



Council Agenda

Council Chambers
Windsor Town Hall
January 16, 2007



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Deputy Mayor Curtis
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Curtis
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Resolution to approve the firm of McGladrey & Pullen as external auditor (Town Manager)
 - b) *Approve closing past capital projects (Town Manager)
 - c) *Authorize Town Manager to sign and execute a grant agreement with the Office of Emergency Medical Services for crisis intervention training (Town Manager)
 - d) *Authorize the Town Manager to enter into and execute a lease agreement for the Train Station located at 35 Central Street (Town Manager)



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- e) *Authorize Town Manager to enter into and execute an agreement with the Department of Transportation for the Elderly and Disabled Demand Responsive Transportation's expanded program (Town Manager)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the January 2, 2007 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS


(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: January 16, 2007
To: Honorable Mayor and Members of the Town Council
Prepared By: Cortney Keegan, Finance Director
Reviewed By: Peter Souza, Town Manager 
Subject: Selection of Auditor

Background

The Finance Committee met on January 8, 2007 and unanimously voted to recommend that the firm of McGladrey & Pullen be appointed the Town Auditor for the fiscal years of FY 07, FY 08, and FY 09 as per the firm's proposal of November 17, 2006.

Discussion/Analysis

The Finance Committee issued an RFP for audit services in October 2006. Four firms responded, of which two (2) were selected for interviews. The two firms were McGladrey & Pullen and Kosten, Ruffkess & Company, LLC. The RFP called for a three year contract. Based on the written responses to the RFP, reference checks, and the interviews, the Finance Committee voted unanimously to recommend McGladrey & Pullen.

Financial Impact

The total all-inclusive fee for our current fiscal year is \$49,000. For fiscal year 2008 it will be \$51,100, and for fiscal year 2009 it will be \$53,700.

Other Board/Commission Action

The Finance Committee met and interviewed two firms on January 8, 2007. Based upon the review of the RFPs and interviews, they voted to recommend McGladrey & Pullen LLP as the Town Auditors for the Town of Windsor.

Recommendations

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

“MOVE that the Town of Windsor appoint the firm of McGladrey & Pullen as the Town Auditors to carry out the annual financial audit of the Town of Windsor for the Fiscal Years 2007, 2008, and 2009 as per the firm's proposal of November 17, 2006”.

Attachments


None.

Agenda Item Summary

Date: January 16, 2007

To: Honorable Mayor and Members of the Town Council

Prepared by: Cortney Keegan, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Close out of Capital Projects

Background

There are a number of capital projects which have been completed and have remaining unexpended or reimbursed funds from grant sources. Similar to past years, the Town Council is being requested to close the projects and transfer the funds to the Capital Outlay Fund.

Discussion/Analysis

The listing below delineates a number of projects that have been completed and are ready to be formally closed out by Town Council. Please note that Project # 9025--Hayden Station Road Project--will remain open as it requires a retainage in the amount of \$15,000.

The total amount represented by the 22 projects to be closed out is \$381,755.87. The amount represented by the Hayden Station Road Project which is not being closed out at this time is \$90,401.87. The total amount to be transferred to the Capital Projects Fund Balance is \$472,157.74.

Staff is preparing appropriation requests from the Capital Outlay Fund for a variety of projects outlined in the FY 2007 Capital Improvement Plan. The funding requests will be presented to the Council beginning in February.

Other Board Action

None.

Recommendations

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

“MOVE that the Capital Projects listed in attachment “A” be closed and that the balance in each account be transferred to the Capital Outlay Fund, and the amount of \$90,401.87 be transferred from Capital Project #9025, Hayden Station Road, to the Capital Projects Fund Balance.”

Attachments

Attachment A – list of projects

ATTACHMENT "A"

PROPOSED PROJECTS TO BE CLOSED

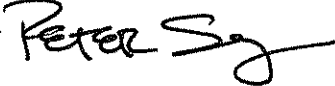
Acct #	Project Name	Final
9002	Washington Park Improvements	3,076.00
9005	Mack Street Improvements	32,893.30
9007	Goslee Pool Renovation Project	0.00
9009	Kennedy Road Improvements	9,374.16
9015	Town Hall roof repairs	210.84
9018	Route 159 Improvements	42,443.00
9019	Pavement Management System	0.00
9031	Playground Improvements	170.86
9040	Poquonock School Modernization Project	254.89
9042	Scarborough Bridge	48,745.36
9055	Senior Center Design Concept	0.00
9057	CAD replacement in engineering	1,397.35
9080	Eng. traffic analysis software	295.00
9084	Town Hall HVAC repairs	1,904.67
9302	Poquonock School Asbestos Removal	0.00
9306	Windsor High School Roof Enhancements	5,777.57
9312	Poquonock Window Replacement	9,499.36
9320	WHS football field lights	357.82
9321	JFK Flooring and Asbestos Abatement	80,557.69
9322	Clover Street Window Replacement	144,798.00
	Total	381,755.87

Agenda Item Summary

Date: January 16, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Lieutenant Shannon Haynes, Police Department

Reviewed By: Peter Souza, Town Manager 

Subject: Office of Emergency Medical Services Grant

Background

The Police Department has been awarded a grant by the Office of Emergency Medical Services (OEMS) in the amount of \$2,999 to be used for training officers and other first responders in Crisis Intervention techniques. The Police Department began training officers in Crisis Intervention in 2005 after the Town Council appropriated monies for this purpose. The police department is continuing to work with Community Health Resources (our local mental health provider) as well as other service providers and mental health advocates to develop a comprehensive response to the increase in interaction between police, citizens in crisis and the judicial system. The OEMS grant will help fund part of this developmental process.

Discussion/Analysis

Grant funding is necessary to continue the development of our skills in dealing with citizens in crisis. The number of incidents has not decreased. This mandates our continued diligence. While this grant is small, it will make a large impact on the cost of training sessions for police officers and other first responder personnel (fire and EMS).

Financial Impact

The overall cost of the planned training is approximately \$7,000 including any overtime costs. The grant provides \$2,999 in funding. We have applied for other grant funding and are working with the Connecticut Alliance to Benefit Law Enforcement (CABLE, Inc.) to provide the training and potentially access some of their funding to reduce the costs to the town. Any costs not covered by grants or third parties will be paid from the Police Departments general fund training budget.

Other Board Action

None.

Recommendations

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

“MOVE that the Town Manager is authorized to sign and execute a grant agreement in the amount of \$2,999 with the State of Connecticut’s Office of Emergency Medical Services.”

Attachments


None.

Agenda Item Summary

Date: January 16, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Al Neumann, Jr., Buildings and Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Proposed Lease between the Town of Windsor and Drummey, Rosane, Anderson, Inc. for the Windsor Train Station

Background

The Amtrak Train Station located at 35 Central Street is presently occupied by Drummey, Rosane, Anderson, Inc. They have been successful at gaining several clients and have expressed interest in expanding their operation here in Windsor and are seeking a longer term lease.

Discussion/Analysis

The benefits of occupying the space are twofold. One is the Town will receive revenues for rental of the space, and secondly, there will be someone at this location to monitor the condition of the building and maintenance issues that may arise from the opening of the public restroom at the south end of the building. DRA has requested a multi-year lease; however, at this time, the proposed lease is limited to a one year lease with six successive monthly extensions. Renewal is at the sole discretion of the Lessor. These terms allow flexibility for future use and development of the property.

Financial Impact

Rental fees would be \$8.20 per square foot, which is above the current \$8.00/s.f. rent fee. The tenant is responsible for paying utility costs. Rental revenues are placed in a segregated account and are utilized to help maintain both the Train Station and Freight House.

Other Board Action

None.

Recommendations

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

“MOVE that the Town Manager be authorized to execute the attached Lease Agreement with Drummey Rosane Anderson, Inc., for space located at 35 Central Street.”

Attachment

Lease Agreement

LEASE FOR THE WINDSOR TRAIN STATION

This sublease is made between the Town of Windsor, a municipal corporation having its territorial limits within the County of Hartford in the State of Connecticut, ("Lessor"), and Drummey Rosane Anderson, inc., a private Massachusetts corporation, ("Lessee").

Lessee hereby offers to lease from the Lessor the premises situated in the Town of Windsor, County of Hartford, State of Connecticut, described as The Windsor Train Station, located at 35 Central Street in Windsor, with a first floor area of approximately 1,400 square feet, and a second floor area of approximately 1,410 square feet and the parcel of land upon which that structure resides (The Premises), upon the following Terms and Conditions:

- 1. Term and Rent.** Lessor demises the premises for a term one year (1), commencing on February 1, 2007 and terminating March 1, 2008 or sooner as provided herein. In consideration of said lease, Lessee covenants and agrees to pay to Lessor for the possession and use of said Property an initial monthly rental of \$1,920 or approximately \$8.20 per square foot. All payments will be made payable to the Lessor, at the address specified.
- 2. Use.** Lessee shall use and occupy the premises for professional architectural and related services. Lessor represents that the Premises may lawfully be used for such purpose. Lessor acknowledges that the Lessee will be permitted to sublease a portion of the building to a separate tenant for similar or compatible use, subject to Lessor's written consent. Any cost associated to the sublease arrangement, including but not limited to subdivision of the interior spaces, will be the responsibility of the Lessee.
- 3. Care and Maintenance of Premises.** Lessee acknowledges that the Premises are in good order and repair, unless otherwise indicated below: (List of the items require repair)
Lessor will be responsible for the routine exterior building and grounds maintenance, snow removal, security and fire alarm protection. Lessee will be responsible for the routine interior cleaning and maintenance including filter changes and normal HVAC routine maintenance contracts.
- 4. Parking.** Parking area adjacent to the building (Public spaces to the north, south and east of the Train Station and Freight House) will be used by the Lessee for parking, and it is understood that this parking area is shared with the general public using the train service.
- 5. Alterations.** Subject to Lessor's written consent, Lessee will be permitted to make interior alterations and/or improvements for its intended operations. Any cost associated to such alterations and/or improvements will be the Lessee's responsibility. No exterior alteration shall be permitted. All improvements shall become the property of the Lessor. Neither the tenant or anyone acting through the tenant shall have the right to assert any mechanic's lien against the subject

property or the Master Lease between the Town of Windsor, National Railroad Passenger Corporation and the Greater Hartford Transit District.

6. **Ordinances and Statutes.** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter in force, pertaining to the Premises, occasioned by or affecting the use thereof by Lessee.
7. **Utilities.** Lessee shall be responsible for utility bills associated to its use of the leased premises.
8. **Taxes:** Lessee shall be responsible for all applicable taxes related to its operations and its use of the premises.
9. **Entry and Inspection.** Lessee shall permit Lessor or Lessor's agents to enter upon the Premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor at any time within sixty (60) days prior to the expiration of this lease, to place upon the Premises any usual "To Let", "For Lease" signs, and persons desiring to lease the same to inspect the Premises thereafter.
10. **Commercial General Liability Insurance:** The Lessee shall, prior to the commencement of this lease, furnish a Certificate of Insurance evidencing a Commercial General Liability policy with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage. The CGL shall be written on ISO occurrence form CG 0001 (or a substitution form providing equivalent coverage) and shall cover liability from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The Town of Windsor shall be included as an additional insured under the COL, using CO20 11 or a substitution providing equivalent coverage. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the Town of Windsor.
11. **Property Insurance.** The Lessor shall maintain Commercial Property insurance policy with a limit equal to the full estimated replacement cost of the property insured. Lessee may, at its option, purchase insurance to cover its personal property.
12. **Indemnification.** Except for the negligent acts of the Lessor, its agents or employees, Lessee shall indemnify Lessor and hold Lessor harmless from suits, actions, damages, liability and expense in connection with loss of life, personal injury or property damage arising from or out of any occurrence in, upon at or from the Premises or the occupancy or use by Lessee of the Premises or occasioned wholly or in part by any act or omission by Lessee of the Premises or occasioned wholly or in part by any act or omission by Lessee, its agents,

contractors, employees, servants, invitees, licensees or concessionaires, whether or not occurring or resulting in damage or injury within the premises.

13. **Lessor's Remedies on Default.** If Lessee defaults in the payment of rent, or any additional rent or defaults in any other covenants or conditions hereof, Lessor may terminate this Lease and end the tenancy by giving the Lessee thirty (30) days advance written notice of same. In said event all rights of the Lessee shall terminate and the Lessee shall vacate the premises with sixty (60) days of said notice. In the event that the Lessor has to bring legal proceedings to obtain possession of the premises, all costs of those proceedings including a reasonable attorneys's fee incurred by the Lessor shall be paid by the Lessee. During any period in which the Lessee is in default, all rights of the Lessee as expressed herein shall terminate including the right of an option to purchase.
14. **Option to Renew.** Provided that Lessee is not in default in the performance of this lease, the Lessee may, three (3) months prior to expiration of this lease, request an additional monthly renewal with a three (3) percent escalation in rent for the renewal period. The lease may be renegotiated or terminated no later than six months after the March 1, 2008 expiration. Renewal is at the sole discretion of the Lessor.
15. **Option To Purchase.** NA
16. **Heirs, assigns, and Successors.** This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.
17. **Laws.** Lessee will comply with all laws and regulations regarding the Premises. Lessee also will not willfully permit others to violate any laws or regulations on the Premises. Lessee will pay Lessor the amount of any fines or penalties that it has to pay because Lessee or any others violated any laws or regulations in the Premises.
18. **Assignment.** Lessee may not assign this lease without the consent of the Lessor.
19. **Condemnation.** If any part of the building is condemned, Lessor shall have the right to cancel the lease, Lessor will give the Lessee notice within 15 days of the condemnation. The Lease will end on the date that Lessor gives its said notice. Lessee will not be entitled to any payment from the government because such condemnation except moving expenses. All other payments from the government because of such condemnation will be paid to the Lessor.
20. **Notices.** Any notice which either party may, or is required to give, shall be given by mailing the same, postage prepaid, to the Lessee at the Premises, or Lessor at the address shown below, or at such other places as may be designated by the parties from time to time.

21. **Separate Provisions.** If any provision of this lease is invalid or unenforceable, the other provisions of this lease will still apply.
22. **Recording.** This Lease may not be recorded on the Land Records and, and, if recorded, shall not constitute an encumbrance. Lessor may unilaterally release from the Land Records any lease in violation of this provision.
23. **Sale of Property.** If the Lessor sells the Property, Lessor shall not have further liability to Lessee under this lease for any event that happens after Lessee receives written notice that Lessor has sold the property. Any sale of the property by Lessor shall be subject to this lease.
24. **Entire Agreement.** The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties. The following exhibits, if any, have been made a part of this lease before parties; execution hereof: Exhibit A describes the existing condition of the Premises.
25. Anything to the contrary notwithstanding, this lease shall be subordinate to and subject to all terms and conditions of the Master Lease between the Town of Windsor, National Railroad Passenger Corporation and the Greater Hartford Transit District.

Signed this _____ day of _____ 2006.

Lessee:
Drummey Rosane Anderson, Inc.
141 Herrick Rd.
Colby Hall
Newton Centre, MA 02459

By _____
Carl R. Franceschi
President or Designee

Lessor:
Peter Souza
Town Manager
Windsor Town Hall
Windsor, CT 06095


By: _____
Town Manager or Designee

Agenda Item Summary

Date: January 16, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Robin Newman, Director of Human Services

Reviewed By: Peter Souza, Town Manager 

Subject: State Funding for Dial-a-Ride Programs

Background

On March 6, 2006, the Town Council authorized the submittal of a grant to the State Department of Transportation for Dial-a-Ride operations, and the Town Manager was authorized on that date to execute and submit on behalf of this organization the State matching grant application. The Town has been awarded \$37,361. In order to complete the administrative requirements of the grant, the Town Council is requested to approve a resolution authorizing the Town Manager to enter into an agreement on behalf of the Town of Windsor with the Department of Transportation of the State of Connecticut for the elderly and disabled demand responsive transportation's expanded program (Dial-a-Ride). Funds awarded under this program will be available in FY 07.

Discussion/Analysis

In recent years, the Windsor Senior Center has provided transportation services to Windsor's elderly and adults with disabilities from Monday through Friday from 8:30 a.m. to 2:30 p.m. Transportation services are provided for in-town medical appointments, grocery shopping, hair-dressing appointments, senior center activities, local seminars, health clinics, etc. The use of wheelchair accessible buses and vans are used for this service. Volunteer drivers use town-owned vehicles to provide transportation for out-of-town medical appointments.

The grant funds allow the Senior Center to extend the hours of service for transportation to Monday through Friday from 8:00 a.m. to 5:00 p.m., an increase of 750 service hours annually. State funding provides for additional hours for part-time drivers, vehicle maintenance, repair, fuel and administrative costs for grant monitoring.

Financial Impact

The Town has been awarded \$37,361 under this funding program. Grants require a local match so that the grant funds do not exceed 50% of total Dial-a-Ride expenditures. Windsor's current Dial-a-Ride program meets this requirement.

Other Board Action

None.

Recommendations

If the Town Council is in agreement, that the following motion is recommended for approval:

“RESOLVED, that the Town Manager is authorized to enter into an agreement on behalf of the Town of Windsor with the Department of Transportation of the State of Connecticut for the Elderly and Disabled Demand Responsive Transportation’s expanded program, and to affix the corporate seal.”

Attachments

None.

XIII. Resignations and Appointments

January 16, 2007



- A. One *Republican* Member
Capital Improvements Committee
Three Year Term to expire May 15, 2009 or until a successor is appointed
(Robert Gustafson – reappointment)

- B. One *Republican* Member
Commission on Aging & Handicapped
Three Year Unexpired Term to expire January 31, 2008 or until a successor is appointed
(Gale Deming – resigned – VACANT)

- C. One *Republican* Member
Commission on Aging & Handicapped
Three Year Unexpired Term to expire January 31, 2008 or until a successor is appointed
(Shirley Hallett – resigned – VACANT)

- D. One *Democratic Alternate* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2010 or until a successor is appointed
(Sheila Smith – moved from alternate to regular position – VACANT)

- E. One *Democratic Alternate* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2010 or until a successor is appointed
(Winsome Barnaby – resigned – VACANT)

- F. One *Democratic* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2009 or until a successor is appointed
(Daniel Stepanek – resigned – VACANT)

- G. 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)

- H. One *Republican* Member
Human Relations Commission
Three Year Term to expire May 31, 2009 or until a successor is appointed
(Paul Giampolo – deceased – VACANT)

- I. One *Democratic Alternate* Member
Human Relations Commission
Three Year Term to expire May 31, 2009 or until a successor is appointed
(Colin Edwards – resigned – VACANT)

- J. One *Republican* Member
Inland Wetlands and Watercourses Commission
Four Year Term to expire March 31, 2011 or until a successor is appointed
(Edward Borowski – deceased – VACANT)

- K. One *Republican Alternate* Member
Youth Commission
Two Year Unexpired Term to expire September 30, 2008 or until a successor is appointed
(Sharon Gauthier – moved from alternate to regular member – VACANT)

XIII. Resignations and Appointments

January 16, 2007



- L. One *Democratic* Member
Youth Commission
Three Year Term to expire January 30, 2010 or until a successor is appointed
(Patricia Hymes – reappointment)

- M. One *Democratic* Member
Youth Commission
Three Year Term to expire September 30, 2009 or until a successor is appointed
(Joseph Novak – reappointment)

**Windsor Town Council
Council Chambers – Town Hall
January 2, 2007
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 Gegetskas, Councilor Herzfeld, Councilor Jepsen, Councilor McDonald, Councilor Moreton, Councilor Mulligan and Councilor Simon
2. Prayer – Councilor Simon
3. Pledge of Allegiance – Councilor Simon
4. Proclamations/Awards
 - A. Proclamation honoring Safety Personnel for Boat Rescue

Councilor Moreton presented the proclamation honoring Safety Personnel for Boat Rescue.

5. Public Communications and Petitions

Mr. Bradshaw Smith, 23 Ludlow Road, recommended looking at all economic projects including the failures. There are trash-infested lots whose developer Konover left two years ago that include the plaza building, train station and freight house. There is also a piece of property on the corner of Bloomfield Avenue and I-91 that needs work. There has been no progress or reports from the Town Manager on these properties. If you add up all of the economic development taxes and deduct the cost of the bonds paying for the infrastructure improvements, Day Hill Road improvements and other expenses, you really aren't getting that much bang for the buck. Hopefully we can do better in the next six months.

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

Mr. Adam Gutcheon, Board of Education, reported to the Council. The Board's budget season will shortly get under way. Input has been solicited from parent groups and from the general public. Many more people came to us with healthy advice as well as attending the informational meetings. There will be several budget public input meetings coming up. Two of the evening meetings are January 18th and February 7th at 6:30 p.m. at L.P. Wilson. There is also a meeting on Saturday, February 2nd at 10 a.m. at L.P. Wilson. The Board should adopt the budget on February 28th. Midterm exams

start at the high school later this month. The Interim Director of Personnel was appointed, Mr. Tom Martin. Someone should be hired in April or May.

Councilor Simon noted the article in The Hartford Courant about the city of East Hartford using a staffing agency to find substitute teachers. He asked how Windsor handles substitute staffing.

Mr. Gutcheon said that Kelly Staffing is handling several municipality substitute positions at a cost of \$200,000. It hasn't been a problem in Windsor because our absentee rates are low. In the rare case that it is a problem, we assign teachers as needed.

7. Town Manager's Report

Citizen's Budget Workshop

A second opportunity for residents to learn more about the budget process will be held on Tuesday, January 30, 2007 from 7:00 p.m. to 9:00 p.m. in the Town Hall Council Chambers. Similar to the first budget workshop, Dr. Feser and I will present information on how we formulate our proposed budgets, including the challenges faced when prioritizing budget allocations.

The workshop is held in an informal setting and will also include an opportunity for participants to contribute their thoughts and ideas in a discussion regarding the goals and challenges of preparing the fiscal year 2008 budget. For more information, call 285-1800.

There's a lot to do in Windsor

Copies of the winter edition of *There's a lot to do in Windsor* were delivered to residents during the last week of December with the *Reminder Community Newspaper*. In addition to January through April programs and activities, this issue includes the *Citizen's Guide to Windsor's Town Budget* – basic information about the budget process. Extra copies of the brochure are available at all town facilities or by calling 285-1835.

Annual Holiday Toy Drive

The Annual Holiday Toy Drive was held on December 9th and 10th at the Public Safety Complex. Numerous new toys along with \$1,500 were collected during the drive.

On December 15, volunteers from Trinity Methodist Church, the Town of Windsor, School Family Resource Centers, Emergency Medical Services and the community distributed the toys to 115 families. The gifts were warmly received by 253 children.

In addition to all of the toy distribution volunteers, we would like to thank the Windsor residents, Chamber of Commerce and local businesses that made donations to this year's successful toy drive.

Recognition of Services

As we start a new year, many opportunities lie ahead. It is also a good opportunity to reflect on our past efforts and accomplishments and to say thanks.

Windsor has a great history and a solid foundation from which to build upon. Our quality of life in town is one we all should be proud of. We have:

- safe neighborhoods,
- Nice parks and open space,
- Vibrant businesses,
- and great community spirit.

I would like to thank the Mayor and Town Council members for all of their time and dedication this past year and I look forward to a fantastic 2007.

I would also like to thank all of our community partners, volunteers and citizens who help make Windsor the best it can be.

Lastly, my thanks go out to each town employee for their dedication, hard work and commitment to serving our citizens each day.

8. Communication from Council Members

Councilor Gegetskas – none.

Councilor Herzfeld – wished all a good New Year's.

Councilor Jepsen – thanked the safety personnel for all of the work they do all year and wished a Happy New Year to all.

Councilor McDonald – none.

Councilor Moreton – commented that the town video was great. Also she wanted to recognize the Firefighters and Police Officers again for their rescue on Thanksgiving night. The Wilson Library has penny jars throughout town to raise funds.

Councilor Mulligan – none.

Councilor Simon – none.

Deputy Mayor Curtis – also thanked the safety personnel for their rescue. The Citizen's Guide is another way to get people involved early on. It was a great video.

Mayor Trinks – also liked the video. The Hartford Journal prominently mentioned Windsor's CAPT scores and the increase that was realized. Thanks to all of the students and staff's hard work.

9. Reports of Standing Committees
 - A. Finance Committee - will meet next Monday.
 - 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

None.

12. New Business

Moved by Councilor Simon, seconded by Councilor Herzfeld to add an Agenda item under New Business - 12. B. Approve FY 2008 Budget Format.

Motion Passed 9-0-0

- A. Approve FY 2008 Budget Calendar

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis that the FY 2008 Budget Calendar be adopted.

Councilor Gegetska stated he felt that during last year's budget review, there were a couple of days that had large departments for review on one night. He is still concerned this year with April 4th which has the Board of Education and Public Works to be reviewed in one evening. He suggests removing one of the departments to another evening.

Councilor Simon tends to think that April 9th will be a more difficult night. There is an opportunity to expand this out a little more. There is the Wednesday, April 25th, available. Typically, we wait until the last night for alternate viewpoints or proposals. If we added the additional night, we could move one or two of these departments because we will have more flexibility.

Mayor Trinks suggested adding April 25th as an “as needed night” rather than locking ourselves into it.

Councilor Jepsen said that if we push out until April 25th, we may close the gap too much for the recommended April 8th referendum.

Mayor Trinks fully anticipated the sub-committees hearing their departments’ budgets prior to these dates.

Town Manager Souza stated that last year, the departments started in late February and March. At that point, the proposed budget was not completed. It gave committee members a better understanding of the departments but they could not go in depth into the budget.

Councilor Simon stated that the last two years we pushed out the referendum an additional week. We still have the option of pushing the referendum out an additional week.

Councilor Jepsen likes the May 8th referendum in case the budget doesn’t pass.

Town Manager Souza said that we might be able to switch a few of the smaller departments onto other nights.

Deputy Mayor Curtis suggested switching Public Works from April 4th to another meeting, perhaps April 11th.

Councilor Jepsen said that there is a potential that the Recreation Department may take a while with the 03 accounts on the evening of April 11th.

Councilor Mulligan said that he doesn’t know if we are going to gain anything by moving things around.

Mayor Trinks said that 9 p.m. is not written in stone so we can always have a late meeting if necessary. If subcommittees could meet with department heads, it may save some time.

Councilor Simon asked if the Council would like to have budget alternatives presented to them prior to the final night as it has been done historically. He wants to present a more collaborative process.

Councilor Jepsen said that he understood Councilor Simon’s reasoning, but stretching the calendar out might be a problem. He’d like to try to make this calendar work.

Councilor Gegetskas feels more comfortable with the dates after this discussion since there won’t be an hour or 1-1/2 hour restraint on the meetings.

Councilor Herzfeld wanted to reiterate Councilor Simon's comments to work collaboratively.

Councilor Jepsen replied that we have talked about it for years. Some years, there has been an entire set of proposals and other years it has not been as structured. He doesn't know how it will unfold this year until we try it, but they are willing to try it.

Motion Passed 9-0-0

Moved by Councilor Jepsen, seconded by Councilor Moreton that a Public Hearing for input from the public regarding the FY 2008 budget be scheduled for February 5, 2007 at 7:15 p.m.

Motion Passed 9-0-0

Moved by Councilor Jepsen, seconded by Councilor McDonald that a Public Hearing for input from the public regarding FY 2008 budget submitted by the Town Manager be scheduled for April 2, 2007 at 7:15 p.m.

Motion Passed 9-0-0

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis that the Adjourned Town Meeting be tentatively scheduled for May 8, 2007.

Motion Passed 9-0-0

Town Manager Souza said that the budget from the Town Manager's Office will be transmitted earlier this year to give the public time to review the budget prior to the budget meetings.

There is an informational meeting on March 28th by the staff on the Proposed Budget.

B. Approve FY 2008 Budget Format

Moved by Councilor Simon, seconded by Councilor Mulligan to direct the change to the FY 2008 Budget Format as discussed.

Councilor Simon noted the inclusion of the special revenue accounts for both revenues and expenditures. He also suggested mid-year grants that have revenue and expenditure associated with it be reviewed.

Councilor Jepsen is in favor of this, but has a few questions. He asked if Town Manager Souza had enough to go on to format the information on the special revenue accounts.

Town Manager Souza replied that he did have enough information based on his meetings with the Finance Committee. There will probably be separate pages on the expenditure side, but for consistency purposes, the first page will remain the same so you can compare the FY 2008 to the FY 2007 budget. We are hoping to bring an example to the Finance Committee on Monday evening.

Motion Passed 9-0-0

13. Resignations and Appointments

None.

14. Minutes of Preceding Meetings

A. Minutes of the December 18, 2006 Regular Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor Moreton to accept the minutes of the December 18, 2006 Regular Town Council Meeting - revised. Corrections: None.

Motion Passed 9-0-0

15. Public Communications and Petitions

Ms. Coralee Jones, 1171 Matianuck Avenue, commented on the budget process. Let's not let the same thing that happened last year happen again this year. The Council should determine quickly what they feel is a realistic budget. The Council has a sense of how the community feels and what expenses are coming down the line. It's unfair to have department heads take the time to build their budgets only to get them cut. They should be looking at trying to maintain the level of services provided, certainly not increasing the level of services. She was disappointed how alternative ideas were presented last year. She is sure the taxpayers would like to hear the alternatives. The Republicans have an obligation to put an alternative budget out there. The public needs to hear from both sides, what the ideas are, discussed openly before any budget is approved.

Mr. David Raney, 273 Palisado Avenue, stated that we should all feel honored to have a volunteer group of people at our Fire Department and a great Police Department also. He commented on the last couple of shots in the town video that were wonderful. It reminded him that the library is now closed on Friday, perhaps we can open it again in the new budget. Perhaps we can move the \$20,000 surplus into the library budget to open it again on Fridays at a cost of \$12,000.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Moreton, seconded by Councilor McDonald to adjourn the Regular Town Council Meeting at 8:41 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

Cc: Town Clerk
Main Library
Wilson Branch