
A Guide to Town Services



Accident Reports - Automobile

Most insurance companies contact the Police Department directly to request motor vehicle accident reports on personal injury or damage claims exceeding \$1,000. Copies of the reports can be obtained at the Public Safety Complex, 340 Bloomfield Avenue at the cost of \$.50 per copied page. Please ask for the report by the case number or by the date and location of the accident. For additional information, call 688-5273.

Adult Education

The Adult Education program serves the educational needs of adult Windsor residents sixteen years of age or older through a variety of evening programs offered each spring and fall at Windsor High School and the L.P. Wilson Community Center.

Animal Problems

For general information, please call 688-5273. If you need assistance with the removal of a dead animal from a town roadway, please call 285-1855 weekdays from 7:00 AM to 3:00 PM. For a dead animal on a state roadway, please call 688-4848. If you need assistance evenings and/or weekends, please call the Police Department at 688-5273. For assistance with removal of a wild animal from your house or yard, contact the State Game Warden at 424-3011.

Board of Education

The administrative offices of the Board of Education are located at 601 Matianuck Avenue. The nine-member board sets policy for the public schools and meets the third Tuesday of most months.

Boards and Commissions

Windsor has approximately 24 Boards and Commissions. Agendas are posted on the public bulletin board outside of Council Chambers in Town Hall or at the offices of the affiliated agency. Information can be obtained from the Town Manager's Office or at www.townofwindsorct.com

Budget — Town and School

The budget (July 1 through June 30) document is available at the Windsor Public Libraries, the Town Manager's office and the Town Clerk's office as well as the town's website at www.townofwindsorct.com

Building Permits

If you are a property owner or tenant you are responsible for obtaining permits and inspections as required. Contact the Building Department at 285-1960.

Business Assistance

The Chamber of Commerce is located at 261 Broad Street. Information regarding Chamber programs and membership is available at 688-5165. In addition, First Town Downtown works to keep Windsor center developing with vibrant recreational, economic and cultural activities. Call 683-8410.

Bus Transportation

The Connecticut Transit District services Windsor. Bus schedules are available at 525-9181.

Call-before-you-dig

Before digging a hole or excavating on private or public property, call 1-800-922-4455 for the location of underground utilities.

Civic Organization List

A list of Windsor civic organizations is available in the Town Manager's Office.

Community Center

The L.P. Wilson Community Center is located at 599 Matianuck Avenue and provides meeting rooms (may be subject to a rental fee), performing arts, ceramics and senior citizen programs, Monday - Friday 8:00 AM to 5:00 PM and Saturday from 8:00 AM to noon. For more information call 285-1990. The Community Center at 330 Windsor Avenue is home to many recreation programs, the Police Athletic League and the Caring Connection Adult Day Health Center.

Commuter Parking Lots

Bloomfield Avenue & I-91 - Exit 37
Poquonock Avenue & I-91 - Exit 38
Archer Road & I-91 - Exit 39
Putnam Highway across from Columbia Road
Windsor Avenue at Faneuil Street
Windsor Center at Mechanic Street

Day Care Providers

For information on licensed daycare providers, call the State of CT/United Way Info. Line at 211.

Dial-a-Ride

Windsor's Dial-a-Ride provides transportation for senior citizens and handicapped residents for medical appointments, shopping, banking, senior activities, beauty/barber appointments, etc., Monday through Friday from 9:00 AM to 3:00 PM. Please make reservations by noon the day before at 285-1846.

Dial-a-Ride for Out-of-Town

Transportation for medical appointments (including those in wheelchairs) is available on Wednesdays and Thursdays to the towns of Bloomfield and Hartford. Please call 285-1992 seven days in advance of your scheduled appointment.

Dog Licenses

Every dog over six months of age must be licensed annually. The license is valid from June through the following May and can be obtained at the Town Clerk's office. Proof of a valid rabies shot must be provided before a license will be issued. A license is \$8.00 with proof of spaying or neutering and \$19.00 for all others. Call 285-1902.

Dog Pound/Dog Warden

The Dog Pound is located on Mechanic Street next to the commuter parking lot. To claim your lost dog or to adopt a dog, call 688-5273.

Drainage

To report a clogged storm drain or for information about storm water drainage projects, call 285-1855.

Elections

Elections are held on Tuesday after the first Monday in November. Municipal elections take place in odd-numbered years, state elections in even-numbered years and Presidential elections take place every four years. Call the Registrars of Voters at 285-1954 or 285-1957 or the Town Clerk's Office at 285-1902.

Electronic Notification

Windsor E-mail Direct gives up-to-the-minute town news and information directly on your home or office computer. *Windsor E-Gov Direct* gives you Town Council and Board of Education meeting information and agendas. *Windsor E-Calendar* is an easy to navigate calendar which allows you to find the date, time and location of any Town of Windsor board or commission meeting. It's all free! Visit the Town of Windsor website at www.townofwindsorct.com to sign up.



Fire Department

The Windsor Volunteer Fire Department (WVFD) is composed of four companies: Windsor, Wilson, Poquonock and Hayden Station. If you are interested in joining these valuable volunteers, call 285-1983.

Fire Districts (Wilson and Windsor)

Windsor town government provides police and fire protection, street maintenance, snow removal, sidewalk repair, streetlight repairs and many other services. Residents of the Windsor Fire District (Windsor Center area) or the Wilson Fire District (south of Wolcott Avenue) pay an additional tax each year on real and personal property to cover the cost of rubbish pickup. Call the Wilson Fire District at 289-4966 or the Windsor Fire District at 688-3415.

Food Bank

The Windsor Food Bank at the L.P. Wilson Community Center assists Windsor residents who are experiencing a crisis or who have a limited income. It is open on Tuesdays from 9:00 AM to 11:30 AM and 1:00 PM to 3:00 PM; Thursdays from 1:00 PM to 3:00 PM and Fridays from 1:00 PM to 3:00 PM.





Fuel Assistance

The CT Energy Assistance Program at the L.P. Wilson Center qualifies people for fuel assistance in the fall of each year. Call 285-1844.

Handicapped Parking Permits

Applications are available at Social Services located at the L.P. Wilson Community Center.

Historic District

Windsor's Historic District is located just north of the Farmington River on Palisado Avenue to Bissell Ferry Road. The Historic District Commission oversees requests by residents to change the appearance of property located in this historic district. Call 285-1980.

Home Fire Safety Inspections

Windsor's Fire Marshal will provide a free home inspection of your fire safety systems. Call 285-1970.

Housing Authority

The Windsor Housing Authority is located at Fitch Court, 156 Bloomfield Avenue. The Windsor Housing Authority manages apartments for senior citizens, the section 8 program and renter's rebate program. Call 285-8090.

Jobs - Working papers for Windsor teenagers

Windsor teens may obtain working papers at the Windsor High School Principal's Office, 50 Sage Park Road or by calling 687-2020.

Justice of the Peace

A list of Windsor Justices of the Peace, who normally perform marriages, is available at the Town Clerk's Office.

Landfill

The Windsor/Bloomfield Landfill is located on Huckleberry Road in the northwest section of town. Residential permits are available at the landfill. Residential vehicles scale hours are from 8:00 AM to 4:00 PM, Monday through Saturday. Commercial vehicles scale hours are from 8:00 AM to 3:30 PM, Monday through Saturday.

Libraries

The Windsor Public Library is located at 323 Broad Street. Library hours are Monday through Thursday from 9:00 AM to 9:00 PM, Friday and Saturday from 9:00 AM to 5:00 PM and Sunday from 2:00 PM to 5:00 PM. During the summer, hours for Saturdays are 9:00 AM to 1:00 PM and closed on Sundays. The Wilson Branch Library is located at 365 Windsor Avenue. It is open Monday from 10:00 AM to 7:30 PM, Tuesday through Friday from 10:00 AM to 5:30 PM and Saturday from 10:00 AM to 3:00 PM.



Licenses

Sporting licenses (fishing, hunting, and trapping) as well as marriage licenses and dog licenses are available at the Town Clerk's Office.

Marriage Licenses

Both the bride and groom must appear to sign their marriage certificate at the Town Clerk's Office. The license fee is \$30.00.

Meals-on-Wheels

This program provides two hot meals per day, delivered late morning five days a week for periods of one week or more. Call 493-7310. Community Renewal Team (CRT) also has a meals-on-wheels program that serves Windsor. Call 560-5825.

Meeting Rooms

The L.P. Wilson Community Center, the Community Center at 330 Windsor Avenue and the Windsor Library have meeting rooms with a capacity of up to 200 available to Windsor-based non-profit organizations. Some of these rooms are subject to a rental fee.

Montessori School

Located at the Milo W. Peck Child Development Center, 114 Palisado Avenue, the fully accredited Windsor Montessori School serves children ages 18 months to 6 years old.

Notary Public

Registered public notaries are available at the Town Clerk's office, the L.P. Wilson Community Center the Milo W. Peck Child Development Center and the Wilson Library. There is a \$2.00 charge per seal and you will need an ID and a witness.

Open Air Fires

No open burning is allowed in the Town of Windsor. Call 285-1970.

Parent Center

The Parent Resource Center is located at the Milo Peck Child Development Center, 114 Palisado Avenue.

Parks, Trails, and Recreational Facilities

Bissell Bridge Walkway and Boat Launch begins on the Windsor side of the State Boat Launch at the end of East Barber Street and is approximately 1.8 miles long parallel to I-291. **Custer Park** is located off of Custer Drive and offers a basketball court and open fields for activities for families and groups. Deerfield Park is located off **Deerfield Road** with entrances on Seymour Street and Colton Street. It offers an aqua-fountain, basketball court, a playground, and open fields for activities for families and groups. **Matianuck State Park** trail is 1.5 miles long. It is located in the town's southwest corner at the commuter parking lot on the south side of Route 218 and a quarter mile west of the entrance to I-291– Southwest Park and Keney Park – The Matianuck State Park also contains one of the last active dune systems in the state. **Keney Park** (mostly located in Hartford) adjoins **Southwest Park** and Matianuck State Park. **Northwest Park and Nature Center** – a 473-acre facility, is located at 145 Lang Road and is open dawn-to-dusk. It is home to a Nature Center, Tobacco Cultural Museum and Archive, maple sugar house, warming shed and cross-country ski rental center, community gardens, picnic area, world-class soccer fields, a playground, and an animal barn. **Sharshon Park** is located on Skitchewaug Street and has a pavilion and basketball court, a playground, summer aqua-fountain and a field for softball. **Stroh Park**, located off Ford Road

offers summer swimming at Goslee Pool, tennis and basketball courts, a playground, and a picnic area. **Trent Park** is located off of Bloomfield Avenue and Stratford Court and offers a softball field and basketball court. **Washington Park** on Lennox Avenue, near Windsor Center, has a playground, grills, summer aqua-fountain and fields for volleyball and softball. **Welch Park** is in Poquonock on the Farmington River, and has space for walking and jogging as well as a lighted baseball field, a softball field, basketball and tennis courts (which are also used for ice skating in winter), grills and picnic tables, a playground, and Welch Park Pool. The **Windsor Center Trail** is located on a 43-acre site adjacent to the Farmington River at Route 159. This trail is 1.25 miles long and has direct access to more than 2,000 feet of river. **Windsor High School ball fields, pools, basketball courts, skate park, track & field, and tennis courts** are located at 50 Sage Park Road. **Lighted Tennis Courts** are located at the L.P. Wilson Community Center, 599 Matianuck Avenue.

Parking Bans

Parking on town streets is banned between the hours of 1:00 AM and 6:00 AM from November 15 to April 15.

Parking Tickets

Parking ticket payments may be mailed or paid in person at the Tax Collector's Office at Town Hall. To question or protest a parking ticket contact the Windsor Police at 688-5273.

Planning and Zoning

Windsor's Town Planning and Zoning Commission meets the second Tuesday of the month at 7:00 PM at Town Hall. For a list of Commissioners or for information regarding application for a zoning variance, call 285-1980 or visit www.townofwindsorct.com.

Poison Control Center

Contact the Connecticut Emergency Poison Control Center at 1-800-222-1222.

Post Offices

Windsor Center Post Office, 245 Broad Street – 688-5259 Hours: Monday through Friday, 8:00 AM to 5:00 PM and Saturday, 9:00 AM to 1:00 PM.
Poquonock Post Office, 1771 Poquonock Avenue – 687-6928. Hours: Monday through Friday, 7:00 AM to 1:00 PM and 2:00 PM to 5:00 PM and Saturday 8:00 AM to 11:30 AM



Public Transportation

Bus service is provided by Connecticut Transit. For information and schedules call 525-9181 or 522-8101. Train service is provided by AMTRAK. Trains run through Windsor from Springfield to New Haven with connections to Boston and New York. For information call 1-800-872-7245.

Records

Windsor's real estate records, maps, vital statistics, election records and various other records are maintained in the Town Vault in the Town Clerk's office.

Recycling

Curbside service for recyclable glass, metal food and beverage containers, newspapers, magazines, junk mail, corrugated cardboard and plastics is free to all residents in Windsor. Drop-off service is available at the Landfill where you can also drop off scrap metal, waste motor oil, car batteries and used household goods. A hazardous waste collection day is scheduled each spring.

Sand & Salt

The Town places sand and salt piles for residential use at Stroh Park; the L.P. Wilson Community Center parking lot; Welch Park at Niles road end; the Parks and Grounds Building on Mechanic Street and the Public Works Complex on Day Hill Road.

Senior Center

Located at the L.P. Wilson Community Center, the Senior Center, is open from 8:00 AM to 5:00 PM, Monday through Friday. A wide variety of recreation, preventive care, social and transportation programs are offered as well as a lunch program. Call 285-1992.

Shad Derby

The Shad Derby is an annual festival sponsored by the Windsor Shad Fest Bureau, Inc., P.O. Box 502, Windsor. It is held the third Saturday in May on the Town Green.

Shut-in Library Service

Any Windsor resident who is confined to their home is welcome to receive free delivery of library materials from local volunteers. Call 285-1931.

Start Smart

Free home visits from a Parent Educator are available for parents/guardians of children ages birth to kindergarten. Call 285-1410.

Tax Help

Trained volunteers are available during the tax season to help prepare state and federal tax returns. For

appointments for income tax assistance please call: 285-1992, 285-1918, or 247-8960.

Tax Relief

Several assessment exemptions and benefits are available to qualified taxpayers. For information please call the Assessor's Office.

Town Green Activities and Sign Placement

The Town Clerk's Office maintains a calendar of events for all town green activities. Organizations must fill out an application to reserve the town green. Guidelines for placing a sign on the town green or for erecting a booth can be obtained by calling 285-1902.

Town Hall

Town Hall is located at 275 Broad Street and is open Monday through Friday from 8:00 AM to 5:00 PM.

Traffic Signals

To report a malfunctioning traffic signal call 285-1865. On evenings and weekends, call the Windsor Police at 688-5273.

Trash Collection

The Town of Windsor does not provide a trash collection service. Residents should contract with a private service or bring trash and recyclables to the Windsor/Bloomfield Landfill. Residents living in the Windsor and Wilson Fire Districts receive trash collection service, which is paid by an additional tax.

Utilities

Cable – Comcast Cable at 860-505-3420

Electric – Connecticut Light and Power Company at 1-800-286-2000

Gas – Connecticut Natural Gas Corporation at 1-860-524-8361 or Yankee Gas at 1-800-989-0800 or 1-800-992-3427 for emergencies.

Oil – Check the Windsor phone directory for local dealers and service.

Telephone – SBC at 1-800-465-7187 or MCI at 1-800-465-7187

Water and sewer – Metropolitan District at 278-7850

Volunteering

It is one of the easiest and more important things you can do for your community. For detailed information on volunteer opportunities in Windsor, visit www.townofwindsorct.com

Voter Registration

Voter registration cards are available at the Library, Town Hall, or the Motor Vehicle Department. This card can be mailed in or dropped off at the Registrar of Voters or the Town Clerk's Office.

Town of Windsor

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|------------------------------------|-----------|----------------------------------|----------------|
| Absentee Ballots | .285-1902 | Recreation (L.P. Wilson Ctr.) | .285-1990 |
| Ambulance (non-emergency) | .688-8244 | Recreation Info Line | .285-1988 |
| Asbestos | .285-1823 | Recycling | .285-1833 |
| Assessor | .285-1816 | Registrar of Voters | .285-1955 |
| Birth Certificates | .285-1902 | Roads | .285-1855 |
| Building Permits | .285-1960 | Senior Center | .285-1992 |
| Caring Connection (Adult Day Care) | .547-0251 | Dial-a-Ride | .285-1846 |
| Community Center/330 Windsor Ave | .727-8684 | Information Line | .285-1989 |
| Community Development | .285-1984 | Luncheon Reservations | .285-1843 |
| Discovery Center (Child Day Care) | .285-1420 | Meals-on-Wheels (VNA) | .493-7310 |
| Dog Warden | .688-5273 | CRT Meals on Wheels | .560-5827 |
| Economic Development | .285-1877 | Sidewalk Inspections | .285-1860 |
| Electrical Permits | .285-1960 | Snow Plowing | .285-1855 |
| Emergency Preparedness | .285-1823 | Social Services | .285-1839 |
| Engineering | .285-1861 | Start Smart | .285-1410 |
| Finance | .285-1937 | Storage Tank Inspection | .285-1970 |
| Fire Emergency | .911 | Street Lighting | .285-1855 |
| Fire Marshal -Non Emergency | .285-1970 | Street Maintenance | .285-1855 |
| Flu Clinics | .285-1823 | Street Signs | .285-1855 |
| Food Bank | .285-1842 | Swimming Pools | .285-1990 |
| Fuel Assistance | .285-1844 | Goslee Pool: | .688-2909 |
| Head Start | .285-1440 | Veterans Pool: | .688-9694 |
| Health | .285-1823 | Welch Pool: | .688-4934 |
| Housing Authority | .285-8090 | High School Indoor Pool: | .687-2020 x327 |
| Human Resources | .285-1852 | Tax Collector | .285-1810 |
| Human Services | .285-1842 | Town Council | .285-1800 |
| Ice Skating | .285-1988 | Town Clerk | .285-1902 |
| Junk Cars | .688-5273 | Town Manager | .285-1800 |
| Landfill | .285-1833 | WGTV Channel 21 | .285-1838 |
| Leaf Collection | .285-1833 | Youth Service Bureau | .298-9976 |
| Library Main desk | .285-1910 | Schools | |
| Reference desk | .285-1918 | Administrative Offices | .687-2000 |
| Children's Library | .285-1914 | Extensions: | |
| Wilson Branch | .247-8960 | Adult Education | .267 |
| L.P. Wilson Community Center | .285-1990 | Emergency Closing Information | |
| Medicare/Medicaid | .285-1839 | Prerecorded Message | .180 |
| Milo Peck Center | .285-1400 | Human Resources | .233 |
| Montessori School | .285-1420 | Instructional Services | .232 |
| Mosquitoes | .285-1823 | Pupil Personnel Services | .238 |
| Noise Complaints | .285-1823 | Special Education Programs | .240 |
| Northwest Park | .285-1886 | Student Enrollment | .242 |
| Parent Center | .285-1400 | Superintendent's Office | .236 |
| Park Reservations | .285-1990 | Transportation Service | .246 |
| Partnership | .683-1068 | Clover Street School | .687-2050 |
| Planning & Zoning | .285-1980 | John F. Kennedy School | .687-2060 |
| Plumbing Inspections | .285-1960 | Oliver Ellsworth School | .687-2070 |
| Police Emergencies | .911 | Poquonock School | .687-2080 |
| Police – Routine Calls | .688-5273 | Sage Park Middle School | .687-2030 |
| Police Athletic League | .688-5273 | Windsor High School | .687-2020 |
| Potholes | .285-1855 | Wolcott Early Childhood Center | .246-9032 |
| Private Wells | .285-1823 | 24-Hour Information Lines | |
| Probate Court | .285-1976 | Recreation Programs | .285-1988 |
| Property Records | .285-1902 | Senior Programs | .285-1989 |
| Public Relations | .285-1835 | Internet | |
| Rabies | .285-1823 | http://www.townofwindsorct.com | |
| Radon | .285-1823 | school website:www.windsorct.org | |

Town Hall
275 Broad Street
Windsor, CT 06095

*This publication is continuously updated and
can be viewed on the Town of Windsor Website
at www.townofwindsorct.com*

