



# Council Agenda

Council Chambers  
Windsor Town Hall  
May 21, 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
  - a) Honoring National Public Works Week from May 20 – May 26
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
  - a) \*Set Mill rate (Town Manager)
  - b) \*Approve suspense list (Town Manager)
  - c) \*Authorize Town Manager to execute an agreement with the State of CT to amend contract #2006-1104-1 for the Public Health Emergency Preparedness Grant (Town Manager)
  - d) \*Accept a drainage easement at 770 Matianuck Avenue (Town Manager)
  - e) \*Set a Public Hearing for June 4, 2007 at 7:15 p.m. to hear the Neighborhood Assistance Act Program (Town Manager)



- 
- f) Approve settlement agreement with Town of Bloomfield relative to the Windsor – Bloomfield Landfill and authorize Town Manager to execute required documents (Town Manager)
13. \*RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
- a) \*Minutes of the May 7, 2007 Regular Town Council Meeting
15. PUBLIC COMMUNICATIONS AND PETITIONS
- (Three minute limit per speaker)
16. EXECUTIVE SESSION
- a) Strategy and negotiations with respect to pending claims and litigation (Windsor-Bloomfield Landfill)
17. ADJOURNMENT
- ★Back-up included

# PROCLAMATION

**Designating May 20, 2007 through May 26, 2007  
as National Public Works Week**

**WHEREAS,** the public works services provided in our community are an integral part of our citizens' everyday lives; and

**WHEREAS,** support, understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as street maintenance, the operation of a landfill, public building maintenance, public grounds beautification and snow removal; and

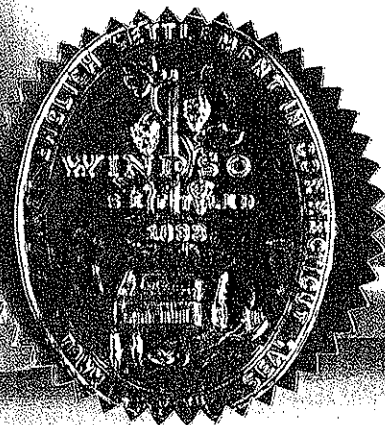
**WHEREAS,** the health, safety and comfort of this community greatly depends on these facilities and services; and

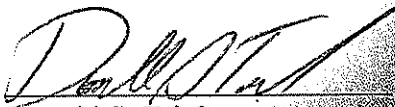
**WHEREAS,** the quality and effectiveness of these facilities, as well as their planning, design and construction, is dependent upon the efforts and skill of public works officials; and

**WHEREAS,** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's attitude and understanding of the importance of the work they perform.


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

May 20, 2007 through May 26, 2007 be declared as National Public Works Week in the Town of Windsor and that the citizens and organizations of the Town of Windsor acquaint themselves with the issues involved in providing our public works support and to recognize the contributions which public works personnel make every day to our health, safety, comfort and quality of life.



  
Donald S. Trinks  
Mayor of Windsor  
May 21, 2007

## Agenda Item Summary

Date: May 21, 2007  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Peter Souza, Town Manager   
Subject: Setting Mill Rate for FY 2008

### Discussion/Analysis

The voters adopted the FY 2008 General Fund budget of \$90,255,615 on May 8, 2007. The mill rate needed to fund this budget is 29.30 mills which represents a 0% tax increase.

The State has not yet adopted their budget. An update of the amount of additional state aid, if applicable, will be discussed with the Town Council when that information is received.

### Financial Impact

Based on the adopted Town Council budget, there will be no increase in taxes for homeowners in FY 2008 due to no increase in the mill rate. The owner of a \$200,000 market value home with an assessed value of \$140,000 and taxes of \$4,102 should not see an increase on their real estate tax bill for FY 2008.

### Other Board Action

None.

### Recommendations

That if the Town Council is in agreement, the following motion would be in order:

**“MOVE that the tax rate for the fiscal year beginning July 1, 2007 be set at 29.30 mills.”**

### Attachments

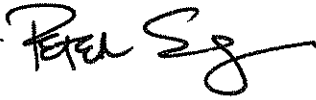
None.

## Agenda Item Summary

Date: May 21, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Cathleen Elliot, CCMC, Tax Collector

Reviewed By: Peter Souza, Town Manager 

Subject: Suspense List

### Background

In accordance with *Connecticut State Statutes* §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2003 Grand List that are considered not collectable. I have also included several accounts from prior year Grand Lists that were added on after their respective lists had been suspended and are still showing as active accounts.

### Discussion/Analysis

All available methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the suspense book does not mean we cannot collect if the taxpayer appears or is found. However, this transfer presents a more accurate picture of the Town's accounts receivable at this time.

### Financial Impact

The accounts receivable will be \$119,104.94 less.

### Recommendations

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

**“MOVE that \$119,104.94 in motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.”**

<b>October 1, 2003</b>	<b>-</b>	<b>\$118,179.14</b>
<b>October 1, 2001</b>	<b>-</b>	<b>\$ 252.32</b>
<b>October 1, 2000</b>	<b>-</b>	<b>\$ 292.97</b>
<b>October 1, 1999</b>	<b>-</b>	<b>\$ 149.70</b>
<b>October 1, 1997</b>	<b>-</b>	<b>\$ 154.70</b>
<b>October 1, 1996</b>	<b>-</b>	<b>\$ 76.11</b>

### Attachments

Suspense List Recap

SUSPENSE LIST RECAP


OCTOBER 1, 2003	PERSONAL PROPERTY 13 ACCOUNTS	\$4,934.84
OCTOBER 1, 2003	MOTOR VEHICLE 788 ACCOUNTS	\$95,585.60
OCTOBER 1, 2003	SUPPLEMENTAL MV 207 ACCOUNTS	\$17,658.70
OCTOBER 1, 2001	MOTOR VEHICLE 1 ACCOUNT	\$252.32
OCTOBER 1, 2000	MOTOR VEHICLE 2 ACCOUNTS	\$292.97
OCTOBER 1, 1999	MOTOR VEHICLE 1 ACCOUNT	\$103.36
OCTOBER 1, 1999	SUPPLEMENTAL MV 1 ACCOUNT	\$46.34
OCTOBER 1, 1997	MOTOR VEHICLE 1 ACCOUNT	\$154.70
OCTOBER 1, 1996	SUPPLEMENTAL MV 1 ACCOUNT	\$76.11
	TOTAL 1,015 ACCOUNTS	\$119,104.94

## Agenda Item Summary

Date: May 21, 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: Public Health Emergency Preparedness – Contract Amendment  
DPH # 2006-1104-2

### Background

At its November 21, 2005 meeting, the Town Council authorized the Town Manager to make, execute and approve all contracts for the Department of Public Health Grant #2006-1104, the BT (bioterrorism) grant. The original contract has undergone some changes and thus the Department of Public Health has issued an amendment to that contract. The item on this agenda authorizes the Town Manager, on behalf of the Town of Windsor, to sign the contract amendment.

### Discussion and Analysis

The Public Health Emergency Preparedness Grant (formerly known as the Bioterrorism Grant) #2006-1104 that the Town Council took action on November 21, 2005, was a two year grant with the grant period being August 31 of 2005 through August 30, 2007. Originally, that grant called for the Town of Windsor to receive \$79,966 for each of the two years and receive \$18,000 for Pandemic Influenza planning for a total grant amount of \$177,932. However, funding received from the CDC for the second year of that grant was reduced from the anticipated \$79,966 to \$67,971. To offset this reduction in funding, additional funds in the amount of \$28,500 were subsequently made available for Pandemic Influenza planning. Thus the new maximum amount payable under the contract has been changed from \$177,932 to \$194,437.

The contract amendments not only address the changes in funding, but also address changes to the “Year Two Activities,” to the contract deliverables. The deliverables for the second year of the contract cover the following categorical areas: 1) Jurisdictional Public Health Emergency Planning; 2) Regional Public Health Preparedness and Response Planning; 3) Drills and Exercises; 4) Ancillary Supplies; 5) Emergency Response Communications – the Local Health Alert Network; 6) Public Health Emergency Response Team; 7) Education and Training; 8) Risk Communications; and 9) Worker Safety.

Throughout this grant period, as in the past five years, Windsor will continue working with South Windsor as members of the Mass Dispensing Area #31 and assist them in addressing plan elements specific to South Windsor’s needs.

Financial Impact

Amendments to the original grant will require no direct outlay of town funds. We will continue to contract with someone to be our Public Health Emergency Response Coordinator, whose job will be to guide the grant deliverable process. However, staff time will be required to assist with the grant administration and with meeting the grant deliverables.

Other Board Action

None.

Recommendations

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

**“RESOLVED that Peter Souza, Town Manager, is authorized to make, execute and approve on behalf of the Town of Windsor any and all contracts or amendments thereof with the State of Connecticut Department of Public Health to carry out the services and submit the deliverables as described in contract amendment DPH #2006-1104-2.”**

Attachments


None.

## Agenda Item Summary

Date: May 21, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Drainage Easement at 770 Matianuck Avenue

### Background

The purpose of this summary is to request the Council's acceptance of an easement for both perpetual storm drainage and temporary storm drainage during construction.

### Discussion/Analysis

A private developer is constructing a subdivision at 770 Matianuck Avenue that will extend Sunnyfield Drive. As part of the approved subdivision plan, an easement along private property to install and maintain a drainage system is proposed, including a 20-foot wide storm drainage easement and a 10-foot wide temporary construction easement, as shown on the attached plan. As a note, the plan shows that the homeowner conveying the easement currently has a pool that is partially located in the proposed easement. The developer has made arrangements with the homeowner to remove the pool and restore the lawn after the drainage system is constructed.

### Financial Impact

None.

### Other Board Action

The Town Planning and Zoning Commission recommended approval of this easement at its meeting on May 14, 2007.

### Recommendations

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

**“MOVE that the Town of Windsor accept a 20-foot wide storm drainage easement and a 10-foot wide temporary construction easement as shown on the map entitled ‘SUBDIVISION PLAN PREPARED FOR RAYCO DEVELOPMENT, LLC. 770 MATIANUCK AVENUE WINDSOR, CONNECTICUT ALFORD ASSOCIATES, INC. CIVIL ENGINEERS WINDSOR, CONNECTICUT DATE JANUARY 2, 2007 SCALE 1 IN.=40 FT. SHEET 1 REVISED 1-26-07, 2-7-07,’ which map is on file in the Town Clerk’s Office in said Town of Windsor.”**

### Attachments

Plan

-0-  
Conveyance Tax received

VOL 1588 PG 620

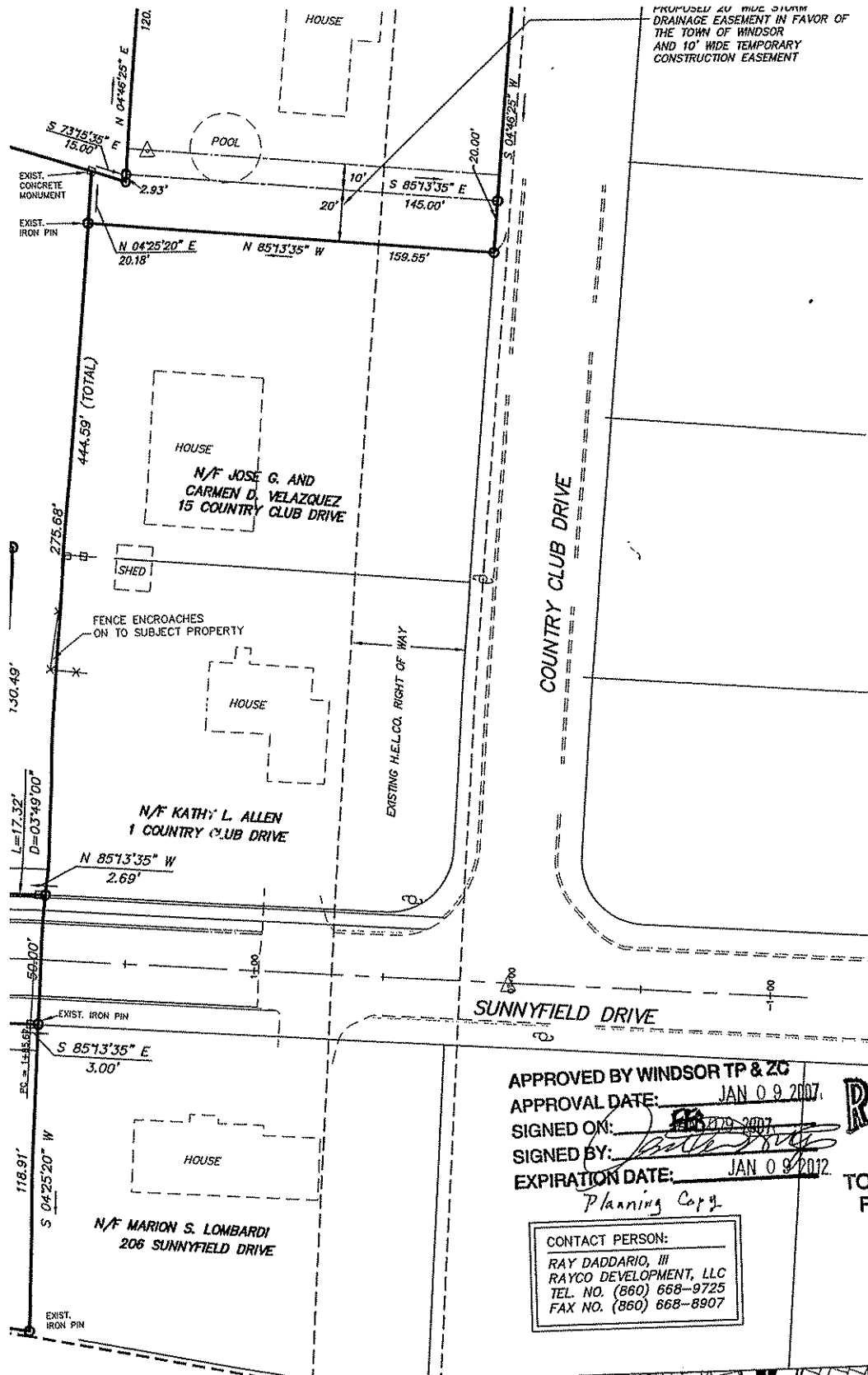
*Agnes M. Pier*  
TOWN CLERK OF WINDSOR DRAINAGE EASEMENT TO TOWN OF WINDSOR

KNOW ALL MEN BY THESE PRESENTS That, MARIA L. WISTROM and GERALD A. WISTROM of the Town of Windsor, County of Hartford and State of Connecticut (hereinafter "Grantor") for the consideration of ONE DOLLAR (\$1.00) received to their full satisfaction from the TOWN OF WINDSOR, a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut, (hereinafter "Grantee"), does give, grant, bargain, sell and confirm unto said TOWN OF WINDSOR, its successors and assigns forever, a perpetual easement over, under and through a portion of land of the GRANTOR(S) for the purpose of constructing and using drainage facilities, including the right to drain and lay, maintain, operate, construct, use, alter, repair and/or replace the drainage facilities.

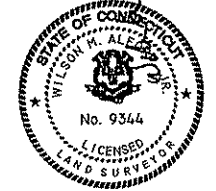
The perpetual easement is more particularly shown as " PROPOSED DRAINAGE 20" WIDE STORM DRAINAGE EASEMENT IN FAVOR OF THE TOWN OF WINDSOR AND 10' WIDE TEMPORARY CONSTRUCTION EASEMENT " on a certain map or plan entitled " SUBDIVISION PLAN PREPARED FOR RAYCO DEVELOPMENT, LLC. 770 MATIANUCK AVENUE WINDSOR, CONNECTICUT ALFORD ASSOCIATES, INC. CIVIL ENGINEERS WINDSOR, CONNECTICUT DATE JANUARY 2, 2007 SCALE 1 IN.=40 FT. SHEET 1 REVISED 1-26-07, 2-7-07 " , which map is on file in the Town Clerk's Office in said Town of Windsor.

Within the parcel above described, the Grantee shall have the right to drain and to lay, maintain, operate, construct, use, alter, repair and/or replace drainage facilities with its appurtenances, and the right to enter in and upon the parcel and to pass over the same and excavate therein for said purpose. The Grantee shall have the right to cut down and remove trees and brush and to alter any existing water course or perform other work necessary or convenient for the laying,





PROPOSED 20' WIDE DRAINAGE EASEMENT IN FAVOR OF THE TOWN OF WINDSOR AND 10' WIDE TEMPORARY CONSTRUCTION EASEMENT



TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

L.S. No. 9344

NOT VALID WITHOUT A LIVE SIGNATURE AND EMBOSSED SEAL



CIVIL ENGINEERS  
WINDSOR, CONNECTICUT  
WILSON H. ALFORD, JR., P.E. & L.S.

DATE: JANUARY 2, 2007

SCALE: 1 IN. = 40 FT.

APPROVED BY WINDSOR TP & ZC  
APPROVAL DATE: JAN 09 2007  
SIGNED ON: FEB 07 2007  
SIGNED BY: *[Signature]*  
EXPIRATION DATE: JAN 09 2012  
Planning Copy

**RECEIVED**  
FEB 08 2007  
TOWN OF WINDSOR  
PLANNING DEPT.

CONTACT PERSON:  
RAY DADDARIO, III  
RAYCO DEVELOPMENT, LLC  
TEL. NO. (860) 668-9725  
FAX NO. (860) 668-8907

T LIGHT & POWER CO.  
FOR  
VD MONUMENTS  
CRETE MONUMENT TO BE SET BY DEVELOPER  
V PIN TO BE SET BY DEVELOPER

R TO ACCEPT A FEE IN LIEU OF  
ICE IS BEING REQUESTED FROM THE  
AND ZONING COMMISSION.  
PAIRS TO THE EXISTING SUNNYFIELD  
AD STUB SHALL BE PERFORMED BY



SUBDIVISION PLAN  
PREPARED FOR  
RAYCO DEVELOPMENT, LLC

WINDSOR, CONNECTICUT

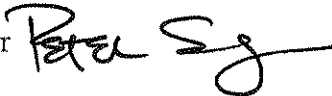
70 MATANUCK AVENUE

## Agenda Item Summary

Date: May 21, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Hallisey, Community Development Coordinator

Reviewed By: Peter Souza, Town Manager 

Subject: The 2007 Neighborhood Assistance Act (NAA) Tax Credit Program

### Background

The Neighborhood Assistance Act (NAA) Tax Credit Program, established by the Connecticut General Assembly, offers municipalities and tax-exempt organizations an opportunity to enhance their fundraising capabilities by providing state tax credits to eligible donors. Corporate donors receive a 60% tax credit on donations made to eligible organizations, subject to conditions. There is currently \$5,000,000 in tax credits available statewide. All applications must be approved by the Department of Revenue Services. The municipal role in the program is limited to: 1) outreach to eligible organizations; 2) holding a public hearing so as to allow for public comment on proposed activities; and 3) the approval of all applications for participation in the NAA Program.

### Discussion/Analysis

The Town of Windsor has solicited applications from eligible organizations by way of direct mail, press releases and phone contact. Organizations that have participated in this program in the past include Celebrate Windsor, Community Enterprises, Inc., the Vintage Radio and Communication Museum of Connecticut, First Town Downtown, Foodshare, the Chamber of Commerce (Revolutionary Windsor), the Huntington House and the Windsor Historical Society. Applications for this year's program are due by May 24<sup>th</sup>. The organizations that take advantage of the Neighborhood Assistance Act have benefited the community in various ways.

### Financial Impact

The cost to the Town of Windsor to participate in the NAA is minimal. The costs include publishing the legal notice for the required public hearing, direct mailing costs and staff's time.

### Other Board Action

In addition to holding a public hearing, all NAA applications must be approved at the local level by the governing body. Therefore, it is recommended that Council holds the required public hearing on June 4 and consider approving the applications during its regular meeting that same evening.

### Recommendations

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

**“RESOLVED, that a Public Hearing be scheduled for June 4, 2007 at 7:15 p.m. (prevailing time) to allow for public input prior to Council action on applications for assistance through the State of Connecticut’s Neighborhood Assistance Act Tax Credit Program.”**

**And**

**“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”**

Attachments

None.

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

May 21, 2007



- A. One *Democratic* Member  
Board of Ethics  
Five Year Term to expire July 31, 2012 or until a successor is appointed  
(George Griffin – reappointment)
  
- B. One *Republican* Member  
Capital Improvements Committee  
Three Year Term to expire May 15, 2009 or until a successor is appointed  
(Robert Gustafson – reappointment)
  
- C. 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)
  
- D. 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)
  
- 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 *Democratic* Member (residential)  
Historic District Commission  
Five Year Term to expire October 14, 2012 or until a successor is appointed  
(Heather Groenstein – resigned – VACANT)
  
- H. One *Democratic* Member  
Housing Authority of the Town of Windsor  
Five Year Term to expire July 31, 2012 or until a successor is appointed  
(Michael Bivans – reappointment)
  
- I. 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)
  
- J. 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)
  
- K. 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)

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

May 21, 2007



- L.**     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)
- M.**     One *Democratic* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Hilary Carpenter – reappointment)
- N.**     One *Republican* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Dr. Robert Gange – reappointment)
- O.**     One *Republican* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Sarah Thrall – reappointment)
- P.**     One *Republican* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Hilary Carpenter – reappointment)
- Q.**     One *Republican* Member  
Youth Commission  
Two Year Unexpired Term to expire September 30, 2008 or until a successor is appointed  
(Sharon Gauthier – resigned as Republican member - moved into a Democratic slot – VACANT)
- R.**     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 position – VACANT)

**Windsor Town Council  
Council Chambers – Town Hall  
May 7, 2007  
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:35 p.m.

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis (arrived at 7:41 p.m.), Councilor Gegetskas, Councilor Herzfeld, Councilor Jepsen, Councilor McDonald, Councilor Mulligan and Councilor Simon

Absent – Councilor Moreton

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

None.

5. Public Communications and Petitions

None.

6. Report of Appointed Boards and Commissions

A. Board of Education

Mr. Adam Gutcheon, Board of Education, reported to the Council. He summarized Windsor students' recent accomplishments and events. Windsor High School participated in the Science Bowl, scoring 7<sup>th</sup> out of 31 in their first year of entry. School uniforms have been a suggestion multiple times and have been researched by a committee. They will present their findings at the May 15<sup>th</sup> Board of Education meeting.

B. Economic Development Commission

Mr. Jim Martin, Chairman, Economic Development Commission reported to the Council. They reviewed two applications, which were approved. First Town Square has 40 units sold or under contract. We have begun review of the Economic Development Incentive Program. He acknowledged Mr. Jim Burke for his work on behalf of the Economic Development Commission.

## 7. Town Manager's Report

### **Budget Referendum**

All seven Windsor polling places will be open Tuesday, May 8<sup>th</sup> from 6:00 a.m. to 8:00 p.m. for the annual budget referendum. Complete information on the proposed budget as well as polling locations is available on the town's website. Further information can be obtained by calling the registrar's office at 285-1955 or 285-1957. Results of the referendum will be broadcast live on the Windsor Government Channel, WGTV Channel 21 beginning at 8:00 pm.

### **Youth Development Workshops**

The Windsor Youth Services Bureau will be hosting a workshop on youth development on Friday, June 1 from 9:00 a.m. to 4:00 p.m. at the L.P. Wilson Center as part of the "Connecticut for Community Youth Development" initiative. This free workshop will be facilitated by the Youth Development and Resource Center of New Haven, CT. It is designed to provide a solid introduction to youth development for youth workers, program directors, advocates, planners, directors, local leaders and others interested in youth ages 12 to 18. Some of the leadership youth from the Windsor Youth Services Bureau will assist facilitators in the experiential part of the workshop.

On Saturday, June 2<sup>nd</sup> the Windsor Youth Services Bureau will be providing a workshop on decision-making for pre-teen and adolescent girls at the "Soy Unica" (I am unique) conference at the Pope Park Center in Hartford from noon to 4:00 p.m. This free multicultural program for girls, ages 9 – 14, is presented by the Capital Area Substance Abuse Council. Girls are invited to attend with a female adult parent or caregiver. The conference will include music with a DJ, great food, awesome prizes and free goodies as well as workshops in decision-making, self esteem and assertiveness training. The female staff and youth leaders from the Windsor Youth Services Bureau are partners in this project. For more information on either of these workshops, contact the Windsor Youth Services Bureau at 298-9976.

### **Free Day at the Landfill**

Windsor and Bloomfield residents can enjoy free dumping privileges at the landfill for next Saturday, May 12<sup>th</sup> from 8:00 a.m. to 4:00 p.m. Residents are asked to please be on site before 3:30 p.m. to allow time to unload before the 4:00 p.m. closure time. Acceptable items include: household garbage, scrap metal, used motor oil, batteries, brush, leaves, clean fill and wood products. Due to the popularity of this event, you may experience a little delay, so please be patient. For more information call 285-1833.

### **Rabies Vaccination Clinic Offered**

Bring your cat (in a carrier) or your dog (on a leash) on Saturday May 12<sup>th</sup> to the L.P. Wilson Community Center from 2:00 p.m. to 4:00 p.m. for the annual Rabies Vaccination Clinic. Families with CT State Medical Card (Medicaid) may present the card for one free vaccination. Written proof (not tags) of prior vaccination for rabies must be presented to qualify for a three-year certificate. A one-year certificate will be

given to all others. Animals must be 3 months or older. The fee is \$15.00 per animal. For more information, call 285-1824.

### **Bike to Work Day**

The month of May is National Bike Month and Thursday, May 17<sup>th</sup> will be Bike to Work Day in Windsor. The Town of Windsor invites residents and individuals employed in town to tune up their bikes and join us for a Bike to Work celebration. We will be meeting bicycling commuters on the town green from 7:00 a.m. to 9:00 a.m. with a light breakfast, gifts and a chance to win great cycling prizes. Free. For more information call 285-1835.

### **Shad Derby Road Closure Information**

I'd like to remind residents and motorists that a parking ban will be in effect in several areas of the center of town Saturday, May 19<sup>th</sup> between 8:30 a.m. and 6:00 p.m. for the annual Shad Derby Festival and parade. Activities on the town green are scheduled from 10:00 a.m. to 4:00 p.m. and the Shad Derby parade will leave the Windsor High School at 12:30 p.m. arriving in the center of town at approximately 1:00 p.m.

Councilor Gegetskas asked for an update on the Rainbow Road culvert. Town Manager Souza didn't have specifics this evening, but said that the road was in poor condition due to the recent rain and there were one or two damage reports from vehicles.

#### 8. Communication from Council Members

Councilor Gegetskas – please vote yes.

Councilor Herzfeld – tomorrow is the day to come forward and vote for the referendum, a 0% increase. He is hoping voters will come forward.

Councilor Jepsen – go out and vote and use the new voting machines.

Councilor McDonald – urged everyone to come out tomorrow and vote yes.

Councilor Moreton – absent

Councilor Mulligan – everyone should get out and vote yes on the budget tomorrow.

Councilor Simon – vote yes.

Deputy Mayor Curtis – encouraged everyone to come out and vote and vote yes for the budget. There are four weeks left in the legislative session. There are a couple of bills relating to the MDC, the Clean Water Act and a bill with regard to the surcharge on the water bill to fund the Clean Water Act.

Mayor Trinks – it's a good opportunity to get out and vote on one question on the new voting machines. Mayor Trinks congratulated Jocelyn Flores, the new Shad Derby Queen.

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

None.

12. New Business

- A. Authorize the Town Manager to execute a lease renewal with Library Connection

Assistant Town Manager Emily Moon provided an overview of the lease renewal.

The Library Connection is a non-profit cooperative of 27 public and academic libraries that share an automated library system and other technological innovations that improve the delivery of services. The cooperative maintains libraries' patron and bibliographic databases as well as their on-line catalogs. Windsor was the very first library to "go live" with Library Connection's first automated system in 1981.

The Library Connection has leased space in the L.P. Wilson Community Center for many years. The most recent contract, which they are seeking to renew, began in 2003 and ran for a three-year term. Both the Board of Education and Town of Windsor staff state that the Library Connection has been a responsible tenant and they support renewal of this lease.

After comparing this lease to those for similar types of properties in town and after reviewing building utility and maintenance costs, staff recommends adjusting the current lease rate of \$12.30 per square foot by 1.5% per year (equating to \$12.48 per square

foot in the first year). The town receives approximately \$37,600 per year from the current arrangement. The adjusted lease for the first year, June 1, 2007 to May 31, 2008, would result in approximately \$38,188 in lease payments to the town.

Moved by Councilor Simon, seconded by Councilor Jepsen that the Town Manager is authorized to sign and execute the attached lease with Library Connection for the use of three rooms at the L.P. Wilson Community Center, located at 599 Matianuck Avenue

Motion Passed 8-0-0 (Councilor Moreton absent)

- B. Authorize Town Manager to enter into and sign an agreement with the State of CT for Grant-in-Aid for the Poquonock playground.

Assistant Town Manager Emily Moon gave an overview on the agreement for the Grant-in-Aid for the Poquonock playground.

Poquonock Elementary has the largest percentage of special needs students in the district, largely because it is the district center for two programs that serve students with more extreme needs. As a result, Poquonock Elementary serves a number of students with physical disabilities. The playground is also used extensively outside school hours by individuals and community groups such as the town Little League and after school programs.

The committee's fundraising raised approximately \$64,500 of the \$76,000 project. Fundraising included annual PTO allocations from general fundraising, annual tag sales, karate clinics, a Raffle, a booth at Shad Derby, grants from various companies and civic groups, annual community appeals to Windsor businesses and families, and the student penny collection that is expected to meet its 1 million penny goal this fall. The 2006-2007 fiscal year PTO general budget allocated just under \$2,000 to the playground project. The expected fundraising shortfall is therefore \$9,500 and this is the amount of funds approved by the Connecticut Bond Commission. The playground was completed using PTO funds allocated for other purposes and the Poquonock School PTO will use the Bond Commission funding to reimburse its other accounts.

Moved by Councilor Jepsen, seconded by Councilor McDonald that the Town Manager is authorized to sign and execute a personal services agreement on behalf of the Town of Windsor with the State of Connecticut for financial assistance to the Poquonock School playground project.

Motion Passed 8-0-0 (Councilor Moreton absent)

- C. Authorize Town Manager to enter into and sign an agreement with the State of CT for Records Preservation Grant

Ms. Agnes Pier, Town Clerk, gave an overview of the grant.

Per state statute, the Town Clerk is charged with maintaining, restoring and conserving town records. Any town employee who creates a document, files a document, answers an inquiry from the public, responds to an FOI request, or does anything else that documents activities for the town is a records custodian. There are town records, such as minutes of meetings that are permanent records and others that have a limited retention time.

During the 2007 fiscal year, the Town established a formal Records Management program through the State Library's Competitive Grant. At that time, four departments were inventoried as a pilot for the records management program. As Council is aware, the Town Clerk applied for a \$12,000 Targeted Grant for FY 2008 in March 2007. The Town Clerk recently learned that the town has been awarded the grant, which will be used to inventory the Finance Department.

The state's grant applications and contracts have now been separated into two distinct and separate processes. The application process no longer needs a Council resolution; however, the contract between the state and municipality does require Council action.

Moved by Councilor Mulligan, seconded by Councilor Jepsen that Peter P. Souza, Town Manager of Windsor, is authorized to execute and deliver in the name of and on behalf of this municipality, a contract with the State Library for a Historic Documents Preservation Grant.

Motion Passed 8-0-0 (Councilor Moreton absent)

D. Grant drainage easement along Route 75 to the State of Connecticut

Town Manager Souza gave an overview of the easement to the State of Connecticut.

ING is undertaking a number of intersection improvements in Windsor as required by the State Traffic Commission for ING's corporate campus development. One of these projects involves adding a right-turn lane on Route 75 at Marshall Phelps Road. This project was reviewed and approved by the Town Planning and Zoning Commission and Town Council last year.

Construction of the proposed right-turn lane includes installation of a drainage structure directing storm water to the brook located on the adjoining town property. The State Department of Transportation has requested an easement from the Town to accommodate the location of the proposed drainage structure.

The proposed easement would permit the State to install and maintain drainage facilities on a 960 square foot area of the town's parcel at 2T Kendrick Lane. This parcel at the northwest corner of Route 75 and Marshall Phelps Road contains a pond and a brook and is not planned for any other public use. The proposed easement has been reviewed and approved by the Town Attorney and Town Engineer.

Councilor Jepsen asked if the Wetlands Commission has any input in this. Mr. Jim Burke, Economic Development Director, said that the Wetlands Commission reviewed the construction project over a year ago.

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis to approve the drainage easement to the State of Connecticut and authorize that the Town Manager can execute said drainage easement on behalf of the Town of Windsor.

Motion Passed 8-0-0 (Councilor Moreton absent)

### 13. Resignations and Appointments

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

Item G: Reappoint Donna Mucha as a democratic member to the Fair Rent Commission for a three-year term to expire March 31, 2010 or until a successor is appointed.

Item J: Reappoint Richard Armstrong as a democratic member to the Human Relations Commission for a three-year term to expire May 31, 2010 or until a successor is appointed.

Item K: Reappoint Yvonne Mitto as a democratic member to the Human Relations Commission for a three-year term to expire May, 31, 2010 or until a successor is appointed.

Item L: Reappoint Joyce Armstrong as a democratic alternate member to the Human Relations Commission for a three-year term to expire May 31, 2010 or until a successor is appointed.

Motion Passed 8-0-0 (Councilor Moreton absent)

### 14. Minutes of Preceding Meetings

#### A. Minutes of the April 11, 2007 Special Town Council Meeting

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis to accept the minutes of the April 11, 2007 Special Town Council Meeting. Corrections: none.

Motion Passed 6-0-2 (Councilor Moreton absent, Councilors Herzfeld and McDonald abstained)

#### B. Minutes of the April 16, 2007 Special Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor Mulligan to accept the minutes of the April 16, 2007 Special Town Council Meeting. Corrections: none.

Motion Passed 7-0-1 (Councilor Moreton absent, Deputy Mayor Curtis abstained)

C. Minutes of the April 18, 2007 Special Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor Mulligan to accept the minutes of the April 18, 2007 Special Town Council Meeting. Corrections: Page 3 – 4<sup>th</sup> full paragraph – Councilor Simon's comments should be Councilor Jepsen not Councilor Herzfeld (noted twice in the paragraph); Page 1 – Councilor Mulligan's comments should be "the design work for the reconstruction of Lang Road" instead of the reconstruction of Lang Road.

Motion Passed 7-0-1 (Councilor Moreton absent, Deputy Mayor Curtis abstained)

D. Minutes of the April 25, 2007 Special Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor Simon to accept the minutes of the April 25, 2007 Special Town Council Meeting. Corrections: none.

Motion Passed 8-0-0 (Councilor Moreton absent)

15. Public Communications and Petitions

Ms. Sharon Gauthier, 142 Sunnyfield, is concerned about the Town's emergency preparedness and what is available on the website. She has called the Health Department and volunteered to do a database or whatever needs to be done. There is a large elderly population in this town and there are a lot of vented patients at home. The recent issue at Virginia Tech made her think of prevention at WHS. The high school has always been proactive. A crisis can happen pretty quickly. Disaster prevention needs to be addressed. The information needs to be on the town's website, not a link to the state's website.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Simon, seconded by Councilor McDonald to adjourn the Regular Town Council Meeting at 8:22 p.m.

Motion Passed 8-0-0 (Councilor Moreton absent)

Respectfully submitted,

Kristin Countryman  
Clerk of the Windsor Town Council

Cc: Town Clerk  
Main Library  
Wilson Branch