



# Council Agenda

Council Chambers  
Windsor Town Hall  
August 6, 2007



## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor McDonald
3. PLEDGE OF ALLEGIANCE – Councilor McDonald
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a. Board of Education
  - b. Public Building Commission
  - c. Inland Wetland and Watercourses Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
  - a. Approve settlement of pending claim in CL&P vs. Town of Windsor (Town Manager)
  - b. \*Presentation on Other Post Employment Benefits accounting requirements (Town Manager)
  - c. \*Approve an agreement with Windsor Federal Savings & Loan regarding the commuter parking lot at 349 Windsor Avenue (Town Manager)
  - d. \*Approve increased project authorization and appropriation for White Rock Drive culvert project (Town Manager)



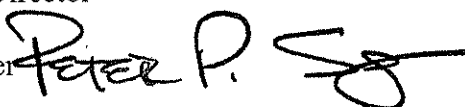
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- e. \*Approve increased authorization and appropriation for Pleasant Street road reconstruction project (Town Manager)
  - f. \*Introduce resolution to rename a portion of Rainbow Road west of International Drive (Town Manager)
  - g. \*Set a Public Hearing on September 4, 2007 at 7:15 p.m. regarding the renaming of a portion of Rainbow Road west of International Drive (Town Manager)
  - h. \*Approve temporary use of the Freight House at 40 Mechanic Street for Arts Center (Town Manager)
13. \*RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
- a. \*Minutes of the July 2, 2007 Regular Town Council Meeting
15. PUBLIC COMMUNICATIONS AND PETITIONS
- (Three minute limit per speaker)
16. EXECUTIVE SESSION
- (Special Meeting scheduled for 6:30 p.m. – see separate agenda)
17. ADJOURNMENT
- ★Back-up included

## Agenda Item Summary

Date: August 6, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Cortney Keegan, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Other Post-Employment Benefits (O.P.E.B.)

### Background

The Government Accounting Standards Board (G.A.S.B.) issued Statement No. 45 in June 2004, which is effective for the town beginning with the year ending June 30, 2009 (FY 2009). The purpose of this statement is to establish standards, recognition, and inclusion in financial statements of OPEB expenses for retirees (e.g., health, dental, prescription and other related benefits). It requires information on the actual benefits, the actuarial determined liability, the portion of this liability that must be recorded as an accounting expense, and an accounting of the amount and extent to which the town contributes to offset this liability. This requirement is quite similar to that which is already in place for pension benefits. Pension benefit disclosure and funding requirements have been actively in place for many years. This issue is not a new one. Municipalities have long been aware of the rising costs of retiree health insurance. This is especially true for the foreseeable future as America ages (particularly due to the Baby Boomer Generation) and life expectancy increases. Add to that the ever-present double-digit health care cost increases and you have a budgetary issue that requires a multi-faceted approach and careful planning to provide a realistic and sustainable resolution.

Aside from the budgetary implications, GASB 45 responds to investors concerns regarding disclosure of these unfunded liabilities in a municipality's prospectus (the official statement) for bond issuances. The private sector has been providing this type of information. Therefore, in the interest of full disclosure and comparability, the public sector will now be required to provide this same information.

There are other benefits of providing this information. Disclosure of the true costs of employee and retiree health benefits is conducive to a more informed discussion during contract negotiations. It brings to the forefront the budgetary impact and future cash flow needs of proposals and, hopefully, will lead to more sustainable outcomes.

### Discussion/Analysis

Currently, the town's OPEB benefits are financed on a pay-as-you-go basis. Retiree health insurance costs have ranged from \$279,450 in FY 2002 to \$562,270 in FY 2007. While the costs have increased over time, the growth has fluctuated from year to year as the number of retirees covered by the plan has changed and with changes the plan provider has made (such as eliminating a lower cost option for major medical coverage, among other plan changes). There currently is no requirement that the retiree health insurance's unfunded liability be fully funded, but it must be

disclosed in the town's financial statements. There are a number of different ways of approaching this issue and the funding of OPEB. The following are the various options:

- Continue to use pay-as-you-go and fund the current liabilities during the budget process:

*Analysis: This strategy mitigates and/or limits the yearly budgetary impacts. Consequently, it also has a negative effect. This approach requires a much higher stated liability in the town's financial statements than the town would otherwise have to disclose with either of the two possible funding mechanisms---reserve fund or trust fund.*

- Set up a reserve fund to begin funding OPEB costs:

*Analysis: This strategy utilizes a funding mechanism that is looked at more favorably by the rating agencies than using pay-as-you-go. One issue inherent in utilizing a reserve fund, rather than a trust fund, is the fact that a reserve fund can be used for purposes other than OPEB. Additionally, allowable investments are limited.*

- Set up a trust fund to begin funding OPEB costs:

*Analysis: This strategy utilizes a funding mechanism that is likely to be looked at most favorably by the rating agencies. This type of fund permits a long-term investment strategy and greater allowable investments. The trust's funds are irrevocably dedicated for OPEB purposes only. A trust fund setup requires an ordinance to set up the trust. Different plan designs require different trust fund structures. As part of the process, a trust document and investment policy must be created. Also, decisions must be made regarding who administers and governs the trust fund. This process would be very similar to that which is currently in place for the pension fund. Typically, there would be more costs to set up a trust fund given its complexities.*

#### Other Board Action

None

#### Recommendations

Staff recommends that the town utilize a two-pronged approach to address the issue of Other Post Employment Benefit costs.

- Continue to mitigate future costs by making strategic plan design changes and utilizing other measures to mitigate future costs. For example, some of these changes could include adjustments to co-pay structures or employee/retiree contributions. The town could also mitigate costs by keeping updated on current events in the health care and benefits industry (for example, changes in Medicare and Medicare supplemental plans) and continuing to be proactive in preventative and educational health care issues.
- Staff also recommends further review of the possibility of establishing a reserve or a trust fund versus continuing a pay as you go approach. We also will need to work on finalizing the actuarial reports on both the town and BOE unfunded liability, reviewing legalities in setting up a trust, reviewing potential administrative costs, and developing models regarding projecting initial and future funding amounts.

The cost to finalize the actuarial reports of the town's unfunded liability and to proceed with the approach outlined above is \$16,000 to \$20,000. It is expected that the town and BOE will share the funding of this cost through their FY 2008 operating budgets.

Attachments

None

Recommendations


It is recommended that this topic be referred to the Finance Committee for further review and discussion during FY 2008.

## Agenda Item Summary

Date: August 6, 2007

To: Honorable Mayor and Council Members

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Commuter Parking Lot Agreement

### Background

Since 1973, the town and St Gertrude's Church have had an agreement by which the town could use the church's property located on Windsor Avenue between Faneuil Street and Corey Street for public off-street parking. The church permitted the town to use the site without charge with the only requirement that the town maintain it. Either party could terminate the arrangement upon 30 days' notice. The agreement was updated in 1998 to provide that the term would extend for five years after which it would return to a month-to-month basis. This change was made at the time the town performed a major upgrade of the lot.

Recently, Windsor Federal Savings purchased the property from St. Gertrude's Church. The bank is constructing a new branch across Corey Street from the site. It has no immediate plans to use the property and has proposed to continue the agreement for public use of the parking lot.

The Windsor Avenue parking lot provides 52 public parking spaces that are available for bus commuters and for overflow parking for the Wilson Library and the Community Center at 330 Windsor Avenue. The lot is heavily used by commuters each day. A survey of these commuters in 2005 found that a majority are Windsor residents.

### Discussion/Analysis

Attached to this memorandum is a proposed agreement with Windsor Federal. The provisions of the agreement are essentially the same as the prior agreement with the church. The initial term is one year and then it reverts to a month-to-month agreement.

### Financial Impact

The agreement requires that the town maintain the property including, mowing, snow removal and litter control. While this represents a cost to the town, it is a continuation of a service that has been provided since 1973. There is no new cost associated with the extension of the use agreement with Windsor Federal Savings.

### Other Board Action

None.

### Recommendations

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

**“MOVE that the Town Manager is authorized to sign and execute the proposed agreement with Windsor Federal Savings relative to use of 349 Windsor Avenue for commuter parking.”**

### Attachments

Proposed agreement

## AGREEMENT

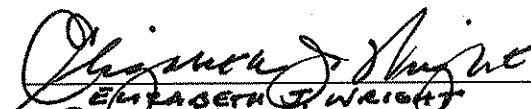
This AGREEMENT, entered into this 11th day of July, 2007 between Windsor Federal Savings and Loan Association of Windsor, Connecticut, hereinafter the "Windsor Federal" and the Town of Windsor, Connecticut, hereinafter, the "Town".

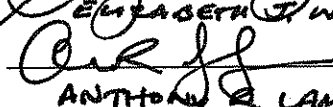
WHEREAS, the Town entered into an Agreement with St. Gertrude's Church Corporation of Windsor on September 30, 1998 whereby the Town was authorized to use and permit the use of public parking on a certain piece or parcel land located on the westerly side of Windsor Avenue, Windsor, Connecticut, which premises are the same premises as shown on a map entitled "Property of St. Gertrude's Church Corp. Windsor Avenue Windsor, Conn. Scale 1"= 40' May 1950, F. Perry Close, C.E.", which said map is on file in the Town Clerk's Office in the Town of Windsor to which reference is hereby made; and

WHEREAS, Windsor Federal has acquired said parcel from St. Gertrude's Church Corporation of Windsor and is willing to continue to permit the Town to use said parcel for public off street parking subject to the terms of this agreement;

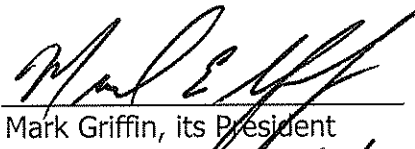
NOW THEREFORE, the Town is hereby authorized to use and permit the use of public parking on Windsor Federal's above-described premises. The Town will maintain said parking areas and sidewalk abutting said premises, including snow removal, litter control and improvements, if any. The Town agrees to return said premises, at the termination of this Agreement, in substantially the same or improved condition as it is on the date hereof. The Town will not improve or alter the existing site without express written permission from Windsor Federal. It is expressly understood that, in the event that Windsor Federal does approve any site modifications, the Town would be responsible for securing any necessary permits or approvals. This Agreement is binding on both parties for a period of one (1) year from the date thereof. After this one (1) year period has expired, the Agreement shall remain in full force and effect except that either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should Windsor Federal choose to terminate the Agreement notice shall be sent to: c/o Town Manager, Town Hall, 275 Broad Street, Windsor, CT 06095. Should the Town opt to terminate the Agreement, such notice shall be sent to Windsor Federal Savings & Loan Association, c/o President, 250 Broad Street, Windsor, CT 06095.

**WINDSOR FEDERAL SAVINGS  
AND LOAN**  
Association, Inc.

  
\_\_\_\_\_  
ELIZABETH J. WRIGHT

  
\_\_\_\_\_  
ANTHONY R. LAMBERTO JR.

By:

  
\_\_\_\_\_  
Mark Griffin, its President

7/11/07

**TOWN OF WINDSOR,  
CONNECTICUT**

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By: \_\_\_\_\_  
Peter P. Souza,  
Its Town Manager

AGREEMENT

D-73

This Agreement, made this 30th day of September, 1998 between St. Gertrude's Church Corporation of Windsor, hereinafter called "St. Gertrude's" and the Town of Windsor, hereinafter called "Town".

WHEREAS, the Town is in need of off street parking in the Wilson area of Windsor; and

WHEREAS, St. Gertrude's owns a certain piece or parcel of land located on the westerly side of Windsor Avenue, Windsor, Connecticut, which premises are the same premises as shown on a map entitled "Property of St. Gertrude's Church Corp. Windsor Avenue Windsor Conn. Scale 1"=40' May 1950, F. Perry Close, C.E.", which said map is on file in the Town Clerk's Office in the Town of Windsor to which reference is hereby made, and is willing to permit public off street parking on said premises,

NOW THEREFORE, the Town of Windsor is hereby authorized to use and permit the use of public parking on St. Gertrude's above-described premises. The Town will maintain said parking areas and sidewalk abutting said premises, including snow removal, litter control and improvements, if any. The Town agrees to return said premises, at the termination of this agreement, in substantially the same or improved condition as it is on the date hereof. The Town is given approval to make such improvements as it deems appropriate for a commuter parking lot. This agreement is binding on both parties for period of five (5) years from the date hereof. After this five (5) year period has expired, the agreement will remain in full force and effect except that either party may terminate this agreement at any time by giving thirty (30) days written notice to the other as follows: to the Town, c/o Town Manager, Town Hall, Windsor, Connecticut; to St. Gertrude's c/o Pastor, 550 Matianuck Avenue, Windsor, Connecticut 06095.

Signed, Sealed and Delivered in the presence of:

Joseph M Wall  
Douglas J. Fiorante  
Patrick J. McMahon  
Matthew W. Hart

ST. GERTRUDE'S CHURCH CORPORATION OF WINDSOR

By Maurice Barry  
Rev. Maurice Barry  
its Pastor, Secretary  
and Treasurer

TOWN OF WINDSOR


By Albert G. Ilg  
Albert G. Ilg  
Its Town Manager

## Agenda Item Summary

Date: August 6, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: White Rock Drive Culvert Replacement

### Background

The Town Council previously approved a total of \$482,000 for the design, construction and bonding costs associated with replacing the culvert at White Rock Drive. The construction contract was awarded to Old Colony Construction, LLC on September 13, 2006 in the amount of \$398,412. After accounting for design and bonding costs the project contingency was less than \$1,000 at the onset of the project. Subsequent to this, the town has issued required change orders to the construction contract and is requesting additional funding at this time.

### Discussion/Analysis

Due to many factors, this contract has been very unusual and difficult to manage. The timing of the construction, unforeseen and weather-related conditions, design issues and ongoing negotiations with the contractor over interpretations of the contract and submitted change orders have contributed to delays in completing the project and the need for additional funding. Town staff has desired, throughout this project, to complete the culvert repair as soon as possible so the neighborhood could return to normal. To ensure that the repair would progress, change orders in the amount of \$84,405 have been issued in the following categories:

Weather related	\$5,632
Concrete removal	\$37,048
Temporary support	\$31,325
Design changes	<u>\$10,400</u>
Total	\$84,405

The contractor has submitted additional change orders in the amount of \$56,807. These have either been disapproved or remain unresolved. Town staff and the contractor continue to discuss the change orders in contention, but it is likely that some of these change orders will not be resolved until the project is completed.

The project is approximately 70% completed and there is up to 6 weeks worth of work left to complete.

### Financial Impact

Town staff is requesting additional funding in the amount of \$125,000 to cover issued change orders, any other accepted change orders, attorney fees and inspection services. It is recommended that the appropriation be made from the Undesignated, Unreserved General Fund Balance, which has an estimated balance of \$11,596,063 as of July 1, 2007 after accounting for allocating the FY 2008 Opening Cash amount.

Other Board Action

Town staff briefed the Town Improvements Committee on July 31, 2007 on the progress of this project and its funding needs.

Recommendations

If the Town Council concurs, the following motion is recommended:

**“MOVE to increase the project authorization to \$607,000 and to approve an appropriation of \$125,000 from the General Fund Undesignated, Unreserved fund balance for the White Rock Drive Culvert Replacement project #9091.”**

Certification

I hereby certify that \$125,000 is available in the Undesignated, Unreserved General Fund balance to fund the above appropriation.


  
\_\_\_\_\_  
Cortney Keegan  
Finance Director

## Agenda Item Summary

Date: August 6, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Pleasant Street Reconstruction, Phase 3

### Background

As has been reported previously, the final design for Pleasant Street reconstruction has been delayed due to the need to include replacement of water and sanitary lines. The design for the Phase III of the reconstruction of Pleasant Street is now complete and the project requires additional funding to accommodate changes in the final design.

### Discussion/Analysis

The 1<sup>st</sup> and 2<sup>nd</sup> phases of the Pleasant Street reconstruction project were completed last year. Subsequent to that, the town and design consultant, H. W. Lochner, completed the final design for Phase 3. The most significant change in the design, causing the need for additional funding, is the requirement to replace both the sanitary sewer and water main throughout the length of the project due to a combination of age and design and installation criteria. The existing water main is over 70 years old. The sanitary sewer is approaching 100 years. MDC owns both of these mains and has agreed to fund \$350,000 of the \$500,000 estimated cost to replace the two mains. Other factors that have contributed to the change in the project cost are design alterations that were required due to the inclusion of the water and sewer main replacements, inflationary increases (particularly for construction products) and quantity changes based on final design computations. The overall scope of the road project itself has not changed, but a few features have been added to complement the project such as stamped concrete in portions of the snow shelf and Cape Cod curbing at specific locations.

If funding is approved, staff will advertise the contract in August and construction will begin in September. This schedule will allow for the replacement of the sanitary sewer and water mains this construction season and expenditure of the town's Community Development Block Grant funds by January 1, 2008, according to the grant's specifications. Road reconstruction would take place during the next construction season, mostly likely beginning in late May 2008.

### Financial Impact

Town staff is requesting additional funding in the amount of \$487,700 for the following:

- \$150,000 for contingency during Phase 3
- \$150,000 for the town's contribution for water and sewer mains
- \$11,700 for revised design costs
- \$176,000 for revised road reconstruction costs
- \$487,700 Total

It is recommended that the appropriation be made from the Undesignated, Unreserved General Fund Balance, which has an estimated balance of \$11,596,063 as of July 1, 2007 after accounting for allocating the FY 2008 Opening Cash amount.

Other Board Action

Town staff briefed the Town Improvements Committee on July 31, 2007.

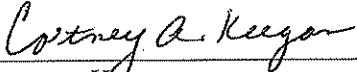
Recommendations

If the Town Council concurs, the following motion is recommended:

**“MOVE to increase the project authorization to \$1,977,700 and to approve an appropriation of \$487,700 from the Undesignated, Unreserved General Fund Balance for the Pleasant Street Reconstruction project #9086.”**

Certification

I hereby certify that \$487,700 is available in the Undesignated, Unreserved General Fund Balance to fund the above appropriation.


  
\_\_\_\_\_  
Cortney Keegan  
Finance Director

## Agenda Item Summary

Date: August 6, 2007

To: Honorable Mayor, Members of the Town Council

Prepared By: Steven Kosofsky, Town Assessor

Reviewed By: Peter Souza, Town Manager 

Subject: Renaming a Section of Rainbow Road to International Drive

### Background

A number of years ago construction was completed on the realignment of Rainbow Road and International Drive. The section of Rainbow Road that extends from this intersection west to the East Granby town line was never officially renamed as International Drive. Staff is now requesting that the Town Council rename the portion of Rainbow Road west of the intersection to International Drive.

### Discussion/Analysis

The process to rename the roadway requires that the Town Council first conduct a public hearing and then act on the recommended change. Town Council is requested to set a public hearing for Tuesday, September 4, 2007 and act on the request the same evening.

Renaming the roadway will require the change of property addresses for six properties that are currently listed on Rainbow Road. One of these properties is a single family residence, one is an agricultural farm, and the last four properties are vacant land. If the Town Council proceeds with the public hearing, staff will send a communication to each of the property owners regarding the proposed change. The one residence impacted at 955 Rainbow Road has been notified and has indicated no objection to the renaming of the roadway to International Drive.

Listed below is what each property address would be changed to:

<u>Present Address</u>	<u>Owner</u>	<u>Use</u>	<u>Proposed New Address</u>
760 Rainbow Road	Scott Fillmore	Farm	200 International Drive
770 Rainbow Road	Jennie Grabinski et al	Vacant Land	50 International Drive
780 Rainbow Road	Hartford Gun Club	Vacant Land	70 International Drive
949 Rainbow Road	River Bend Associates*	Vacant Land	85 International Drive
955 Rainbow Road	Teodoro Raymundo et ux	Single Family	95 International Drive
1239 Rainbow Road	River Bend Associates*	Vacant Land	105 International Drive

\*Subsidiary of Griffin Land

### Financial Impact

Funds to purchase new street signs are included in the Department of Public Works' operating budget.

Other Board Action

None

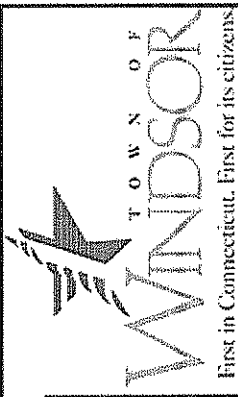
Recommendations

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

**MOVE that a Public Hearing regarding the renaming of a section of Rainbow Road to International Drive be held on Tuesday, September 4, 2007 at 7:00 p.m. in the Town Council Chambers.**

Attachments

Map of affected area



Geographic Information System

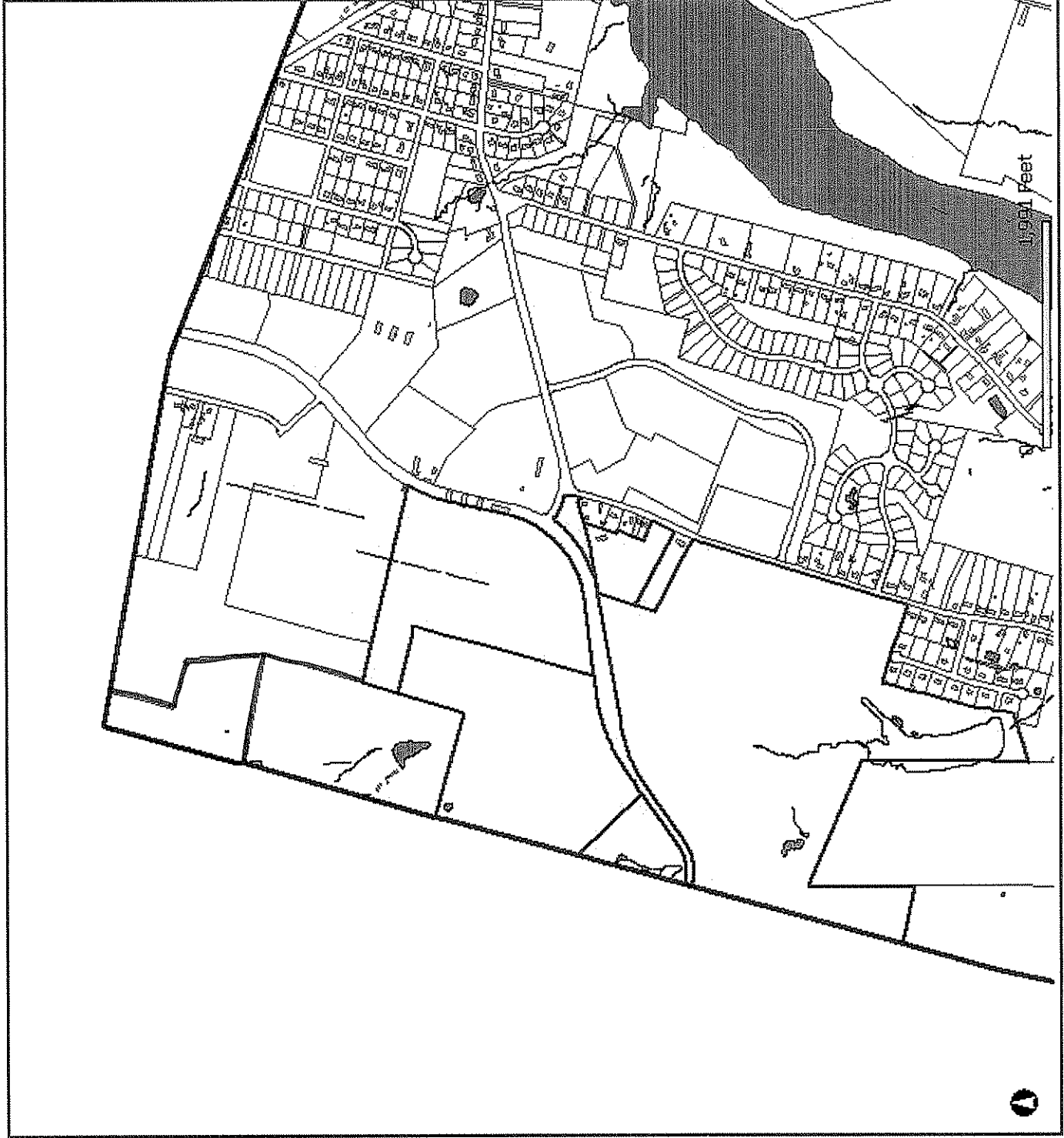
**RAINBOW RD**  
INTERNATIONAL DR

**Locus Map**



**Disclaimer**

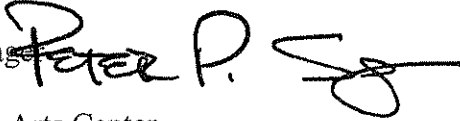
While the Town of Windsor has attempted to ensure that the data displayed is accurate and reflects the property characteristics, the Town of Windsor makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this data. The Town of Windsor



## Agenda Item Summary

Date: August 6, 2007

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Use of Freight House for Arts Center

### Background

One of the Town Council's strategic goals is to encourage economic development and redevelopment with a focus area being the town center and attracting and promoting small businesses. Part of an overall strategy has been to increase the vitality and attractiveness of the town center during evenings and weekends through various events, programs and increasing the availability of market rate housing. An opportunity exists to partner with a coalition of town residents, known as the Freight House Arts Center Committee, to utilize the vacant Freight House at 40 Mechanic Street as an arts and cultural center. This short term arrangement has the potential to help enhance the vitality and attractiveness of the town center as well as promote the visual arts in the community and region.

### Discussion/Analysis

The building has been vacant since mid 2005 and the town has had only a few inquiries from possible tenants. There is approximately 2,370 square feet of usable square feet available for the art center. The public waiting area and restrooms at the south end of the building will remain open to the public, as they are currently.

In initial conversations with the Arts Center Committee, the following terms will likely comprise the use agreement:

- Agreement would run through May 31, 2008
- Monthly rent would be \$1
- Arts Center Committee would be responsible for reimbursing the town on a monthly basis for the cost of all utilities associated with the use of the building
- Town would be responsible for exterior building and grounds maintenance, snow removal, security and fire alarm protection and routine HVAC maintenance and cleaning of restrooms and common area at south end of building. (similar to when previously rented)
- Arts Center Committee would be responsible for the routine interior cleaning and maintenance except for the public restrooms and common areas in the south end of building
- Arts Center Committee has the ability to request an extension 90 days prior to the expiration of this agreement. Renewal would be at the sole discretion of the Town and all terms may be renegotiated as part of the extension request

- Operation of the facility would be covered under the town's property and liability insurance policies
- Arts Center Committee would present at least three month-long exhibits and at a minimum have public hours on Thursday and Friday Evenings (open until at least 9:00 p.m.), as well as on the weekends during the exhibit periods
- Town, with concurrence of the Arts Center Committee, would be able to utilize the building for events and programs during the period covered by the agreement

Other Board Action

None

Financial Impact

There would be no added financial impact to the town's General Fund. The cost of utilities would be borne by the Art Center Committee. The town would forego potential rent payments (estimated at \$15,500) for the period of the agreement. This is not a negative impact to the town's General Fund as any rental proceeds from this building are placed in a segregated Special Revenue Fund account.

Recommendations

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

**“MOVE to authorize the Town Manager to negotiate and execute an agreement with the Freight House Arts Committee regarding use of 40 Mechanic Street.”**

Attachments

None

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

August 6, 2007

- A. **Accept the resignation of Daniel Dowe from the Greater Hartford Transit District Commission**
- B. **Accept the resignation of Michael Bivans from the Housing Authority of the Town of Windsor**
- C. One *Democratic* Member  
Board of Ethics  
Five Year Term to expire July 31, 2012 or until a successor is appointed  
(George Griffin – reappointment)
- D. One *Republican* Member  
Capital Improvements Committee  
Three Year Term to expire May 15, 2009 or until a successor is appointed  
(Robert Gustafson – reappointment)
- E. 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)
- F. 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)
- G. 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)
- H. 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)
- I. One *Democratic* Member  
Conservation Commission  
Five Year Unexpired Term to expire November 30, 2009 or until a successor is appointed  
(Daniel Stepanek – resigned – VACANT)
- J. 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)
- K. 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)
- L. 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 – resigned – VACANT)

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

August 6, 2007

- M.** 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)
- N.** 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)
- O.** 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)
- P.** 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)
- Q.** One *Democratic* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Hilary Carpenter – reappointment)
- R.** One *Republican* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Dr. Robert Gange – reappointment)
- S.** One *Republican* Member  
Youth Commission  
Three Year Term to expire September 30, 2010 or until a successor is appointed  
(Sarah Thrall – reappointment)
- T.** 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  
July 2, 2007  
Unapproved Minutes**

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

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Herzfeld, Councilor Jepsen, Councilor McDonald, Councilor Moreton, Councilor Mulligan and Councilor Simon

Absent – Councilor Gegetskas

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

None.

5. Public Communications and Petitions

Mr. Bradshaw Smith, 23 Ludlow Road, discussed the Archer Road rights-of-way. He pointed out that the Archer Road agenda item summary listed the financial impact as none. He believes that there will be an impact. He commented that we can't even maintain our own property, how are we supposed to maintain the state's property? The state benefits from this acquisition, the town does not. He read into the record a letter he sent to the mayor regarding a trash can in the Stroh Park pond.

Ms. Coralee Jones, 1171 Matianuck Avenue, commented on the \$3 million surplus and suggested a refund for taxpayers. Maybe it's time to switch to paying taxes twice per year. The town could pay down debt or not take on more debt when paying for capital projects. Maybe this money can earn interest. Perhaps it could be used towards the MDC upgrades. She asked that we don't do what our representatives in Hartford did. They spent every penny of the \$1 billion surplus they had. Ms. Jones commented on the football field regarding new turf being put down each year. Perhaps artificial turf would be the way to go. The first evening the lights went on, the attendance was high. But ever since then, she does not see a lot of people at those games. The library is participating in a pilot program where you can go online and download movies, how to videos, etc. She tried the service and it was easy and convenient. She recommended that people go to the library website and check the program out.

6. Report of Appointed Boards and Commissions

A. Board of Education

None.

7. Town Manager's Report

### **Legislation Update – Impacting Fees of the Town Clerk's Office**

The State Legislature passed and the Governor signed Public Act 07-133 this legislative session. This act makes changes to the fees the Town Clerk's Office collects for vital records, certified copies and sporting licenses. The fee increases are minor; however, one major change will allow any blind or mentally or physically disabled person to apply for a lifetime sporting license. The town's fees for licenses and records can be found on our website at [www.townofwindsorct.com](http://www.townofwindsorct.com)

### **CCROG Inter-Town Cooperation Awards**

The Town of Windsor was recently recognized by CCROG (Capitol Region Council of Governments) for our motor vehicle safety efforts together with South Windsor, East Windsor, Manchester and Bloomfield. As you know, these motor vehicle safety checkpoints are held at a variety of locations throughout town. By utilizing a multi-jurisdictional team of officers, the towns are providing enforcement beyond the level that any one town could provide alone.

### **Fiscal Year 2008 State Aid**

Based on preliminary analysis of the adopted state budget, State Aid is projected to be higher than budgeted. The Council adopted budget reflects \$10.9 M in State Aid. The adopted state budget shows the town can expect to receive approximately \$880,000 more, with the majority of the increase being in the Education Cost Sharing category.

This was a difficult year to project State Aid due to the range of proposals put forth by the Governor and the General Assembly. The adopted State budget actually has less Education Cost Sharing funds than both the Governor's and the Appropriations Committee's recommendations.

### **Radio Museum**

The Vintage Radio and Communications Museum has repaid in full the town's \$35,000 loan made to them in 2002. The Museum is finalizing the renovations to the building on Pierson Lane and plans to open this fall.

Mr. Brian Funk, Director of Public Works and Mr. Paul Norris, Director of Recreation & Leisure Services discussed youth baseball and the older teen leagues.

Councilor Simon feels that we need to focus on improving the fields that we have for right now.

Councilor Jepsen asked about the equipment in the storage. Mr. Funk responded that there is material spread onto the field to help dry it out. There are also rakes and other tools to make a few maintenance improvements to the field.

Councilor Herzfeld recommended that we communicate that the material and equipment is available for the leagues to use. He asked if we have a strategic plan. Town Manager Souza replied there are a number of fields outlined in the Capital Improvement Plan. It is a shifting plan. A couple of years ago, Lacrosse was a small sport in the Town of Windsor, but it has grown in the last couple of years. We will continue discussions with athletic directors and youth sports groups.

Mayor Trinks asked what happened to the plan of moving the field. Mr. Funk responded that the varsity field has a lot of sun glare for the pitcher. A screen situation would probably help that issue. The previous athletic director and previous baseball coach were looking to move their program over to Sage Park. That change did not come about, however the field is getting significant recreational usage.

#### 8. Communication from Council Members

Councilor Gegetskas – absent.

Councilor Herzfeld – wished everyone a happy 4<sup>th</sup> of July.

Councilor Jepsen – none.

Councilor McDonald – wished everyone a happy 4<sup>th</sup> of July. He congratulated Ms. Walsh and Ms. Garibay on the awards they received from the Rotary Club last week.

Councilor Moreton – none.

Councilor Mulligan – none.

Councilor Simon – none.

Deputy Mayor Curtis – There have been no new MDC updates. There may be another session coming up, perhaps in February. There is an MDC Board meeting next week.

Mayor Trinks – none.

#### 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. Approve an appropriation of \$80,000 for Milo Peck renovations

Moved by Councilor Simon, seconded by Councilor Jepsen 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).

Mr. Brian Funk, Director of Public Works, gave an overview of the renovations to the Milo Peck Child Development Center at 114 Palisado Avenue. The town's Capital Improvements Program contains a multi-year plan to make improvements to the Milo Peck Child Development Center. Phase I of this work was completed last year. 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 portion of the facility and replacing the brownstone steps at the main entry to the building. This work will occur this fall. The total cost for Phase II is estimated to be \$180,000. The project account 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. The Public Building Commission will continue to oversee this project.

Councilor Jepsen asked about the center of the roof leaks. (***about the center of the roof and its leaks or the Center's leaks?***) Mr. Funk said that it would be several more years before that area of the roof has to be replaced. They will repair the leaks as they come up.

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

- B. Accept acquisition of land, easements and rights-of-way for Archer Road from the State of CT

Mr. Tom Lenehan, Town Engineer, provided an overview of the item. 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 its needs and various drainage easements and rights-of-ways to support Archer Road. The Town Planning and Zoning Commission recommended its approval to accept this land and easements at its meeting on June 12, 2007.

Moved by Councilor Mulligan, seconded by Councilor McDonald 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" and moved to accept the proposed street line as shown on the above cited maps.

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

C. Approve revision to Windsor Center map located in the Plan of Development for 6 Spring Street

Mr. Eric Barz, Town Planner, discussed the proposed amendment to the 1991 Plan of Development (1991 POD). In June 1995, the Town Planning and Zoning Commission (TPZC) approved a minor amendment to the 1991 POD to modify the Windsor Center plan, 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, which never moved to the site. 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 purpose of the "fringe area" is to serve as a gateway into Windsor Center; encourage the reuse of existing commercial establishments with low intensity uses; avoid strip development; and improve the overall aesthetics through landscaping and building design.

The property 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. The property owner has requested an amendment to the 2004 Plan of Conservation and Development (2004 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.

Moved by Councilor Jepsen, seconded by Councilor Moreton 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.

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

### 13. Resignations and Appointments

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

Item D: Appoint John Merrill as a Republican member to the Commission on Aging and Handicapped for a three-year unexpired term to expire January 31, 2010 or until a successor is appointed.

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

### 14. Minutes of Preceding Meetings

#### A. Minutes of the June 18, 2007 Regular Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor Herzfeld to approve the minutes of the June 18, 2007 Regular Town Council meeting. Corrections: Deputy Mayor Curtis called the meeting to order at 7:32 p.m.; Councilor Moreton was present.

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

### 15. Public Communications and Petitions

None.

### 16. Executive Session

None.

### 17. Adjournment

Moved by Councilor Moreton, seconded by Councilor McDonald to adjourn the regular Town Council Meeting at 8:50 p.m.

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

Respectfully submitted,

Kristin Countryman  
Clerk of the Windsor Town Council

Cc: Town Clerk  
Main Library  
Wilson Branch