

# WINDHAM TOWN COUNCIL NOTICE OF REGULAR MEETING, AND AGENDA



Windham Town Hall Bellingham Auditorium, 2<sup>nd</sup> Floor  
Tuesday, April 7, 2015 - 7:00 P.M.

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1. **Call to Order.**
2. **Pledge of Allegiance.**
3. **Citizens and Delegations: Public Comment.**
4. **Town Council Comment.**
5. **Adoption of Minutes.**
  - a. Meeting on March 3, 2015.
  - b. Meeting on March 10, 2015.
  - c. Meeting on March 17, 2015.
6. **Resignations.**
7. **Appointments, Reappointments.**
  - a. Reappoint Laurel Freeman as a regular member to the Conservation, Open Space, and Agriculture Commission, with a term ending January 1, 2019.
  - b. Reappoint Alex Girschick as a regular member to the Energy Commission, with a term ending April 20, 2020.
  - c. Reappoint Corey Krohn as a regular member to the Energy Commission, with a term ending April 20, 2020.
  - d. Reappoint Elizabeth Ostwald as a regular member to the Energy Commission, with a term ending April 20, 2020.
  - e. Reappoint Michael Altshul as an alternate member of the Energy Commission, with a term ending April 20, 2020.
8. **Presentations & Special Reports.**
9. **Mayor's Report.**
10. **Town Manager's Report.**
11. **Discussion and Review of Communications.**
  - a. Minutes and reports from various committees, boards, and commissions.
12. **Resolutions and Ordinances.**



13. **Reports of Committees, Boards and Commissions.**
14. **Old Business.**
15. **New Business.**
  - a. Discuss and possibly approve an application from Eastern Connecticut State University to serve alcohol in the Bellingham Auditorium for an event on April 30, 2015.
  - b. Discuss and possibly approve a motion to convene an executive session with the Personnel Director, Executive Administrator, and Town Manager to discuss personnel matters and documents confidential under the law.
16. **Future Agenda Items**
  - a. Tuesday, April 14, 2015: 7 PM study session of the Windham Town Council. Smoking on Mansfield Road. Bond Resolution. Worker's Compensation Program.
  - b. Tuesday, April 21, 2015: 7 PM regular business meeting of the Windham Town Council. MEUI collective bargaining agreement. Dispatch agreement. Bond Resolution. Worker's Compensation Program.
17. **Citizens and Delegations: Public Comment.**
18. **Adjournment**

5.a

**MINUTES OF THE  
SPECIAL BUDGET MEETING  
OF THE WINDHAM TOWN COUNCIL**

**Windham Town Hall Bellingham Auditorium, 2nd Floor  
979 Main Street, Willimantic, CT  
Tuesday, March 3, 2015 - 7:00 P.M.**

**1. Call to Order**

Mayor Eldridge called the Windham Town Council Special Budget Meeting to order at 7:00 P.M.

Town Council members present: Mayor Ernest S. Eldridge, Tony Fantoli, Tom DeVivo, Lorraine McDevitt, Joseph Underwood, Mark Doyle (arrived at 7:39 P.M.), Michael Lessard, James Flores Christel Donahue and Charles Krich (left at 8:32 P.M.)

Charlotte Patros was absent.

Department Heads in Attendance: Tara Risley-Marquez, Matt Vertefeuille, Mary DeMarco, Brad Wojick, Scott Clairmont, Marc Scrivener, Druscilla Carter, Paulann Lescoe, Gay St. Louis, Patricia Spruance, Tom Pesce, Mike Licata, Joe Gardner, Joan Paskewich, Brian Hathaway, James Finger and Peter Zvingilas

Executive Administrator Neida Rosado and Personnel Director Paul Hongo were also in attendance.

Town Manager Neal Beets was also in attendance.

**2. Pledge of Allegiance**

Mayor Eldridge led all in the Pledge of Allegiance.

**3. Citizens and Delegations: Public Comment**

None

**4. Council Comment**

Charles Krich stated he was not feeling well and may be leaving the meeting early.

James Flores asked for clarification on the \$1.5 million surplus. He asked if it could be broken down and questioned who makes the decisions on how the surplus is used.

Tom DeVivo questioned how the meeting was going to be run based on the way the agenda was posted.

Town Manager Beets addressed the questions from Councilman Flores and Councilman DeVivo.

Joe Underwood requested the Department Heads give the page number when presenting their individual budgets.

**5. Presentation by, questions to, requests for information of, and discussion with the Town General Government Department Heads about operating and capital budgets for the Town of Windham General Government. Possible direction to the Town Manager.**

Mary DeMarco explained the process used for funding Outside Agencies and how the committee determines how funding is granted. She noted Representatives from WRTD, WRCC and the Mill Museum were at the meeting tonight to provide information to the Town Council on their need for funding.

**WRTD** – Representatives Rose Kurcinik and Terry Coonradt provided the Town Council with information outlining the ridership data of the Storrs-Willimantic bus and the Willimantic City Bus. They also provided the funding request history dating back to fiscal year 2009. Representative Kurcinik reviewed the information presented and explained WRTD’s need for continued funding.

**WRCC** – Representative Pat Calvo provided the Town Council with information on the Windham Youth Services Bureau Program and the Juvenile Review Board and gave a brief presentation on both. She explained the partnership WRCC has with the Town and the need for the Town to continue funding the programs.

Bill Woodbury, Veterans Service Officer since 1994, provided the Town Council with information outlining the Soldiers, Sailors and Marines Fund as well as the eligibility requirements needed for assistance. He also explained the services provided to the Veterans and their widows in our community and the need for more volunteers.

**Windham Textile & History Museum** – Representative Jaime Eves gave a short presentation on the needs of the Museum and the funding requested from the Town. He explained the role of the Museum, the number of paid memberships, the amount of visitors served by the Museum including students and non-residents and the amount of money that is needed to continue running the Museum.

**Town Department Heads** - Each Department Head addressed the Town Council and briefly reviewed their department’s budget. They also answered questions from the Town Council.

**6. Future Agenda Items**

None

**7. Citizens and Delegations: Public Comment**

James Flores stated he thought the presentation from Brad Wojick and Scott Clairmont of Public Works was very disrespectful and he would like them to apologize to the community. Mr. Flores asked the Town Manager and Personnel Director to address this with Mr. Wojick and Mr. Clairmont.

Doug Lary, 183 Summit Street, Willimantic, spoke about the presentation from Information Technology Manager Brian Hathaway. Mr. Lary shared his thoughts with regards to the Nutmeg Network, the need for better computer software in some departments and the color copier for the Senior Center.

**8. Adjournment**

DeVivo MOVED, McDevitt seconded, to adjourn the Windham Town Council Special Budget meeting at 10:17 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted By:**

Barbara J. McKinney

Clerk of the Town Council

5.6

# MINUTES OF THE SPECIAL BUDGET MEETING OF THE WINDHAM TOWN COUNCIL



Windham Town Hall Bellingham Auditorium, 2<sup>nd</sup> Floor  
979 Main Street, Willimantic, CT

Tuesday, March 10, 2015 - 7:00 P.M.

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**1. Call to Order**

Mayor Eldridge called the Windham Town Council Special Budget Meeting to order at 7:00 P.M.

Town Council members present: Mayor Ernest S. Eldridge, Tony Fantoli, Tom DeVivo, Joseph Underwood, Mark Doyle (arrived at 7:10 P.M.), Michael Lessard, James Flores, Christel Donahue, Charlotte Patros and Charles Krich

Lorraine McDevitt was absent.

Town Manager Neal Beets was also in attendance.

**2. Pledge of Allegiance**

Mayor Eldridge led all in the Pledge of Allegiance.

**3. Citizens and Delegations: Public Comment**

Joe Marsalisi, Willimantic, spoke about the need to keep the 3<sup>rd</sup> ambulance and he explained the reasons why.

Jean de Smet, resident of Willimantic and Chair of the Energy Commission stated she was disappointed that the Town Council did not include the Energy Commission's recommendation in the budget. She did however thank them for keeping the money in for street lighting and she explained the savings benefits it will bring to the Town.

**4. Council Comment**

James Flores noted he had no finance experience however he stated he compared the budget with 5 other Towns. He stated the budget does not show what was actually spent last year and questioned how departments transfer money from one line item to another.

**5. Approve Minutes:**

a. **Council Meeting of February 10, 2015**

b. **Council Meeting of February 17, 2015**

c. **Council Meeting of February 24, 2015**

DeVivo MOVED, Underwood seconded, to approve the minutes of February 10, 2015. All were in favor. MOTION PASSED UNANIMOUSLY.

DeVivo MOVED, Underwood seconded, to approve the minutes of February 17, 2015. All were in favor except Krich who abstained. MOTION PASSED.

DeVivo MOVED, Underwood seconded, to approve the minutes of February 24, 2015. All were in favor except Krich who abstained. MOTION PASSED.

**6. Hear a Presentation from Leadership Greater Hartford about a program to strengthen the volunteer leadership for the Town of Windham. Possible Council direction.**

A presentation was given by Doe Hentschel, Vice President from Leadership Greater Hartford. Ms. Hentschel briefly reviewed the proposal before the Town Council and explained the program and benefits the program could bring to the Town. Ms. Hentschel also answered questions from the Town Council.

**7. Discuss and possibly move to convene an Executive Session to discuss union negotiations with the Unified Finance Director, Executive Administrator, Personnel Director, and Town Manager.**

DeVivo MOVED, Flores seconded, to convene an Executive Session at 7:32 P.M. to discuss union negotiations with the Unified Finance Director, Executive Administrator, Personnel Director, and Town Manager. All were in favor. MOTION PASSED UNANIMOUSLY.

DeVivo MOVED, Flores seconded, to come out of Executive Session at 8:16 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**8. Town Council discussion and decision making about the budgets the Town Council will recommend to the Board of Finance.**

Town Manager Beets provided the Town Council with a copy of his proposed recommendations to the Capital and Operating Budgets for FY 2015-16 and he explained his recommendations.

Flores MOVED, DeVivo seconded, to accept the first page of the Town Managers recommendations. All were in favor except Krich who opposed. MOTION PASSED.

**The Town Managers recommendations are as follows:**

- Public Works Parks Maintenance - Increase Miscellaneous Supplies by \$7,200 to add three, additional handicap-accessible Porta-Potties: one at Recreation Park, one at Lauter Park and one at Memorial Park.
- Outside Agencies – Increase line item 58259 of the WRTD’s fixed route appropriation by \$5,100 to help fund bus service from Windham to UCONN, contingent on the WRTD obtaining the remaining funding from the State DOT, from riders and from other sources.
- Capital Budget – to add \$10,000 to pave two handicapped parking spaces at the French Club in return for free rent for five years to use the French Club rather than the Windham Center Fire House as a polling place in the Windham’s.

Flores MOVED, Underwood seconded, to increase line item 56900 by \$7,200, in the Public Works Parks Maintenance budget, to add three additional handicap-accessible porta-potties. All were in favor. MOTION PASSED UNANIMOUSLY.

DeVivo MOVED, Underwood seconded, to increase line item 58259 by \$5,100 for the bus route contingent on WRTD obtaining the remaining funds from the State DOT, from riders and from other sources. All were in favor except Krich who opposed and Flores who abstained. MOTION PASSED.

DeVivo MOVED, Underwood seconded, to decrease line item 52279 by \$2,500 for CLICK and to zero out that line item. All were in favor except Eldridge, Doyle, Fantoli, Lessard and Flores. MOTION FAILS.

DeVivo MOVED, Fantoli seconded, to increase the Capital Budget by \$10,000 to pave two handicapped parking spaces at the French Club contingent on State approval. All were in favor. MOTION PASSED UNANIMOUSLY.

Krich MOVED, Fantoli seconded, to reduce line item 51510 by \$28,000 for the Finance Department regular payroll with corresponding reductions in benefits and to create a formal plan as soon as possible as to how the finance department is structured. All were in favor except Flores, Donahue and Underwood who opposed. MOTION PASSED.

DeVivo MOVED, Doyle seconded, to reduce line item 58605 from \$10,250 to \$1,250 in the Human Services Department budget. All were in favor except Lessard who opposed. MOTION PASSED.

Lessard MOVED, Krich seconded, to decrease line item 54302 by \$10,000 from \$40,000 to \$30,000, in the Building Department budget for demolition and security. All were in favor. MOTION PASSED UNANIMOUSLY.

Krich MOVED, Underwood seconded, to reduce Contingency from \$150,000 to \$100,000. All were in favor. MOTION PASSED UNANIMOUSLY.

DeVivo MOVED, Underwood seconded, to ask the Town Manager to create a new department with a new line item to include all of Dispatch in the General Government budget in the amount of \$571,000. All were in favor except Fantoli, Eldridge, Lessard and Patros who opposed. MOTION PASSED.

Flores MOVED, Underwood seconded, to reduce the Capital Improvement Plan from \$770,000 to \$500,000. Flores was in favor, Krich abstained and all others opposed. MOTION FAILED.

Underwood MOVED, Krich seconded, to reduce line item 57330 from \$3,500 to zero in the Assessor's budget. All were in favor except Lessard who opposed.

DeVivo MOVED, Flores seconded, to close discussion and have the Finance Department give the bottom line number. All were in favor. MOTION PASSED UNANIMOUSLY.

DeVivo MOVED, Underwood seconded, to approve the budget in the amount of \$17,320,338 with a mill rate increase of approximately 0.88 and to send the budget to the Board of Finance. All were in favor except Doyle, Krich, Fantoli and Flores. MOTION PASSED.

**9. Future Agenda Items:**

None

**10. Citizens and Delegations: Public Comment**

Bernie D'Auteuil, Willimantic, shared his concerns with the way the Town is moving forward with the current form of government.

Kevin Hoxie, Ridgewood Road, Willimantic, spoke in support of CLICK and noted the Town still does not have a Senior Center.

James Flores noted there is still no explanation on the \$1.5 million surplus and where the money has gone. He wants to stop over taxing people. He shared his comments in Spanish.

Tom DeVivo responded to Mr. Flores' question on the surplus and explained why he believes the Town has a surplus. He also noted he is following the Planning & Zoning Commission meetings and explained they are working with the Access Agency on the subdivision of property.

**11. Adjournment**

DeVivo MOVED, Underwood seconded, to adjourn the Windham Town Council Special Budget meeting at 9:56 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted By:**

Barbara J. McKinney

Clerk of the Town Council

5.c

# MINUTES OF THE WINDHAM TOWN COUNCIL REGULAR MEETING

Windham Town Hall Bellingham Auditorium, 2nd Floor  
Tuesday, March 17, 2015 - 7:00 P.M.

**1. Call to Order.**

Mayor Eldridge called the Windham Town Council Regular Meeting to order at 7:00 P.M.

Town Council members present: Mayor Ernest S. Eldridge, Tony Fantoli, Tom DeVivo, Lorraine McDevitt, Joseph Underwood, Mark Doyle, James Flores, Charlotte Patros and Charles Krich

Michael Lessard and Christel Donahue were absent.

Town Manager Neal Beets was also in attendance.

**2. Pledge of Allegiance.**

Mayor Eldridge led all in the Pledge of Allegiance.

**3. Citizens and Delegations: Public Comment.**

Henry Crane, Windham Street, Willimantic, questioned the process an organization must follow to be allowed to serve alcohol in the Bellingham Auditorium.

**4. Town Council Comment.**

James Flores stated he had done his homework as suggested by Councilman Doyle regarding transfers by the Board of Finance. He noted he had not found anything in the minutes which were only available through August 2014. Mr. Flores suggested the Town Council resign.

Tom DeVivo reminded the Willimantic Service District Council of their meeting on March 24<sup>th</sup>. He stressed the importance of the meeting and noted the agenda will be specific to discussing how the Service District will be operating once the new Charter becomes effective on July 1.

**5. Adoption of Minutes.**

**a. Special Budget Council Meeting on March 3, 2015.**

DeVivo MOVED, Underwood seconded, to approve the minutes of the Windham Town Council Special Budget Meeting on March 3, 2015. All were in favor except Krich who abstained. MOTION PASSED.

**6. Resignations.**

None

**MOTION:** DeVivo MOVED, McDevitt seconded, to add to the agenda the appointment of Mr. Markland to the Energy Commission. All were in favor except Flores who opposed. MOTION PASSED.

**7. Appointments, Reappointments.**

**Appointment of George T. Markland aka Tom Markland as a regular member of the Energy Commission.**

DeVivo MOVED, Underwood seconded, to appoint George T. Markland aka Tom Markland as a regular member of the Energy Commission.

DeVivo MOVED, Underwood seconded to call the question. All were in favor except Krich and Flores who opposed. MOTION PASSED.

**A vote was taken on the original motion.**

DeVivo MOVED, Underwood seconded, to appoint George T. Markland aka Tom Markland as a regular member of the Energy Commission. All were in favor. MOTION PASSED UNANIMOUSLY.

**8. Presentations & Special Reports.**

None

**9. Mayor's Report.**

No Report

**10. Town Manager's Report.**

Town Manager Beets reported on the following:

- Dairy Queen has opened
- Curbside Pick-up will be the week of May 18 – May 22, the same day as your regular garbage pick-up. There will also be no charge at the Transfer Station the entire month of May.
- The dollar amount in Item #15a on the agenda should read **\$1,441,291.33**. The number was inadvertently typed as \$1,454,921.33.
- A tentative agreement has been reached with MEUI (Dept Head Union). The union will bring the agreement to their membership for approval and it will be on the next agenda for Council approval if in fact it is approved by the MEUI membership.
- Calendar Items:
  - Tomorrow the Board of Finance meets at 7:00 P.M. to consider the Board of Education budget.
  - One week from tomorrow, March 25<sup>th</sup>, the Board of Finance has invited the Town Council and Willimantic Service District to present their budgets. Town Manager Beets will present a modified version of his

original power point presentation. The Town Council is also invited. In addition, the Town Attorney will be present to discuss the powers of the Board of Finance under the newly revised Charter.

- One week from today, March 24<sup>th</sup>, the Town Attorney will be present at the Willimantic Service District meeting to discuss by-laws.
- Chromebooks will be distributed next week with a training to follow at 6:00 P.M. on April 7<sup>th</sup>.

Town Manager Beets also answered questions from the Town Council.

#### **11. Discussion and Review of Communications.**

##### **a. Minutes and reports from various committees, boards, and commissions.**

DeVivo noted the Planning & Zoning Commission is meeting on March 26<sup>th</sup> to discuss the 6 parcel subdivision for The Access Agency. He explained this may help with moving the Senior Center along. Mr. DeVivo also noted the shortfall of WRTD and questioned the Towns responsibility.

Town Manager Beets responded to Councilman DeVivo's question regarding WRTD and explained the WRTD is current to date with monies owed to the Town. Town Manager Beets did however caution the Town Council about an additional assessment that WRTD may request and he explained the reasons for the possible assessment. He did also note the State has no interest in continuing the bus route on Route 195.

#### **12. Resolutions and Ordinances.**

None

#### **13. Reports of Committees, Boards and Commissions.**

None

#### **14. Old Business.**

None

#### **15. New Business.**

##### **a. Discuss and possibly approve a contract with TradeMark Contractors for \$1,454,921.33 to construct a multi-purpose asphalt trail from approximately Bridge Street to state Route 66 at the Willimantic River. This award is contingent on ConnDOT approval.**

DeVivo MOVED, Flores seconded, to approve a contract with TradeMark Contractors for \$1,441,291.33 to construct a multi-purpose asphalt trail from approximately Bridge Street to state Route 66 at the Willimantic River contingent on ConnDOT approval. All were in favor. MOTION PASSED UNANIMOUSLY.

**b. Discuss and possibly approve an application to serve alcohol in the Bellingham Auditorium.**

Mayor Eldridge explained no application had been submitted.  
No Action Taken.

**c. Discuss and possibly give direction about developing an ordinance banning fracking waste, perhaps similar to the ordinance in Washington, CT. (Request of Councilmember Krich.)**

Councilman Krich requested Item 15c be rescheduled for another meeting.  
No Action Taken.

**16. Future Agenda Items**

None

**17. Citizens and Delegations: Public Comment.**

James Flores shared his reasons for not wanting to appoint a person to a Board/Commission without seeing the application for them. He asked that the Town Council stop rubber stamping things and ask the tough questions as he does. Mr. Flores also stated he does not work for party bosses but works for the community.

Henry Crane, Willimantic, thanked the Town Council for explaining the procedure used to serve alcohol in the Bellingham Auditorium.

Charles Krich shared his thoughts regarding accusations made of Council Members. He suggested the Town Council unite rather than divide and believes the Council gives their best to the business brought before them. Mr. Krich also explained he has faith in his fellow Council Members when voting for someone he doesn't personally know. He also stressed the need for Council Members to respect each other.

**18. Adjournment**

DeVivo MOVED, McDevitt seconded, to adjourn the Windham Town Council Regular meeting at 7:36 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted By:**

Barbara J. McKinney  
Clerk of the Town Council

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NOTE:

All of these are reappointments, so there is no new paperwork on these people.

boards & commissions.

Minutes, etc. from other

11.a

ORD March 16, 2015  
AT 9:30 AM Deputy  
AT Barbara McKinney TOWN

**WINDHAM WATER POLLUTION  
CONTROL AUTHORITY  
MINUTES**

**February 24, 2015**

The Windham Water Pollution Control Authority held its meeting on February 24, 2015 in the Windham Waste Water Treatment Facility Conference Room located at 2 Main Street, Willimantic, CT. Members present were Stanley Morytko, Mary Burnore and Rene Goss. Also present was Plant Superintendent David Garand.

**I) Public Hearing**

Chair Rene Goss opened the public hearing to consider a proposed Sewer Rate Increase of 3% and a Septage Rate Increase of 5% beginning 7/1/2015. Plant Superintendent David Garand said the last rate increase was 7/1/2010.

The public hearing was opened up for public comment, but there was no-one in the audience to speak regarding the rate increase. Mary Burnore made a motion to close the public hearing and Stanley Morytko seconded the motion and the motion carried.

The regular meeting convened at 6:35 P.M.

**II) Public comment**

There was no public comment.

**III) Correspondence**

A note was received from Patti Lein thanking WPCA members for their recent kindness and thoughtfulness.

**IV) Approval of Minutes**

Mary Burnore made a motion to approve the minutes of February 3, 2015 and Stanley Morytko seconded the motion. The motion carried unanimously.

**V) Reports**

**a) Chairman's Report**

Chairman Rene Goss said that he and Plant Superintendent David Garand attended a meeting of the Town Council Study Session on February 10, 2015. He and the Plant Superintendent reviewed the WPCA's accomplishments since 2003 through 2014, as well as its future goals. Chairman Goss said the meeting went well, and no other information was requested by the Town Council.

## **b) Plant Superintendent's Report**

Plant Superintendent David Garand reported on the following:

### **Plant Performance**

All permit requirements were met for the month of January. Mr. Garand reviewed the January 2015 Effluent Quality Report. He said the Plant is running exceptionally well. Nitrogen, BOD's and TSS readings are excellent (all under 10), and we are meeting permit requirements, he said.

### **Administration & Finance**

#### **a) Monthly Budget Report**

Plant Superintendent David Garand said **Adjusted Revenues** total \$2,007,210. This is 54% of revenue collected with 58% of the year complete. **Adjusted Expenses** total \$1,941,106. This is 52% of the budget spent with 58% of the year complete.

#### **b) Significant Non-Recurring Expenses**

Plant Superintendent Garand reviewed Significant Non-Recurring Expenses January 28<sup>th</sup> to February 21, 2015. a) Sludge holding tank bid specifications at a cost of \$2,800.00.

#### **c) Sewer Rate Increase of 3% and Septage Rate Increase of 5%**

Mary Burnore made a motion to approve a Sewer Rate Increase of 3% and a Septage Rate Increase of 5% effective 7/1/2015. Stanley Morytko seconded the motion and the motion carried unanimously.

Plant Superintendent Garand explained that the 25 year sewer facility financial worksheet schedules the sewer user rate to go up 3% every 3 years and the Septage rate to go up 5% every 5 years in an effort to keep facility revenues equal with increased operational cost due to increased wages and inflation.

#### **d) Multi-Bank Securities – CD Maturity Reinvestment**

Plant Superintendent Garand said he renewed an expired \$163,000 C.D. for 6 months at a rate of .35 % to maturity (8/25/15).

#### **e) New Classification of sewer user: filtered groundwater discharged to sanitary sewers through a private sewer lateral.**

Plant Superintendent Garand referred to a former gas station site on Route 195, Mansfield, CT. He said they are connected to the sanitary sewer through a private lateral.

He recommended adding a new classification of sewer user and allow them to temporarily discharge filtered ground water to the sanitary sewers at a cost of \$.01 per gallon.

Stanley Morytko made a motion to create a new classification of sewer user for filtered groundwater discharge to the sanitary sewers through a private lateral at a rate of \$.01 per gallon and Mary Burnore seconded the motion. The motion carried unanimously.

#### **f) Veolia Sludge Disposal Contract**

Mr. Garand said he extended our present contract for 3 years with Veolia for sludge disposal at the present cost for the next 2 years and then the hauling cost would increase by \$ 0.00249 per gallon for the remaining year. Our present contract was set to expire July 1, 2015.

#### **g) 2015/2016 WPCA Budget**

Plant Superintendent David Garand distributed copies of the proposed 2015/2016 WPCA budget. He reviewed the proposed budget and answered WPCA member's questions.

Mary Burnore made a motion to approve the 2015/2016 WPCA budget of \$6,290,000 as presented and Stanley Morytko seconded the motion. The motion carried unanimously. The radical budget increase is due to covering the cost of the facility \$2.75 million dollar sludge storage upgrade. A portion of the Sewer Facility Capital Reserve Funds are being used to pay for the upgrade.

#### **Customer Relations**

There were no sewer blockages in our lines through February 24, 2015.

#### **VI) Election of Officers**

**Chairman** – Rene Goss nominated by Mary Burnore and seconded by Stanley Morytko. Unanimous vote to elect Rene Goss as chairman.

**Vice- Chairman** – Mary Burnore nominated by Stanley Morytko and seconded by Rene Goss. Unanimous vote to elect Mary Burnore as Vice-Chairman.

As there was no further business, the meeting was adjourned at 7:30 P.M. Motion made by Mary Burnore and seconded by Stanley Morytko. The motion carried unanimously.

The next meeting will be held on March 24, 2015.

Respectfully submitted,

Lillian Murray, Clerk



# TOWN OF WINDHAM WATER WORKS

174 Storrs Road  
Mansfield Center, CT 06250  
Tel. 860-465-3075 • FAX 860-465-3085

## **TOWN OF WINDHAM WATER COMMISSION Minutes of the Regular Meeting Wednesday March 11, 2015 Windham Water Works, Conference Room**

Members Present: Chairman J. Michael Callahan, Diana Perkins,  
Daniel Roth, Elizabeth Huebner & Anna Hope

Also Present: Paul Deveny, Assist Superintendent

Members Excused Maxine Smith & William Sayers

Public: None

**Chairman Callahan called the Meeting to order at 6:40 PM**

**Approval of Previous Minutes:** D. Roth motioned to approve the Minutes from the December 10, 2014 meeting, Seconded by D. Perkins, unanimously approved.

**Citizens & Delegations:** None

**Franklin Mushroom Farm Update:** P Deveny addressed the Commission and discussion followed.

**Water Rate Review:** P. Deveny addressed the Commission, discussion followed.

**WWW 2015-2016 Operational and Capitol Budget:** D. Roth motioned to approve the 2015-2016 Operational & Capitol Budget in the amount of \$2,877,552, seconded by A. Hope, unanimously approved.

**WWW Policy Review:** D. Perkins motioned to add Pick-up truck cost to Page 10 of WWW Policy under Materials, Labor and Equipment at the rate of \$15 per hour, seconded by A. Hope, unanimously approved.

**Superintendent's Report:** P. Deveny addressed the Commission, see attachments.

**Citizens & Delegations:** None

D. Perkins motioned to adjourn at 7:45 PM, Seconded by A. Hope, unanimously approved.

Minutes taken by: E. Huebner

Submitted by: P. Deveny

RECEIVED FOR RECORD

2015 MAR 17 A 5:42

*Barbara J. McKinney*  
WINDHAM TOWN CLERK Deputy



# TOWN OF WINDHAM WATER WORKS

174 Storrs Road  
Mansfield Center, CT 06250  
Tel. 860-465-3075 • FAX 860-465-3085

## MONTHLY REPORT

February, 2015

I wish to report the following:

### Progress of the Construction Crew

- Assisted in repairing a water main and a water service break at Stonegate manor
- Repaired a water main break on Orchard Hill La
- Assisted **multiple** owners and contractors with frozen pipes throughout the system.
- Repaired a fire hydrant on Birch Street.
- Pemberton Tank altitude vault (general maintenance)
- Replaced curb boxes on Echo, Memorial Dr, Maple St and Pure Sts.
- Snow Plowing, snow removal, installing additional Hydrant Flags and **shoveling fire Hydrants with two backhoes where needed.**
- EES has started installation of new controls at Pemberton Booster Station.
- Started outfitting the new utility truck.
- General maintenance on equipment and vehicles.

### Progress of Filtration Plant

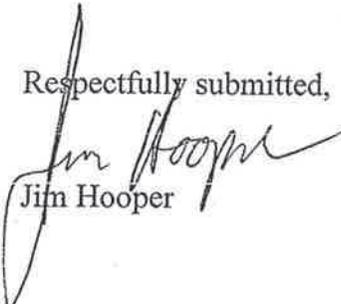
- Troubleshoot the Limitork valve at residual basin #1 (in progress)
- General maintenance and operation.

### Anticipated Work Schedule for this month

- Snow Plowing, snow removal and fire hydrant shoveling.
- Unthaw multiple water service lines due to severe cold weather.
- General Maintenance on equipment and vehicles.

**NOTES:** South Windham Franklin Farms Offer Submitted, the Owner chooses to sell the material first, then would be willing to sell the property.

Respectfully submitted,

  
Jim Hooper



# TOWN OF WINDHAM WATER WORKS

174 Storrs Road  
Mansfield Center, CT 06250  
Tel. 860-465-3075 • FAX 860-465-3085

## MONTHLY REPORT

January, 2015

I wish to report the following:

### Progress of the Construction Crew

- Repaired a 12" water main break on Hole Brook Ave.
- Assisted multiple owners and contractors with frozen pipes throughout the system.
- Pemberton Tank altitude vault (general maintenance)
- Replaced curb boxes on Echo, Memorial Dr, Maple St and Pure Sts.
- Snow Plowing, snow removal, **shoveling fire Hydrants.**
- EES has started installation of new controls at Pemberton Booster Station.
- General maintenance on equipment and vehicles.

### Progress of Filtration Plant

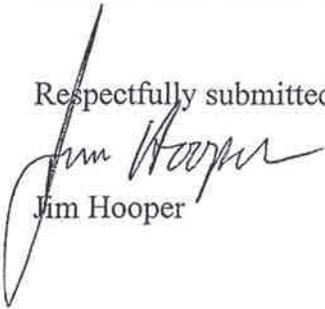
- Troubleshoot the Limitork valve at residual basin #1 (in progress)
- General maintenance and operation.

### Anticipated Work Schedule for this month

- Snow Plowing, snow removal and fire hydrant shoveling.
- Unthaw multiple water service lines due to server cold weather.
- General Maintenance on equipment and vehicles.

**NOTES:** South Windham Franklin Farms Offer Submitted, the Owner chooses to sell the material first, then would be willing to sell the property.

Respectfully submitted,

  
Jim Hooper



# TOWN OF WINDHAM WATER WORKS

174 Storrs Road  
Mansfield Center, CT 06250  
Tel. 860-465-3075 • FAX 860-465-3085

## MONTHLY REPORT

December, 2014

I wish to report the following:

### Progress of the Construction Crew

- Repaired a water main break on Tunxis La.
- Assisted contractor in repairing a water service leak at Foster Apartments.
- Relayed a water service on Holbrook Avenue.
- Repaired a water main break on Robin Rd.
- Repaired two fire hydrants on South Windham.
- (CHAPLIN WOODS) we had a contractor replace the pump in well #1 (487 ft) and assisted as needed.
- Replaced curb boxes on Machine Shop Hill Rd
- Updating records locating curb boxes out in the field.
- General maintenance on equipment and vehicles.
- Preventive maintenance at Hosmer Mountain Tank, two days of hauling wood chips spreading and leveling.

### Progress of Filtration Plant

- We had CL&P shut down our complex for our contractor to test the electric breakers on the main MCC panel. (One day project)
- Troubleshoot the Limitork valve at residual basin #1 (in progress)
- Trouble shoot Hosmer Mountain communication line.
- General maintenance and operation.
- We gave an educational tour of the Plant, Solar, and Water Turbine to 64 students and staff from the Windham Stem Academy.

### Anticipated Work Schedule for this month

- Updating service records, by locating curboxs and tie ins in the field.
- General maintenance on equipment and vehicles.

**NOTES:** South Windham appraisal completed, Offer Submitted, waiting on a response.

- Garden Club in-kind service request.
- Developing our next Capitol ten year plan.

Respectfully submitted,

Jim Hooper

A handwritten signature in black ink, appearing to read "Jim Hooper", is written over the printed name.



Upon a motion by John DeVivo, seconded by Brian Saucier, it was unanimously voted "No Change" on 41 Club Road, Windham, CT, owned by CLICK Inc.

Upon a motion by John DeVivo, seconded by James Wright, it was unanimously voted to reduce the assessment on the 2001 Dodge, Registration # 4588CV, owned by Mary Hill, to \$816 on the 2013 Supplemental Grand List and \$2,100 on the 2014 Grand List.

Upon a motion by John DeVivo, seconded by Evelyn Solla-de-Cambre, it was unanimously voted to reduce the value on the 1998 Volvo, Registration # 375WGL, owned by Mary Hill, to \$2,500 on both the 2013 and 2014 Grand list.

Upon a motion by Dave Gardner, seconded by Evelyn Solla-de-Cambre, it was unanimously voted to change the value on the 2000 Chevy, Registration # 09CG65, owned by William Hill, to \$3,500 on the 2013 Grand List and \$3,000 on the 2014 Grand List.

Upon a motion by David Gardner, seconded by Evelyn Solla-de-Cambre, it was unanimously voted to reduce the value on the 2006 Dodge, Registration # 398EDB, owned by William Hill, to \$12,500 on the 2013 Grand List and \$12,000 on the 2014 Grand List.

Upon a motion by David Gardner, seconded by John DeVivo, it was unanimously voted to reduce the value for the 2011 Buick, Registration # 134ZNY, owned by Jacqueline Garcia to \$26,000 on the 2013 Grand List and \$25,000 on the 2014 Grand List.

Upon a motion by Brian Saucier, seconded by John DeVivo, it was unanimously voted to reduce the assessment on the 2002 Chevy, Registration # 5AFPV6, owned by Steven Coutu, to \$4,897 on the 2013 Supplemental Grand List and \$7,700 on the 2014 Grand List.

Upon a motion by David Gardner, seconded by John DeVivo, it was unanimously voted to reduce the value on the 2000 Ford, Registration # 123646, owned by Steven Coutu, to \$10,000 on the 2014 Grand List.

Upon a motion by John DeVivo, seconded by James Wright, it was unanimously voted to reduce the value on the 2007 Chevy, Registration # 213XLX, owned by Kelly Ann Wilburn, to \$7,000 on the 2013 Grand List and \$6,000 on the 2014 Grand List.

Upon a motion by John DeVivo, seconded by Brian Saucier, it was unanimously voted to reduce the value on 1605 West Main Street, owned by A1 of Willimantic, by 8%.

Upon a motion by John DeVivo, seconded by Brian Saucier, it was unanimously voted to reduce the value on 104 Main Street, owned by Edward M. Sprague, LLC by 5%.

Upon a motion by John DeVivo, seconded by Brian Saucier, it was unanimously voted to reduce the value on 57 Pleasant View Ave, owned by Joanne Sullivan, by 9%.

Upon a motion by John DeVivo, seconded by Evelyn Solla-de-Cambre, it was unanimously voted to adjourn the meeting at 5:28 p.m.

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Karen Porter, Recording Secretary  
Board of Assessment Appeals

TOWN OF WINDHAM  
BOARD OF ASSESSMENT APPEALS  
REGULAR MEETING MINUTES  
March 10, 2015

March 20, 2015  
9:40 AM  
Barbara J. McKinney  
JRD  
Deputy  
TOWN

At a meeting conducted on March 10, 2015, at the Windham Town Hall, in the Bellingham Auditorium, 979 Main Street, Willimantic, CT, the following members were present: John DeVivo, Brian Saucier, David Gardner, James Wright and Evelyn Solla-de Cambre.

Upon a motion by John DeVivo, seconded by Evelyn Solla-de Cambre, the meeting was called to order at 9:04 a.m.

Upon a motion by John DeVivo, seconded by David Gardner, it was unanimously voted to adopt the minutes from the September 16, 2014 meeting.

Upon a motion by John DeVivo, second by David Gardner, it was unanimously voted to cancel the meeting scheduled for April 14, 2015.

The Board heard and deliberated on 35 appeals as follows:

Upon a motion by David Gardner, seconded by John DeVivo, it was unanimously voted to reduce the assessment on the 2008 Toyota, Registration # 850XRY, owned by Stephen Bernard, to \$5,500 on the 2013 Grand list and \$4,520 on the 2014 Grand list.

Upon a motion by David Gardner, seconded by John DeVivo, it was unanimously voted to reduce the assessment on the 2005 Chevy, Registration # 1CF529, owned by Kimberley Charron, to \$3,500 on the 2013 Grand list.

Upon a motion by Brian Saucier, seconded by David Gardner, it was unanimously voted to reduce the value on the 1997 Toyota, Registration # 557UKE, owned by Neil Sammy, to \$2,000 on both the 2013 and 2014 Grand lists.

Upon a motion by John DeVivo, seconded by Brian Saucier, it was unanimously voted reduce the value on the 2003 Chevy, registration # 8035CP, owned by Gary Adams, to \$2,000 on both the 2013 and 2014 Grand lists.

Upon a motion by John DeVivo, seconded by David Gardner, it was unanimously voted to change 1.59 acres from primary to excess acreage on 68 Sundale Drive, owned by Carol Mobley.

Upon a motion by John DeVivo, seconded by Evelyn Solla-de Cambre, it was unanimously voted to reduce the value on 600 Main Street, Willimantic, CT, owned by 600 Main LLC, by 10%.

Upon a motion by John DeVivo, seconded by David Gardner, it was unanimously voted "No change" on 237 Valley Street, Willimantic, CT, owned by The Pink House LLC.

Upon a motion by John DeVivo, seconded by Brian Saucier, it was voted to reduce the value on 9 Washburn Street, Willimantic, CT, owned by Stephen Merlino & Katherine Mangiaficio, by 10%.

Upon a motion by John DeVivo, seconded by Brian Saucier, it was unanimously voted to reduce the value on 397 Indian Hollow Road, Windham, CT, owned by Stacey Carpenter, by 15%.

Upon a motion by David Gardner, seconded by John DeVivo, it was unanimously voted "No Change" on 25 Vermont Drive, Willimantic, CT, owned by Brick Row Housing, LLC.

Upon a motion by John DeVivo, seconded by Brian Saucier, it was unanimously voted "No Change" on 41 Club Road, Windham, CT, owned by CLICK Inc.

Upon a motion by John DeVivo, seconded by James Wright, it was unanimously voted to reduce the value on the 2001 Dodge, Registration # 4588CV, owned by Mary Hill, to \$3,500 on the 2013 Supplemental Grand List and \$3,000 on the 2014 Grand List.

Upon a motion by John DeVivo, seconded by Evelyn Solla-de-Cambre, it was unanimously voted to reduce the value on the 1998 Volvo, Registration # 375WGL, owned by Mary Hill, to \$2,500 on both the 2013 and 2014 Grand list.

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Upon a motion by David Gardner, seconded by John DeVivo, it was unanimously voted to reduce the value for the 2011 Buick, Registration # 134ZNY, owned by Jacqueline Garcia to \$26,000 on the 2013 Grand List and \$25,000 on the 2014 Grand List.

Upon a motion by Brian Saucier, seconded by John DeVivo, it was unanimously voted to reduce the assessment on the 2002 Chevy, Registration # 5AFPV6, owned by Steven Coutu, to \$8,400 on the 2013 Supplemental Grand List and \$7,700 on the 2014 Grand List.

Upon a motion by David Gardner, seconded by John DeVivo, it was unanimously voted to reduce the value on the 2000 Ford, Registration # 123646, owned by Steven Coutu, to \$10,000 on the 2014 Grand List.

Upon a motion by John DeVivo, seconded by James Wright, it was unanimously voted to reduce the value on the 2007 Chevy, Registration # 213XLX, owned by Kelly Ann Wilburn, to \$7,000 on the 2013 Grand List and \$6,000 on the 2014 Grand List.

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Upon a motion by John DeVivo, seconded by Evelyn Solla-de-Cambre, it was unanimously voted to adjourn the meeting at 5:28 p.m.

---

Karen Porter, Recording Secretary  
Board of Assessment Appeals

## Willimantic Public Library Board Minutes

**Date:** February 24<sup>th</sup>, 2015

**Attendance:** Judd Ayer, Chair; Delia Berlin; J. Drusilla Carter, Director; Mary Lou DeVivo; Olga Kurnyk-Ezis; Neil Mesick; Merle Potchinsky

**Call to Order:** Chairman Ayer called the meeting to order at 7:05 pm.

### **Citizens and Delegations:**

- **Friends of the Library:** A Book Sale will be held on Friday 3/27 from 9:00 am to 5:00 pm and Saturday 3/28 from 10:00 am to 2:00 pm. Set-up will take place on Thursday 3/26 during the day. Preview for Friends members will be on 3/26 from 6:00 to 8:00 pm. Volunteers and donations are being requested. Flyers for posting were distributed. Proceeds will support library's programs.

**Acceptance of Minutes:** November meeting minutes were circulated. A discussion resulted in an amendment. Olga Kurnyk-Ezis made a motion to approve the minutes as amended, all seconded. Minutes were unanimously passed as amended.

**Reports:** Director's reports of activities for December 2014 and January 2015 were presented. Library renovation plans continue to move forward, as the Town has sent certified copy of vote results to the State Library. The State Library will send request to the State Bond Commission for approval to proceed with bonding out the Town portion.

**Old Business:** The cake pans loan program has had a welcome reception and some use.

### **New Business:**

- **Elections:** Nominations from November meeting: Judd Ayer, Chairman; Neil Mesick, Vice-Chairman; Delia Berlin and Merle Potchinsky, Co-Secretaries. All nominations were unanimously approved.
- **Review of Circulation Regulations policy:** Policy proposal was reviewed. There was discussion about broadening the language regarding borrowing privileges for college and university students living in the area. The function and status of agency cards was also discussed. Policy was approved with amendment. Neil Mesick moved and Mary Lou DeVivo seconded. Circulation Regulation policy was unanimously approved as amended.

**Other matters as may come before the Board:** Director Carter explained that budget request included \$7,000 for much needed computer upgrades. This increase in the computer line translates into a 2% overall budget increase. Snow removal has presented challenges this season, but reasonable access has been maintained.

**Adjournment:** The meeting was adjourned at 7:58 pm.

Respectfully submitted by Delia Berlin, Co-Secretary

RECEIVED FOR RECORD  
2015 MAR 26 A 11:17  
Barbara McKinney  
Deputy

**Windham Region Transit District**

**Special Board Meeting**

**Tuesday March 24, 2015 - 1:00 p.m.**

**Windham Region Transit District Board Room**

**115 Ash Street, Willimantic, CT**

**SPECIAL MEETING MOTIONS and MINUTES**

Voting Members Present: T. Currier (Columbia), T. Coonradt (Windham), M. Hart, Vice Chair (Mansfield), T. McNally, Secretary (Windham), C. Abikoff (Ashford)

Guests Present: Joe Comerford (Estuary Transit), Chuck Costello (Costello Company, LLC), Thomas Briggs (UCONN Graduate Student)

Staff Present: R. Kurcinik, D. Noll

Public Present: None.

**1. Administration**

**a. Call to Order**

Vice Chair Hart called the meeting to order at 1:03 p.m. Introductions.

**b. Approval of minutes from the 2/24/2015 regular meeting of the Windham Region Transit District and 3/11 special meeting of Windham Region Transit District**

T.Currier MOVED to approve the minutes of the 2/24/2015 regular meeting and 3/11/2015 special meeting of Windham Region Transit District Board. SECONDED by T. McNally. MOTION PASSED with C. Abikoff abstaining.

**c. Acceptance of Minutes from the 2/19/2015 and the 3/18/2015 meetings of the Windham Region Transit District Finance Committee**

TM/MH move to accept minutes. APPROVED w/CA abstaining

**2. Public Participation**

Thomas Briggs, UCONN Grad Student, expressed concerns about potential service cuts and an interest in working with WRTD and the University in partnership with the Graduate Student body.

Chris Abikoff MOVED to move Item 7. g. up in the agenda. T.McNally SECONDED. MOTION PASSED unanimously.

**7. New Business**

**g. Service Reduction and Public Hearing Comment Review**

Comerford reported that UCONN is willing to fund the Route 195 Express service through the end of the semester, May 9. Conversation is ongoing about funding the fall semester. Summer is currently unfunded. The Town of Windham would be willing to contribute in partnership with Mansfield and UCONN.

T. McNally MOVED to close the public hearing, endorse Mr. Comerford's action plan and hold a public information session at Mansfield Town Hall before the end of the school year. C. Abikoff SECONDED. MOTION PASSED unanimously.

C. Abikoff MOVED to move item 7. a. up in the agenda. T. McNally SECONDED. MOTION PASSED unanimously.

**7. New Business**

**a. FY 2014 Audit**

Mr. Costello reviewed the key findings in the Audit Report and the Management Letter. T.McNally MOVES to accept the audit and to accept and implement the auditor's recommendations set out in the schedule of findings, as amended, which are in process. SECONDED T.Currier. MOTION PASSED unanimously.

T. McNally MOVES to refer Management Recommendations to the Finance Committee for the development of an action plan. SECONDED by T.Currier. MOTION PASSED unanimously.

### 3. Correspondence

R. Kurcinik reported the Town of Ashford submitted all paperwork regarding appointing C. Abikoff as their representative to the Board.

### 4. Old Business

#### a. Facility Update

J. Comerford reported that the building has been delayed by the issue with the propane tank. The move-in date is now early May. There is \$60,000 available for capital improvements after we move in.

#### b. Fare Discussion

J. Comerford presented a new fare structure proposal to the board that eliminates multiple zones in Storrs and Willimantic, increasing the 1-zone fare, offering free local bus service for seniors, remove reduced fares for seniors and people with disabilities on commuter runs, increase commuter run fares, and changes to multi-trip tickets, increase the fare for Dial-A-Ride. T. McNally MOVES to schedule a public hearing for the afternoon of 4/23/2015 to solicit public comment on proposed amendments to the WRTD fare schedule in accordance with the WRTD bylaws. T. Currier SECONDED. Motion Passed unanimously.

### 5. Chairman's Report

(None).

### 6. Reports of Officers and Staff

#### a. Financial Update

Kurcinik reported that WRTD currently has \$198,282.84 in bank, much from line of credit will expire March 31, 2015. WRTD has begun to shift to Savings Institute. Signatories will have to go to the Willimantic branch of the Savings Institute to move the change forward for April. Additionally, we need an officer to go to First Niagara to be added as a signatory. M. Hart will go. Discussion of current year budget.

#### b. Service Report

Kurcinik reported steady fixed route ridership. WRTD is now running Dial-A-Ride on the revised, cut hours.

#### c. Report from Mr. Joseph Comerford, First Transit

Joe presented a review of his report and a list of Capital Projects

### 7. New Business

#### a. (Moved)

#### b. Purchasing Policy

J. Comerford presented the Procurement Policy based on ConnDOT's recommendations. T.Mcnaly MOVES to approve the Procurement Policy. C. Abikoff SECONDED. MOTION PASSED unanimously.

#### c. Dial-A-Ride & Paratransit Rider Policy

Kurcnik presented a 7-page document that would be distributed to the ridership. C. Abikoff MOVES to adopt the Dial-A-Ride & Paratransit Rider Policy, effective immediately. T. McNally SECONDED. MOTION PASSED unanimously.

**d. Insurance Policy Discussion**

Tabled.

**e. Allocation Plan**

T. McNally MOVED to approving the proposed Allocation Plan. T. Currier SECONDED. MOTION PASSED unanimously.

**f. AAA Resolution**

T. McNally MOVED (type in resolution). T. Currier SECONDED. MOTION PASSED unanimously.

**g. (Moved)**

**h. Authorization to Publish FY 2015 Budget**

T. McNally MOVED to authorize the publication of the FY2015 Budget and to hold a public hearing at the start of the WRTD regular 4/28/2015 meeting. T. Currier SECONDS. MOTION PASSED unanimously.

**i. Administration and Managerial Services**

M. Hart reported on his discussions with Mr. Lee at First Transit.

**8. Executive Session**

**a. Executive Session**

T. McNally MOVED to enter in to executive session at for discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E) . T. Currier SECONDED. MOTION PASSED unanimously. The Board entered into execute session at 3:35PM. Executive Session ended at 3:40PM. No action was taken.

**9. Other Business**

(None.)

10. Next Meeting April 28, 2015.

11. T. McNally moved to adjourn the meeting. C. Abikoff SECONDED. Meeting adjourned at 3:40PM.

Respectfully submitted by D. Noll for Secretary McNally.

**Windham Region Transit District**

**Finance Committee Meeting**

**Wednesday, March 18, 2015 - 1:00 p.m.**

**Windham Region Transit District Board Room**

**115 Ash Street, Willimantic, CT**

**MEETING MOTIONS and MINUTES**

Voting Members Present: T. McNally, T. Currier, A. Marcellino

Voting Members Absent: T. Coonradt

Staff Present: Kurcinik, Noll

Guests Present: Comerford

Public Present: None.

**1. Call to Order**

A. Marcellino called the meeting to order at 1:03PM

**2. Appointment of Chairman**

T. McNally NOMINATED T. Coonradt as Chairman of the Windham Region Transit District Finance Committee. NOMINATION SECONDED by A Marcellino. MOTION PASSED unanimously.

**3. Review of Budget, Bank Statements and Cash Flow Forecast**

No update.

**4. Fare Increase Discussion**

Comerford presented a new fare structure based on the discussion in the previous meeting. The Committee agreed by consensus to recommend this fare structure to the Windham Region Transit District Board for immediate presentation to the public at a Public Hearing.

**5. Allocation Plan**

Comerford presented an allocation plan for distributing administrative costs over WRTD's core services. The Committee agreed by consensus to submit this allocation plan to the Windham Region Transit District Board for approval.

**6. FY 2014-2015 Budget Development & Discussion**

Discussion about funding Route 195 Express with potential support from UCONN and the Town of Windham. Comerford presented a 2015 budget. The board must vote to advertise the 2016 budget in May so that it can be advertised and adopted by June. Dial-A-Ride (D-A-R) will not be getting and additional funding from Connecticut Department of Transportation this fiscal year and, while the service is currently running on budget, it has a deficit from the first 6 months which will need to be

3:15 PM  
Barbara McKinney  
RE: March 26, 2015  
Deputy  
WIN

addressed before the end of the fiscal year. The Committee agreed by consensus to come up with numbers to present to the full Windham Region Transit District Board for cutting D-A-Rruns at the end of the fiscal year in order to address this funding deficit. The Committee agreed by consensus to recommend that the Windham Region Transit District Board to promptly advertise the 2015 budget.

**7. FY 2014 Audit Discussion**

WRTD has received a draft audit from the auditor, though we are expecting a revision from him shortly. That updated draft will be presented to the Board at their meeting this month. Discussion of audit draft. Discussion about bidding process for procuring an auditor for future audits.

**8. Discussion of Items for March 18, 2015 regular Board meeting**

See items noted above.

**9. Other Business**

None.

**10. Adjournment**

2:48 PM

3:15 PM JRD  
Barbara McKinney  
March 26, 2015  
Deputy  
JRW

**Windham Region Transit District  
Finance Committee Meeting**

**Wednesday, February 19, 2015 - 1:00 p.m.**

**Windham Region Transit District Board Room**

**115 Ash Street, Willimantic, CT**

**MEETING MOTIONS and MINUTES**

Voting Members Present: T. McNally, T. Coonradt, A. Marcellino

Voting Members Absent: T. Carrier

Staff Present: Kurcinik, Noll

Guests Present: Comerford

Public Present: None.

I – Call to Order

T. McNally called to order at 10:10AM

II – Approval of Minutes

No previous minutes

III – Review of Budget, Bank Statements and Cash Flow Forecast

Kurcinik said she may move money into the WRTD bank account from the line of credit to meet the next payroll and other obligations. WRTD is not switching from First Niagara to Savings Institute at this time.

IV – New Business

a. Discussion of Budget FY 2014-15

Comerford reports all money is being tracked by grant in Quickbooks. Administrative costs are currently set 65% to DAR and 35% to Fixed Route. Operating costs: all time is now costed to each program. This fixes current situation where Dial-A-Ride (D-A-R) is picking up a lot of the fixed route administrative cost. WRTD is moving to new payroll company as of 4/1/2015. Maintenance and fuel is now allocated across all programs by the hour. M. Roach and M. Hart will meet with Connecticut Department of Transportation (ConnDOT) Friday 2/20/15 regarding WRTD's request for additional funding support from them for fixed route. Any help from ConnDOT will likely have a local match requirement. The budget process for the current year should move forward in March and be completed in April, at which point we can publish next year's budget. We are waiting for the audit to be completed. It was due in December, and we have been filing extensions with DOT. We have filed for the final extension allowed by ConnDOT, which extends our submission deadline through the end of March.

b. Discussion of Fares

Kurcinik reviewed the current fare structure and presented the current confusion with zones and the non-transferability of discounted tickets for trips within the same zone using different buses. Comerford and Kurcinik presented a new scenario with just two zones, Willimantic and Storrs, for fixed route. Each zone would be \$1.00. Traveling from one zone to the next would be \$2.00. Discussion about the possibility of intrasystem transfers and eliminating separate zones between Willi and Storrs altogether. The group discussed eliminating multi-level fares on the Rt. 32 commuter run and the Willi-Dan run or keeping it as it is, with zones intact. Discussion around possible fare changes. Discussion around intersystem transfers from Northeastern Connecticut Transit District and Southeast Area Transit. Discussion about duplication of bus routes. Comerford recommended a pulse system, where all buses meet at a common spot so all transfers can be made, and then all leave once connections have been made; each route would have to be the same length so they would meet repeatedly.

c. Cash Handling:

WRTD needs a written cash handling procedure to be put in place right after the move, where we will have a drop safe, fare boxes for buses that don't have them, etc.

d. Audit

No audit yet; no discussion.

e. Discussion of Capitol Plan

WRTD's Capitol Plan should be updated annually looking forward ten years and submitted to DOT. Nine vehicles need replacing this year.

f. Items for regular 2/24 Board Meeting:

- a. Policies and Procedures: there is a template that ConnDOT wants all transit systems in the state to use. Finance committee should look at thresholds for who approves what level of money for purchases and how it is done, and then advise the board. Consensus of the Committee is that the current proposed levels are fine.
- b. Secure an interim solution for financial management while we establish a full time position.

V – Other Business

Discussion about proposed service cuts.

VI – T. McNally adjourned the meeting at 11:58 AM

WINDHAM INLAND WETLANDS &  
WATERCOURSES COMMISSION  
Minutes for Thursday, March 12, 2015 Meeting

Windham Town Hall  
2<sup>nd</sup> floor Conference Room  
979 Main Street, Willimantic, CT

DRAFT

**Voting Members Present:** Joseph Marsalisi, Katherine Eves, Joseph Wagner, Susan Johnson, Helmut Traichel. **Voting Members Absent:** None; **Voting Members Excused:** None  
**Guests:** Philip Henry, Civil Design Group; Paul Beck, Hunt Real Estate; Daniel Mullins, Eastern Connecticut Conservation District  
**Staff Present:** James Finger, Wetlands Agent; Dagmar Noll, Clerk  
**Public Present:** None

**I. Call to Order** – Chair Johnson called the meeting to order at 7:01PM. Introductions.

**II. New Business**

1. **Doug Murray c/o HRES Willimantic LLC – 161 Main Street (Route 66), Willimantic**  
Presentation by Phil Henry and Paul Beck of Civil Design Group, of the application to build a Family Dollar store along Main Street between Ives Street and Elm Street. Discussion about the landscaping and construction of the stormwater infiltration system proposed to address land disturbance within 200' of the Willimantic River in the southwest corner of the property. Commissioner Kit Eves MOVED to authorize the Wetlands Agent - James Finger to approve the application with changes recommended to add vegetation to the detention basin. Commissioner Traichel SECONDED the motion, and the MOTION CARRIED unanimously.
2. **Lauter Park Improvements**  
Presentation by Dan Mullins on plan to create a riparian buffer along the shoreline of the Natchaug River at Lauter Park. Riparian buffers protect the shoreline from erosion and improves water quality by filtering pollutants from the land around the water. The proposed ~1000-foot buffer will include shrubs and perennials. Phase one will begin in April, working the first 500 feet. Commissioner Joseph Marsalisi MOVED to authorize Wetlands Agent James Finger to approve the application as presented and monitor the project. Commissioner Eves SECONDED the motion, and the MOTION CARRIED unanimously.

**III. Other Business**

1. **Review of minutes from previous meeting** - None.
2. **Correspondence**  
Wetlands Agent - James Finger presented info on the ECOS Energy solar farm plan to be built in the eastern part of Lebanon abutting the southern border of Windham; his approval of two residential subdivisions - a six lot development off of Back Rd., and a three lot plan for Windham Center near the Fire House; a list of soil scientists from The Society of Soil Scientists of Southern New England; a DEEP notice to Mr. Edelman's about the need to provide a report on his dam at Frog Pond; and finally information about a Land Use seminar sponsored by the CT Bar Association.
3. **Review of regulations**  
J. Finger presented a sample Minimal Impact Inland Wetlands Watercourse and Conservation application form from another CT town for the commission to consider as a model for revisions to the current form.

**IV. Adjourn** Chair Johnson adjourned the meeting at 7:57PM

Respectfully submitted by D. Noll, Clerk.

March 30, 2015  
Attest: Barbara J. McKinney Deputy  
TOWN CLERK

# WINDHAM INLAND WETLANDS & WATERCOURSES COMMISSION

**Minutes for Special Meeting  
Thursday, October 16, 2014**

**Call to Order** – Chairman Johnson called the meeting to order at 7:00 P.M. Members present were Susan Johnson, Katherine Eves (on telephone), Joseph Marsalisi, and Helmut Traichel. Also present - James Finger, Wetlands Agent.

## **New Business – Discussion and Possible Action**

1. **KKC Property Company LLC (aka The Golf Club At Windham) – 184 Club Road, Windham** seeking Wetlands permit to expand 17<sup>th</sup> fairway on the south end of the site – involving filling approximately 4,700 sq. feet of wetland area

Chairman Johnson stated that this meeting is a continuation of the meeting on October 9, 2014. This meeting is to be sure the notice of this meeting matches the publicized notice.

Moved by Commissioner Traichel, Seconded by Commissioner Marsalisi, to approve the application based on presentation at the October 9, 2014 meeting of this commission.

Motion Passed Unanimously.

## **Other Business – Discussion and Possible Action**

Review of regulations - Mr. Finger provided a detailed review of the regulations and highlighted legislative changes. Regulation were distributed and Mr. Finger asked commissioner to study them so regulation could be reviewed at a future meeting.

**Adjourned:** Meeting adjourned at 7:10.

Respectfully submitted by Janet Laukaitis for James Finger, Inland Wetland Agent

RECEIVED FOR RECORD  
2015 MAR 30 P 2:58  
Barbara McKinney  
WINDHAM TOWN CLERK Deputy

# WINDHAM INLAND WETLANDS & WATERCOURSES COMMISSION

**Minutes for Thursday, October 9, 2014**

**Call to Order** – Chairman Johnson called the meeting to order at 7:04 P.M. Members present were Susan Johnson, Katherine Eves, and Joseph Wagner. Also present Richard Mihok, Civil Engineer, and James Finger, Wetlands Agent.

**Minutes of last meeting – September 11, 2014** – Minutes of the September 9, 2014 meeting were distributed and reviewed by the commissioners. Moved by Commissioner Eves and Seconded by Commissioner Traichel to approve the minutes of the September 9, 2014 meeting. Motion Carried.

## **New Business – Discussion and Possible Action**

- 1. KKC Property Company LLC (aka The Golf Club At Windham) – 184 Club Road, Windham** seeking Wetlands permit to expand 17<sup>th</sup> fairway on the south end of the site – involving filling approximately 4,700 sq. feet of wetland area.

Civil engineer Richard Mihok, representing the Golf Club at Windham, discussed the application to expand the greenway at Hole 17. Mr. Finger expressed concern about the location of the green, in relation to the neighboring property line. Chairman Johnson said that would be an issue for the zoning commission.

The agenda for this meeting said “take application” although the commission wanted to take action on the application. For that reason, commissioners decided to schedule a special meeting on October 16, 2014 for the purpose of taking action on this application.

## **Other Business – Discussion and Possible Action**

**David Evans – 606 Back Road, North Windham – wetland permit for proposed six lot subdivision plan.** Wes Wentworth, Professional Engineer and Soil Scientist represented the property owner at this meeting. The plan and map for the proposed six lot subdivision of this 31 acre property was presented and discussed. Chairman Johnson expressed her concern about possible drainage problems, during rainy seasons. The concern was addressed by the engineer and the plan was discussed further. Commissioners authorized Mr. Finger to approve this application.

**Jordon Herrick – for property at 26 Windham Center Rd., Windham Center – wetland permit for three lot subdivision of 18 acre parcel.** Jordan Herrick, property owner, presented the plan for the proposed subdivision, seeking a wetland permit. Commissioners reviewed and discussed the plan. The Planning and Zoning Commission has scheduled a public hearing on this subdivision for October 23, 2014. Commissioners authorized Mr. Finger to approve this application.

RECEIVED FOR RECORD

2015 MAR 30 P 2:58

*Barbara McKinney*  
WINDHAM TOWN CLERK Deputy

**Routine Business**

**Miscellaneous-**Mr. Finger introduced Tom Hazel, Windham's new wetlands agent. Mr. Hazel has completed the inland wetland training and been issued a certificate of approval. Mr. Finger said that Mr. Hazel has been a great help to him.

Mr. Finger reminded commissioners that Wetland Regulations will be discussed at the next regular meeting of this commission.

**Adjourned:** Moved by Commissioner Eves, Seconded by Commissioner Traichel to adjourn the meeting at 7:55. Motion Carried, meeting adjourned.

Respectfully submitted by Janet Laukaitis for James Finger, Inland Wetland Agent

Minutes

AT. AT. 9:20 AM  
ORD April 1, 2015  
Barbara McKinney Deputy TOWN

The Commissioners of the Housing Authority of the City of Willimantic met in a regular meeting at the Housing Authority offices, 49 West Avenue, Willimantic, Connecticut at 7:00 p.m. on Wednesday, February 25, 2015. The meeting was called to order by the Chairman. Upon roll call, those present and absent were as follows:

PRESENT  
John Naumec  
Linda Stevens  
Jean Gaskin  
John Schwenk  
Michele Nahas

ABSENT

The Minutes of the previous meeting were unanimously accepted as read.

CORRESPONDENCE:

- 02/10/15 CHRO, Alicea vs. WHA Update.
- 02/18/15 WHA, Suspend Leasing at Jonathan Trumbull Terrace
- 01/31/15 The Chronicle, Units are Called "Decrepit"
- 02/19/15 The Chronicle, Needles article.
- 02/14/15 The Chronicle, Housing Authority Decides Against Seeking Federal Grant.
- 02/14/15 Hartford Courant, Request for Qualifications, Architectural Services.
- 01/31/15 Nahro Monitor

Executive Director's Report

The report of the Executive Director is attached herewith and hereby made a part of these minutes.

PUBLIC TIME:

No member of the public addressed the Board.

Resolution #3872

The following resolution, #3872 was introduced by Commissioner Gaskin, read in full and considered:

BE IT RESOLVED: That the following Voucher Checks are approved as paid:

Project Conn 10-1-2-5	Transfer to COF	#150	\$256,524.41
Project MR-7-34	Transfer to COF	#138	\$ 41,519.19
Project MR-50 Section 8	Transfer to COF	#137	\$ 35,131.14
Project E-22-87	Transfer to COF	#135	\$ 17,513.93
Central Office Fund		#10209 - 10443	

Commissioner Gaskin moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Stevens and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
John Schwenk	
Linda Stevens	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution #3873

The following resolution, #3873 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Executive Director be authorized to enter into an agreement with the Savings Institute Bank to allow it to be set up that only one signature be required on checking accounts. This will allow the Housing Authority to utilize the direct deposit feature as well as transfer funds between our accounts. Housing Authority internal procedures will continue to require two signatures with at least one of them being an original signature on all checks.

Commissioner Schwenk moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Gaskin and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
John Schwenk	
Linda Stevens	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution #3874

The following resolution, #3874 was introduced by Commissioner Gaskin, read in full and considered:

BE IT RESOLVED: That the Charge for Cable Television Service at Wilbur Cross Apartments and John Ashton Tower is hereby increased from the present \$15.00 per tenant per month to \$20.00 per tenant per month to reflect the increase in costs charged to the Housing Authority by Charter Communications for this service effective May 1, 2015. Fees collected through these charges will make up the majority of the cost charged to the Housing Authority with the remaining costs being paid by the Housing Authority as tenant services.

Commissioner Gaskin moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Stevens and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
John Schwenk	
Linda Stevens	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution #3875

The following resolution, #3875 was introduced by Commissioner Stevens, read in full and considered:

BE IT RESOLVED: That Section 8 Administrative Plan be modified to include that the Housing Authority will accept applications for the Section 8 Voucher program through a lottery system that utilizes an internet application process and the revised Section 8 Administrative Plan be adopted as a whole to reflect that change.

Commissioner Stevens moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Gaskin and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"  
John Naumec  
Jean Gaskin  
John Schwenk  
Linda Stevens  
Michele Nahas

"NAYS"  
None

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution #3876

The following resolution, #3876 was introduced by Commissioner Nahas, read in full and considered:

BE IT RESOLVED: That the Board of Commissioners appoints the following representatives to a Selection Committee to evaluate all criteria included in the Request for Qualifications for an Architecture and Engineering services for the redevelopment of 130 units of housing at Jonathan Trumbull Terrace and Hevrin Terrace. The said committee will review the information submitted, verify the information submitted, contact references and interview Architectural Firms as needed. The Selection Committee will make a recommendation to the Board of Commissioners for approval.

John Naumec  
Kim Haddad  
Lance Jones

A resident selected by the Executive Director

Commissioner Nahas moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Stevens and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
John Schwenk	
Linda Stevens	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

Resolution #3877

The following resolution, #3876 was introduced by Commissioner Schwenk, read in full and considered:

BE IT RESOLVED: That the Personnel Policy of the Willimantic Housing Authority be amended to include the job description of "Senior Leasing Clerk".

Commissioner Schwenk moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Nahas and upon roll call, the "Ayes" and "Nays" were as follows:

"AYES"	"NAYS"
John Naumec	None
Jean Gaskin	
John Schwenk	
Linda Stevens	
Michele Nahas	

The Chairman thereupon declared said motion carried and said resolution adopted.

EXECUTIVE SESSION:

The Board went into executive session to discuss employee and tenant issues at 7:45 PM and returned to regular session at 7:48 PM.

PUBLIC TIME

No one from the public was present.

OTHER BUSINESS

The Board discussed Emergency Safety and Security Grants Annual Funding Notification and Application Process and the possibility of submitting an application.

There being no further business to come before the Board, it was moved, seconded, and carried that the meeting adjourn. The Chair thereupon declared the meeting adjourned at 7:58 p.m.

Respectfully submitted,

Kim Haddad  
Secretary



Town of Windham  
Facility Request for The Bruce Bellingham Auditorium

15.a

1. Name of Organization: Eastern Connecticut State University
2. Person Making Request: Rhona C. Free
3. Mailing Address/Zip Code: 83 Windham Street, GY 229, Willimantic CT 06226
4. Telephone #: 860-465-5246 Cellular #: \_\_\_\_\_
5. Email Address: free@easternct.edu
6. Type of Event: Art Exhibit Reception
7. Dates Requesting: Thursday, April 30, 2015
8. Times Requesting (Please include set-up/breakdown times): Begin: 2:00 pm End: 8:00 pm
9. Estimated Attendance: 100 Price for Admission: \$ 0
10. Facility Requested: Please Note: See attached Auditorium Guidelines & Auditorium Capacity

***\*All Application must be submitted with Insurance Certificate & Floor Plans in order to process.***

Please check if you need any of the following:  Lights  Electricity  Chairs/Tables  
**Please note: Contact the Windham Fire Marshal at 860-465-3044 for all applicable Fire Code requirements. Also, additional fees may apply based on Town of Windham Fee Schedule.**

Are you serving any alcohol:  Yes or  No  
**Please note: If checked Yes, please see the attached Town of Windham Liquor Policy.**

Are you serving any food:  Yes or  No  
**Please note: You need to contact the North Central District Health Department at 860-465-3033.**

Any Special Arrangements or Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Except as permitted by the Connecticut General Statutes, the Town of Windham facilities may not be used by organizations that discriminate on the basis of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disability, mental retardation, learning disabilities or physical disability, including, but not limited to, blindness in their employment policies or practices; pr (2) for events that would separate, segregate or exclude persons on the basis of race, creed, color, national origin, ancestry, sex, sexual orientation, mental disability or physical disability, including, but not limited to, blindness or deafness.

All request require at least a 14-day processing time. Please note if alcohol is being served, the process can take up to 3 months.

INDEMNITY

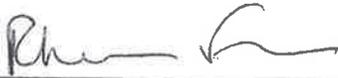
~~THE ORGANIZATION OR INDIVIDUAL AGREES TO INDEMNIFY, SAVE HARMLESS AND DEFEND THE TOWN OF WINDHAM, ITS AFFILIATES AND ITS OR THEIR DIRECTORS, OFFICERS, EMPLOYEES, AND PROPERTY MANAGEMENT AGENCY, IF ANY, FROM AND AGAINST ANY AND ALL CLAIMS, ACTIONS, DAMAGES, LIABILITY AND EXPENSE IN CONNECTION WITH PERSONAL INJURY AND/OR DAMAGE TO PROPERTY ARISING FROM OR OUT OF ANY OCCURRENCE IN, UPON OR AT THE PROPERTY CAUSED BY THE ACT OR OMISSION OF THE AUTHORIZED PARTIES IN CONDUCTING THE PERMITTED ACTIVITIES. ANY DEFENSE CONDUCTED BY THE ORGANIZATION OR INDIVIDUAL OF ANY SUCH CLAIMS, ACTIONS, DAMAGES, LIABILITY AND EXPENSE WILL BE CONDUCTED BY ATTORNEYS CHOSEN BY THE TOWN OF WINDHAM AND THE ORGANIZATION OR INDIVIDUAL WILL BE LIABLE FOR THE PAYMENT OF ANY AND ALL COURT COSTS, EXPENSES OF LITIGATION, REASONABLE ATTORNEY'S FEES AND ANY JUDGEMENT THAT MAY BE ENTERED THEREIN.~~

The Town of Windham falls under the State.

INSURANCE

THE ORGANIZATION OR INDIVIDUAL AGREES TO MAINTAIN DURING THE TERM OF THIS AGREEMENT COMPREHENSIVE GENERAL LIABILITY INSURANCE INSURING AGAINST THE ACTS OR OMISSIONS OF THE AUTHORIZED PARTIES IN CONDUCTING THE PERMITTED ACTIVITIES ON THE PROPERTY, AND NAMING TOWN OF WINDHAM AS AN ADDITIONAL INSURED WITH RESPECT TO SUCH COVERAGE. MINIMUM POLICY LIMITS SHALL BE \$1,000,000 EACH OCCURRENCE, BODILY INJURY AND PROPERTY DAMAGE COMBINED. THE ORGANIZATION OR INDIVIDUAL AGREES TO PROVIDE A CERTIFICATE OF INSURANCE EVIDENCING SUCH COVERAGE TO TOWN OF WINDHAM UPON THE EXECUTION OF THIS AGREEMENT, AND SUCH ADDITIONAL CERTIFICATES AS SHALL BE NECESSARY TO EVIDENCE SUCH COVERAGE WITH RESPECT TO USE OF SCHOOL FACILITIES WHICH ARE MADE SUBJECT TO THE TERMS OF THIS AGREEMENT.

I AM AUTHORIZED TO ACT ON BEHALF OF THE ABOVE-NAMED ORGANIZATION. I HEREBY MAKE APPLICATION ON BEHALF OF THIS ORGANIZATION TO USE THE REQUESTED FACILITY FOR THE EVENT DESCRIBED HEREIN. I AGREE TO ABIDE BY ALL THE RULES AND CONDITIONS FOR THE USE OF THE FACILITY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO PROVIDE PROOF OF INSURANCE PRIOR TO THE EVENT AND THAT MY FAILURE TO DO SO WILL RESULT IN CANCELLATION OF THE EVENT.



SIGNATURE

Rhona C. Free  
Provost  
Eastern Connecticut State University

3-24-15

DATE

*Certificate Holder must be listed as:*  
TOWN OF WINDHAM, 979 MAIN STREET, WILLIMANTIC, CT 06226

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
3/25/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> People's United Ins. Agency CT One Goodwin Square Hartford, CT 06103 860 524-7600	<b>CONTACT NAME:</b> Doreen Lessard <b>PHONE (A/C, No, Ext):</b> 860 240-1580 <b>FAX (A/C, No):</b> 844 651-5921 <b>E-MAIL ADDRESS:</b> Doreen.Lessard@peoples.com
	INSURER(S) AFFORDING COVERAGE INSURER A : Lexington Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			065302863 Self-Insured: \$4m/occurrence	12/31/2014	12/31/2015	EACH OCCURRENCE    \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)    \$ MED EXP (Any one person)    \$ PERSONAL & ADV INJURY    \$ GENERAL AGGREGATE    \$ 10,000,000 PRODUCTS - COMP/OP AGG    \$ 10,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)    \$ BODILY INJURY (Per person)    \$ BODILY INJURY (Per accident)    \$ PROPERTY DAMAGE (Per accident)    \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE    \$ AGGREGATE    \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?    Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	Self-Insured in Accordance with Statute			WC STATU-TORY LIMITS    OTH-ER E.L. EACH ACCIDENT    \$ E.L. DISEASE - EA EMPLOYEE    \$ E.L. DISEASE - POLICY LIMIT    \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**Liability insurance is excess of \$4,000,000 self-insured retention (SIR).**  
**The SIR is the sole responsibility of the State of Connecticut.**  
**State of Connecticut, Eastern Connecticut State University to hold an Art Exhibit Reception event in the Town Hall Auditorium on April 30, 2015 Town of Windham is an Additional Insured, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.**

<b>CERTIFICATE HOLDER</b>  Town of Windham 979 Main Street Willimantic, CT 06226	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Peoples United Insurance Agency</i>
--	--

Bruce Bellingham  
Auditorium Guidelines

WINDHAM TOWN COUNCIL GUIDELINES FOR USE OF WINDHAM TOWN HALL AUDITORIUM

If a request to use the Windham Town Hall Auditorium for a proposed event falls within the following guidelines, permission to use the Auditorium may be directly approved by the Recreation Department, based upon receipt of the appropriate paperwork and Auditorium availability. Requests for use of the Auditorium that fall outside of the guidelines must be brought to the Town Council for approval.

- The Auditorium may be used by organizations for nonprofit or educational events that are open to the public and for fundraising events, the proceeds of which contribute to the public welfare.
  - Organizations must provide a Certificate of Insurance with \$2 million of aggregate liability coverage for each event.
  - The Town Fire Marshal must approve the floor plan for each event.
  - Organizations shall be responsible for all set up and clean up for each event.
  - Alcohol sales may be permitted only with CT Liquor Control Commission permits and appropriate insurance, subject to Town Meeting approval.
- Organizations shall be responsible for costs associated with publication of notice for the public hearing.

AUDITORIUM FEES per Windham Town Council are as follows:

A \$100 deposit is required and shall be returned after clean up.

- Organizations shall be charged a room use fee of \$ 80.00 if the Auditorium is to be used for an event that occurs outside of Town Hall's normal business hours.

SPECIAL EVENTS FEES per Windham Town Council are as follows:

- Non Profit/Resident charging an entry fee =\$100 per day
- Non Profit/Resident not charging an entry fee = No Charge
- For Profit charging an entry fee = \$500 per day
- For Profit not charging an entry fee = \$250 per day

## Windham Town Council Liquor Policy

The Town Council hereby adopts the following criteria that must be met by all applicants wishing to serve alcohol in the Town Hall Auditorium/Ballroom or in other Town buildings, in Town parks, or on other Town property.

All Liquor Applicants for the Town Hall's Auditorium/Ballroom, other Town buildings, Town parks, or other Town property shall:

1. Complete the application on the reverse side and deliver the completed application at least 60 days in advance of the proposed event to the Town's Executive Secretary in the Office of the Mayor and Town Manager.
2. Obtain the appropriate liquor permit required by the State of Connecticut Liquor Control Commission. A copy of the state-issued liquor permit shall be delivered to the Executive Secretary by the date of the event.
3. Be present to describe the proposed event, and answer questions at all state-required or Town-required Public Hearings necessary to obtain a Connecticut liquor permit and to obtain Town Council approval.
4. Applicant shall agree to maintain in force at all times during which services are to be performed the following coverage's with company(ies) licensed by the State of Connecticut:

(Minimum Limits)		
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
Liquor Liability*	Each Occurrence	\$1,000,000
	Aggregate	\$2,000,000

\* The Town of Windham shall be named as "Additional Insured". Coverage is to be provided on a primary, noncontributory basis.

Original, completed Certificates of Insurance must be presented to the Finance Department prior to use of facilities. User agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the Town of Windham 30 days prior to cancellation.

5. Not later than ten calendar days before the proposed event, meet with the Town's Chief of Police and Fire Marshall to discuss the anticipated size of the proposed event and other features of the event relevant to public safety concerns. Applicants shall comply with all requirements of the Police Chief and Fire Marshall.
6. Use a currently certified TIP-trained server to dispense all alcohol at the event.
7. Advise event attendees who choose to drink liquor at the event and who will leave the event by automobile to use a Designated Non-drinking Driver.
8. Comply with the Town's Use Policy for the Ballroom/Auditorium, a copy of which accompanies this form.
9. Obtain Town Council approval to serve alcohol at the event, and comply with all conditions the Town Council may establish as conditions of approval including, but not limited to, restricting the hours during which alcohol can be served.
10. The Council hereby determines that it wishes to limit the number of events in the Ballroom/Auditorium at which liquor can be served. There shall be no more than six (6) events that the Council will authorize each calendar year in the Ballroom/Auditorium. The Council will address each application in chronological order based upon receipt of the application until the maximum number of approved events is reached. Applications can be filed no sooner than one year before the proposed date of the event. ~~Notwithstanding the forgoing, one organization can sponsor no more than two (2) events each calendar year in the Ballroom/Auditorium at which liquor is served.~~

# TOWN OF WINDHAM

MICHAEL E. LICATA  
FIRE MARSHAL  
EMERGENCY MANAGEMENT DIR.



979 MAIN STREET  
WILLIMANTIC, CT 06226-2200  
(860) 465-3044 • FAX (860) 465-3039  
EMAIL: mlicata@windhamct.com

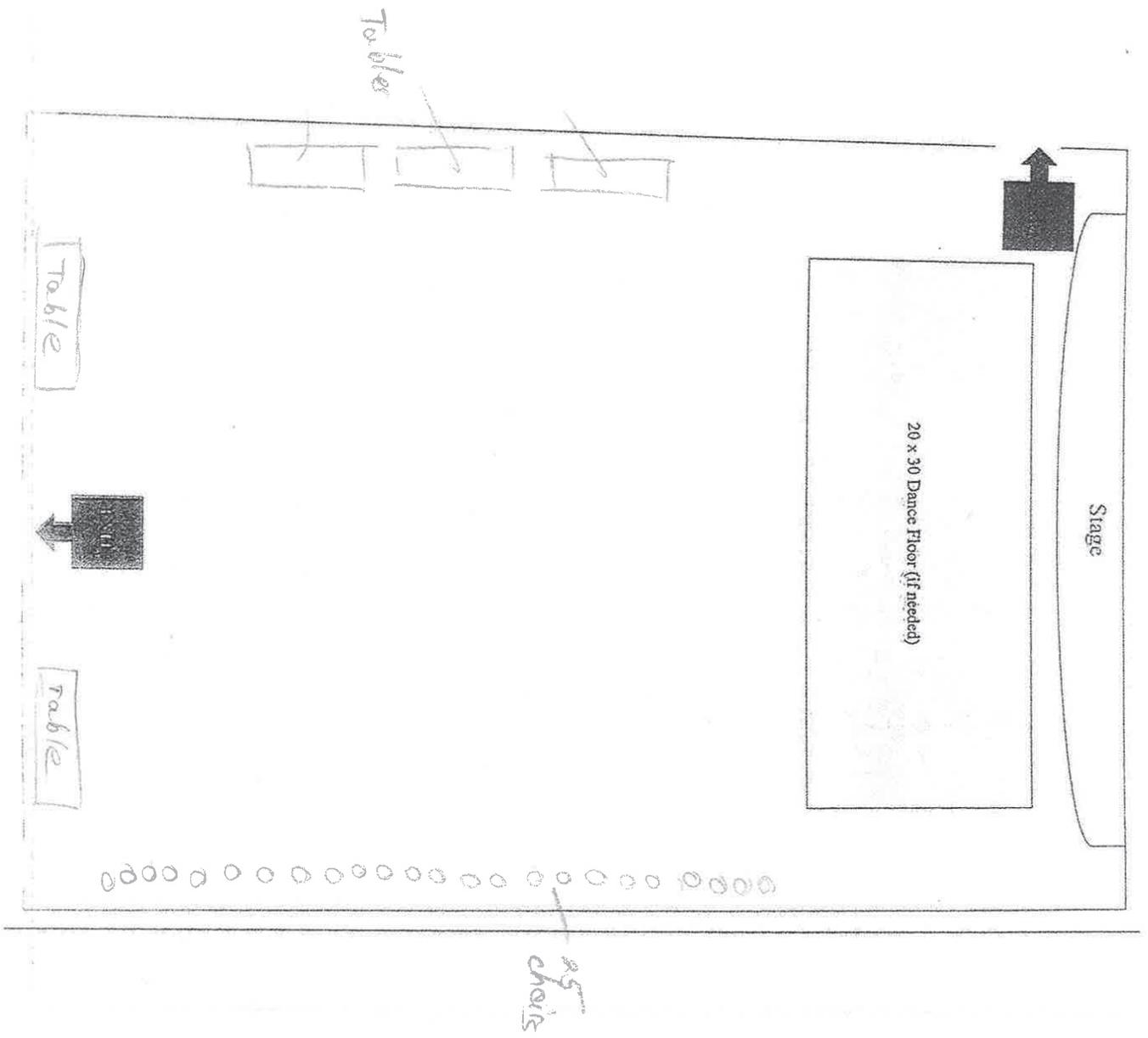
## Town of Windham

### Auditorium Capacity

Seating w/ tables and chairs	With a dance floor	154
Seating w/ tables and chairs	Without a dance floor	197

Seating w/ chairs only	With a dance floor	329
Seating w/ chairs only	Without a dance floor	415

**Both above will require a fire watch to be hired during the event.**



STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

# LIQUOR PERMIT

RECEIVED FOR FILING

Sept. 29, 2014, at 12:35 PM.  
TOWN CLERK'S OFFICE  
WINDHAM, CONN.

This certifies that

HEIDI YOUNG  
967 MAIN ST

WILLIMANTIC, CT 06226-2330

is authorized to sell such alcoholic liquor as is provided by law under permit number

Permit Number: LCT.0000447

Permit Type: CATERER

Tradename: WILLIMANTIC BREWING CO

Backer: WILLIMANTIC BREWING CO

Effective Date: 09/25/2014

Expiration Date: 09/24/2015



William M. Rubenstein, Commissioner