



# Council Agenda

Council Chambers  
Windsor Town Hall  
October 15, 2007



## 7:00 PM Special Town Council Meeting

### I. CALL TO ORDER

### II. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation health or dismissal of a public officer or employee (Town Manager's evaluation)

### III. ADJOURNMENT

## 7:30 PM Regular Council Meeting

### 1. ROLL CALL

### 2. PRAYER – Deputy Mayor Curtis

### 3. PLEDGE OF ALLEGIANCE – Deputy Mayor Curtis

### 4. PROCLAMATIONS/AWARDS

- a) Proclaiming National Red Ribbon week as October 24 – October, 31 2007

### 5. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

### 6. REPORT OF APPOINTED BOARDS AND COMMISSIONS

- a) Public Building Commission
- b) Wilson Deerfield Advisory Board

### 7. TOWN MANAGER'S REPORT

### 8. COMMUNICATIONS FROM COUNCIL MEMBERS

### 9. REPORTS OF STANDING COMMITTEES



- 
10. ORDINANCES
  11. UNFINISHED BUSINESS
  12. NEW BUSINESS
    - a) \*Authorize the Town Manager to Sign a Memo of Understanding for FY 2008 Emergency Management Performance Grant Program (Town Manager)
    - b) \*Approve Open Purchase Orders (Town Manager)
    - c) Town Manager's Annual Performance Evaluation (Mayor Trinks)
  13. \* RESIGNATIONS AND APPOINTMENTS
  14. MINUTES OF PRECEDING MEETINGS
    - a) \*Minutes of the October 1, 2007 Regular Town Council Meeting
  15. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
  16. EXECUTIVE SESSION
  17. ADJOURNMENT

★Back-up included

# Proclamation

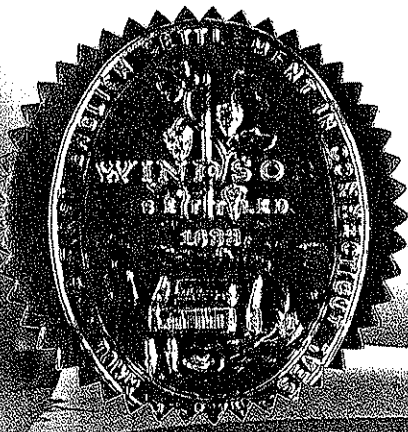
in honor of

**National Red Ribbon Celebration Week  
October 24, 2007 – October 31, 2007**

- WHEREAS,** alcohol, tobacco, and other drug abuse in Connecticut has reached epidemic states; and
- WHEREAS,** 34% of 7<sup>th</sup> and 8<sup>th</sup> grade students have used tobacco, 51% drink alcohol, and 13.5% have used marijuana; and
- WHEREAS,** alcohol and other drug abuse is involved in 80% of poverty crimes and 70% of violent crimes in Connecticut; and
- WHEREAS,** it is imperative that visible, unified prevention and education efforts by community members be launched to reduce the demand for drugs; and
- WHEREAS,** the Capital Area Substance Abuse Council (CASAC) is urging all Connecticut residents to make a commitment to a healthy drug-free lifestyle by participating in the Red Ribbon Celebration and prevention activities throughout the year; and
- WHEREAS,** businesses, media, social services, governments, schools, service organizations, religious institutions, safety forces, and individuals will demonstrate their commitment to a healthy drug-free lifestyle by wearing and displaying Red Ribbons during this week-long celebration; and

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

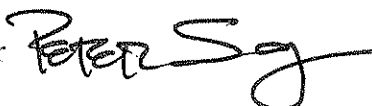
October 24 – 31, 2007 be declared as National Red Ribbon Celebration Week in the Town of Windsor and that all citizens are encouraged to participate in alcohol, tobacco, and other drug education and prevention activities, making a visible statement that we are strongly committed to a drug-free Windsor.



A handwritten signature in black ink, which appears to read "Donald S. Trinks".

Donald S. Trinks  
Mayor of Windsor  
October 15, 2007

## Agenda Item Summary

Date: October 15, 2007  
To: Honorable Mayor and Members of the Town Council  
Prepared by: Cortney Keegan, Finance Director  
Reviewed by : Peter Souza, Town Manager   
Subject: Reapproval of Open Purchase Orders

### Background

Attached please find the current list of open prior year purchase orders as of October 11, 2007. The Town Council previously reviewed and approved outstanding purchase orders on June 12, 2007.

### Discussion/Analysis

The Finance Committee and Town Council previously reviewed and approved outstanding purchase orders as of June 7, 2007. At that time there were 29 open purchase orders with a value of \$168,346. As of this date, there are 5 remaining purchase orders open with a total value of \$1,876.26. All remaining purchase orders are expected to be paid out within the next 45 days.

### Other Board Action

None

### Recommendations

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

**“MOVE that the open purchase orders as outlined on the attached report dated October 11, 2007 be approved by the Town Council until February 4, 2008.”**

### Attachments

*“Open Purchase Orders by Expense Account”*, dated October 11, 2007

10/11/2007 16:12  
keegan

TOWN OF WINDSOR  
OPEN PURCHASE ORDERS BY EXPENSE ACCOUNT  
GROUPED BY FUND

PG 1  
poreport

DATE RANGE: 07/01/2004 TO 06/30/2007 CURRENT YEAR POS

PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Line Description
DETAILS FOR ACCOUNT: 01 -2-25 -251-42140 - BOOKS & PERIODICALS							
00003014	001	001537	INGRAM LIBRARY SERVICES	08/21/06	2,000.00	220.51	MISCELLANEOUS ADULT NONFICTION &
DETAILS FOR ACCOUNT: 01 -4-40 -420-43180 - CONTRACTUAL SERVICES							
00003041	001	001725	MARTIN LAVIERO CONTRACTOR, IN	09/18/06	21,492.00	435.05	SIDWALK REPAIR WORK, VARIOUS LOCA
00003153	001	001725	MARTIN LAVIERO CONTRACTOR, IN	03/28/07	927.80	141.30	SIDWALK REPAIRS AND RECONSTRUCTI
DETAILS FOR ACCOUNT: 01 -4-40 -440-47100 - ELECTRICITY							
00003000	001	000734	CONNECTICUT LIGHT AND POWER C	07/12/06	24,000.00	331.60	ELECTRICITY TO OPERATE TOWN TRAFF
DETAILS FOR ACCOUNT: 01 -6-60 -630-46320 - OTHER CAPITAL EQUIPMENT							
00003175	001	002715	SHIPMAN'S FIRE EQUIPMENT CO.,	05/23/07	8,925.00	300.00	ANGUS 5" HI VOL SUPPLY LINE, 100'
00003175	002	002715	SHIPMAN'S FIRE EQUIPMENT CO.,	05/23/07	91.80	91.80	STORTZ SPANNER WRENCH SET
00003175	004	002715	SHIPMAN'S FIRE EQUIPMENT CO.,	05/23/07	716.00	356.00	STORTZ 5' CAPS W/CHAINS
TOTALS FOR FUND: 01 GENERAL FUND							
					58,152.60	1,876.26	

Grand Totals:

58,152.60

1,876.26


\*\* END OF REPORT - Generated by Cortney Keegan \*\*

## Agenda Item Summary

Date: October 15, 2007

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Emergency Management Performance Grant Program (EMPG)

### Background

The State Department of Emergency Management and Homeland Security (DEMHS) provides funding for municipal Emergency Operations Centers (EOC), staffing and other emergency management activities through the Emergency Management Performance Grant's (EMPG) State and Local Assistance Program (SLA). This agenda item requests that the Town Manager be authorized to execute a Memorandum of Understanding with DEMHS to participate in the FY 2008 Emergency Management Performance Grant program.

### Discussion and Analysis

Each year, the State Department of Emergency Management and Homeland Security (DEMHS) reimburses municipalities quarterly for certain expenditures that focus on emergency management activities conducted by those municipalities. Reimbursement is at fifty (50) percent of allowable expenditures as detailed by the grant. Allowable expenditures as they pertain to Windsor include: part-time local director; part-time support staff; certain travel costs with prior approval; certain EOC communications costs; certain Information Technology equipment; and certain other costs that are in direct support of the local emergency management programs. The grant year runs from October 1, 2007 through September 30, 2008. Last year was the first year that the state began requiring Town Council authorization for this grant. The town has received this grant for approximately seventeen years.

In order to participate in the EMPG program, jurisdictions must meet the following criteria:

- Have an officially appointed Emergency Management Director (EMD)
- Have an Emergency Operations Plan (EOP) that is approved by the Commissioner of DEMHS and that is reviewed and updated annually
- Participate in the State DEMHS's high-band radio network
- Provide 24-hour contact information for the EMD
- Conduct at least one exercise of the Emergency Operations Plan and submit an after-action report of that exercise
- Submit an annual proposed budget

- Submit audit-quality documentation of program expenses
- Submit quarterly reports to receive reimbursement
- Document that local emergency operation plans are National Incident Management System (NIMS) compliant.

Financial Impact

State statutes require that each town in the state have a local organization for civil preparedness. The required program activities listed above have been carried out by Windsor's Civil Preparedness Unit for years or are logical activities that a community should conduct in order to be prepared for natural or man-made emergencies. This grant allows the town to recover 50% of the costs incurred in carrying out approved activities. There is no other financial impact from this grant. During this grant period we expect to receive approximately \$4,200 in reimbursement from the State.

Other Board Action

None

Recommendation

If the Town Council is in agreement, the following resolution is in order.

**“RESOLVED that the Town Manager, Peter Souza, be and hereby is authorized to act on behalf of the Windsor Town Council in executing a Memorandum of Understanding with the State of Connecticut, Department of Emergency Management and Homeland Security, for participation in the FY 2008 Emergency Management Performance Grant Program.”**

Attachments

None

### **XIII. Resignations and Appointments**

October 15, 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, PBC member)
  
- B. One *Republican Alternate* Member  
Commission on Aging & Handicapped  
Two Year Unexpired Term to expire November 30, 2008 or until a successor is appointed  
(John Merrill – moved from alternate to regular member – 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* Member  
Connecticut River Assembly  
Three Year Term to expire January 31, 2010 or until a successor is appointed  
(John Bruno – resigned – VACANT)
  
- E. One *Republican Alternate* Member  
Connecticut River Assembly  
Three Year Term to expire January 31, 2010 or until a successor is appointed  
(Richard Dolliver – resigned – VACANT)
  
- F. 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)
  
- G. One *Democratic* Member  
Conservation Commission  
Five Year Unexpired Term to expire November 30, 2009 or until a successor is appointed  
(Daniel Stepanek – resigned – VACANT)
  
- H. One *Democratic* Member  
Conservation Commission  
Five Year Term to expire November 30, 2012 or until a successor is appointed  
(Margaret Harvey – reappointment)
  
- I. One *Democratic* Member  
Greater Hartford Transit District Commission  
Four Year Unexpired Term to expire February 28, 2008 or until a successor is appointed  
(Daniel Dowe – resigned – VACANT)
  
- J. One *Democratic* Member (residential)  
Historic District Commission  
Five Year Term to expire October 14, 2012 or until a successor is appointed  
(Heather Groenstein – resigned – VACANT)
  
- K. One *Democratic Alternate* Non-residential Member  
Historic District Commission  
Two Year Term to expire October 13, 2009 or until a successor is appointed  
(Lori Rittman-Clark – reappointment)

### **XIII. Resignations and Appointments**

October 15, 2007

- L. One *Democratic* Member  
Housing Code Board of Appeals  
Five Year Unexpired Term to expire October 31, 2008 or until a successor is appointed  
(John Bruno – resigned – VACANT)
- M. One *Democratic* Member  
Housing Code Board of Appeals  
Five Year Tem to expire October 31, 2012 or until a successor is appointed  
(Frank Jacobs, Jr. – reappointment)
- N. One *Republican Alternate* Member  
Human Relations Commission  
Three Year Term to expire May 31, 2010 or until a successor is appointed  
(F. Evelyn Smith – moved from alternate to regular member - VACANT)
- O. 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)
- P. One *Republican Alternate* Member  
Inland Wetlands and Watercourses Commission  
Four Year Unexpired Term to expire March 31, 2009 or until a successor is appointed  
(Marlene Towers – moved from alternate to regular member – VACANT)
- Q. One *Democratic* Member  
Inland Wetlands and Watercourses Commission  
Four Year Term to expire October 31, 2011 or until a successor is appointed  
(Gary Crosson – reappointment)
- R. One *Republican* Member  
Public Building Commission  
Three Year Term to expire November 30, 2010 or until a successor is appointed  
(Robert Gustafson – reappointment)
- S. One *Democratic* Member  
Public Building Commission  
Three Year Term to expire November 30, 2010 or until a successor is appointed  
(Richard Hazelton – reappointment)
- T. One *Democratic Alternate* Member  
Public Building Commission  
Three Year Term to expire November 30, 2010 or until a successor is appointed  
(Milo Peck – reappointment)
- U. One *Democratic* Member  
Town Planning & Zoning Commission  
Five Year Term to expire November 11, 2012 or until a successor is appointed  
(Karl Profe – reappointment)
- V. One *Democratic Alternate* Member  
Town Planning & Zoning Commission  
Two Year Term to expire November 11, 2009 or until a successor is appointed  
(John Brookman – reappointment)

### **XIII. Resignations and Appointments**

October 15, 2007

- W.** One *Democratic Alternate* Member  
Town Planning & Zoning Commission  
Two Year Term to expire November 11, 2009 or until a successor is appointed  
(William Clark – reappointment)
- X.** One *Republican Alternate* Member  
Town Planning & Zoning Commission  
Two Year Term to expire November 11, 2009 or until a successor is appointed  
(Barry Towers – reappointment)
- Y.** One *Democratic* Member  
Wilson Deerfield Advisory Committee  
Three Year Unexpired Term to expire April 30, 2008 or until a successor is appointed  
(Brad Garvin-Nusz – resigned – VACANT)
- Z.** 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)
- AA.** One *Democratic* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Hilary Carpenter – resigned - VACANT)
- BB.** One *Republican* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Dr. Robert Gange – reappointment)
- CC.** One *Republican* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Sarah Thrall – resigned - VACANT)
- DD.** One *Republican* Member  
Youth Commission  
Three Year Term to expire January 30, 2010 or until a successor is appointed  
(Sharon Gauthier – resigned as Republican member - moved into a Democratic slot – VACANT)
- EE.** One *Democratic* Member  
Zoning Board of Appeals  
Four Year Term to expire November 10, 2011 or until a successor is appointed  
(Helene Shay – reappointment)
- FF.** One *Republican* Member  
Zoning Board of Appeals  
Four Year Term to expire November 10, 2011 or until a successor is appointed  
(Thomas Ferranti – reappointment)
- GG.** One *Democratic* Member  
Zoning Board of Appeals  
Four Year Term to expire November 10, 2011 or until a successor is appointed  
(Max Kuziak – reappointment)

### **XIII. Resignations and Appointments**

October 15, 2007

- HH.** One *Democratic Alternate* Member  
Zoning Board of Appeals  
Two Year Term to expire November 10, 2009 or until a successor is appointed  
(Roseanne Lombardo – reappointment)
  
- II.** One *Democratic Alternate* Member  
Zoning Board of Appeals  
Two Year Term to expire November 10, 2009 or until a successor is appointed  
(Milo Peck, III – reappointment)
  
- JJ.** One *Republican Alternate* Member  
Zoning Board of Appeals  
Two Year Term to expire November 10, 2009 or until a successor is appointed  
(Loretta Raney – reappointment)

**Windsor Town Council  
Council Chambers – Town Hall  
October 1, 2007  
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:34 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 designating October as Fire Prevention Month

Councilor Moreton read the proclamation designating October as Fire Prevention Month.

- B. Proclamation designating October 15, 2007 as White Cane Safety Day

Councilor Jepsen read the proclamation designating October 15, 2007 as White Cane Safety Day.

5. Public Communications and Petitions

Ms. Diane McKim, 18 Amy Drive, suggested that the town purchase the golf course in town. A law was recently passed that when owners of a public golf course plan to sell its land or change its use, the municipality has the option to purchase the golf course. The fees collected could be used to fund the Open Space funds. The land is designated as prime farmland and to turn it into housing is inappropriate.

Mr. Bill Generous, 30 Karen Circle, discussed the revaluation, which is on the agenda tonight. This is one year earlier than the state requires the town to implement the revaluation. Implementing revaluation for the next budget will cause homeowners in Windsor to shell out about \$4.3 million dollars more in 2008 total property taxes than is necessary. Paying out more in home taxes won't buy the homeowners any more services either. That additional payout is mostly just being shifted to the bank accounts of business property owners in the form of tax reductions. Perhaps some Town Councilors are uncomfortable having to face voters in a municipal election shortly after taxpayers see the actual result of a revaluation on their tax bills. He requested that the Town Council not implement revaluation a year ahead of schedule.

6. Report of Appointed Boards and Commissions

A. Board of Education

Board member Christopher Watts gave an update on the Board of Education. The sixth week of school is underway. The block scheduling has gone smoothly at the high school and students seem to be less chaotic and less rushed. Enrollment is up much more than expected by 40 students--the greatest increase at the high school. Cameras have been installed on the busses. The Board is developing assumptions for the 2008-2009 school year. The magnet school tuition will be increasing in the coming years.

Councilor Jepsen asked about the ECS funding. Board member Watts said that the way we treat ECS for the magnet school funding is different than regular ECS funding. It's treated differently because it is not considered one of our schools.

Councilor Moreton added that we get ECS funding for students who attend magnet schools. There was talk in reducing that funding to us and giving it to the magnet schools.

B. Town Planning & Zoning Commission

Ms. Anita Mips, Town Planning & Zoning Commission, gave a report to the Council. Site plans and subdivisions are down along with special use. There were 37 residential units this year. The requests for additional square feet were summarized. Price Chopper and Buffalo Wild Wings were opened in August.

C. Human Relations Commission

Mr. Max Kuziak, Human Relations Commission, gave a report to the Council. The highlights were participating in the planning committee for the 2007 Conversations on Race and attendance at a community forum featuring Diversity in Education moderated by Calvin Terrell. They also presented a video of the Community Forum on Inclusion for Windsor Citizens with Disabilities. Other highlights were summarized. The Annual Bridge Builders Awards Ceremony was held on September 28, 2007 at Town Hall with 70 in attendance.

7. Town Manager's Report

**One Book One Windsor Concludes**

The One Book, One Windsor community reading program will conclude its discussion series on October 5<sup>th</sup> from 6:30 p.m. to 9:00 p.m. with a visit from Jacqueline Guidry, the author of "The Year the Colored Sisters Came to Town." She will engage the group with a powerful reading, question session and book signing. The discussion and book signing will be held at the Windsor Town Hall. For more information, call 285-1984.

### **Leaf Collection Program**

Windsor's 2007 Leaf Collection Program will begin October 22nd and end on December 14. In Connecticut, leaf composting is mandatory. In Windsor, the landfill accepts the leaves to produce nice, rich compost. Windsor Sanitation will pick up your leaves during this period on the same day as the trash pick-up on your street, whether you are a Windsor Sanitation customer or not. Residents can place the leaves at their curbside for collection in 30 to 40 gallon paper leaf bags, not plastic. If you choose to self-haul your leaves to the landfill, there is no charge during this period for clean loads of leaves (no plastic bags or other contaminates). The landfill is open Monday through Saturday from 8:00 a.m. to 4:00 p.m. and is located at 500 Huckleberry Road in Windsor. 285-1833.

### **Discovery Center Receives Accreditation**

The Windsor Discovery Center and Montessori School recently received notification that they had received Accreditation from the National Association for the Education of Young Children (NAEYC). This accreditation will last until 2012. The Discovery Center has been accredited since 1995. This is the 5th time they have successfully completed the rigorous process.

NAEYC launched its program accreditation system in the early 1980's to help families find the best care for their young children and to provide a credible means by which to identify and meet standards of excellence. NAEYC Accreditation requires programs to engage in a collaborative process to formally assess all aspects of their program using tools built around the Accreditation Criteria.

Congratulations to Anne Wakelin and the staff at the Windsor Discovery Center for their efforts.

### **International Drive**

Work has begun in the widening of International Drive from Rainbow Road west to the East Granby town Line. Work is expected to last through early summer 2008.

Realignment of the north end of International Drive at the intersection with Route 20 is also underway. This work is being administered by the private developer.

### **Town Green Improvements**

Work on the Town Green is progressing on schedule. The contractor has completed nearly all of the sidewalk installation along the east side of the green, along with the decorative lamp posts. Final grading and placement of sod is underway this week.

The Chili Challenge and the Lions Club's annual arts and crafts fair will be held this Saturday as planned. A portion of green in front of the Huntington House will be fenced off but there remains adequate space for the events this weekend.

8. Communication from Council Members

Councilor Gegetskas – none.

Councilor Herzfeld – none.

Councilor Jepsen – attended the fundraiser for Mary's Place last week.

Councilor McDonald – The Chili Fest is on Saturday and he will be a judge at the event.

Councilor Moreton – none.

Councilor Mulligan – none.

Councilor Simon – none.

Deputy Mayor Curtis – gave an update on the Metropolitan District Commission (MDC). The MDC Board met today and approved the surcharge to pay for the clean water project. Deputy Mayor Curtis read some of the provisions. They may go back to the legislature at some time.

Mayor Trinks – The 375<sup>th</sup> Anniversary/birthday party went very well and it will be an exciting time in town next year.

9. Reports of Standing Committees

A. Finance Committee – met last week regarding revaluation.

B. Town Improvements Committee – met to discuss the dog park. The town staff feels that it would be a positive impact for residents to have a dog park. The Committee asked the staff to look into more information.

C. Health and Safety – will schedule a meeting shortly for the shopping carts.

D. Special Projects – will meet concerning changing the Ethics Commission's guidelines.

E. Joint Board of Education and Town Council Committee – None.

F. Personnel Committee – None.

10. Ordinances

None.

11. Unfinished Business

- A. Approve endorsement of proposed amendment to the 2004 Plan of Conservation and Development, Open Space and Agricultural Preservation Chapters

Moved by Councilor Simon, seconded by Councilor Jepsen to endorse the proposed amendments to the open space and agricultural preservation chapters of the 2004 Plan of Conservation and Development.

Town Manager Souza has not heard about the public act mentioned in the Public Hearing regarding municipalities purchasing golf courses. We would have to look at the timing because the contract has been under way for well over a year.

Motion Passed 9-0-0

12. New Business

- A. Presentation by ABB/Combustion Engineering regarding environmental remediation efforts

Representatives from Combustion Engineering, located at 2000 Day Hill Road, gave an update on the site cleanup. ABB is now entering its final stage of cleanup. Cleanup of radiological residuals that resulted from work done under commercial contracts is approximately ninety-five (95%) complete. Cleanup of chemical contamination under the Voluntary Corrective Action program is about seventy percent (70%) complete and can now proceed under the Formerly Utilized Sites Remedial Action Program as a result of the agreement between the U.S. Army Corps of Engineers and the Nuclear Regulatory Commission. It is estimated that it will take four to five years to complete the final phase of the remediation process at the site.

- B. Approve an extension of the fixed assessment agreement for Emhart Glass

Moved by Councilor Moreton, seconded by Councilor Jepsen to approve the request of Emhart Glass, Inc., for a six-month extension of the deadline for Investment in the Facility and Investment in Personal Property as provided in Article III of the Fixed Assessment Agreement between the Town and Emhart Glass, Inc.

Emhart Glass, Inc. has requested an extension of the deadline for investments in facility and personal property as required in the fixed assessment agreement.

Motion Passed 7-1-0 (Councilor Gegetskas opposed and Councilor Herzfeld out of chambers.)

C. Status report on Town Council goals

Town Manager Souza gave an overview on the completed Town Council goals. He highlighted the Adopt-a-Park program and the Youth Services Corps. Evening and weekend programs for seniors had an increase in funding.

Deputy Mayor Curtis requested placing the Town Council Goals – Fall 2007 document online on the Town of Windsor's website.

Town Manager Souza agreed.

D. Approve implementation of property revaluation for Fiscal Year 2009

Councilor Simon said that this item was placed on the agenda to inform the Council and the public about revaluation. It would be premature to have a motion at this time.

The Finance Committee has met twice in recent weeks to discuss options relative to implementing property revaluation in either FY 2009 or FY 2010. By law, a town must complete and implement a revaluation at least once every five years. Windsor has implemented a revaluation for the October 1, 2003 Grand List. The timeline to make a decision relative to implementing property revaluation in FY 2009 is slated for the second Town Council meeting in October. This timeline allows town staff and contract vendors to complete final data analysis and preparatory work in order to issue assessment notices by the end of November.

Town Assessor, Steve Kosofsky, gave an overview of the three options for revaluation and the difficulty

The alternatives discussed were:

Alternative A – Reval in FY 2010: FY 2009 1% tax increase; FY 2010 15% tax increase

Alternative B – Reval in FY 2009: FY 2009 11.5% tax increase; FY 2010 3.6% tax increase

Alternative C – Two-Year Phase In: FY 2009 8.5% tax increase; FY 2010 6.5% tax increase

Councilor Moreton asked when the contractor would have the completed numbers. Mr. Kosofsky replied that he anticipates receiving the final numbers by the end of October.

Councilor Gegetska asked if the residential burden has ever shifted to commercial during Mr. Kosofsky's employment with the Town of Windsor. Mr. Kosofsky answered that the revaluation in 1989 gave an indication that it was shifting. Residential dropped after 1989 but commercial dropped even further. When value goes down, the mil rate goes up. It was no where as significant as it was in 2003 or this year.

Councilor Herzfeld asked if the new condo owners who purchased a condo recently at \$250,000 would see an increase. Mr. Kosofsky said that they would see a 30% increase because he has to value that condo as if it was there in 2003 to be fair.

Councilor Mulligan asked if we could implement revaluation at any time and still phase it in. Mr. Kosofsky replied that we could implement it at any time and phase the tax increase in.

Councilor Moreton said that after the problems we had with the last revaluation, we vowed that we would look at revaluation carefully to determine the best time to impact taxpayers the least. She asked about Alternative A and B and noted not seeing a huge difference in the total.

Town Manager Souza agreed that for this particular home, currently assessed at \$140,000, that is the way the numbers worked out.

Councilor Simon requested that the staff distribute to the Council the reports given to the Finance Committee. There is no doubt that revaluation is going to happen. We can control the timing, how it will be implemented, and how that revaluation touches our citizens. The more time we take and the more flexibility we give ourselves the better the residents of the Town of Windsor will be. There is a lot of opportunity for the town next year. There is an \$11 million surplus and \$5 million coming in next year that won't be happening again. Maybe the window is next year, maybe not.

E. Approve appropriation to the Open Space fund from the Undesignated, Unreserved General Fund Balance

Moved by Councilor Simon, seconded by Councilor Jepsen to approve an appropriation of \$400,000 from the General Fund Undesignated, Unreserved fund balance to the Open Space Fund.

Currently the Open Space Fund has a balance of \$84,911.34. Council Simon has requested that the Town Council consider an appropriation of \$400,000 from the Undesignated, Unreserved General Fund Balance to be placed in the Open Space fund for future preservation efforts.

Motion Passed 9-0-0

F. Authorize the Town Manager to sign and execute a contract with the State of CT for a 2008 Preventative Health Block grant

Moved by Councilor Mulligan, seconded by Councilor Herzfeld that Peter Souza, Town Manager, is authorized to make, execute and approve on behalf of the Town of Windsor any and all contracts with the State of Connecticut Department of Public Health to carry out the services and submit the deliverables as described in Contract Log #2008-0066.

Ms. Sharon Enot, Public Health Nurse, gave an overview of the grant. Federal funds are available under the Preventive Health and Health Services Block Grant to full-time local health departments in order to undertake preventive health programs in certain designated areas. For the 2008 grant cycle, the allocations may only be used for the Year 2010 Healthy People objectives addressed in the following four program areas: cancer, cardiovascular disease prevention, injury prevention and surveillance monitoring. After reviewing the grant objectives staff requested to use these funds in the area of cardiovascular disease prevention for town employees with a specific focus on physical activity and obesity prevention. If successful if we find resources in the future we will expand this program into the community.

Motion Passed 9-0-0

13. Resignations and Appointments

Councilor Jepsen commented about Item A. not being a council appointment but a Public Building Commission appointment.

Item L: Moved by Deputy Mayor Curtis, seconded by Councilor Jepsen to appoint Carla Robinson as a Democratic member to the Housing Authority of the Town of Windsor for a five year term to expire July 31, 2012 or until a successor is appointed.

Motion Passed 8-0-0 (Councilor Moreton out of chambers)

14. Minutes of Preceding Meetings

A. Minutes of the September 17, 2007 Regular Town Council Meeting

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis to approve the minutes of the September 4, 2007 Regular Town Council Meeting. Corrections: None.

Motion Passed 7-0-1 (Councilor McDonald abstained and Councilor Moreton out of chambers)

15. Public Communications and Petitions

None.

Moved by Councilor Jepsen, seconded by Councilor McDonald to enter into Executive Session at 9:44 p.m. for the purpose of:

A. Strategy and negotiations with respect to pending claims and litigation (Adams vs. Town of Windsor)

- B. Discussion concerning the appointment, employment, performance, evaluation health or dismissal of a public officer or employee (Town Manager's evaluation)

Motion Passed 8-0-0 (Councilor Moreton out of chambers)

16. Executive Session

Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Gegetskas, Councilor Herzfeld, Councilor Jepsen, Councilor McDonald, Councilor Mulligan and Councilor Simon

Staff: Town Manager, Peter Souza; Assistant Town Manager, Emily Moon; Director of Human Resources, Amelia Bliss; Chief of Police, Kevin Searles

Guests: Town Attorney Kevin Deneen

Councilor Moreton entered Executive Session at 9:45 p.m.

Town Manager, Peter Souza; Assistant Town Manager, Emily Moon; Director of Human Resources, Amelia Bliss; Chief of Police, Kevin Searles; and Town Attorney Kevin Deneen left Executive Session at 9:52 p.m. after discussion of item 16(a).

Moved by Councilor Jepsen, seconded by Councilor Herzfeld to exit Executive Session and return to the Regular Meeting at 10:29 p.m.

Motion Passed 9-0-0

17. Adjournment

Moved by Councilor Moreton, seconded by Councilor Herzfeld to adjourn the Regular Town Council meeting at 10:30 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman  
Clerk of the Windsor Town Council

Cc: Town Clerk  
Main Library  
Wilson Branch