



Council Agenda

Council Chambers
Windsor Town Hall
July 2, 2007



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Approve an appropriation of \$80,000 for Milo Peck renovations (Town Manager)
 - b) *Accept acquisition of land, easements and rights-of-way for Archer Road from the State of CT (Town Manager)
 - c) *Approve revision to Windsor Center map located in the Plan of Development for 6 Spring Street (Town Manager)
13. * RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS



a) *Minutes of the June 18, 2007 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

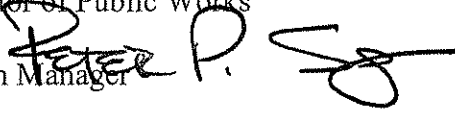
★Back-up included

Agenda Item Summary

Date: July 2, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Brian Funk, Director of Public Works

Reviewed By: Peter Souza, Town Manager 

Subject: Milo Peck Center Improvements – Phase II

Background

The town's Capital Improvements Program (CIP) contains a multi-year plan to make improvements to the Milo Peck Child Development Center at 114 Palisado Avenue. Phase I of this work, completed last year, entailed re-roofing the northern section of the building, including renovating the gutters, flashings and roof ventilation system.

Discussion/Analysis

Phase II of the improvements to the facility entails replacing the roof on the southern section of the building, repairing the roof in the center part of the facility and replacing the brownstone steps at the main entry to the building. The southern section of the roof has exceeded its service life and needs to be replaced. Additionally, there are leaks in the central section that will be repaired in this project. The main entry stairway to the facility is worn, cracked and is a potential liability to the town in its present condition. This project will entail replacing these steps.

The Milo Peck Center is included in the Town's Facility Planning and Reuse Study. The future use of this facility may or may not change as a result of the Study. Nevertheless, the need to continue to replace components of the "envelope" of the building when they exceed their service life, or represent a potential liability to the Town should not be affected by the outcome of the Study and its future implementation.

This work will occur this fall.

Financial Impact

The total cost for Phase II of the Milo Peck Center Improvements is estimated to be \$180,000. The project account for this project presently has a balance of approximately \$105,000, which are funds remaining from the first phase of the work. It is requested that \$80,000 be appropriated to fund the difference between the current balance and the estimated cost of the second phase. Contingency funds totaling 12.5% of the estimated construction costs are included in the \$180,000 total project budget.

The capital project fund has an undesignated fund balance of \$591,052.

Other Board Action

The Public Building Commission will continue to oversee this project.

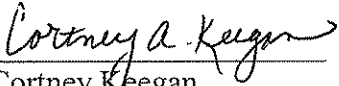
Recommendations

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

“MOVE to appropriate \$80,000 from the Capital Projects Fund Undesignated, Unreserved Fund Balance to fund Phase II of the Milo Peck Center Renovations (Project # 9073).”

Certification

I hereby certify that \$80,000 in funds are available in the Capital Projects Fund, Undesignated, Unreserved Fund Balance to fund the above appropriation.




Cortney Keegan
Finance Director

Agenda Item Summary

Date: July 2, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: CGS Section 8-24 Recommendation to Accept Land, Easements, and Rights-of-Way along Archer Road

Background

During the expansion to I-91 in the 1990's, the Department of Transportation (DOT) constructed Archer Road by acquiring parcels of land to allow for street line establishment and various easements. The DOT has prepared maps indicating the proposed street line, parcels that are in excess of DOT's needs and various drainage easements and rights-of-way to support Archer Road.

Discussion/Analysis

As shown on the maps, there are six parcels of land, three full and perpetual easements to the parcels and two perpetual easements reserved for the State of Connecticut for drainage rights. The state has received final approval to release the subject parcels to the town.

Financial Impact

None.

Other Board Action

The Town Planning and Zoning Commission recommended its approval to accept this land and easements at its meeting on June 12, 2007.

Recommendations

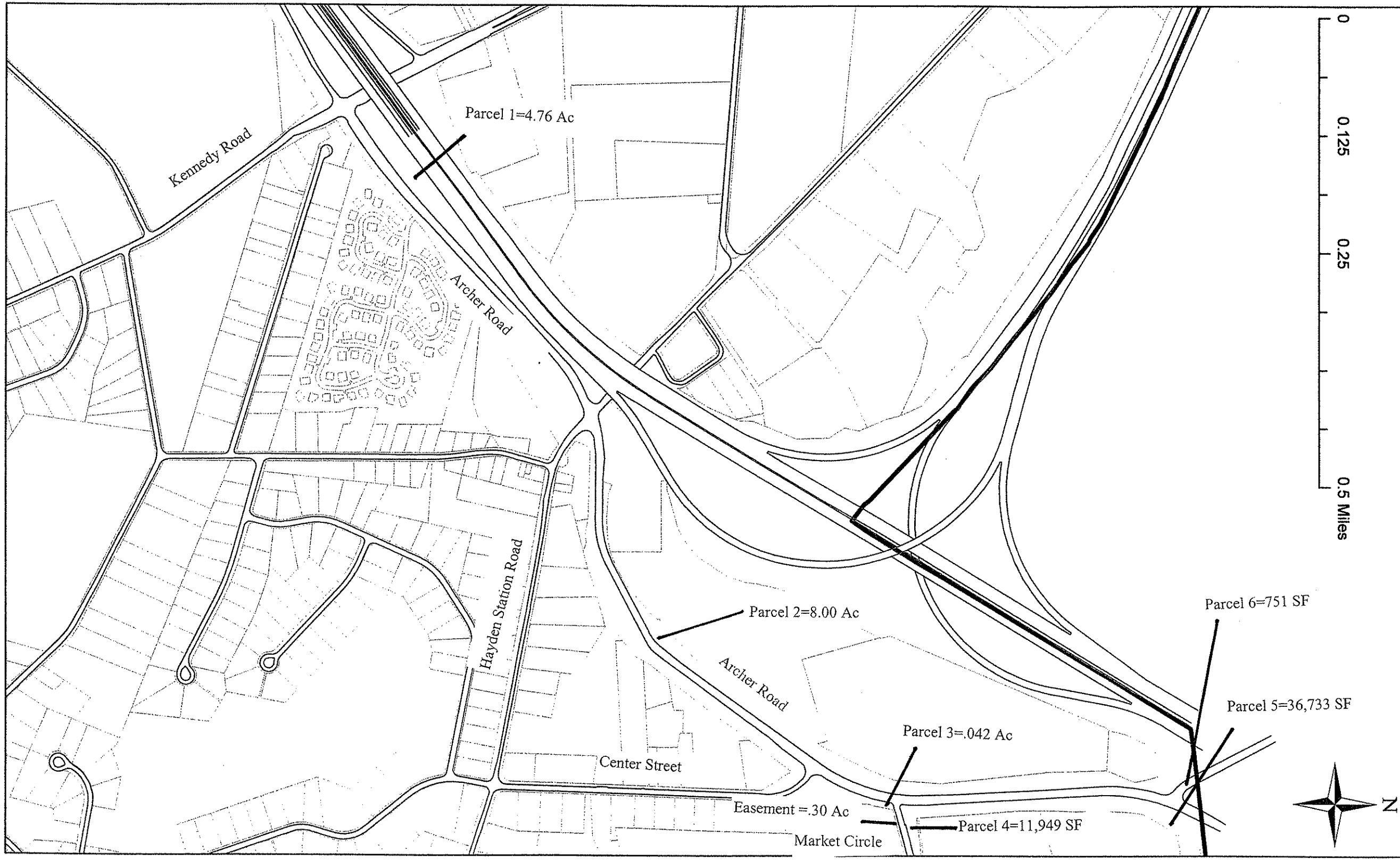
If the Town Council is in agreement, the following motions are recommended for approval:

“MOVE to accept from the Department of Transportation six parcels of land, three full and perpetual easements appurtenant to the parcels being conveyed and reserving to the State of Connecticut two full and perpetual easements as shown on maps filed in the Windsor Town Clerk's Office entitled, “TOWN OF WINDSOR MAP SHOWING LAND RELEASED TO TOWN OF WINDSOR BY THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION ARCHER ROAD SCALE 1” = 40’ JUNE 2004 ARTHUR W. GRUHN, P. E. CHIEF ENGINEER – BUREAU OF ENGINEERING AND HIGHWAY OPERATIONS”, TOWN NO. 164, PROJ. NO. 164-178-75A, SHEET NOS. 1-6 OF 6. REVISED 08/06.”

“MOVE to accept the proposed street line as shown on the above cited maps.”

Attachments

Map




Agenda Item Summary

Date: July 2, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Eric Barz, Town Planner

Reviewed By: Peter Souza, Town Manager 

Subject: Minor Amendment to the 2004 Plan of Conservation and Development

Background

In June 1995, the Town Planning and Zoning Commission (TPZC) approved a minor amendment to the 1991 Plan of Development (1991 POD) to modify the Windsor Center Plan (page 71), incorporating 6 Spring Street into the area designated as "Fringe Area." An application for a change in non-conforming use accompanied the amendment in order to replace a boarding house on the property with an upholstery business. According to the 1991 POD (page 74), the purpose of the Fringe Area is to:

- 1) serve as a gateway into Windsor Center;
- 2) encourage the reuse of existing commercial establishments with low intensity uses,
- 3) avoid strip development; and
- 4) improve the overall aesthetics through landscaping and building design.

For reasons unknown, the upholstery business never moved to the site and when the current 2004 Plan of Conservation and Development (2004 POCD) was adopted, the Windsor Center Plan forwarded to the consulting firm for inclusion in the POCD did not reflect the 1995 amendment, effectively reversing the TPZC's earlier decision. The property has subsequently been purchased and the current owner wishes to operate a professional office on the site but absent the Fringe Area designation, the R-8 residential zoning of the property would require the owner to live on the premises in order to operate a professional office. The inclusion in the Fringe Area would eliminate that requirement and allow a professional office by Special Use Permit.

Discussion/Analysis

The property owner has requested an amendment to the POCD to remedy what he perceives to be an oversight by the TPZC in not including 6 Spring Street in the Fringe Area. Staff does not recall any discussions regarding this property during the 2004 POCD update.

Given that:

- 1) the 2004 POCD is an advisory document;
- 2) the change back to the Fringe Area designation will not alter the R-8 residential zoning of the property;
- 3) a Special Use Permit will still be required to add a professional office without a residency requirement; and

- 4) the TPZC previously approved a similar change, knowing that a more intensive upholstery business would be permitted;

Staff sees no serious negative connotations to this change.

Other Board Action

The *Connecticut General Statutes* concerning POCDs were recently amended to ensure that POCDs get adequate public exposure prior to adoption. The current requirements with respect to the Town Council are as follows:

CGS §8-23 f (2) - At least sixty-five days prior to the public hearing on adoption, the commission shall submit a copy of such plan or part thereof or amendment thereto for review and comment to the legislative body or, in the case of a municipality for which the legislative body of the municipality is a town meeting or representative town meeting, to the board of selectmen. The legislative body or board of selectmen, as the case may be, may hold one or more public hearings on the plan and shall endorse or reject such entire plan or part thereof or amendment and may submit comments and recommended changes to the commission. The commission may render a decision on the plan without the report of such body or board.

Recommendations

Staff would recommend endorsing the proposed amendment as being in keeping with the intent of the 2004 POCD and correcting an apparent oversight in reversing the TPZC's prior amendment to the 1991 POD.

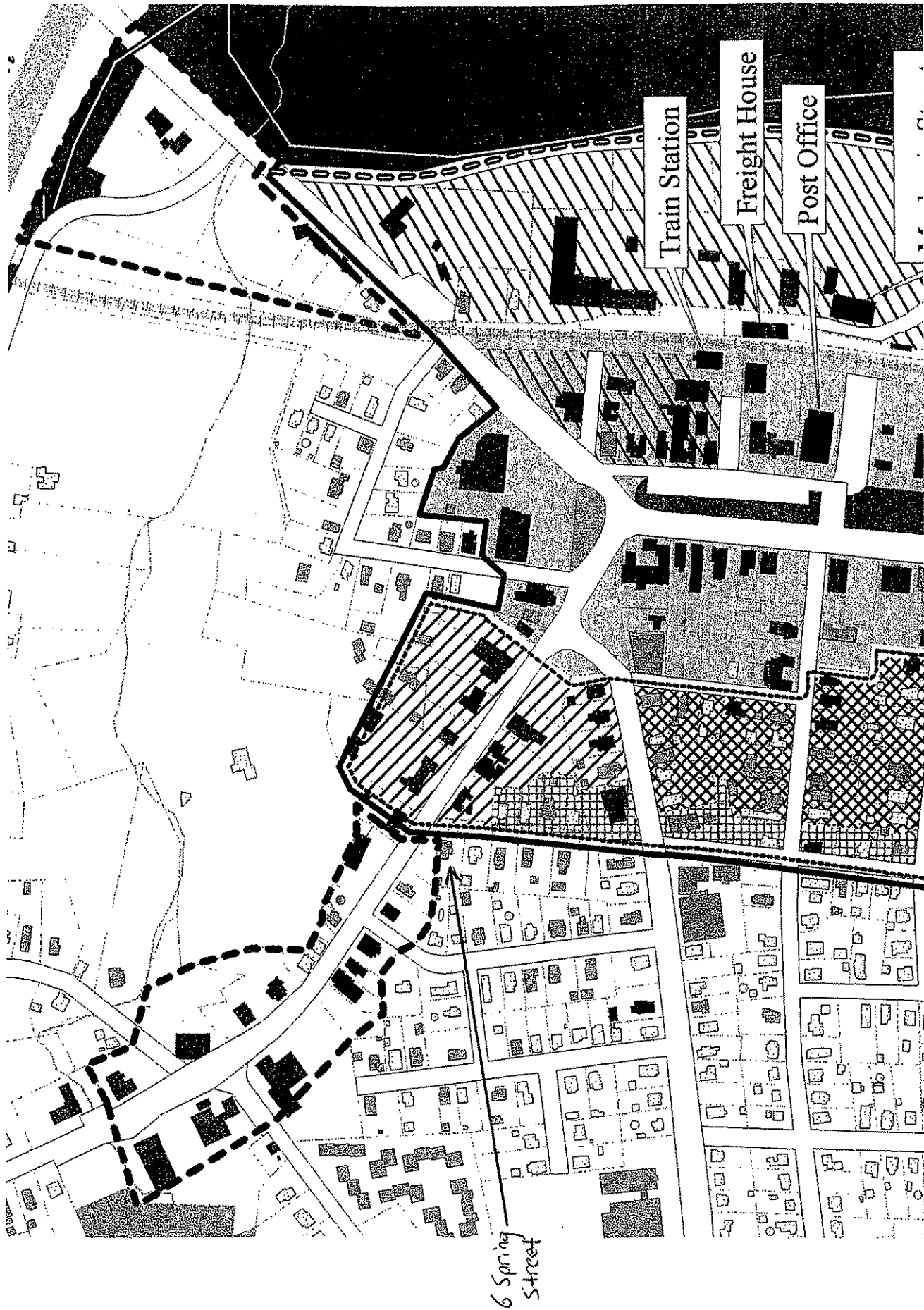
If the Town Council is in agreement, the following motion is suggested for approval:

“MOVE to endorse the proposed amendment to the 2004 Plan of Conservation and Development which will incorporate 6 Spring Street in the Fringe Area of the Windsor Center Plan map.”

Attachments

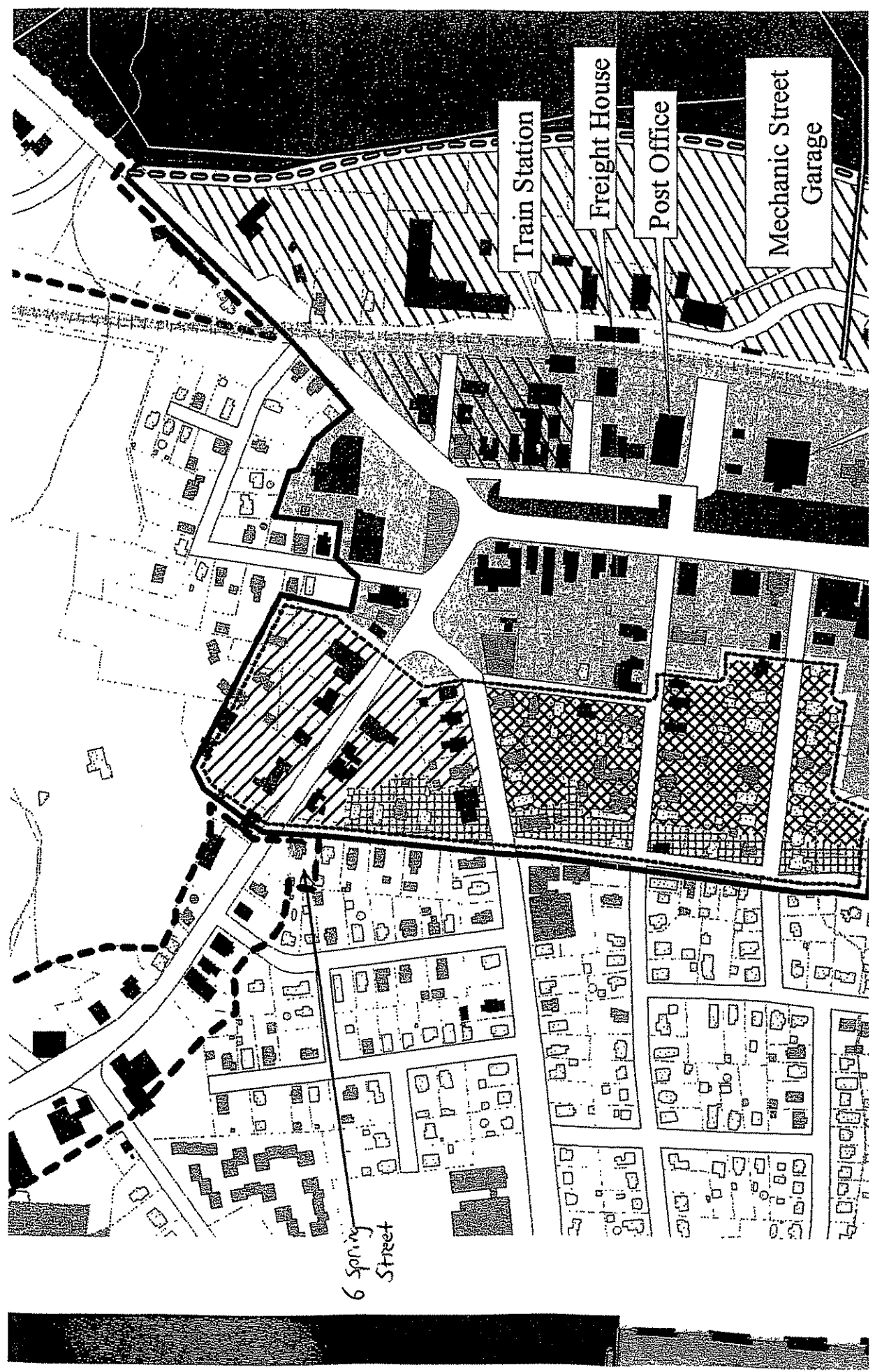
Adopted 2004 POCD Windsor Center Plan (map)
Proposed amended 2004 Windsor Center Plan (map)
Excerpt from 1991 POD
Excerpt from 2004 POCD

2004 Windsor Center Plan (currently adopted)





2004 Windsor Center Plan (proposed)



- (1) Adaptive re-use and preservation of historic structures, such as those located on Broad Street.
- (2) Buffering of residential from higher intensity uses and transportation routes utilizing the following techniques: landscaping; maximizing distances; and the orientation of exterior openings (windows, doors) away from major streets and the railroad tracks and/or the use of sound insulating construction.
- (3) Provision for adequate parking facilities.
- (4) Separation of vehicular and pedestrian circulation.
- (5) Provision for open space and amenities such as benches, landscaping and civic sculptures.
- (6) Aesthetic unification through the use of such elements as brick paving, decorative street lighting, landscaping, tasteful signage and wrought iron fencing.

d. Fringe Areas - There are two commercial Fringe areas located adjacent to the Center (see Map VII-1). One is along Palisado Avenue, northeast of the Center between the railroad and the Farmington River. The other is located along Poquonock Avenue from Spring Street to Mill Brook. These two areas are gateways to the Center. Therefore, it is important to initiate and maintain good development standards in these locations and to avoid strip commercial development. These areas are different from the Transitional District in that their existing land uses and zoning are primarily commercial.

Because these two Fringe areas lie along State arterials carrying relatively high traffic volumes, large trip generators should be discouraged here. Low traffic impact uses, such as personal services, professional offices and small retail shops should be encouraged. Attempts should be made to improve overall aesthetics in these areas through landscaping and building design. Where appropriate, existing structures should be renovated and reused. When additional off-street parking is provided in these areas, it should be well screened and located to the side and rear of the building which it serves.

In the Palisado Avenue Fringe area, the Farmington River and the potential for enhanced recreational opportunities afforded as a result of the relocation of Pleasant Street, should be a consideration for any development. (See Chapter IX, Recreation and Open Space.)

2004 POCD

Recommendations

Area	Description	Recommendations
Core Area	<ul style="list-style-type: none"> • Most intensely used B-2 and NZ zoned area • Contains diverse and historic architecture • Contains unifying elements such as brick pavers lighting and shared parking to the rear of buildings 	<ul style="list-style-type: none"> • Continue to encourage office, retail and second floor residential use • Areas adjacent to the multi-modal transportation center warrant more intensive redevelopment • Consider replacing Center Design District regulations with Village District regulations to exercise the greatest control over development in this area
Transitional Area	<ul style="list-style-type: none"> • Serves as a transition between intensive uses of the Core and strictly residential areas south of Elm Street and west of Spring Street • The Transition Area is divided into three distinct areas 	<ul style="list-style-type: none"> • See recommendations for sub-areas below
Business/Office Transition Area	<ul style="list-style-type: none"> • Zoned predominantly R-8 and R-11 • Many single and two family homes already converted to offices and multi-family dwellings 	<ul style="list-style-type: none"> • Consider allowing conversion of residential structures to office, low intensity retail and personal service uses while retaining at least one residential unit, especially where off-street parking is critical
Office/Residential Transition Area	<ul style="list-style-type: none"> • Similar in character to Business/Office Transition Area but directly interfaces with strictly residential areas, warranting tighter control. 	<ul style="list-style-type: none"> • Conversions limited strictly to professional offices • Retention of at least one residential unit more critical
Controlled Business Transition Area	<ul style="list-style-type: none"> • Zoned predominantly B-2 • Contains retail, office and limited residential uses • Less interface with single-family residences 	<ul style="list-style-type: none"> • Consider Village District regulations to exercise the greatest control over development in this area • Encourage small office and retail uses • Avoid strip commercial development • Employ unifying elements to tie area to the Core
Redevelopment Areas	<ul style="list-style-type: none"> • Areas that are underutilized or contain buildings and/or uses that are not compatible with high-quality development standards for the Core • Redevelopment in these areas will allow expansion of the core away from stable residential areas 	<ul style="list-style-type: none"> • Consider Village District regulations to protect the historic integrity of buildings in this area • Buffer residential uses from higher intensity uses and transportation facilities • Provide adequate parking and safe pedestrian access • Employ unifying elements to tie area to the Core • Provide alternative pedestrian access across RR tracks • Connect Mechanic Street with Palisado Avenue via Rowland Lane
Fringe Areas	<ul style="list-style-type: none"> • Considered gateways to Windsor Center • Primarily commercial uses • Located on State arterial roads 	<ul style="list-style-type: none"> • Discourage high-traffic generators • Encourage low-intensity office, retail and personal service uses • Improve aesthetics through landscape and building design • Existing structures should be reused • Parking should be located to building side or rear

XIII. Resignations and Appointments

July 2, 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 *Democratic Alternate* Member
Capital Improvements Committee
Three Year Unexpired Term to expire May 5, 2009 or until a successor is appointed
(Leonard Swade – 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
(Gale Deming – resigned – VACANT)
- E. 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)
- 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 (residential)
Historic District Commission
Five Year Term to expire October 14, 2012 or until a successor is appointed
(Heather Groenstein – resigned – VACANT)
- I. 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)
- J. 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)
- K. 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)

XIII. Resignations and Appointments

July 2, 2007

- L. 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)

- M. 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)

- N. One *Democratic* Member
Youth Commission
Three Year Term to expire September 30, 2010 or until a successor is appointed
(Hilary Carpenter – reappointment)

- O. One *Republican* Member
Youth Commission
Three Year Term to expire September 30, 2010 or until a successor is appointed
(Dr. Robert Gange – reappointment)

- P. One *Republican* Member
Youth Commission
Three Year Term to expire September 30, 2010 or until a successor is appointed
(Sarah Thrall – reappointment)

- Q. 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)

**Windsor Town Council
Council Chambers – Town Hall
June 18, 2007
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:32 p.m.

1. Roll Call – Present: Mayor Trinks (arrived at 8:15 p.m.) Deputy Mayor Curtis, Councilor Gegetskas (arrived at 8:10 p.m.), Councilor Herzfeld, Councilor Jepsen, Councilor McDonald (arrived at 7:36 p.m.), Councilor Mulligan and Councilor Simon
2. Prayer – Councilor Herzfeld
3. Pledge of Allegiance – Councilor Herzfeld
4. Proclamations/Awards
 - A. Proclamation honoring Connor Bailey for his fundraising efforts for the Windsor Food Bank.

Councilor Simon read the proclamation honoring Connor Bailey for his fundraising efforts for the Windsor Food Bank.

5. Public Communications and Petitions

Mr. Gene Markowski, 10 Grant Circle, came to the council two years ago about a drain that the town maintains. Public Works told him that he was on the list and it has not been addressed yet. He would like to know when it would be repaired. It is a health hazard and kids jump on the wire mesh covering the drain.

6. Report of Appointed Boards and Commissions
 - A. Historic District Commission

Mr. Chris Watts, Chairman, reported to the Council. They approved a few signs and other projects. It has been a good year. He thanked the Rotary Club for the sign over the railroad pass as you are entering the Historic District.

- B. Public Building Commission

Mr. Bob Gustafson reported to the Council. All retainage has been released to the general contractor. There are some items being handled under the warranty process. The heating system for the Mather House will be worked on through the fall. The second area they are working on during the summer and fall are the parking lots on the Batchelder Road side of the library. An excess of over \$20,000 will be returned to the

Council from the library project. There is also \$90,000 being returned for another project which was handled in the library budget. There was a rebate from CL&P for \$24,000. There should be a total of \$135,000 returned to the town. The library space has been doubled and it was completed for less than budgeted.

The Welch Pool work has been completed. There is \$11,000 left in the budget which they would like to use for a roof over the equipment and chemical tanks for about \$7,000. The roof over the restrooms is starting to leak. Both jobs can be done for less than \$11,000.

The Public Works Roof Replacement project will have an RFP issued shortly. There is a potential situation for solar panels on the roof. Perhaps the electricity gathered in those solar panels could be used to light Day Hill Road.

The Poquonock School roof will be designed soon and advertised and bid during the winter. It is expected that it would be completed over the next summer recess.

7. Town Manager's Report

Dog Show this Thursday

The **Just for Fun Dog Show** will be held this Thursday, June 21st on the town green. This annual event is sponsored by the Town Clerk's Office to promote the month of June as dog licensing month and all participants must have a new dog license. Registration (and the opportunity to purchase a new dog license if you need one) begins at 5:30 p.m. Judging begins at 6:00 p.m. Members of 4H will be selling hot dogs. For more information, call 285-1902.

Summer Concert Series Begins

The Summer Concert Series begins this Thursday, June 21st on the town green. *Bus 13* is scheduled to begin entertaining the town green crowd at the conclusion of the dog show at approximately 7:30 p.m. Enjoy the music with friends and neighbors at this free event. For information call 688-5165.

Summer Library Hours

A reminder to everyone that Friday hours at the Main Library will resume with the new fiscal year. Beginning July 6th, the library will be open on Fridays. Friday hours are 10:00 a.m. to 5:00 p.m.

The Main Library has moved to its summer weekend schedule with reduced hours on weekends. Hours are:

Monday through Thursday from 10:00 a.m. to 9:00 p.m., closed Friday until July, Saturday from 10:00 a.m. to 1:00 p.m. and closed Sunday. Saturday and Sunday afternoon hours will resume in September.

Hours at the Wilson Branch remain the same all year:

Monday from 10:00 a.m. to 7:30 p.m., Tuesday through Friday 10:00 a.m. to 5:30 p.m., Saturday from 10:00 a.m. to 3:00 p.m. and closed Sundays.

Emergency Preparedness Response for the Disabled

On May 30th, twenty-one staff members attended a training course entitled, "Emergency Preparedness and Response for People with Disabilities" offered by UCONN. The training was held at town hall and was hosted by both the Social Services and Health Departments. The training focused on outreach and planning with disabled individuals, communication techniques and strategies to be considered during evacuation and sheltering situations. The training was well received and was offered again on June 7th for another twenty individuals, including some staff and emergency planners from other communities.

8. Communication from Council Members

Councilor Gegetskas – absent.

Councilor Herzfeld – attended the WHS graduation last week and noted the guest speaker who talked about the difference in education in what he was offered in Queens, New York and what he was offered here in Windsor.

Councilor Jepsen – congratulated the speaker at the graduation. He has been receiving e-mails regarding the high school fields, especially baseball. He would like to look for a solution for a three-season baseball season for the older kids. He has also heard that there is a bathroom issue there. He asked if we are resodding the high school field every year. Perhaps we should start looking at that.

Councilor McDonald – none.

Councilor Moreton – reminded people that this Friday is the Annual Windsor Chamber of Commerce dinner.

Councilor Mulligan – congratulated the graduates of the Class of 2007. The administration held auditions for guest speakers. Four people applied to give the Commencement Address. When the speaker discussed his education in Queens and Windsor, the whole audience was quiet and intently listening.

Councilor Simon – was gratified to see another young community member making a difference. He announced that Windsor is a Clean Energy Community and we have received our first free solar panel. There has been a minimum of 100 residents who signed up for clean energy. He participated in a Clean Energy Workshop last week to learn about strategies to purchase clean energy for the community. He is pleased that clean energy and the topic of open space are moving forward at this level in Windsor.

Deputy Mayor Curtis – congratulated the seniors at Windsor High School. The Metropolitan District Commission's (MDC) upgrade, The Clean Water Project, will be funded through a surcharge to be added onto the bills. This would eliminate the bills being paid through the towns and taxes being raised. However, there was a problem with amendments being added in late and it was not voted on. There is some concern that it will not be addressed in the Special Session and may go to the next session in February. Deputy Mayor Curtis will keep us updated. There is conversion in homes regarding how the meters are being read. The meters will no longer be read through the phone lines or sent into MDC. The meters will be automated. The conversions take only 15 minutes. If you have received estimated bills, read the bill carefully and call them because you will want an accurate reading before the surcharge is accessed.

Mayor Trinks – absent.

9. Reports of Standing Committees

- A. Finance Committee - met last week to discuss purchase orders, year end transfers and read a projected year end financial report for the town. The big news is that the revenue projections have been coming in much higher than projected, with a projected \$3 million surplus this year.
- B. Town Improvements Committee – None.
- C. Health and Safety – met on June 11th to discuss the shopping cart ordinance. One option would be to put a bus stop in the shopping center parking lot. If that can't be worked out, a system could be put in place that would fine the stores/shopping cart owners.
- 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. Presentation regarding Open Space Preservation

Mr. Eric Barz, Town Planner gave a report to the Council. The Planning Department prepared a series of fact sheets to explain open space terms, philosophies and strategies to help guide the Conservation Commission as they identified and prioritized future open space acquisitions. The Planning Department is working parallel with the Conservation Commission.

Councilor Simon asked that if an open space plan is approved, would rezoning occur to facilitate the preservation of the property? Mr. Barz responded that much of the land is agricultural which allows one residence per every three acres. He doesn't see rezoning, but rather he sees this as a guide. If the property owner is in the open space plan designation and they want to sell the property at some point, the town would like the opportunity to purchase the property.

Councilor Jepsen is concerned that we may be telling property owners what they can and can't do with their property. He is in favor of open space. Mr. Barz replied that we would not be telling property owners that they can't develop their land if that is what they choose to do. The town would just like the opportunity to purchase the property for open space.

Deputy Mayor Curtis commented on the Green Way Trail and noted how appreciative the people at Riverfront Recapture are.

Councilor Gegetskas supports open space and asked how much is in the open space fund. He also asked what the collection rate for the fee in lieu of open space is.

Mr. Barz said that there is currently \$80,000 in the fund. Many of the subdivisions have opted for the fee in lieu of open space, which is \$2,000. Every time they sell a lot, the town gets a portion for the open space fund. There is a line item in the budget for a fixed annual amount. There are matching grant programs out there calling for a 50% match, which don't get used. We are receiving 100% of the fee in lieu of open space from developers. We are setting up a process so a lump sum fee could be paid upfront or if it is not paid, we will place documentation in the land records that the amount is owed to the town. If they go as far as making it a lien, that may encourage the lump sum upfront payments.

Councilor Simon suggested revising the economic development program. Perhaps with our tax abatement, we would require a fee for open space.

Mr. Barz added that if a piece of property comes to the Council for open space, he asks that the Council does not wait on it because the plan has not been adopted.

B. Approve resolution regarding sustainable technology

Moved by Councilor Mulligan, seconded by Councilor Jepsen to request the Public Building Commission to consider green or sustainable technologies on all of its projects.

Mr. Brian Funk, Director of Public Works, gave a report to the Council. One of the Town Council goals is Growth Management and Green Technology. Two of the actions in regard to this focus area are: 1) to present "environment friendly" best practice opportunities for town facilities and the town vehicle fleet; and 2) to request the Public Building Commission (PBC) to consider green or sustainable technology on all of its projects. On the first action, the town has been purchasing hybrid automobiles for its fleet and has begun using ultra low sulfur diesel fuel. This resolution addresses the second action.

Councilor Herzfeld thanked Mr. Funk for bringing this forward this evening. He hopes that the Council will approve this. He asked if the meter goes backwards, does the solar panel system provide more electricity than is used. Mr. Funk said that they are trying to get clarification on this. If we sell it back to CL&P, there would be restrictions. You can either have the grant or attempt to sell the electricity back to CL&P. That is what we are trying to clarify.

Councilor Simon supports this. He said that this is more than solar panels, it could be the architectural design, it could be motion detectors on the lights in hallways, etc. This is good business for the town. Sometimes a higher initial investment holds down long term costs.

Deputy Mayor Curtis said that we are already doing a number of these actions in town. There are incentives such as tax breaks at the state and federal level.

Councilor Jepsen added that perhaps a windmill could be considered at Public Works.

Motion Passed 9-0-0

C. Authorize approval of FY 2007 Year End Purchase Orders

Moved by Councilor Simon, seconded by Councilor Jepsen that the open purchase orders as outlined on the attached report dated June 8, 2007 be approved by the Town Council until October 10, 2007.

At its June 12th meeting, the Finance Committee voted to approve the attached June 8, 2007 open purchase order report and submit it to the Town Council for their review and approval. Out of \$168,346, \$90,000 is for a backhoe piece of equipment.

Councilor Gegetskas asked if the backhoe has been delivered. Town Manager Souza said that it has not been delivered, but a loaner has been provided to us. It was ordered off the state bid list.

Councilor Jepsen asked if the CL&P bills in arrears affects this. Town Manager Souza replied no, these are just the June encumbrances.

Councilor Mulligan asked what the first item on the list is.

Mr. Paul Norris, Director of Recreation and Leisure Services replied that we found some cracking in the pipe work at the Goslee Pool area. Right now there is a bypass, but we don't want to take any chances and will complete the permanent repairs hopefully this week or part of next week.

Motion Passed 9-0-0

D. Approve FY 2007 Year End Transfers

Moved by Councilor Simon, seconded by Councilor Jepsen that the Director of Finance is authorized to make year-end transfers in the General Fund of not more than \$5,000 per account and move to approve the year-end transfer of \$32,000 from Administrative Services to Safety Services to fund the projected deficit.

Motion Passed 9-0-0

At its June 12, 2007 meeting, the Finance Committee voted to approve the year-end transfers and recommended that the Town Council give the Director of Finance authorization to execute the transfers. Councilor Simon added that some departments have slight deficits, however the overall budget is not in deficit. This motion is just to move money around to cover those deficits.

Councilor Jepsen asked in what part of the budget General Services is located in and where are the deficits. Town Manager Souza responded that General Services includes debt service, MDC, recycling services, retirement services, etc. There are three particular areas: actuarial costs for the retirement plan, the higher than budgeted costs for recycling services and the settlements of the tax appeal from the commercial property discussed last fall and early this calendar year.

Moved by Councilor Simon, seconded by Councilor Jepsen to approve the year end transfer of \$2,010 from Information Services, \$16,870 from Administrative Services, \$12,710 from Development Services, \$18,990 from Recreation and Leisure Services, \$36,995 from Human Services, \$10,090 from Health Services, and \$12,535 from Public Works, amounting to \$110,200 to General Services to fund the projected deficit.

Motion Passed 9-0-0

E. Authorize Town Manager to submit a grant application to the U.S. Fish and Wildlife Service for wild life habitat

Moved by Councilor Jepsen, seconded by Councilor Moreton that the Town Manager is authorized to submit a grant application, and sign and execute a contractual agreement with the United States Fish and Wildlife Service for invasive tree and shrub removal in a 17-acre area of Northwest Park for the promotion of succession growth of non-invasive tree and shrub species AND move to authorize \$30,000 in spending from the

Recreation and Leisure Services Department's Northwest Park Camp special revenue fund (project 2204) to carryout the U.S. Fish and Wildlife Service's Partners in Flight grant.

Mr. Paul Norris, Director of Recreation & Leisure Services discussed the grant. The project will be in a 17-acre area that used to be a field. The area will be cleared out and hopefully will attract bird species to the park. The total project is estimated to cost \$33,120. Funding will be \$25,000 in Fish and Wildlife grant monies and \$8,120 in town and local funds. The town and local funding will be comprised of in-kind town services and financial support from the Friends of Northwest Park.

Councilor Simon added that we became aware of this grant after the budget was completed. If approved, the actual FY 2008 budget will reflect both alterations.

Councilor Jepsen asked if we do attract the birds, will certain areas have to be closed during mating season. Mr. Norris answered that because of the types of birds, we will not have to rope off the area.

Motion Passed 9-0-0

F. Approve an appropriation of \$34,500 for the design of Poquonock School Heating System

Moved by Councilor Jepsen, seconded by Councilor McDonald to approve an appropriation in the amount of \$34,500 from the Capital Projects Fund Undesignated, Unreserved Fund Balance to fund costs in connection with the design of the Poquonock School Heating System. Further, that the Public Building Commission is directed to oversee this design work.

Mr. Brian Funk, Director of Public Works stated that the heating system at Poquonock School is old and in need of replacement. It is estimated that at present fuel costs, the conversion of the steam heating system will save approximately \$15,000 annually as a result of installing more efficient boilers. It is requested that \$34,500 be appropriated for the costs of the design of the conversion. Funding for the construction is in the town's Capital Improvement Program (CIP) for fiscal year 2009. The construction costs are currently estimated to be \$839,329 and it is proposed that this work would occur in the summer of 2009.

Motion Passed 9-0-0

13. Resignations and Appointments

None.

14. Minutes of Preceding Meetings

A. Minutes of the June 4, 2007 Public Hearing

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis to accept the minutes of the June 4, 2007 Public Hearing. None.

Motion Passed 8-0-1 (Councilor Moreton abstained)

B. Minutes of the June 4, 2007 Regular Town Council Meeting

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis to accept the minutes of the June 4, 2007 Regular Town Council Meeting. Corrections: item 4. B. - Councilors Herzfeld and Councilor McDonald each read a proclamation along with Councilor Mulligan.

Motion Passed 8-0-1 (Councilor Moreton abstained)

15. Public Communications and Petitions

Ms. Coralee Jones, 1171 Matianuck Avenue, hopes that we won't be passive about the Metropolitan District Commission (MDC) bill at the Capital. There are committees that vote for these. This is a power struggle and she thinks that we would want to be proactive about this. She would like to know how did this happen and who voted for this?

Mr. Bradshaw Smith, 23 Ludlow Road, said that today was a good start for the first day of vacation for the Windsor students. All of the pools are closed and are scheduled to remain closed. That goes along with closing the library on Friday. That relates to poor management. With respect to sustainable technology, why are we flaring off the methane gas at the landfill rather than selling it.

16. Executive Session

None.

17. Adjournment

Moved by Councilor Moreton, seconded by Councilor McDonald to adjourn the Regular Town Council meeting at 9:17 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

c: Town Clerk, Main Library, Wilson Branch