success with claims in the past few years with them.

C. Inland Wetland and Watercourses Commission

Ms. Jill Levine, Chair of the Inland Wetland and Watercourses Commission, reported to the Council. The commission has reviewed 43 applications and Ms. LaVigne gave a brief summary of them. Fees totaling approximately \$20,000 were collected for the town. Six "Cease and Desist" orders were issued. One of the most serious issues the Commission has is the degradation of Silver Birch Pond. The Commission requests funds next year to hire a part-time recording secretary.

Councilor Jepsen asked about the increase in the review area from 100' to 150'. Ms. Levine said that it follows state regulations. They have been allowing modifications of 40-50'. Councilor Jepsen inquired if the part-time recording secretary was in this year's budget. Town Manager Souza said that there wasn't a specific amount of money for the Inland Wetland and Watercourses Commission. There has been some discussion of providing a recording secretary with salary funds saved.

7. Town Manager's Report

Neighborhood Assistance Act Applicants Approved

The State of Connecticut Department of Revenue Services (DRS) has approved the applications for a number of Windsor-based organizations for participation in the Neighborhood Assistance Act (NAA) Tax Credit Program. The program is intended to offer an inducement for corporations in the State of Connecticut to contribute to participating organizations. Under the program guidelines, qualifying businesses donating to approved organizations may claim a 60% tax credit against their Connecticut corporation taxes. Certain restrictions apply. Interested businesses must complete an application and submit it to the Department of Revenue Services between September 15th and October 3, 2005. The three organizations participating in the NAA Program include:

- Foodshare, Inc.
- Celebrate Windsor (Advo SummerWind), and the
- Police Athletic League

Federal Highway Safety Program

The Windsor Police were recently notified that an application to the Federal Highway Safety Program has been approved for the purchase of six in-car video camera systems, two computers and accompanying software for paperless reporting. Windsor has received funding in the past to purchase an SUV and a trailer. These are all welcome additions to the department and will increase their capabilities of effectively enforcing DUI and motor vehicle laws while enhancing the safety of our officers and community.

Living History Day

Experience the "homefront" as it was in Windsor in 1862 at Living History Day in Windsor center on Saturday, September 17th from 11:00 AM to 3:00 PM. Some of the activities include a parade to meet President and Mrs. Lincoln at the Windsor Train Station followed by an address from Lincoln on the steps of Town Hall. Participants will also have the opportunity to meet Harriett Beecher Stowe and Governor William Buckingham, hear stories of an escaped slave and hear the words of an escaped slave catcher. There will also be children's games, military encampments, music and

demonstrations. The Archer memorial A.M.E. Zion Church will be performing gospel music of the era. For more information on this free event, visit the Chamber of Commerce website at www.windsorcc.org or call 688-5165.

Local Hurricane Relief Efforts

The Wilson Branch Library is collecting donations of bottled water for the victims of Hurricane Katrina. All water collected will be taken to the Armory in Hartford for distribution.

In addition, several businesses and non-profit groups in town have combined efforts to coordinate a relief collection of clothing, food and other necessities. Donations can be dropped off at the Windsor Senior Center at the L.P. Wilson Community Center until September 16th. A complete list of donation suggestions is available on the town's website at www.townofwindsorct.com or call 913-9826 for more information.

At this time, the town has not received any request for direct assistance in the areas of safety services or public works, but we are currently analyzing what resources we have available if a request should come to us through the State of Connecticut Department of Emergency Management.

Red Plan Activated for Fatal Route 44 Accident

Governor Jodi Rell recently recognized six members of the Windsor Police Department for their response to the fatal Route 44 accident that occurred at the end of July. Their response was part of the "Red Plan" – a regional plan that allows CT towns to request and receive police, fire or ambulance assistance from neighboring communities in emergency situations.

Bridge Builder Award Recipients Announced

The Town of Windsor's Human Relations Commission and Citizens for a United Windsor has announced the names of the 2005 Windsor Bridge-Builders Awards honorees. Community Activist Sandra Baker, Windsor Superintendent of Schools Elizabeth Feser, and Realtor and Civic Leader Lynne Gillette have been selected by a panel of judges as this year's recipients.

The Windsor Bridge-Builders Awards was created 11 years ago to honor individuals, organizations and businesses who make an outstanding contribution to human relations in Windsor.

All town residents and businesses are invited to a special celebration on Tuesday, September 27 in the Council Chambers. A reception will begin at 6:00 PM and the awards presentation will take place from 6:30 PM to 7:30 PM. Reservations are recommended and a voluntary \$10 donation would be most welcome. For more information, call 285-1984.

Citizen's Academy

Registrations for the Town of Windsor Citizen's Academy are now being accepted. The Citizen's Academy is an 8-week interactive program that demonstrates how daily government operations contribute to a better community. The academy will begin on September 21st and continue on eight consecutive Wednesday evenings at various

town facilities. The program is free, and anyone 18 years or older, living or working in Windsor is welcome to apply. For more information, call 285-1835.

Councilor Mulligan asked if the town has locked in a price for fuel and oil yet. Town Manager Souza replied that we are in a contract negotiated through CRCOG for fuel prices through January and we will enter into a new yearly contract at that time.

Councilor Broxterman asked if we can check with the School Bus Company regarding their fuel increases. Town Manager Souza said that he will speak to the Superintendent and Business Manager of the BOE.

Councilor Jepsen commented that Suffield has sponsored a family for a year that has been affected by Katrina. Town Manager Souza said that there have been discussions about assisting with various levels of resources. We can look into that.

Councilor Walker noted the letter from Susan Huser, President, Windsor Woods Association. Town Manager Souza said that the parking lot has been posted with no parking signs and the police department has been advised of that. The property owner has also been notified. The police department can now give violations to people parking there on a long-term basis. Chaining off the parking lot would be the most effective. Councilor Dean suggested additional signage along Dunfey Lane. Councilor Dean added that she spoke to Ms. Huser and one of her big concerns is that the trucks and tractor-trailers are turning onto Dunfey Lane, which is a residential area with heavy overgrowth. Councilor Dean's concern is residents who jog or bike on that road. Ms. Huser also said that the brick building has some holes in the roof, which may be a fire hazard.

8. Communication from Council Members

Councilor Broxterman – Congregation Beth Ahm will hold a fundraiser at Bart's Drive In on Saturday with a DJ and face painting. He also requested any extra pet cages, bowls, etc. be collected to be sent for relief.

Councilor Dean – the Special Projects Committee met and put together an Arts/Culture Policy. It has been a year that Town Manager Souza has been appointed so it is time to set up a review and goals for the upcoming year.

Councilor Ellingwood – a couple of citizens have contacted him regarding issues and he asked if there were any service levels set up in town. Town Manager Souza replied that we do have an automated database system to track citizen requests. The call taker accesses the situation and anything that involves public safety issues is given top priority. Zoning infractions or property maintenance issues are contacted within 48 hours. Councilor Ellingwood asked if there is any type of reporting on targets. Town Manager Souza said that at this point there is not a monitoring system but the system has that capability. Councilor Ellingwood suggested exploring that option.

Councilor Jepsen – thanked the fire explorers for the T-shirt and noted that he attended a couple of events and they have done well with the program.

Councilor Mulligan – None.

Councilor Simon – agreed with Councilor Dean.

Councilor Walker – added to the relief efforts that the town is participating in. Premier Pets have a truck that they want to fill with pet supplies for the abandoned/stranded pets.

Deputy Mayor Curtis – commented that a newspaper mentioned that the police officers were trained to deal with group home issues when actually they were trained in crisis training for mental health.

Mayor Trinks – commented that at the very least we can't solve every dilemma that comes in, but we should make an effort to respond. Town Manager Souza clarified that we do have that tracking system in place and we utilize it for follow-ups using a tickler feature and e-mail reminder.

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 – None.

F. Personnel Committee – None.

10. Ordinances

None.

11. Unfinished Business

A. Discussion of consultant's report regarding budget process

Councilor Dean recommended instituting some of the 16 recommendations that has little financial impact. She suggested tackling two or three at a time.

Town Manager Souza said that prior to referring this to committee, there were a few things that were initiated by the administration – increase public information and education by providing a budget guideline that can perhaps be enhanced further, the internal budget process was lengthened, a document review team was created, added a preliminary meeting with the finance committee prior to the presenting of the budget, we utilized the website for the tax calculator and the use of the website can be enhanced, the budget analyst position was funded and will be staffed in October. Perhaps some

earlier communications between the Council and administration can be done as well as a five year forecast. He looks forward to a refinement of the Council's review of the budget.

Councilor Simon asked for an explanation of what the Budget Analyst will do. Town Manager Souza said that they will provide a variety of variance reports to understand where they are vs. the budgeted amount, as well as working on the five year forecast and eventually work in the area of products and services sections of the budget. Councilor Simon asked about the status of the budgeting software. Town Manager Souza said that they are searching for a Finance Director and going through an audit. His preference is to get a Finance Director on board and be involved heavily in that process. There is also some decisions at the policy level in terms of budget systems that may be problematic. He suggested forming an ad-hoc committee to address the issues in conjunction with the budget analyst.

Councilor Broxterman asked about the search for the Finance Director. Town Manager Souza said that the search has been re-opened and is currently being advertised with a closure date in the later part of September. They hope to be making a job offer prior to Thanksgiving. Councilor Broxterman asked if that person will hire the budget analyst. Town Manager Souza said that they have hired that position for 20 hours with a former Finance office employee who worked in the Spring. The position was funded for 40 hours, which the remaining will be for accounting assistance during budget season. Councilor Broxterman said that it should be referred to the Finance Committee.

Councilor Walker requested clarification on the hours of the budget analyst. It was his understanding that the person would be working full time year round as an independent set of eyes. Town Manager Souza said that the Finance Director will do the day-to-day supervision of the budget analyst. Councilor Walker expressed that the Consultants had some concerns that this job needed to be flexible to provide information to the Council as an improvement to the old processes. Town Manager Souza said that all employees work for the Town Manager and Town Council and make every effort to provide efficient and accurate information.

Councilor Mulligan agrees with Councilor Broxterman concerning not appointing this to an ad-hoc committee. We can't take the time to have another committee appointed and report back to the Finance Committee. There are a number of reasons why we should stretch out the procedure but not by appointing an ad-hoc committee.

Deputy Mayor Curtis agrees. He discussed the recommendation to tie the Capital Projects to the budgeting process. Perhaps have a meeting with the Finance Committee and have any Council members attend to discuss any items they are concerned about.

Councilor Simon said that it is going to need more involvement than that single committee to have a satisfactory outcome.

Councilor Dean suggested a retreat, maybe two hours, and come out of that meeting with the top short term recommendations and put a time table on them. It really involves all of us.

Councilor Ellingwood commented that he agrees with Councilor Simon that a group of three cannot figure this out. Perhaps it should be under the auspicious of the Finance Committee, but we should all be involved. A two-hour meeting is a good idea. The ball shouldn't be dropped for lack of time.

Councilor Broxterman suggested that the town staff come up with a timeline with an order of priority and report to the Council.

Deputy Mayor Curtis suggested a report from the town staff for preparation of the meeting. Town Manager Souza said that they could prepare their thoughts relative to each of those sections to provide a framework so the Council could provide their direction.

Councilor Jepsen said that it sounds like the Town Manager and staff have made changes that are transparent to us and the next move is to determine what the Council needs to be doing. It is up to us to focus on our lack of involvement and lack of expertise. The Council needs to take up this issue.

Councilor Mulligan requested the report for the next Council meeting on September 19th. Town Manager Souza said that they could outline the report.

Councilor Walker believes that we should follow the recommendations for the budget analyst as a full-time employee with a masters degree.

12. New Business

- A. Authorize the Town Manager to submit and sign a renewal application to the Child and Adult Care Food Program

Moved by Councilor Jepsen, seconded by Councilor Walker that the Town Manager is authorized to execute and submit in the name and on behalf of this organization a renewal agreement with the Connecticut State Department of Education Office of Child Nutrition for reimbursement to the Caring Connection Adult Day Care Center as outlined in the attached.

Motion Passed 7-0-0 (Mayor Trinks and Councilor Broxterman out of Council Chambers)

- B. Discussion concerning group homes

Councilor Simon requested this item to have a discussion of facts because fear and ignorance may overwhelm reason. There is no group home in Windsor that contains more than five residents. There is a modest impact on our community.

Town Manager Souza provided a brief overview of this complex and emotionally charged topic. He thanked Representative Ruth Farbach for the supporting facts. He offered a more detailed discussion at a committee if the Council so wished.

Councilor Ellingwood asked if there is anything in legislation for state agencies to notify the town of the existence of a facility. Town Manager Souza said that he believes that for these types of facilities currently in town that there is not any requirement.

Councilor Jepsen asked if these homes pay taxes or are exempt. Town Manager Souza replied that it is split 50/50 with non-profits and privately owned homes. Councilor Jepsen asked about the limit of .01% of population and he thought that it may pertain to a particular facility, which we do not have. Town Manager Souza said that the limit applies to facilities that house mentally ill or substance abusing people, which we do not currently have.

Councilor Walker spoke to a few of the residents who made the complaints. He believes that they are not opposed to DMR or DCF having facilities in this town. There are 40 of these entities that are doing great work, and that Windsor is affordable but Simsbury and Avon have only four facilities.

Councilor Ellingwood said that there are other affordable towns that have 25% of the homes that we do. You can't punish people for bringing up the issue, it is certainly appropriate to bring up any issue.

Councilor Simon added that he thinks the facts don't suggest that there is a particular problem to be solved here.

C. Approve U.S. Bank vs. Town of Windsor settlement

Moved by Councilor Jepsen, seconded by Councilor Broxterman to move Item 12. C. Approve the U.S. Bank vs. Town of Windsor settlement in the agenda after Item 16. E.

Motion Passed 9-0-0

13. Resignations and Appointments

Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen to accept the resignation of Bob Alexander from the Town Planning and Zoning Commission.

Motion Passed 9-0-0

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

Item C: Appoint Daniel Stepanek to the Conservation Commission as a democratic member for a five-year term to expire November 30, 2009 or until a successor is appointed

Item D: Reappoint Lori Ritman Clark to the Historic District Commission as a democratic alternate member for a two-year term to expire October 13, 2007 or until a successor is appointed

- Item E:** Appoint Loretta Raney to the Historic District Commission as a republican member for a five-year term to expire October 11, 2009 or until a successor is appointed
- Item H:** Reappoint Andrew Dowe to the Housing Code of Appeals as a democratic member for a five-year term to expire October 31, 2010 or until a successor is appointed
- Item L:** Reappoint Robert Gustafson to the Public Building Commission as a republican member for a three-year term to expire November 30, 2007 or until a successor is appointed
- Item O:** Reappoint Marva Speed Copeland to the Youth Commission as a democratic member for a three-year term to expire September 30, 2008 or until a successor is appointed
- Item P:** Reappoint Cori-Lynn Webber to the Youth Commission for a three-year term to expire September 30, 2008 or until a successor is appointed.
- Item Q:** Reappoint Jeannette Cave to the Youth Commission as a democratic member for a three-year term to expire September 30, 2008 or until a successor is appointed

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the August 1, 2005 Public Hearing (Mechanic Street)

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the August 1, 2005 Public Hearing (Mechanic Street) as presented. Corrections: None.

Motion Passed 9-0-0

B. Minutes of the August 1, 2005 Regular Town Council Meeting

Moved by Councilor Broxterman, seconded by Councilor Jepsen to accept the minutes of the August 1, 2005 Regular Town Council Meeting as presented. Corrections: None.

Motion Passed 9-0-0

15. Public Communications and Petitions

None.

Moved by Councilor Jepsen, seconded by Councilor Broxterman to enter into Executive Session at 10:02 p.m. for the purpose of:

- A. Strategy and Negotiations with respect to collective bargaining (Labor negotiations)
- B. Discussion of the selection of a site or lease, sale or purchase of real estate (349 Windsor Avenue)
- C. Discussion of the selection of a site or lease, sale or purchase of real estate (289 Broad Street)
- D. Strategy and negotiations with respect to pending claims and litigation (U.S. Bank vs. Town of Windsor)
- E. Strategy and negotiations with respect to pending claims and litigation (Bloomfield-Windsor landfill)

Motion Passed 9-0-0

16. Executive Session

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

Staff: Town Manager Peter Souza, Town Assessor Steve Kosofsky, Director of Human Resources Amelia Bliss, Director of Economic Development James Burke

Guests: Ernest Mattei, Outside Counsel, Vincent Oswecki, Outside Counsel

Mr. Mattei entered Executive Session at 10:02 p.m. and exited Executive Session at 11:10 p.m.

Town Assessor Kosofsky and Town Attorney Vincent Oswecki entered Executive Session at 11:11 p.m. and exited Executive Session at 11:35 p.m.

Director of Human Resources, Amelia Bliss, entered Executive Session at 11:15 p.m. and exited Executive Session at 11:35 p.m.

Economic Director Jim Burke entered Executive Session at 11:40 p.m. and exited Executive Session at 11:51 p.m.

Moved by Councilor Jepsen, seconded by Councilor Broxterman to exit Executive Session at 11:52 p.m.

Motion Passed

17. Adjournment

Moved by Councilor Jepsen, seconded by Councilor Broxterman to extend the regular Town Council meeting until 11:55 p.m.

Motion Passed 9-0-0

Moved by Councilor Jepsen, seconded by Councilor Broxterman to approve the U.S. Bank versus Town of Windsor settlement as discussed during Executive Session.

Motion Passed 9-0-0

Moved by Councilor Broxterman, seconded by Councilor Dean to adjourn the Regular Town Council Meeting at 12:00 midnight.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch