

# WINDHAM TOWN COUNCIL NOTICE OF REGULAR MEETING, AND AGENDA



Windham Town Hall Bellingham Auditorium, 2<sup>nd</sup> Floor  
Tuesday, April 21, 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. Special Meeting on April 7, 2015, 6PM.
  - b. Regular Meeting on April 7, 2015, 7PM.
6. **Resignations.**
7. **Appointments, Reappointments.**
  - a. Appoint Michelle Giffin as a regular member of the Sweeney-Middle School Micro-Grid Building Committee.
8. **Presentations & Special Reports.**
9. **Mayor's Report.**
10. **Town Manager's Report.**
11. **Discussion and Review of Communications.**
  - a. Agendas, minutes and reports from various boards, committees, and commissions.
12. **Resolutions and Ordinances.**
  - a. Discuss and possibly approve a Bond Resolution authorizing the Town to issue an Appropriation and Bond Authorization for \$3.2 million in bonds to refinance an Equipment Lease Purchase Agreement entered into by the Board of Education, and to set a Town Meeting on Tuesday, May 19, at 6:30pm in the Town Hall Bellingham Auditorium to approve this Bond Resolution..
  - b. Discuss and possibly approve a Resolution authorizing the sale of \$4 million in refunding bonds issued pursuant to Section 7-370c of the Connecticut General Statutes, as amended, and other enabling acts.



- c. Discuss and possibly approve a Resolution authorizing the Town Manager to sign the appropriate documents enabling the Town to self-insure its Workers' Compensation Program.

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

**14. Old Business.**

- a. Discuss and possibly approve a collective bargaining agreement with the Municipal Employee Union Independent (MEUI).

**15. New Business.**

- a. Discuss and possibly approve a contract with Environmental Services, Inc., for fuel tank removal at Town Hall and the Kramer Building in the amount of \$15,000 to be paid for with state LOCIP funds.
- b. Discuss and possibly approve a contract with Donahue General Contractors for sidewalk reconstruction at various locations in the amount of \$398,980.00 to be paid for with voter-approved bond funds.

**16. Future Agenda Items**

- a. Tuesday, April 28, 2015: 6 PM Chromebook training. 7PM regular meeting of the Willimantic Service District.
- b. Tuesday, May 5, 2015: 7 PM regular business meeting of the Windham Town Council.
- c. Tuesday, May 12, 2015: 7 PM study session of the Windham Town Council.
- d. Tuesday, May 19, 2015: 7 PM regular business meeting of the Windham Town Council.

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

**18. Adjournment**

5.a

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

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

Tuesday, April 7, 2015 - 6:00 P.M.

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## 1. Call to Order

President of the Windham Town Council Joe Underwood called the Special Training Meeting of the Windham Town Council to order at 6:06 P.M.

Town Council members present: Mayor Ernest S. Eldridge (arrived at 6:17 P.M.), Tony Fantoli, Tom DeVivo, Lorraine McDevitt, Joseph Underwood, Michael Lessard (left at 6:50 P.M.), James Flores and Charlotte Patros

Charles Krich, Mark Doyle and Christel Donahue were absent.

Town Manager Neal Beets was also in attendance.

## 2. Training on new Councilmember Chromebooks

Information Technology Manager Brian Hathaway gave a short presentation on the Chromebooks and he provided a one hour training session regarding how to use email and how to create, send, reply and store documents. He also answered questions from the Town Council.

## 3. Adjournment

Fantoli MOVED, DeVivo seconded, to adjourn the Special Training Meeting of the Windham Town Council at 7:02 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

## Submitted By:

Barbara J. McKinney  
Clerk of the Town Council

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2015 APR 10 P 1:42

Patricia P. Spruance

5b

# MINUTES OF THE WINDHAM TOWN COUNCIL REGULAR MEETING



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.**

Mayor Eldridge called the Windham Town Council Regular Meeting to order at 7:04 P.M.

Town Council members present: Mayor Ernest S. Eldridge, Charles Krich (arrived at 7:06 P.M.), Tony Fantoli, Tom DeVivo, Lorraine McDevitt, Joseph Underwood, Mark Doyle (arrived at 7:34 P.M.), James Flores and Charlotte Patros

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.**

Susan Johnson, State Representative, announced that she, State Senator Mae Flexer and State Representative Linda Orange will be holding office hours on Saturday morning at the Willimantic Public Library. She also noted she is always available by phone and thanked the Town Council for their work.

Dennis O'Brien spoke about his friendship with Councilman Flores as well as the work and time Councilman Flores has given to the community over the years.

Gail Gelburd from ECSU spoke about "My Windham Arts Project" and thanked Mayor Eldridge for writing the preface. She also thanked the Town for working with ECSU.

Jaime Eves, 149 High Street Willimantic and Executive Director of the Windham Textile and History Museum provided the Town Council with a flyer outlining the renovations that have been done and where the funding came from for the renovations at the Museum. He also thanked the Town Manager and Town Engineer for their work.

Henry Crane, resident of Willimantic, is sympathetic to those with disabilities and encouraged everyone to forgive and move on.



Faith Kenton, North Street Willimantic, provided the Town Council with the Newsletter for The Mill Museum which outlined their activities and included a membership form. She also spoke about the work of Bev York who is very involved with the Museum and in the community.

**4. Town Council Comment.**

James Flores thanked Susan Johnson and Dennis O'Brien for all their support. He noted nobody on this Council or any other Board called him the "N" or "S" word. Mr. Flores apologized from the bottom of his heart for his behavior however he stated he can only keep on working. He also encouraged those who were organizing a rally to support him to focus their energy on voting and passing the budget. He stated he would like to work to increase voter turnout.

Charles Krich spoke about the racial profiling report which involved 169 communities and he noted Willimantic ranked 12<sup>th</sup> for traffic stops and 2<sup>nd</sup> when involving Hispanics. He stated this is very disheartening and something we cannot tolerate.

Tom DeVivo stated he had also reviewed the report mentioned by Krich however he thought Willimantic ranked #8 with 50% of their stops including minorities. He suggested the Town may want to look into providing a training program possibly through Doe Hentschel and Leadership Greater Hartford.

**5. Adoption of Minutes.**

- a. **Meeting on March 3, 2015.**
- b. **Meeting on March 10, 2015.**
- c. **Meeting on March 17, 2015.**

DeVivo MOVED, McDevitt seconded, to take Items 5a-5c as one Item. All were in favor. MOTION PASSED UNANIMOUSLY.

DeVivo MOVED, McDevitt seconded, to adoption the Town Council meeting minutes of March 3, 2015, March 10, 2015 and March 17, 2015. All were in favor. MOTION PASSED UNANIMOUSLY.

**6. Resignations.**

None

**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.**

DeVivo MOVED, McDevitt seconded, to take Items 7a-7e as one Item. All were in favor. MOTION PASSED UNANIMOUSLY.

DeVivo MOVED, McDevitt seconded, to reappoint the above individuals as recommended. All were in favor. MOTION PASSED UNANIMOUSLY.

**8. Presentations & Special Reports.**

None

**9. Mayor's Report.**

Mayor Eldridge reported he had attended a function at ECSU where he gave a proclamation recognizing several organizations including ECSU, UCONN and AmeriCorps for their leadership and volunteerism.

Mayor Eldridge also reported a peaceful rally will be held on April 15<sup>th</sup> from 12:30 to 5:00 regarding Corruption in Government. He noted he would be speaking at the rally as would State Representative Susan Johnson.

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

Town Manager Beets reported Housing Authority Director Kim Haddad will be speaking at the Work Study Session next week to answer some of the concerns of the Town Council.

Town Manager Beets also gave an update on the status of the WRTD shortfall and the funding for the bus route to UCONN.

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

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

DeVivo shared his concerns on the WPCA Public Hearing regarding the increase in sewer rates, the appraisal of property in South Windham and the plan to create a riparian buffer at Lauter Park

**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 an application from Eastern Connecticut State University to serve alcohol in the Bellingham Auditorium for an event on April 30, 2015.**

DeVivo MOVED, Underwood seconded, to approve an application from Eastern Connecticut State University to serve alcohol in the Bellingham Auditorium for an event on April 30, 2015. All were in favor except Patros who opposed. MOTION PASSED.

- 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.**

DeVivo MOVED, McDevitt seconded, to convene an executive session at 7:39 P.M. with the Personnel Director, Executive Administrator, and Town Manager to discuss personnel matters and documents confidential under the law. All were in favor. MOTION PASSED UNANIMOUSLY.

Underwood MOVED, DeVivo seconded, to come out of executive session at 8:10 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**MOTION:** DeVivo MOVED, Underwood seconded, to add to the agenda, Item 15c, Discussion and possible action regarding sewer rate increases. All were in favor. MOTION PASSED UNANIMOUSLY.

- c. **Discussion and possible action regarding sewer rate increases.**

DeVivo MOVED, Underwood seconded, that the Town Council formally requests the Sewer Department to post and hold another Public Hearing in the Bellingham Auditorium to begin at 7:00 PM regarding the rate increases. All were in favor. MOTION PASSED UNANIMOUSLY.

16. **Future Agenda Items**

None

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

Henry Crane noted there is no public comment for the next meeting. He also spoke in support of the Police and Fire budget.

James Flores spoke to encourage everyone to vote in the budget referendum.

18. **Adjournment**

DeVivo MOVED, McDevitt seconded, to adjourn the Windham Town Council Regular meeting at 8:21 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted By:**

Barbara J. McKinney  
Clerk of the Town Council

RECEIVED FOR RECORD

2015 APR 17 A.M. 10:14

*Patricia P. Spruance*



MICHELLE GIFFIN  
1 Shetucket Drive  
Windham, Connecticut  
(860) 450-0255

## **SUMMARY OF CREDENTIALS**

- Over 32 years of experience and achievements in engineering design, construction support, technical guidance, and operation and maintenance of electrical, mechanical, and marine engineering systems; over 26 years of electrical engineering design, procurement and construction support at Electric Boat Corporation.
- Extensive experience in Project Management; including planning, scheduling, budgeting, and monitoring/reporting progress of engineering and design tasks. Supervised and effectively used project management tools such as the Earned Value Management System.
- Established excellent working relationships with Customers and contractors, including NAVSEA 05, NAVSEA 08, PMS 397, SP, UK BAE Systems, UK Ministry of Defence, Bettis, Fleet and Newport News Shipbuilding.
- Trained and used Design/Build process methods in a team environment during the design of submarines and the CVN aircraft carrier.
- US Merchant Marine Engineer experience includes supervising engine room personnel and operation and maintenance of diesel engines, steam turbines and boilers.

## **EDUCATION**

Bachelor of Science in Electrical Engineering  
University of New Haven, New Haven, Connecticut

Coast Guard Marine Engineering Chief Engineer License, Steam and Diesel  
Calhoon MEBA Engineering School, Baltimore, Maryland

State of Connecticut Electrical Contractor's (E-1) License

## **HIGHLIGHTS OF EXPERIENCE**

### **In Electrical Engineering and Shipyard Testing...**

Electric Boat Corporation, General Dynamics, Groton, Connecticut  
1983-1991, 1996-Present

2008 – Present

Electrical Supervisor for OHIO Replacement Submarine

Directed and monitored the work of 17 power and instrumentation and control engineering and design personnel. Worked closely with PMS 397, SSP, BAE Systems, UK Ministry of Defense and Newport News Shipbuilding. Responsible for progressing tasks in the Earned Value Management System and managing the Integrated Master Schedule.

1999 – 2008

Electrical Power Systems Supervisor for CVN 21 Aircraft Carrier Program

Directed and monitored the work of 11 power engineers and 2 design technicians. Worked closely with NAVSEA 08, NAVSEA 05, Bettis, BPMI and Newport News Shipbuilding to develop the medium voltage power distribution system with zonal distribution and differential relaying for power system protection. Also developed the reactor compartment and auxiliary rooms lighting systems and performed illumination calculations. Responsible for progressing tasks and managing schedules.

1996 – 1999

Senior Engineer for SEAWOLF, OHIO and VIRGINIA

Developed a comprehensive heavyweight shock test procedure for the emergency propulsion motors and provided onsite support during the heavyweight shock test of the motor in Virginia. Performed testing of submarine anode cells at Navy Research Lab in Florida and developed the anode and reference cell specification for the cathodic protection system. Design engineer for submarine electrical penetrators and outboard cable assemblies.

1984-1990

Construction Group Leader, OHIO/S8G Nuclear Project, Electrical Systems

Directed and monitored the work of five construction engineers to meet construction schedules on time and within budget. Responsible for procurement, inspection, test, installation and maintenance of steam and electric plant power, instrumentation and control (temperature monitoring) and various auxiliary systems, generators, motor generators, switchboards, motors, and controllers on OHIO Class submarines. Communicated with NAVSEA 08 and 05, PMS450, and KAPL. Selected as Electrical representative to provide deck plate coverage during an Insurv trial. Conducted pre-Insurv inspections and corrected deficiencies prior to leaving the dock which significantly reduced Insurv cards written up during the trial. Provided deck plate coverage for switchboard/panel cleaning evolutions. Developed procedure for removal of electrical interferences for turbine generator rotor change out at prototype in NY.

1983 – 1984

Mechanical Test Technician, Shipyard Test Organization

Tested submarine propulsion plant and HM&E systems.

### **In Maritime Engineering...**

SeaLand Services, Keystone Shipping Company, Marine Transport Lines

1982, 1991-1995

Various positions including Second and Third Assistant Marine Engineer, responsible for engine room personnel, operation and maintenance of equipment (diesel engines, steam turbines and boilers), and emergency response. Experience includes maintenance of electrical, hydraulic, and mechanical systems; rebuilding pumps and motors, troubleshooting repair of air conditioning and refrigeration systems; troubleshooting and repair of automated propulsion systems hardware and software, also skilled in machining and welding.

Calhoon MEBA Engineering School, Easton, Maryland

1992-2006

Instructor, taught Electricity and Electronics to senior engineers. Also taught Refrigeration Recovery Certification courses to senior engineers in various US ports. Completed Siemens PLC training.

# 2015 SPRING CURBSIDE BULKY WASTE PICK UP

# MAY 18-22

- NO TIRES, FREON ITEMS, ELECTRONICS OR BRUSH
- 15 ITEMS PER HOUSE
- PUT OUT ON SAME DAY AS REGULAR GARBAGE PICK UP

## NO FEES FOR BULKY WASTE AT THE TRANSFER STATION

## ALL FRI. & SAT. IN MAY

EXCLUDING BRUSH, TIRES AND FREON ITEMS





# PRESS RELEASE

For immediate release April 15, 2015  
Contact: Matt Vertefeuille  
(860) 465-3070 [mvertefeuille@windhamct.com](mailto:mvertefeuille@windhamct.com)

## **ATTENTION WINDHAM RESIDENTS** Recycle your mattresses for free!

Town of Windham recycling coordinator, Scott Clairmont, is happy to announce a new program to recycle your mattresses. Previously the cost to bring a mattress to the transfer station would be \$10 per mattress. Under the new program starting May 1<sup>st</sup> you may bring your mattress or box spring to the transfer station for free. The transfer station is located at 8 Industrial Park Drive in North Windham and the hours are Friday and Saturday from 7AM to 2:45PM. Mattresses must be dry when dropped off.

This program will help reduce blight and fire hazards when mattresses are discarded or stored improperly. The program is paid for through a recycling fee collected at the point of sale on each mattress or box spring sold in Connecticut.

For more information please contact Scott Clairmont at 860-465-3091 or at [sclairmont@windhamct.com](mailto:sclairmont@windhamct.com)



# Town of Windham Mattress Recycling

Beginning May 1, 2015 the Town of Windham will begin accepting mattresses and box springs for recycling at the Transfer Station.

Mattresses may be brought to the Transfer Station Fridays and Saturdays from 7:00 am - 2:45 pm.

There will be no cost for mattress recycling.

Mattresses must be dry

Please call the Recycling Coordinator, Scott Clairmont, at 860-465-3091 with any questions



### Winter Weather Policy

Cancellations and delays of events, as well as closing of the Chamber office will be posted on ChamberECT.com, as well as on WBMW106.5 FM, JAMMIN' 107.7 FM, Radio 104.1 FM, WICH-1310 AM, WCTY 97.7 FM, WNLC 98.7 FM, Roxy – 100.9 FM, NBC 30, and News Channel 8.

Search

## Business Breakfast: Transportation - What Needs to Be Done

Share:

Name: Business Breakfast: Transportation - What Needs to Be Done

To Current Calendar

Date: April 30, 2015

Location:  
Groton Inn and Suites  
99 Gold Star Highway  
Groton, CT 06340  
[View a Map](#)

Time: 7:45 AM - 9:00 AM EDT

Contact Information:  
[Send an Email](#)

[Mapster How](#)

### Event Description:

Join us for a discussion of our current transportation system and a presentation on Governor Malloy's plans for improvements.

Fees/Admission:  
\$17 member  
\$25 nonmember  
A \$5 fee will be applied to all walk-ins.

The keynote speaker is James P. Redeker, Commissioner of the CT Department of Transportation. Key members of the transportation committee, including Senator Maynard, Senator Osten, and Representative Jutila, will be on hand to address this essential subject and its impact on eastern Connecticut.

*Cancellation Policy: Notice must be given at least three business days prior to the event. No shows or those unable to cancel in time will be billed. To cancel, please call the Chamber at 860-701-9113.*

**Shared Member Display Table:** Share your company's material with event guests for free. Please be mindful of the shared space and limit display size appropriately.

**Want your own space?** Display tables are available for \$100 and includes one reservation.

Set a Reminder:

Enter your email address below to receive a reminder message.

Enter Email Address

-- Select Days Before Event --

Go

To Current Calendar

We thank our Regional Benefactors:



WINDHAM CONSERVATION, OPEN SPACE, AND AGRICULTURE COMMISSION

SPECIAL MEETING: April 21, 2015 6:00 P.M.

Shetucket River at Saxon Drive (off Route 203)

South Windham, CT

Michael Westerfield, Chair

AGENDA

SITE WALK

1. Examine and discuss the area of the Shetucket River south of Route 203 in Windham Center for the possible location of a boat launch site.

Saxon Drive is a road sign posted dirt road on the right hand side off Route 203 heading east from the intersection with Route 32. The Commission will meet at the dirt area immediately after turning onto Saxon Drive and proceed to the proposed area by the river.

2. Adjourn meeting.

# EASTERN CT WORKFORCE INVESTMENT COUNCIL OF CHIEF ELECTED OFFICIALS

HTTP://WWW.EWIB.ORG



JRD April 8, 2015  
AT 3:15 PM Deputy  
AT Barbara McKinney TOWN

Hon. Richard Matters, Chair  
1<sup>st</sup> Selectman, Franklin

Hon. Paul Sweet, Vice-Chair  
1<sup>st</sup> Selectman, Plainfield

Hon. Thomas Sparkman, Secretary/Treasurer  
1<sup>st</sup> Selectman, Lisbon

Hon. Ronald McDaniel, Member  
Mayor, Montville

## CHIEF ELECTED OFFICIALS OVERSIGHT COUNCIL

### MINUTES

FEBRUARY 19, 2015

#### ATTENDEES

**MEMBERS:** Richard Matters, *Franklin*; Paul Sweet, *Plainfield*; Thomas Sparkman, *Lisbon*; & Ronald McDaniel, *Montville*.

**OTHERS:** John Filchak, John Beaugard, Guy Saporito & Virginia Sampietro.

#### CALL TO ORDER

Vice-Chairman Matters called the meeting to order at 8:25 A.M.

#### APPROVAL OF MINUTES

A MOTION was made to approve the minutes of the October 9, 2014 CEO Council meeting, as presented (*SPARKMAN/MCDANIEL*). ACTION: Unanimously approved.

#### COMMUNICATIONS & CEO BI-MONTHLY REPORT

Mr. Beaugard reviewed several items:

- Economic Forecast Presentation to Eastern CT Chamber - Joined CT Comptroller, Kevin Lembo, to provide a presentation to the Eastern CT Chamber. In addition to providing regional economic trends, the opportunity was utilized to link area Job Center activity to a press release upcoming from the CEO Council. Mr. Beaugard highlighted the fact that the number of new customers coming into the four (4) American Job Centers (AJC) was decreasing, as a result of stabilizing economic conditions. However, the number of visits among those still frequenting the Centers was still high. He noted that 5,500 previously unemployed residents in the region entered employment, putting over \$145 million in wages into the economy.
- Correspondence to All of Region's CEOs & Legislators - Members reviewed & signed letters that will be sent to all CEO's & legislators in the region regarding the results that the American Job Centers-East have had placing local residents into employment, & the impact that has on the local economy.



108 NEW PARK AVENUE ~ FRANKLIN, CT 06254  
PH: (860) 859-4100 ~ FAX: (860) 859-4111

americanjobcenter  
EASTERN CT

## COUNCIL BUSINESS

- Ratification of EWIB Actions - Staff reviewed two (2) resolutions - EWIB-14-15 (*execute Green Jobs Innovation Fund contract*) and EWIB-14-16 (*authorizing EWIB's new Chair, Susan Hibbard, to execute modifications to previous contracts*). A **MOTION** was made to approve EWIB Resolutions EWIB-14-15 and EWIB-14-16, as presented (*SWEET/SPARKMAN*). **ACTION:** Unanimously approved.
- FY14 Independent Audit Report - Based on the EWIB Board's, Audit Sub-Committee's, and Executive Committee's recommendations, Mr. Saporito reviewed the Independent Auditor's report for the period ending 6/30/14. The audit contained no findings or material weakness. Revenue increased by 8.5% to \$7.943M with net assets increasing by \$54,545. The only recommendation from the auditor was to capitalize fixed assets in excess of \$5,000 to align with Federal & State policies, rather than the current policy of \$1,000. A **MOTION** was made to approve EWIB's Audit Report of FY 2014 (*SWEET/MCDANIEL*). **ACTION:** Unanimously approved.
- FY15 EWIB Budget Modification - Mr. Saporito presented the updated revenue availability in comparison to the May 2014 projections. Due to newly acquired federal awards, contracted revenue increased by 34%, or \$2.87 million, to ~\$11.3M. To meet the staffing responsibilities associated with the new funds, staff presented a 2014-2015 budget modification increase of \$160,335 to EWIB's budget, and provided a revised pro-rated annualized budget of \$1,615,299. A **MOTION** was made to approve an increase to EWIB's budget, as presented (*SPARKMAN/MCDANIEL*). **ACTION:** Unanimously approved.
- 2015 Election of Officers - The following nomination of officers was discussed:

Chairman	Richard Matters	First Selectman	Town of Franklin
Vice Chairman	Paul Sweet	First Selectman	Town of Plainfield
Secretary/Treasurer	Thomas Sparkman	First Selectman	Town of Lisbon

A **MOTION** was made to approve so noted slate of officers (*SPARKMAN/MCDANIEL*). **ACTION:** Unanimously approved.

## OLD BUSINESS

Staff spoke about the expansion underway at Electric Boat and discussion underway with the Technical High School and the region's Community Colleges to meet the training needs.

## NEW BUSINESS

Staff briefly spoke about two (2) primary concerns with the Governor's budget ~ the reduction in transportation funding (*and the transfer from DSS to DOT, thus limiting the funds to for "fixed route service,"*) not suited to Eastern CT's rural nature. Also noted was the reduction to the Summer Youth Employment Program funding. Efforts to counter these two (2) actions are underway statewide.

## ADJOURNMENT

A **MOTION** was made to adjourn the meeting (*SPARKMAN/MCDANIEL*). **ACTION:** Unanimously approved.

The meeting adjourned at 9:15 A.M.

Meeting minutes respectfully submitted for the Eastern CT Workforce Investment Council of Chief Elected Officials Secretary, Thomas Sparkman, by Virginia Sampietro.

WINDHAM BOARD OF EDUCATION  
WILLIMANTIC, CONNECTICUT  
BOARD OF EDUCATION SPECIAL MEETING MINUTES  
January 14, 2015

BOARD PRESENT: Chair Mrs. Lambert, Mr. Desaulniers (arrived at 7:27 PM), Mr. Montalvo, Mrs. Osuba, Mr. Kalajian, Dr. Gomez, Mr. French, Dr. Sewall

BOARD ABSENT: Mr. Quamme

ADMINISTRATION

PRESENT: Superintendent Dr. Garcia; Deputy Superintendent Dr. Gasper; Directors Mr. Johnson and Ms. Markey

STUDENT

REPRESENTATIVES Kathy Oyola and Nathan Cusson

OTHERS PRESENT: general public; staff; administrators; news media

CALL TO ORDER

Chair Mrs. Lambert called the January 14, 2015, Board of Education Workshop meeting to order at 7:02 P.M. in the Windham High School Library Media Center.

PLEDGE OF ALLEGIANCE

Mrs. Osuba led the Board and the public in reciting the Pledge of Allegiance.

BOARD OF EDUCATION MINUTES

**Motion of Mr. Montalvo, seconded by Dr. Gomez, that the Board of Education approve the December 10, 2014, business meeting minutes (Ref. 1) and the December 17, 2014, workshop meeting minutes (Ref. 1A).**

**Aye: Mrs. Lambert, Mr. Montalvo, Mr. French, Mrs. Osuba, Mr. Kalajian, Dr. Gomez**

**Nay: No one**

**Abstained: Dr. Sewall**

**The motion passes.**

REPORTS

Superintendent's Reports

Windham Center School Presentation (prior to Public Dialogue)

Windham Center Principal Ms. Goodwin noted the many parent engagement activities taking place at Windham Center such as the annual potluck that also included one of the literacy nights held during the year; the Traverse Wall which highlights community involvement; the Storyline Project., as well as all of the support and the many activities provided by a very active PTO. Ms. Goodwin also spoke about the many community members who contribute to the school in a variety of ways. She introduced technology teacher Mr. Katibian who spoke about computer programming which is taught at Windham Center. He introduced student Victor Garcia Cruz who created a video game using coding that he learned in the program. Gifted and Talented teacher Ms. Montgomery introduced students Julianna Cruz, Kadence Crossley, Keysha Torres Escheverria, and Victor Garcia Cruz who showcased projects that they designed and built. Parent Kim

2015 APR 17 PM 6:21  
Camea B. [Signature]  
ast.

Swart represented the School Governance Council and spoke about school compacts for each grade, guest speakers this year, the budget process, district level of support and parent engagement. Ms. Goodwin thanked her leadership team, teachers, parents and students for attending tonight's meeting.

(Mr. Desaulniers, who was at an activity at Barrows tonight, arrived.)

### PUBLIC DIALOGUE

Mary Lou DeVivo, Willimantic, spoke about the strategic planning sessions that are scheduled at Kramer. She said that it is difficult for handicapped people to get to the room where these sessions are held, and parking is difficult even in the evening due to the activities taking place in the gym area of the building. She said that the first session on curriculum and instruction began at 4 PM and the session on parent and community engagement was at 5 pm, which are not convenient times for people to attend. She said that she understands that the session on district operations is from 6 to 7 PM but it is also at Kramer. Mrs. DeVivo said that faculty knows about curriculum and these sessions should be held for community members because they will be voting on the budget. She asked to receive the information on social promotion that she had previously requested. Dr. Garcia has the information for her. Dr. Garcia also said there will be two strategic planning sessions held at other locations.

Kim Swart, Windham, spoke as a parent, regarding her concerns about class size. She said that 26 students in one class are too many for one teacher. She said that she is very concerned about class sizes for next year and feels that parents have to try to do something but isn't sure what parents can do about the problem. She said that she doesn't know if this is a problem at other schools or just at Windham Center. Mrs. Lambert said that parents need to be vocal and attend Board of Finance meetings and Board of Education meetings to voice what they want for their children.

Henry Crane, Willimantic, said that the Board is considering a policy on coaches, and it is his understanding that the superintendent already has the capacity to fire a coach. He compared it to a recent policy shift in the Charter regarding police going out to the Windhams. He said that he believes the Board is sending a message that there are problems with the coaching staff. Mr. Crane said that when he went to school, the custodians, coaches and all staff stood up for the students and didn't tolerate bullying or unsportsmanship conduct. He said that he didn't understand this policy shift and thinks the Board should reconsider and not go forward with this policy. Dr. Garcia explained said this policy is mandated by the State and it is a policy that every school district has. This policy has been in place and revisions are being made to follow State mandates.

### SUPERINTENDENT'S REPORTS (Order of the agenda resumes)

#### Minority Recruitment Committee

Dr. Garcia reported that the committee has met twice, and members are reviewing local and statewide data regarding hiring procedures and maintaining minority teachers. The committee's research should be completed by March, at which time recommendations will be made to the Board.

#### Strategic Plan Update

Dr. Garcia thanked everyone who has attended the strategic planning sessions so far. The series of sessions are in process and are opportunities for staff and community members to provide valuable input into the development of the strategic plan for the district.

### COMMITTEE REPORTS

#### Finance and Audit Committee

Mr. French reported that a committee meeting will be scheduled, and committee members will be looking at ways to increase the return of investments.

#### School Planning and Design Committee

Mr. Kalajian reported that the committee is moving ahead with the plan to go forward to referendum regarding the High School renovation project. He reported that the Windham Center well replacement has been defined as an emergency by the State and a building committee is in place. With the support of Mr. Donaldson, the project is moving along. Mrs. Lambert, who sits on the High School roof and flooring committee, said that the High School floors were worked on over the break and are looking much better. She said that there are no problems with the roof but it continues to be checked and is under warranty with the contractor. Mrs. Lambert thanked Mr. Donaldson for the work that is being done to improve the outside lighting at the High School. A grant was received to fund this project. Heating issues at the High School were discussed this evening.

#### Ad Hoc Policy Committee

Mrs. Osoba reported that the first meeting is scheduled to take place February 18, 2015, and the committee will meet every third Wednesday. She said that Dr. Garcia has policies to work on immediately.

Mrs. Lambert reminded committee chairs that meeting dates have to be posted on the district website.

#### Executive Committee

Mrs. Lambert reported that committee members discussed ethics as related to the Board of Education. She reminded members that the Board Retreat will take place on Saturday at Kramer.

### **ACTION ITEMS**

#### **Windham High School Field Trip to the LEAD Conference in Arlington, Virginia (Ref. 2)**

**Motion of Mr. French, seconded by Mr. Montalvo, that the Board of Education approve the trip request for Windham High School National Honor Society students to attend the LEAD Conference in Arlington, Virginia, from January 30, 2015, to February 1, 2015, in accordance with policy 6153.** There was discussion regarding the cost of this trip and questions were answered.

**Motion is unanimously approved.**

#### **Evaluation, Termination and Non-Renewal of Athletic Coaches (Ref. 3)**

**Motion of Dr. Sewall, seconded by Mr. Kalajian, that the Board of Education approve the Evaluation, Termination and Non-Renewal of Athletic Coaches Policy in the 4000 series (Personnel).** There was discussion regarding the state guidelines that are mandated to be included in the policy.

**Motion is unanimously approved.**

#### **Donations**

##### **Arthur and Elizabeth Godbout Family Foundation (Ref. 4)**

**Motion of Mr. Montalvo, seconded by Mr. French, that the Board of Education accept with deep gratitude the donation of \$2000 from the Arthur and Elizabeth Godbout Family Foundation, Inc., to the Windham High School Athletic Department.** On behalf of the Board, Mrs. Lambert extended sincere appreciation to the Arthur and Elizabeth Godbout Family Foundation for the generous donation.

**Motion is unanimously approved.**

##### **Tap Room Restaurant, Lebanon, Connecticut (Ref. 4A)**

**Motion of Mr. French, seconded by Dr. Gomez, that the Board of Education accept with deep gratitude the donation of \$1000 from the Tap Room Restaurant in Lebanon, Connecticut, to the Windham Middle School Department.** On behalf of the Board, Mrs. Lambert extended sincere appreciation to the Tap Room Restaurant for the generous donation.

**Motion is unanimously approved.**

There was discussion regarding the procedures for the receipt, the acknowledgment and the acceptance of donations.

#### **Correction to Policy 5117.11 (Ref 5)**

**Motion of Mr. Desaulniers, seconded by Mrs. Osuba, that the Board of Education approve corrected policy #5117.11 that was approved at the April 9 2014, Board of Education meeting.** Mrs. Lambert clarified that the line *Students entering Kindergarten* was inadvertently omitted when the policy was submitted to CABE for distribution.

**Motion is unanimously approved.**

#### **Personnel (Ref. 6)**

**Motion of Mr. Desaulniers, seconded by Dr. Sewall, that the Board of Education approve the following appointments and accept the following resignations:**

##### Appointments

- Robin Davis to the position of Grade 4 Teacher at Natchaug School effective December 9, 2014, salary BA/9 \$49,429. Replacement.
- Elizabeth Olney to the position of Grade 7 Math Teacher at CHBarrows STEM Academy effective January 5, 2015, salary \$MA/3 \$44,412. Replacement.
- Kristin Spear to the position of Social Worker at CHBarrows STEM Academy effective January 5, 2015, salary MA/10 \$56,127. Replacement.
- Norah Zarzecki to the position of Math Tutor at Windham Center School effective January 5, 2015, hourly rate \$16.37. New Position.
- Kristina Knapp to the position of Non-Certified Librarian at Natchaug School effective December 9, 2014, hourly rate \$20.00. Replacement.
- Laury LaMarche to the position of Kindergarten Dual Language Teacher at North Windham School effective January 5, 2015, salary MA/10 \$56,127. Replacement.
- Angel Corales Berrios to the position of Special Education Paraprofessional at Windham Center School effective December 8, 2014, hourly rate \$12.16. New Position.
- Leanne Connolly to the position of Music Teacher at Sweeney School effective January 23, 2015, salary MA+30/14 \$76,669. Replacement.
- Sarah Stockmann to the position of Grade 1 Compañeros Teacher at North Windham School effective January 12, 2015, salary MA/4 \$45,875. Replacement.
- Karen D'Agostino to the position of YPP Social Worker at Windham High School effective date TBD, salary MA/3 \$44,412. Replacement.

##### Resignations

- Floy Marks-Hamilton, Teacher at Sweeney School effective January 22, 2015 for the purpose of retirement.
- Brian Crudden, Teacher at Windham High School effective February 27, 2015 for the purpose of retirement.
- David Ricker, Teacher at Windham Middle School effective November 3, 2014.
- Kevin Nowak, Custodian at Natchaug School effective January 2, 2015.
- Chelsea Crooke, Tutor at Windham High School effective January 8, 2015.

- JoAnn Rappahahn, Paraprofessional at Windham Middle School effective January 5, 2015 for the purpose of retirement.

Mrs. Lambert recognized Ms. Floy Marks-Hamilton, Mr. Brian Crudden and Ms. JoAnn Rappahahn on their upcoming retirements and thanked them for their many years of service to the district.

**Motion is unanimously approved.**

### **BOARD MEMBER COMMENTS**

Mrs. Lambert reminded everyone that the David Foster concert is this Friday at Windham High School with funds from the concert benefitting the High School music program. She commended the music department and students for their music performance at the High School in December.

Mr. Kalajian said that it is important to recognize the way the entire community views the value of education and the facilities in Windham so that as we go forward with an idea and a philosophy that education and the physical plan that supports education leads to a healthy town and affects the value of our community.

Mrs. Osuba said there is a big increase in suspensions at the High School and this is a concern. She asked the Superintendent to provide the Board with reports on the number of in- and out-of school student suspensions, the number of days students are suspended, and if the reasons fit the suspension. There was much discussion regarding this topic.

### **EXECUTIVE SESSION**

**Motion of Mr. Montalvo, seconded by Mr. French, that the Board of Education enter into executive session for the discussion of exempt documents pertaining to personnel matters at 8:21 PM.**

**Motion is unanimously approved.**

BOARD PRESENT: Chair Mrs. Lambert, Mr. Desaulniers, Mr. Montalvo, Mrs. Osuba, Mr. Kalajian, Dr. Gomez, Mr. French, Dr. Sewall

ADMINISTRATION

PRESENT: Superintendent Dr. Garcia

Mrs. Lambert reconvened regular session at 8:49. No action was taken by the Board.

### **ADJOURNMENT**

**Motion by Mr. Montalvo, seconded by Mr. Desaulniers, that the Board adjourn its meeting at 8:50 P.M.**

**Motion is unanimously approved.**

Respectfully submitted,

Juan Montalvo, Secretary

WINDHAM BOARD OF EDUCATION  
WILLIMANTIC, CONNECTICUT  
BOARD OF EDUCATION SPECIAL MEETING MINUTES  
February 11, 2015

BOARD PRESENT: Chair Mrs. Lambert, Mr. Desaulniers, Mrs. Osuba, Mr. Kalajian, Mr. French, Dr. Sewall, Mr. Quamme

BOARD ABSENT: Mr. Montalvo, Dr. Gomez

ADMINISTRATION

PRESENT: Superintendent Dr. Garcia; Deputy Superintendent Dr. Gasper; Assistant Superintendent Dr. Conner; Directors Mr. Johnson, Ms. Beghetto and Ms. Markey

STUDENT

REPRESENTATIVES: Kathy Oyola and Nathan Cusson

OTHERS PRESENT: general public; staff; administrators; news media

CALL TO ORDER

Chair Mrs. Lambert called the February 11, 2015, Board of Education Workshop meeting to order at 7:05 P.M. in the Windham High School Library Media Center.

PLEDGE OF ALLEGIANCE

Mr. French led the Board and the public in reciting the Pledge of Allegiance.

BOARD OF EDUCATION MINUTES

**Motion of Mr. French, seconded by Mr. Kalajian, that the Board of Education approve the January 14, 2015, business meeting minutes (Ref. 1).**

**Motion is unanimously approved.**

REPORTS

Superintendent's Reports

Student Recognition (prior to Public Dialogue)

Windham Middle School VEX Robotics Team

Dr. Garcia and Board members recognized Windham Middle School VEX robotics team members, Dylan Werth, Matthew Morin, Alex Merced and Robinson Camacho Rosado, for placing first in the 4<sup>th</sup> Annual All Middle School Tournament and qualifying for the Southern New England Regional Tournament which will decide the qualifiers for attending the Worlds Competition in 2015. The students demonstrated their project and were presented with congratulatory certificates. The team turned this year's earned trophies over to the Middle School and Mr. Olkowski. Mr. Olkowski recognized parents, Mr. and Mrs. Werth, for their support, as well as the Team's advisor, Ms. Lemire. Mr. Werth thanked Ms. Begin for helping the students with their engineering notebook which must be maintained and is judged. He also thanked Mansfield Middle School for being such a great support to the Windham team.

Windham Middle School Participation in Math Counts Competition

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Dr. Garcia and Board members recognized Windham Middle School students, Steve Martin Sanchez-Rosales, Paige Aubrey Young, Timothy Brian Hill, Isiah Jebri Lovell, Justin Robert Graubaum, and Isabelle Daenerys Halpine Perez for their participation in the Math Counts Competition at the Coast Guard Academy. Advisor Ms. Siegelstein, as well as Ms. Auster who could not attend the meeting, were both thanked for their efforts and having students participate after not participating in the Math Counts Competition for the past fifteen years. Students' parents were recognized for their support, as well as Dr. Gasper and Ms. Hafiz, who sponsored participating students.

#### PUBLIC DIALOGUE

Susan Collins, Windham, parent, grandparent and past Board of Education member for twenty-eight years, spoke about the High School saying that it is at its best right now; the hallways are quiet and students are engaged. Mrs. Collins said that she is impressed with the dedication and commitment shown by teachers at the High School and said that this is a reflection on the administration. She said that the decrease in the number of arrests and a decrease in discipline issues are something to be proud of and people seem to forget to speak about the successes. She said that unfounded statements shed a bad light on the school and it is important to get the facts straight before speaking. She told Board members that they should walk through the halls at the High School and see this for themselves.

Al Korczunski, Willimantic, has four sons attending school in Windham and supports what is happening in the Windham Public Schools. He said that if he had listened to what people said and read newspaper reports when he moved here in 2005, he would not have put his children in Windham Public Schools but their experience has been nothing but exceptional. He said that he was disappointed when he heard things about arrests escalating at the High School. He said that he's spent time at the High School at events and concerts and has seen students showing a great deal of respect and admiration for the High School and Middle School principals. Mr. Korczunski said that he is very involved in the School Governance Council and the Booster Club and has read about all of the initiatives and sees a lot of effort being made. He said that when irresponsible comments are made, people have to pay attention and that is why he attended the Board meeting so that he could voice his support for the teachers, the staff and for the Principal, Ms. Dorothy Potter.

Mary Gallucci, Willimantic, parent, said that it isn't necessary to have early dismissals between January and March and feels parent conferences are badly timed. She also said that she believes that it is problematic for teachers to have professional development during the school day because when students have substitutes, they lose learning time. She said that the Middle School was built for grades five through eight but she has not heard that moving fifth grade back to the Middle School is going to be revisited. She said that she was shocked to see things reported on for two days in the newspaper that weren't on the agenda. She said that if there is an issue, things shouldn't be added during Board comments; they should be added to the agenda with proper notification and not as a result of rumors.

Jerry Phillips, Willimantic resident for eighteen years and parent, said that budget season is coming upon the town and it is the most important thing for the community and school district. He said that the Special Master put the district deeper in the hole. Connecticut is a wealthy state; however, Windham is a poor town. He said that the Superintendent and Board of Education should be applauded for their efforts to get out and talk about the budget. He asked if there is anything that people can do. He said that it is time to start being positive about the schools because in the past there has been so much negativity. Mr. Phillips said that what he's heard about the High School and Middle School today has been very good and complaining doesn't bring results. He said that everyone needs to be hopeful and speak about Windham schools in a positive way. He said that the Chronicle only reports on the negative because that's what sells newspapers. Mr. Phillips said that he knows that there are problems but people have to think differently in order to get different results.

Mrs. Lambert welcomed Dr. Conner, Assistant Superintendent for Teaching, Learning and Leadership, to his first official Board of Education meeting.

Dr. Garcia invited everyone to attend the upcoming budget workshops and community forums that are being held.

**SUPERINTENDENT'S REPORTS** (Order of the agenda resumes)

Windham Public Schools' Winter Newsletter

Dr. Garcia said that the first edition of the Windham Public Schools' quarterly newsletter will be distributed and will also be available on the district website. She thanked Ms. Markey for her work on the newsletter.

Status of Barrows' Lottery

Dr. Garcia reported that applications for the Charles H. Barrows STEM Academy lottery closed on January 30. Information will be cross checked and verified prior to the lottery taking place.

Superintendent's Entry Plan Report

Dr. Garcia reviewed the Entry Plan, its purpose, the phases of the plan, next steps and specific actions of the plan.

District Instructional Plan

Dr. Conner provided an overview of the collaboration taking place with the Leadership and Learning Center regarding the phases of the design and development of the curriculum. He reviewed the curriculum mapping process and the benefits of instructional coaching and data teams.

High School Discipline Data

An overview of discipline at the High School was provided by Dr. Garcia and Dr. Gasper. Data indicates that Windham High School has seen a marked decline in discipline problems, referrals, suspensions, expulsions and arrests thus far this year. Reasons for improvement were outlined, as well as challenges and recommendations for the future. Data was shared that indicated the decline in the number of discipline issues for the 2014-2015 school year.

Gifted and Talented Protocols and Procedures

Dr. Garcia reviewed a proposal for procedures to identify gifted and talented students which will be part of the district's strategic plan. This proposal is in compliance with IDEA and the Connecticut State Department of Education guidelines and will allow students the opportunity to accelerate and expand their creativity.

High School Proposed Schedule for Next Year

Ms. Potter presented the proposal to change the schedule next year at the High School from the current five-period trimester schedule to a seven-period semester schedule. This will allow students the opportunity to participate in more electives. Pros and cons of this schedule change were highlighted.

Pre-K Compañeros Program

Ms. Lapuk and Ms. Caraganis reported on the Pre-K Compañeros Program and its expansion with the possibility of using classrooms at Barrows. This would allow Sweeney and Windham Center's preschool classrooms to return to Kramer. Dr. Garcia is waiting for a response from the State regarding using the classrooms at Barrows.

Throughout the Superintendent's reports, there was discussion and questions were answered.

## COMMITTEE REPORTS

### Finance and Audit Committee

Mr. French reported that the committee met this evening and reviewed the second quarter financials. In order to address the projected deficit due to special education costs, there was discussion about implementing a soft budget freeze this month and then a hard budget freeze in the coming months. In order to more fully understand how the budget is developed, Mr. French invited community and Board members to attend the three budget workshops that are planned. He said that he believes the Windham school system is moving in the right direction. He asked that the Board approve the budget transfers reviewed tonight by the committee.

**Motion of Mr. Desaulniers, seconded by Dr. Sewall, that the Board of Education add to the agenda the recommended approval of budget transfers as presented.**

**Motion is unanimously approved.**

Mr. French also reported that Mr. Johnson suggested looking at reinvesting some of the money from the retirement fund to get a better return on the dollar and to review self-insuring Workers' Compensation.

**Motion of Mr. Desaulniers, seconded by Dr. Sewall, that the Board of Education add to the agenda the recommendation that Mr. Johnson follow up with the proposals to look at getting a better return on the retirement fund and to review self-insurance for Workers' Compensation.**

**Motion is unanimously approved.**

### School Planning and Design Committee

Mr. Kalajian reported that the committee is moving forward with the timetable to take the High School renovation project to referendum, and agrees with Mr. French that the district is moving forward in the right direction.

Mrs. Lambert reported that she attended the committee meeting for the wells and the RFQ for the North Windham well was approved and has been put out bid. Also applications have been submitted to the Department of Health for the first two wells and the sites will be looked at once the ground is clear of snow.

### Ad Hoc Policy Committee

Mrs. Osuba said that the committee will meet on February 19<sup>th</sup>.

### Executive Committee

Mrs. Lambert reported that due to the weather on past Mondays, the committee has not met. She said that the committee will look at the town's ethics policy which the attorney is reviewing. Also the committee will look at how members work together as a board and getting some training.

## ACTION ITEMS

### Professional Development Proposal for Math Curriculum Design and Coaching (Ref. 2)

**Motion of Mr. Kalajian, seconded by Mr. Quamme, that the Board of Education approve the Leadership and Learning Center's Professional Development Proposal for Math Curriculum Design and Coaching.** Dr. Garcia explained that the Leadership and Learning Center staff will provide support with math.

**Motion is unanimously approved.**

### Professional Development Proposal for ELA Curriculum Design (Ref. 3)

**Motion of Mr. French, seconded by Dr. Sewall, that the Board of Education approve the Leadership and Learning Center’s Professional Development Proposal for ELA Curriculum Design and Coaching.** Dr. Garcia explained that the Leadership and Learning Center staff will provide support with ELA.

**Motion is unanimously approved.**

**Target Field Trip Grant Sponsored by Target to Windham High School (Ref. 4)**

**Motion of Dr. Sewall, seconded by Mrs. Osuba, that the Board of Education approve the Target Field Trip Grant, sponsored by Target, in the amount of \$500 to Windham High School.** Windham High School has received the check in the amount of \$500 which will cover the cost of Windham High School students to attend three shows at the Hartford Stage.

**Motion is unanimously approved.**

**Personnel (Ref. 6)**

**Motion of Mr. Kalajian, seconded by Mr. French, that the Board of Education accept the following resignations:**

**Resignations**

- Janette Rosa, Secretary at Windham Middle School effective February 4, 2015.
- Janette Rivera, Head Start Aide at Commerce Drive effective February 6, 2015.
- Anne Cronin, Speech/Language Pathologist at Windham High School effective January 2, 2015.
- Michelle Garcia, Teacher at Windham High School effective January 20, 2015.
- Louise Gauthier, Teacher at Windham Center School effective January 20, 2015.
- Ivelisse Gonzalez, Head Start Aide at Commerce Drive effective January 6, 2015.
- Todd Cunha, Talent Development Director at Central Office effective February 13, 2015.

Mrs. Lambert wished Mr. Cunha well in his new position in the Windsor school district.

**Motion is unanimously approved.**

**Budget Transfers (added to the agenda)**

The Board unanimously approved the recommendation from the Finance and Audit Committee to approve the budget transfers as submitted and to direct Mr. Johnson to explore proposals to reinvest some of the money from the retirement fund to get a better return on the dollar and to self-insure workers’ compensation.

**BOARD MEMBER COMMENTS**

Mr. Kalajian commented that the Board has been trying hard for clarity and openness. Regarding the subject of discipline at the High School, he said that the Board wanted the public to know the details rather than the rumors and Mrs. Osuba made the request of the Superintendent for that information. He thanked the Superintendent for the thorough report and Mrs. Osuba for her request.

Dr. Sewall asked how many snow days there have been so far this year. Dr. Garcia said there have been five days; however, Windham Center has three additional days to make up due to closing school because of the well issue.

Mrs. Lambert congratulated the track team members, which Mrs. Osuba’s sons and Nathan Cusson, for the events that they participated in and won in the ECC small division. She thanked the staff for the presentations made at tonight’s meeting.

**EXECUTIVE SESSION**

**Motion of Dr. Sewall, seconded by Mr. Kalajian, that the Board of Education enter into executive session for the discussion of exempt documents pertaining to personnel matters at 9:29 PM.**

**Motion is unanimously approved.**

BOARD PRESENT: Chair Mrs. Lambert, Mr. Desaulniers, Mr. Montalvo, Mrs. Osuba, Mr. Kalajian, Dr. Gomez, Mr. French, Dr. Sewall

ADMINISTRATION

PRESENT: Superintendent Dr. Garcia

Mrs. Lambert reconvened regular session at 9:40 PM. No action was taken by the Board.

ADJOURNMENT

**Motion by Mr. French, seconded by Dr. Sewall, that the Board adjourn its meeting at 9:41 P.M.**

**Motion is unanimously approved.**

Respectfully submitted,

Mrs. Tracy Lambert, Chair

WINDHAM BOARD OF EDUCATION  
WILLIMANTIC, CONNECTICUT  
BOARD OF EDUCATION WORKSHOP MEETING MINUTES  
February 25, 2015

BOARD PRESENT: Chair Mrs. Lambert, Mr. Desaulniers, Dr. Sewall, Mrs. Osuba, Mr. Kalajian, Dr. Gomez, Mr. French

BOARD ABSENT: Mr. Montalvo, Mr. Quamme

ADMINISTRATION

PRESENT: Superintendent Dr. Garcia; Deputy Superintendent Dr. Gasper; Assistant Superintendent Dr. Conner; Directors Ms. Beghetto and Ms. Markey

STUDENT

REPRESENTATIVES: Kathy Oyola and Nathan Cusson

OTHERS PRESENT: general public; staff; administrators; news media

CALL TO ORDER

Chair Mrs. Lambert called the February 25, 2015, Board of Education Workshop meeting to order at 7:02 P.M. in the Windham High School Library Media Center.

PLEDGE OF ALLEGIANCE

Nathan Cusson led the Board and the public in reciting the Pledge of Allegiance.

WORKSHOP TOPIC

Mission, Vision and Goals

Mrs. Lambert thanked members of the Board who attended the workshop meeting where work took place on the mission, vision and goals of the district. Mrs. Lambert said that the Executive Committee will work on these but would like feedback from all Board members. She provided mission and vision statements from various other districts as samples.

Dr. Garcia explained that as the district moves forward with the strategic plan, there needs to be a clear mission and vision. Four areas of the goals in progress are students, staff, community engagement and organization. Priorities for the next school year were reviewed. These came about as a result of data gathered and the needs assessments that occurred.

Dr. Garcia explained that the mission describes what the district stands for and its purpose while the vision describes what is trying to be created for the future of the district. The vision provides direction for planning. Dr. Garcia shared feedback that was gathered from staff members and the three strategic planning sessions that were held. The profile of a Windham graduate was also highlighted.

There was much discussion among Board members, central office administrators and student representatives.

2015-2016 Budget Update

Dr. Garcia said that tonight's second budget workshop was very well attended and important questions were asked. At the workshop, expenditures by school were reviewed, as well as the allocations for the elementary schools, the middle school and the high school. The allocation to central services was also

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provided. Increases by line in the budget were also reviewed. Dr. Garcia said that there is no new state funding and grant funding is decreasing. Mr. French said that ways to save money are continuing to be reviewed. He said that there have been several community budget workshops informing the community about the budget and feedback has been received from those attending these workshops.

There was discussion.

#### PUBLIC DIALOGUE

Mrs. DeVivo, Windham, commented that the letterhead has Windham Public Schools on the top of it and Willimantic, Connecticut, is printed on the bottom. June 30 it will be the Willimantic District. She said that it was always the Windham Public Schools in Windham, not Willimantic. Mrs. DeVivo said that it should Willimantic should be changed to Windham. She also commented on the survey that she received and said that it was excellent.

Ms. Markey said that surveys are available in English and Spanish at the schools, at the public library, and on the district website. They are to be returned by March 4<sup>th</sup> and results will be reported at the March 5<sup>th</sup> School Planning and Design Committee meeting.

Mrs. Lambert reminded everyone that the Board of Education will hold another budget workshop on March 4<sup>th</sup> and a special Board of Education meeting regarding the 2015-2016 education budget on Thursday, March 5<sup>th</sup>. Both meetings are at 7 PM in the Windham High School Library Media Center. The School Planning and Design Committee will meet on March 5<sup>th</sup> prior to the Special Board of Education meeting.

#### ADJOURNMENT

**Motion by Mr. French, seconded by Mr. Kalajian, that the Board adjourn its meeting at 7:59 P.M.  
Motion is unanimously approved.**

Respectfully submitted,

Mrs. Tracy Lambert, Chair

WINDHAM BOARD OF EDUCATION  
WILLIMANTIC, CONNECTICUT  
BOARD OF EDUCATION SPECIAL MEETING MINUTES  
March 5, 2015

BOARD PRESENT: Chair Mrs. Lambert, Vice-chair Mr. Desaulniers, Mr. Montalvo, Mrs. Osuba, Dr. Sewall, Mr. Kalajian, Mr. French

BOARD ABSENT: Mr. Quamme, Dr. Gomez

ADMINISTRATION

PRESENT: Superintendent Dr. Garcia, Deputy Superintendent Dr. Gasper, Directors Ms. Markey and Mr. Johnson

CALL TO ORDER

Chair Mrs. Lambert called the March 5, 2015, special Board of Education meeting to order at 7:00 P.M. Conference Room #223, Kramer Building.

PLEDGE OF ALLEGIANCE

Dr. Sewall led the Board and the public in reciting the Pledge of Allegiance.

School Budget Presentation

Dr. Garcia provided an overview of the budget and explained that the budget process began in October. She explained that the district mission and vision guided the development of the budget which responds to the needs, priorities and goals of the school district. Dr. Garcia reviewed the budget priorities for 2015-2016 and said that input was received from stakeholders at three community forums, budget workshops, and meetings with administrators and Board of Education members. The proposed budget, as presented, is intended to meet the needs of students, as well as the needs of the community. Dr. Garcia reviewed how the budget is funded and showed a breakdown of where the dollars are spent. General fund and total budget comparisons were explained, as well as cost drivers in the 2015-2016 budget. 2015-2016 special funds' losses and gains were also shown. Dr. Garcia reviewed areas and programs supported by the proposed budget and reviewed proposed reductions and increases. Charts were reviewed with information for the general funds budget in the elementary schools, the middle school and the high school, as well as central services. Budget history for 2012-2013, 2013-2014 and 2014-2015 was reviewed. Dr. Garcia ended her presentation with the recommended increase for 2015-2016 of 2.07% for the total budget or 2.98% for the general funds or \$1,297, 939.

Dr. Garcia and Mr. Johnson answered Board members' questions regarding the budget and there was discussion.

ADJOURNMENT

**Motion by Mrs. Osuba, seconded by Mr. Montalvo, that the Board meeting adjourn at 8:19 P.M.  
Motion is unanimously approved.**

Respectfully submitted,

Juan Montalvo, Secretary

PRESENTED FOR RECORD

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REFERENCE 1  
Approved 4/8/15

WINDHAM BOARD OF EDUCATION  
WILLIMANTIC, CONNECTICUT  
BOARD OF EDUCATION SPECIAL MEETING MINUTES  
March 11, 2015

BOARD PRESENT: Chair Mrs. Lambert, Mr. Desaulniers, Mr. Montalvo, Mrs. Osuba, Mr. Kalajian, Mr. French, Dr. Sewall, Mr. Quamme

BOARD ABSENT: Dr. Gomez

ADMINISTRATION

PRESENT: Superintendent Dr. Garcia; Deputy Superintendent Dr. Gasper; Assistant Superintendent Dr. Conner; Directors Mr. Johnson, Ms. Beghetto and Ms. Markey

STUDENT

REPRESENTATIVES: None present

OTHERS PRESENT: general public; staff; administrators; news media

CALL TO ORDER

Chair Mrs. Lambert called the March 11, 2015, Board of Education Workshop meeting to order at 7:02 P.M. in the Windham High School Library Media Center.

PLEDGE OF ALLEGIANCE

Mr. Desaulniers led the Board and the public in reciting the Pledge of Allegiance.

A moment of silence was taken in memory of Jane Diaz, wife of Manny Diaz who served as a member of the Board of Education.

BOARD OF EDUCATION MINUTES

**Motion of Mr. Kalajian, seconded by Mr. Montalvo, that the Board of Education approve the February 11, 2015, business meeting minutes (Ref. 1); February 25, 2015, workshop meeting (Ref. 1A), and February 20, 2015, special meeting (Ref. 1B).**

**Motion is unanimously approved.**

REPORTS

Superintendent's Reports

Student Recognition (prior to Public Dialogue)

Windham Task Force to Prevent Child Abuse and Neglect Public Service Announcements

Dr. Garcia and Board members recognized North Windham School grade five students, Chelsea Martinez, Haley Jarvis and Louis Migliore, for writing and recording their own public service announcements against child abuse. This activity was part of a month of caring activities that took place at North Windham School, as well as part of the Windham Task Force to Prevent Child Abuse and Neglect initiative. The students recorded their announcements at WILI radio which were played daily on the radio station. The students were congratulated and received certificates of recognition.

Connecticut Fire Prevention Recognition Program

Ashley Soto, a grade five Compañeros student, was congratulated for being chosen as the County Winner in this year's Connecticut Fire Prevention Recognition Program. Ashley will be recognized by the Connecticut Fire Prevention Poster Committee at an awards' program. She was presented with a certificate of recognition at tonight's meeting.

#### Arcademics Cup

Jared Enciso Gonzalez, a grade five student at Windham Center School, participated in the Arcademics Cup, a national online multiplication competition for grades K-6 and placed first in the nation with 12,723 consecutive correct answers winning by 2,095 questions. He was congratulated for excelling in this competition which involved multiplication, dedication, hard work and perseverance in mathematics. Jared was presented with a certificate of recognition.

#### Barrows STEM Academy

Ms. Kiss introduced Barrows' Assistant Principal Ms. Geragotelis, and she thanked Mr. Mutch, Library Media Specialist, for putting together tonight's PowerPoint presentation. Ms. Kiss explained that the STEM theme is used in all core and non-core classes. Technology teacher, Mrs. Wheeler, explained that students worked in teams of three or four students to create two-minute movies using iMovie showing how they were learning using STEM. Overall, thirty movies were made by students with two of the movies shown at tonight's meeting. Mr. Kollegger spoke about the virtual trips taken by the seventh grade Language Art class using Smart Boards and Web Cams. He said that many interesting places have been visited by the students such as Yellowstone National Park where students had a dialogue with a park ranger. He also spoke about students conducting a dialogue with author Douglas Evans via Skype. Mr. Kollegger explained that students using this same technology have met with students in classrooms all over the world. Ms. Geragotelis presented some slides that the third grade team put together showing their work. She explained that students in all grades use Science Note Booking which connects writing and science from Kindergarten through grade seven. Also grade three students use Legos in narrative writing to design and build in different ways which then leads to stories. A fish tank is now at Barrows and third grade students are in charge of feeding the fish and gathering data. They work with grade six students who take care of the water in the tank. Ms. Geragotelis showed some slides of staff members attending and presenting at professional development trainings. She said that the MSAP grant has given teachers opportunities to attend professional development activities providing them with great resources in the areas of curriculum writing, integration and technology. Barrows' partnership with the Connecticut Science Center includes a resident scientist, who is T.J. McKenna to work with the students and school. Ms. Kiss said that the winter NWEA data is very strong in many areas. Also, the CMT fifth grade science results for last year were very good with 85% of students scoring above the state average. Students in fifth grade this year are now taking the test. Ms. Kiss explained that Barrows is still growing and will be fully enrolled next year. She invited everyone to attend this year's Invention Convention on March 25. Ms. Kiss introduced technology teacher Ms. Tomanelli and thanked her staff.

#### Board Member Appreciation Month

On behalf of the entire staff of the Windham Public Schools and in honor of Board Member Appreciation Month during the month of March, Dr. Garcia thanked Board of Education members and presented them with certificates of appreciation for their hard work and commitment to education.

#### PUBLIC DIALOGUE

Mary Lou DeVivo, Windham, talked about the incorrect logo for Windham Public Schools and said that the logo should have Windham, Connecticut, printed on it, not Willimantic, Connecticut. She asked for a

printed report with administrators' names, salaries and towns where they reside. She said that there are many people who do not have computers; therefore, she is requesting a printed copy.

James Flores, Willimantic, agreed that Mrs. DeVivo should put in a Freedom of Information request for the information she requested. Mr. Flores asked that two public comments be included on the agenda because he gets out of work at 6:50 PM and cannot always arrive in time to participate in the public comment at the beginning of the meeting. He also said that he would like to comment after listening to reports and presentations made during the meeting. Mr. Flores said that if community engagement is important, public comment should not be limited to only one time during meetings. He suggested having a three-minute limit at the beginning of the meeting and a two-minute limit at the end of each meeting to total the allowed five minutes. He also said that by calling it public dialogue, it should be a dialogue back and forth and that is not the case. He would like it changed to public comment.

Mary Gallucci, Willimantic, said that she believes that students are tested too much and take too many standardized tests. She said that a test that is never seen by the teacher and scored by a machine is invalid and should never be allowed, and major decisions are being made as a result of these test scores. Ms. Gallucci also said that the Middle School Turnaround Plan is being compromised and students are having test preparation in enrichment classes, and she hopes that this does not continue. She asked if there were parties and rewards given based on test scores. She hopes that this does not occur. Ms. Gallucci also said that there are grants and Commissioner's money funding enrichment; and if enrichment isn't taking place, it is going against what the money is to be used to fund. She asked to look at a budget. Ms. Gallucci also spoke about her concerns regarding having a substitute for the Mandarin teacher at the Middle School. She said that there are some languages more relevant to learn than Mandarin. Ms. Gallucci also said that she feels her son, who is in eighth grade at the Middle School, is not learning, which is very distressing.

## **SUPERINTENDENT'S REPORTS** (continued)

### **Recruitment and Retention of Minority Teachers' Committee Report**

Dr. Garcia introduced the following members of the Recruitment and Retention of Minority Teachers Committee: Mr. Ryan Garvie, Mr. Brian Bonds, Dr. Jacob Easley, Dr. Xaé Alicia-Reyes, Mr. Bill Stover and Ms. Kerry Markey. The committee met several times reviewing data, current policies and best practices nationwide. At tonight's meeting, Mr. Garvie, Mr. Bonds, Dr. Easley and Dr. Alicia-Reyes presented the committee's findings and provided short- and long-term recommendations to the Board which the committee developed to yield immediate results as well as prepare for long-term success in recruiting and retaining minority teaching staff. Committee members were thanked for their recommendations.

### **2015-2016 School Calendar**

Dr. Garcia presented the recommended proposed 2015-2016 school calendar. She thanked ad hoc committee members, Dr. Tony Gasper, Ms. Linda Handfield, Ms. Sandra Tedford, Ms. Mary Rival, Mr. Emmanuel Pérez-DeAyala, Ms. Laura Blake, Ms. Kim Begin, Mr. Alan Moger, Ms. Jeralynn Beghetto, Mr. Tim Maclure, and Ms. Dorothy Potter, for their work to develop next year's school calendar which follows, to a large extent, the EASTCONN calendar. However, some changes were made to include full-day professional development in place of early-release days and the inclusion of Three Kings' Day. There was some discussion.

### **High School Program of Studies**

Dr. Garcia explained that the High School will offer eight new elective courses next year and provide more learning opportunities. All of the new courses are listed in the Program of Studies, along with explanations. The 2020 mandate requires twenty-five credits for graduation in place of the twenty-one credits now required. The district is moving towards the increase in credits for graduation which should be

in place for the class of 2019. Dr. Conner spoke to the structure change from twenty-one to twenty-five credits and Ms. Potter spoke to transitioning students from sixth grade to high school.

After discussion, the following motions were made for additions to the agenda:

**Motion of Mr. French, seconded by Dr. Sewall, that the Board of Education add to the agenda the recommended approval of the Program of Studies for Windham High School.**

**Motion is unanimously approved.**

**Motion of Mr. French, seconded by Mrs. Osuba, that the Board of Education add to the agenda the recommended approval of the proposed 2015-2016 school calendar.**

**Motion is unanimously approved.**

#### Smarter Balanced Schedule/Technology

Mr. Mercier provided an overview of assessments for the 2014-2015 school year which included the state required assessments, timelines, participation calculations, testing administration information and details regarding the implementation of Smarter Balanced. There was discussion and Mr. Mercier answered questions. Mr. Mercier was thanked for his presentation.

#### Budget Discussion and Clarification

Dr. Garcia explained that changes have been made for clarification but the budget numbers have not increased since the proposed education budget was presented at the last meeting. The Capital Improvement Plan was also provided to Board members. Dr. Garcia said that once the budget is approved by the Board of Education, it will be delivered to the Town on Friday, and it will be presented to the Town's Board of Finance on Wednesday evening, and it will be posted on the district website. Dr. Garcia thanked Mr. French for all of his work on the budget. Mr. French said that the three budget workshops were successful. He indicated that it will take some work to stay within the budget but that it can be done. He said that everyone is working very hard so that every dollar received from the townspeople is used to educate the students. Dr. Garcia said that the priorities remain the same and the budget meets the district goals.

### COMMITTEE REPORTS

#### Finance and Audit Committee

Mr. French reported that the committee met and is looking forward to ways money can be saved such as through insurance.

#### School Planning and Design Committee

Mr. Kalajian reported that the committee's work is on task and on time. At the last committee meeting, Ms. Markey provided a report on feedback received from the recent survey conducted and focus group meetings held. Mr. Kalajian also provided an update on the well projects at Windham Center and North Windham schools. He reported that the well committee heard presentations from three contractors and the process is moving forward.

#### Executive Committee

Mrs. Lambert reported that the committee met and discussed the vision, mission and theory of action.

#### Ad Hoc Policy Committee

Mrs. Osuba requested that the Ad Hoc Policy Committee become a regular committee of the Board of Education due to the ongoing policy work that needs to be done. She reported that policies were discussed

and will be brought forward to the Board with revisions. Some of the policies require appropriate forms and administrative rules and regulations.

### ACTION ITEMS

#### 2015-2016 Superintendent's Recommended Education Budget (Ref. 2)

Motion of Mr. French, seconded by Mr. Montalvo, that the Board of Education approve a general fund budget of \$44,852,946 for 2015-2016, an increase of \$1,297,939 over the 2014-2015 general fund budget.

Motion is unanimously approved.

#### Personnel (Ref. 3)

Motion of Mr. Kalajian, seconded by Mrs. Osuba, that the Board of Education approve the following appointment and accept the following resignations:

##### Appointment

- Jeralynn Beghetto, position of Interim Human Resources Director effective March 12, 2015 prorated salary \$112,000. Replacement.

##### Resignations

- Vibian Bermudez, Cafeteria Worker at Sweeney School effective January 20, 2015.
- Ethel Carr, Paraprofessional at ECC Prospect Street effective February 4, 2015.
- Rosemary Scaglione, Teacher at North Windham School effective January 5, 2015.
- Jordan Whipple, Teacher at Windham Center School effective February 17, 2015.

Motion is unanimously approved.

#### Program of Studies (added to the agenda)

Motion of Mr. French, seconded by Dr. Sewall, that the Board of Education approve the recommended Program of Studies for Windham High School.

Motion is unanimously approved.

#### 2015-2016 School Calendar (added to the agenda)

Motion of Mr. Desaulniers, seconded by Mrs. Osuba, that the Board of Education approve the recommended proposed 2015-2016 school calendar.

Motion is unanimously approved.

### BOARD MEMBER COMMENTS

Mr. Kalajian gave credit to community member, Mr. James Flores, for his suggestion last fall regarding the need for minority recruitment. A committee was formed and recommendations were presented at tonight's meeting.

Mr. Desaulniers said that dividing the comment times as Mr. Flores suggested is a good idea and this should be addressed for the future.

Mrs. Lambert said that the students have arrived in Madrid. She said that the Barrows' Invention Convention takes place on March 25<sup>th</sup>. She attended the Before and After School Program at Eastern Connecticut State University and said it was very interesting. She wished Dr. Sewall a happy birthday.

### EXECUTIVE SESSION

The Board did not enter into an Executive Session.

ADJOURNMENT

**Motion by Mr. Kalajian, seconded by Mr. French, that the Board adjourn its meeting at 9:20 P.M.  
Motion is unanimously approved.**

Respectfully submitted,

Juan Montalvo, Secretary

# **Economic Development Commission**

**December 1, 2014 - Regular Meeting**

**Windham Town Hall**

**979 Main St., Willimantic, CT**

**Call to Order:** the Acting Chairman, Bob Horrocks, called the meeting to order at 7:35 PM. Those present were Pam DeVivo, John McCommas, and Victor Funderburk arrived at 7:38. Also in attendance; Tom DeVivo, Town Council member; Andy Gutt, Cafémantic, and James Finger, as staff.

**Citizens& delegations comments/questions** –Tom DeVivo came before the board with questions about the proposed parking garage. What would be the charge for parking? Who would collect the charge? Commissioners discussed particulars. Mr. DeVivo stressed the need for a business plan.

In response to Commissioner Horrocks invitation, Andrew Gutt, owner of Cafémantic, came before the commission to discuss his business. Commissioners asked how his business is going and how can this commission help. Issues Mr. Gutt said were important to his business: financing, parking, and advertising. He does his advertising on social media. He is glad the town is now enforcing parking regulations because his business needs a frequent turnover of customers. And, SBDC did an expense survey and looked over his books for him, to give him advice on financing. SAMA helped through their Small Business Express program, and gave him connections with Hartford businesses. Mr. Gutt said more money should be invested in downtown. He is pleased that the PZC is working hard to align their regulations with the Plan of Conservation and Development (PoCD). While he is pleased with the repaving of the parking lot next to Willard's, more landscaping is needed. The same is true of downtown sidewalks. We need to raise the bar, we are worth it.

**Review/approval of Minute – November 3, 2014.** Minutes of the November 3, 2014 were reviewed by commissioners. Correction of minutes is required in the Chairman's Report; motion was made by Commissioner DeVivo and seconded by Commissioner McCommas. MOVED by Commissioner McCommas and SECONDED by Commissioner Funderburk to approve the minutes of the November 3, 2014 meeting, with the required change. Motion carried.

## **New Business**

**National Endowment for the Arts Grant – for Willimantic Whitewater Park – Town Manager's participation & support letter.** A copy of the Town Manager's letter was distributed to the commissioner.

## **Old Business**

**Council Directive on Town owned property at 804 Main Street.** The Commission was briefed on the Town Council's Directive to the Town Manager regarding the Town owned property at 804 Main St. The Council passed a motion directing the Town Manager to make "small improvements" to the property (formerly Tin T'sin lot) - such as bringing in some material to fill the worst potholes on this lot.

The Council also directed the Town Manager to report back by the second regular Council meeting in January as to how much it would cost to grade and construct a parking lot on the site that would comply with all code requirements.

**Business Calling Program**—None

**Downtown Arts & Eats District**—Commissioner Horrocks reported there were 4 or 5 artists involved and more are needed. Commissioner Funderburk is currently working on a logo for the Arts & Eats program, and “My Windham” is working with the group. A directory map, detailing the location of the businesses displaying artworks, is the next project.

**Windham Airport** - Mr. Finger attended an informational meeting and another meeting is scheduled for 12/9/14, at 5:00 p.m., at the Town Hall.

**Business Signage Program underway** —Mr. Finger reported that the Business Signs are being made and money has been collected from 6 businesses, in 9 different locations. Winter weather may put this project on hold.

**Chairman’s Report**—None

**Other reports/correspondence/announcements** –

**2015 annual meeting schedule** - The 2015 annual meeting schedule was discussed. It was Moved by Commissioner Horrocks and Seconded by Commissioner DeVivo, that the scheduled meeting time be changed to 7:00 p.m., and meeting dates should remain on the first Monday of the month. Motion Carried.

**Budgeting for FY 15/16 Grant Appropriation Funds** – After discussion of the budget for Grant Appropriation Funds, it was Moved by Commissioner McCommas and Seconded by Commissioner Funderburk to have a \$500,000 line item, to seek grants for economic development. Motion Carried.

**Citizens & delegations comments/questions** –

Commissioner Horrocks suggested a Business Plan for the Parking Garage is needed.

Commissioner Funderburk mentioned the Industrial Park on Route 32 in South Windham. With the economy improving, it time to get the word out, and contact the state to ask for support.

Commissioner DeVivo will contact Cynthia VanZelm to ask her to present to this commission.

MOVED by Commissioner McCommas and SECONDED by Commissioner DeVivo to adjourn the meeting at 9:40 p.m. Motion Carried.

Respectfully submitted by Janet Laukaitis for James Finger, Planner/Business Liaison

# **Economic Development Commission**

**January 5, 2015**

**Special Meeting**

**Windham Town Hall**

**979 Main St., Willimantic, CT**

**Call to Order:** Chairman Hettinger called the meeting to order at 7:30 PM. Those present were Pam DeVivo, John McCommas, and Victor Funderburk arrived at 7:38. Also in attendance; Demetrio Ricciardone, Savings Institute Branch Manager; Rick Nassiff, realtor with Keller Williams Realty; and James Finger, as staff.

**Review / Approval of Minutes - December 1, 2014.** Moved by Commissioner Horrocks and Seconded by Commissioner DeVivo to approve the minutes as presented. Motion Carried.

**New Business –** Update on National Endowment for the Arts Grant – for Willimantic Whitewater Park. Mr. Finger reported that the art installment at the Whitewater Park has the Town's financial support. The \$150,000 grant has an in-kind cash-match of \$5,000 from the town and \$5,000 from ECSU - in addition to in-kind support with staff and facilities.

Commissioner Horrocks reported that the Town has received a new grant for the paving of the walkway from Mackey's to the Whitewater Park.

**Guest Speaker – Rick Nassiff** Commissioner Hettinger asked Mr. Nassiff for his assessment of the Town's real estate market. Mr. Nassiff reported that in 2014, the market improved, and gave several examples of this improvement. He also stated that the market in Storrs is "on fire", because of U-Conn's Storrs Downtown project.

The real estate market was discussed and Commission Hettinger asked what can be done to make the town more welcoming to people driving through. Mr. Nassiff said the town needs more businesses like Main Street Café, Cafémantic, Nita's, and A Cupcake for Later. But, overall there was interest and activity in the Willimantic real estate market. He also suggested that the Town Managers should go to Hartford and meet people and introduce the town.

The Town also needs to help investors rehabilitate buildings with some grant funds or other incentives as the general return on investment for private developers is not enough to support most projects. With respect to trying to bring in large format retailers - they'll find their way here if they can make money. He cited Wal-Mart and Home Depot as examples - as they didn't need any incentives to come here.

## **Old Business**

**Update on Council Directive on Town owned property at 804 Main Street.** The Chairman reported that he had presented the EDC's recommendation to the Town Council, urging that the Town improve the property at 804 Main St. to create a 24 space

parking lot. The Town Council directed the Town Manager to research the cost of this proposal - and as an alternative to develop an RFP to develop/sell the property.

**Business Calling Program–None**

**Downtown Arts & Eats District**–Commissioner Funderburk reported on meetings and the Arts and Eats commission’s efforts to raise money for maps and brochures.

**Business Signage Program underway** –Mr. Finger reported that the Business Signs are up, but due to the length of some of the Business names, the size of the signs had to be larger than planned and the size of text had to be smaller.

**Chairman’s Report**–Chairman Hettinger reported that about ten resumes had been submitted for the Economic Development Director position, and asked if any commissioners would be interested in serving on the interview committee. Commissioner Horrocks expressed interest in serving of the committee and will contact the Town Manager's Office.

A proposal for a high speed internet and broadband initiative was discussed and the Town has submitted a letter of interest in participating.

Chairman Hettinger reported that the WINCOG site is supposedly shut down. Windham is now a member of the Southeast Council of Governments; check their web-site at: <http://www.mapgeo.com/SCCOGCT>

Finally, the Chairman said that Mr. Finger had given him two proposed budgets for the Commission to submit. Much discussion ensued, with the consensus of the Commission urging the Chairman to bring a budget proposal to the Town Council that would include up to \$500,000 for anticipated grants- so that we could have confidence in applying for matching grants; and additional funding for the new Economic Development Director to have sufficient operating funds to do promotional work, and to invite prospective developers to Town to show them around.

**Other reports/correspondence/announcements –**

Commissioner DeVivo asked if the Commission could revisit the comments that Tom DeVivo made at the December meeting, as she felt that the Town needed a business plan for the new parking garage. She wondered if the Town Council would like the EDC's help with the parking garage, and if so, she would like to invite Cynthia Van Zelm to discuss the garage in Storrs. Commissioner DeVivo also would like to ask the Town Council what this commission’s role in the issue would be, if any.

Commissioner Hettinger agreed to ask the Town Council what this commission can do to prevent loitering in town. Mr. Finger said it is an issue for the police.

**Citizens & delegations comments/questions –**

Demetrio Ricciardone, Savings Institute Branch Manager, discussed what is needed in and from an Economic Development Director.

**Adjournment** - MOVED by Commissioner McCommas and SECONDED by Commissioner DeVivo to adjourn the meeting at 9:30p.m. Motion Carried.

Respectfully submitted by Janet Laukaitis  
and revisions by James Finger, Planner/Business Liaison

# Economic Development Commission

March 2, 2015

Regular Meeting

Windham Town Hall

979 Main St., Willimantic, CT

**Call to Order:** Chairman Hettinger initially called the meeting to order at 7:00 - PM, but the official posted agenda indicated that the Commission would meet at 7:30 PM. Those present were Bill Hettinger-Chairman, Pam DeVivo, Robert Horrocks, John McCommas, and Victor Funderburk arrived late. Also in attendance was Cheryl Preston of 'A Cupcake for Later', and James Finger, as staff.

**Review / Approval of Minutes - January 5, 2014.** Commissioner McCommas moved to approve, and Commissioner DeVivo Seconded the motion, and all voted to approve the minutes as presented. Motion Carried.

**Guest Speaker** – Cheryl Preston of 'A Cupcake for Later' was invited to speak about her observations of conducting business in Town. The Chairman gave a brief overview of the Commission's purpose to invite guests to speak to the Commission to advise what the Town can do to help businesses succeed in Town; especially ones that have been here for a few years as hers. Ms. Preston informed the Commission that it will be three years on St. Patrick's Day - March 17th, that she opened her business here. Commissioner Horrocks asked what are we doing right/wrong. Ms. Preston opined that in spite of what people say, there is definitely a parking problem downtown. She asked about striping the parking spaces along the street, as it could increase the number of spaces available. Some discussion ensued, and Chairman gave his reasons for not wanting to park on the street. He said - the snow is a problem; hydrants, large trucks rumbling by, and he was concerned that someone may hit his car accidentally while they are driving - but it is a problem for people who want to park on the street - as there aren't any lines to show where to park. He mentioned that near the Willi-Brew parking lot, there is enough room to park two cars on the street, but frequently people park so that only one can park. Ms. Preston commented that there should be larger spaces for the buses to park, but now people park in the area where the buses are supposed to park; so the buses just stop in the street which causes the people behind them to wait and this causes some traffic congestion. She added that she's heard from a number of customers that they won't drive down Main St. because it's always congested. She added that there aren't enough Handicapped parking places; one is located across the street, but she didn't know where one was located on her side of the street - except down by the Radio Station. (Victor Funderburk arrived)

Ms. Preston commented on the unsightly appearance of buildings entering the Town from Liberty Bank on (west bound)- the old brick building across the street from the Bank, and then the pink building on the other side (760 Main?) which is condemned - if they could just paint some flowers on the windows. Another idea - is to put a flea-market in the Nassiff's building at 745 Main St. ; especially on a Saturday - or a weekend - to bring people downtown - similar to Coventry. Also - maybe have a bigger Farmer's Market on Jillson Sq in the summer time with a flea market; but with more local people - not just mobile vendors from out of Town. The Farmers' that are at the Pavilion need to

branch out a little - they don't need to be there; they could bring a pop-up tent, and be at Jillson. Another idea is to have snow sculptures where they're dumping all the snow. We need attractions to bring people into the Town - and the publicity. People need to hear good things that are happening in Willimantic instead of all the bad news. Chairman Hettinger commented that he remembered that someone from Channel 30 came to the Chocolate Fest a couple of years ago. Ms. Preston complained that we hardly had anyone from the media come to the Festival this year - and few people came. People generally don't remember these annual events if it's not brought to their attention; even if it's about the Theater, the Arts, or galleries - something every week to bring people downtown.

Commissioner Horrocks agreed, and said some people have commented that we have a need for a Downtown Coordinator to handle all of these events and promote them. He said that he thought that the Chocolate Fest was sponsored by the Lions Club, and put on by either Thread City Development or Willimantic Renaissance; so it's up to the individuals who are putting it on - and not any single organization. He explained that the Thread City Development is focused on the Downtown, and they plan to have a breakfast meeting soon with the Downtown Businesses. Ms. Preston said that when they first got started, they went to a few meetings of the Thread City Development, but after that, they didn't hear anything from them; and their web site wasn't updated. She said that she understood it is hard to maintain all of the information with volunteers; but there are a lot of organizations - all trying to do the same thing. Commissioner Funderburk commented that generally people have to pay to join an organization to get their information posted on a regular basis. Chairman Hettinger added that the Commission spearheaded the Business Signage program for the Downtown to draw attention to the business on side streets - that are not on Main St., so that customers could find them. Ms. Preston - countered that this is just for businesses on the side streets, but you don't have anything for the businesses on Main St.

Chairman Hettinger commented that he saw the problem is that people don't know where to go because we don't have maps - with the businesses identified. Typically, anywhere you go for vacation, they have these colored maps of the Town showing the businesses in an artsy way that makes it look interesting; and we used to have some, but they haven't been done in awhile.

The conversation digressed to a general consensus that the Town doesn't care about the Downtown Businesses. Commissioner Funderburk opined that you have to recognize that it (Downtown) is an asset - how do you get people to care? Commissioner DeVivo countered that there are a lot people that care - by just looking at all the different organizations involved. Commissioner Funderburk argued that it's difficult to get the Town Council to care about the Downtown, as he's seen other occasions where people care about an issue, and they'll pack the room - then the Council cares. Ms. Preston answered that a lot of the Businesses don't want to complain or sign a petition, because they're afraid that the Town will take retaliation against them. This happened when they complained about the condition of the Tin Tsin parking lot; and the next day, they took down the parking sign, and didn't plow it for a month.

**New Business –**

**Old Business**

**Update on Council Directive on Town owned property at 804 Main Street.**

**Business Calling Program–None**

**Downtown Arts & Eats District**–Commissioner Funderburk reported on meetings and the Arts and Eats commission's efforts to raise money for maps and brochures.

**Business Signage Program underway** –Mr. Finger reported that the Business Signs are up, but due to the length of some of the Business names, the size of the signs had to be larger than planned and the size of text had to be smaller.

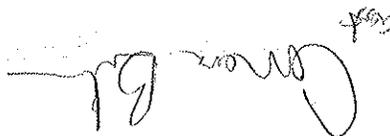
**Chairman's Report**–Chairman Hettinger reported that

**Other reports/correspondence/announcements –**

**Citizens & delegations comments/questions –**

**Adjournment** - MOVED by to adjourn the meeting at 9:30p.m. Motion Carried.

Respectfully submitted by James Finger, Planner/Business Liaison



# WINDHAM ECONOMIC DEVELOPMENT COMMISSION

## Minutes for Monday, April 6, 2015 Meeting

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

**Voting Members Present:** Bill Hettinger, Victor Funderburk (Arrived 7:32 PM), Robert Horrocks, John McCommas **Voting Members Absent:** Pam DeVivo, Ryan Jacobs **Voting Members Excused:** None **Guests:** Demetrio Ricciardone, Savings Institute **Staff Present:** James V. Bellano, Windham Town Director of Economic Development; James Finger, Windham Town Planner; Dagmar Noll, Clerk **Public Present:** None

- I. **Call to Order** – Chair Hettinger called the meeting to order at 7:10PM.
- II. **Citizens & Delegations Communité Comments/Questions** – None.
- III. **Review of Minutes** – None.
- IV. **Guest Speaker** – Mr. Ricciardone spoke about the Savings Institute Bank & Trust's commitment to helping businesses grow in the community.
- V. **Introduction of Windham Economic Development Director** – James Bellamo introduced.
  1. **Discussion of the Economic Development Commission Goals & Ideas** – Mr. Hettinger presented 8 key goals to Mr Bellamo: correcting problem policies, address parking, promote the Arts District, seek economic development grants, focus on Thread City Development and the Downtown Business Council, retain businesses in town, market the community, and parter with nearby universities for new business incubation. (Victor Funderburk arr. 7:32 PM).
- VI. **Business Signage Program**
  1. **Public Works Comments/Changes** – Feedback from Assistant Superintendent of Town of Windham Public Works includes a change in how signs are funded, eliminating “such as under the street name signs” from the letter to businesses, a correction in published dimensions, increase in cost, removal of the specification on size of text, and a removal of guidelines restricting signs to two per pole. Commissioner John McCommas made a MOTION to accept and implement the changes recommended by Public Works. Commissioner Victor Funderburk SECONDED the motion, and all voted in favor. MOTION PASSED unanimously.
  2. **Discussion and Possible Action – Expansion of Business Signage Program to other Parts of Town** – Commissioner Victor Funderburk made a MOTION to expand the signage program to include all commercial property throughout the town. Commissioner John McCommas SECONDED the motion, and all voted in favor. MOTION PASSED unanimously.
- VII. **Old Business**
  1. **Business Calling Program** – Mr. McCommas reported on the barber shop on North Street. Funderburk reported on Not Only Juice and Jamaican Me Crazy. Discussion about better signage for businesses on Riverside Drive. Hettinger noted that CliCK is open.
  2. **Status of RFP on 804 Min Street (former Tin Tsin lot)** – Mr. Finger reported that there has been one request for an RFP.
  3. **Downtown Arts & Eats District** – Mr. Funderburk reported on the current community theater show, Patsy Cline, and also on “The My Windham Project”, a collaborative project of artists throughout the community with indoor and outdoor art on Thursday/Friday/Saturdays between April 25 and June 6 and a \$1000 grant. Discussion about unified publicity for events in town.
- VIII. **Chairman's Report** – James Finger presented information on the application for a Family Dollar Store at the old Uncle Ken's site on Main Street across from Recreation Park. Concern about access to eventual back lot development. Commissioner Victor Funderburk made a MOTION to encourage the pursuit of this project because it would be good for the neighborhood and encourage the economic development of the neighborhood if properly completed. Commissioner Robert Horrocks SECONDED the motion, and all voted in favor. MOTION PASSED unanimously.
- IX. **Other Reports/Correspondence/Announcements** – Mr. Finger presented an illustrated city

information guide he found in the archive.

X. **Citizens & Delegations Comments/Questions** – None.

XI. **Adjourn** – Mr. McCommas MOVED to adjourn the meeting. Mr. Horrocks SEONDED. Chair Hettinger adjourned the meeting at 9:27PM

Respectfully submitted by D. Noll, Clerk.

# Notice of Action

## Windham Economic Development Commission

**Voting Members Present:** Bill Hettinger, Victor Funderburk (Arrived 7:32 PM), Robert Horrocks, John McCommas

The Windham Inland Wetlands & Watercourses Commission met on April 6, 2015 at 7 PM at the Town Hall, 979 Main St., Willimantic to consider and act on the following:

1. **Business Signage Program** – Feedback from Assistant Superintendent of Town of Windham Public Works including a change in how signs are funded, eliminating “such as under the street name signs” from the letter to businesses, a correction in published dimensions, increase in cost, removal of the specification on size of text, and a removal of guidelines restricting signs to two per pole. Commissioner John McCommas made a motion to accept and implement the changes recommended by Public Works. Commissioner Victor Funderburk seconded the motion, and all voted in favor.
2. **Business Signage Program** – Commissioner Victor Funderburk made a motion to expand the signage program to include all commercial property throughout the town. Commissioner John McCommas seconded the motion, and all voted in favor.
3. **Family Dollar Store at Main Street Site** – A Family Dollar store is proposed at the old Uncle Ken's site on Main Street. Commissioner Victor Funderburk made a motion to encourage the pursuit of this project because it would be good for the neighborhood and encourage the economic development of the neighborhood if properly completed. Commissioner Robert Horrocks seconded the motion, and all voted in favor.

For more info, please contact James Bellano, Town Economic Development Director at 860-465-3062.

RECEIVED FOR RECORD

2015 APR 13 PM 3:17

  
James Bellano

**WINDHAM PLANNING & ZONING COMMISSION**  
**February 26, 2015 MINUTES**

The Windham Planning & Zoning Commission held its meeting on February 26, 2015 in the 2<sup>nd</sup> floor auditorium. Chair Paula Stahl called the meeting to order at 7:00 P.M. Members present were Jean Chaine, Claire Lary, Ed Pelletier, Scott Lambeck, Michael Graff and Paula Stahl. Also present were Code Enforcement Officer Matthew Vertefeuille and Town Planner James Finger.

**I) Approval of Minutes**

a) The minutes of January 8, 2015 were approved. Motion to approve the minutes was made by Scott Lambeck and seconded by Ed Pelletier. The motion carried unanimously.

b) The minutes of January 22, 2015 were approved. Motion to approve the minutes was made by Jean Chaine and seconded by Claire Lary. Voting in favor of the motion were Jean Chaine, Claire Lary, Ed Pelletier, and Paula Stahl. Scott Lambeck and Michael Graff abstained. The motion carried.

c) The minutes of February 12, were 2015 approved. Motion to approve the minutes was made by Michael Graff and seconded by Scott Lambeck. Voting in favor of the motion were Michael Graff, Scott Lambeck, Jean Chaine, Claire Lary and Paula Stahl. Ed Pelletier abstained. The motion carried.

d) The minutes of November 20, 2014 were approved. Motion by Claire Lary and seconded by Michael Graff. Voting in favor of the motion were Claire Lary, Michael Graff, Jean Chaine, and Paula Stahl. Ed Pelletier abstained. The motion carried.

**II) New Business**

**a) Access Community Action Agency, 1315 Main Street, Willimantic - Formal Subdivision Plan.** Take receipt and schedule for hearing.

A representative for the Access Agency was present, but she did not speak to the application.

Ed Pelletier referred to lot #3 on the plan. He said the proposed building appears to be over the building setback line. Is that something our regulations allow, he asked. Chair Stahl said that it is allowed when it is an internal property line.

Scott Lambeck referred to the lot in the upper back portion of the property. He said we had some discussion regarding the driveway and it appears that the driveway was not changed. It appears to be the same driveway as originally shown on the plan, he said. Chair Stahl agreed.

Planner Finger said the surveyor indicated that he hasn't received word regarding any changes to the driveway, and he is not at liberty to make a change without his client's consent. Planner Finger said he has reviewed the history of the property and this was done a long time ago. Chair Stahl said it doesn't matter; now is the time to make appropriate changes to the property lines.

Ed Pelletier also commented that the plan should contain notes regarding easements etc. Chair Stahl agreed that a corrected plan should include easements and cross easements as well as other notations. This plan doesn't appear to be any different from the plan that we reviewed at the last meeting, she said.

After some further discussion, the Commission took receipt of the plan and scheduled a public hearing on March 26, 2015.

**b) Family Dollar Store, 161 Main Street, Willimantic – Preliminary Site Plan Review.**

Doug Murray of Hunt Real Estate located in Abington, MA spoke to the proposed plan to construct a new building on a vacant lot (former Uncle Ken site) located at 161 Main Street in Willimantic. He said the property is approximately 2.2 acres in size, and we will be taking the front portion of the property for a new Family Dollar Store. We are proposing a single story 8,320 square foot pre-engineered metal building. He said the design of the building will be a prototype design used by Family Dollar and will include their typical elevations. Family Dollar is planning to build a store on the front portion of the property, and they have asked us to present their prototype building for review. The owner wants to reserve the rear portion for potential future development on the remainder of the site.

Philip Henry of Civil Design Group LLC said the site is comprised of five lots (totaling 2.2 acres). He said the plan is to consolidate the lots and then re-configure the property. We are taking the front portion (1.07 acres) for a Family Dollar Store along Main Street. We are proposing a 8,320 square foot building and 27 parking spaces. It is a pre-engineered metal building. He said there will be one access from Main Street; however we are also proposing access for potential future development in the rear. He identified the location of the refuse area and said the mechanicals are located in the rear of the building. He said the front entrance is facing west toward the parking lot. We have an above ground storm water detention facility and we will be providing landscaping (shrubbery and trees) along Main Street that will wrap around to Elm Street.

Ed Pelletier asked if the property along the back is going to be owned by the Dollar Store or will it be owned by somebody else. Mr. Henry said the current owner would retain ownership, but there will be an access easement through the Family Dollar site so that lot will have access from Main Street. Planner Finger said he felt that the access to the rear lot is not ideal. Chair Stahl said the subdivision plan will have to show how access will be achieved to that lot.

Planner Finger expressed concern with the access to the site especially into Elm Street. He said there might be a problem with vehicles coming out into the travel lane. He also felt there would be a problem regarding delivery truck access. Getting in might be okay, but getting out into the travel lane could be a problem, he added. Code Enforcement Officer Matt Vertefeuille said he did not have a problem with Elm Street; however it is a 1-way street, he added.

A discussion ensued regarding the detention area

Ed Pelletier referred to the detention area and asked what the depth would be. Mr. Henry said the detention area, as designed, is 4 feet deep to the highest point, but the water will never be that high. He then referred to the site grading and drainage plan (sheet 5) and reviewed elevations. He said there would be less than 3 feet of water in a 100 year storm and we will have a 4 foot fence around the perimeter. Mr. Henry said we are going to be locating a trunk line that will go down Ives Street and eventually will cross the street and empty into the Willimantic River. We are going to tie into that and use it as an overflow, he said.

Planner Finger asked if the detention basin could be relocated to the back of the property as that would free up the front piece of the property so it could be used for something else. Mr. Henry said Town Engineer Joseph Gardner did not want us connecting to the drainage system. He wanted us to manage all that storm water up front.

Chair Stahl said the plan doesn't comply with Section 74.3 especially with site layout and building design. She said she is delighted that Family Dollar wants to build a store here. I welcome development on a vacant lot, but it stills needs to meet our regulations. In terms of site layout, the building needs to be oriented to the Main Street side of the lot and there should not be a blank façade against the street. Detention basins should be located throughout the site and should not be in one big pond area. Ed Pelletier questioned the possibility of having underground storm water storage. Mr. Henry said that would be cost prohibitive and Family Dollar has limits regarding the costs. Chair Stahl said underground storage would give you a lot more area to develop.

The discussion continued regarding building design etc. Jean Chaine commented that the building looks like a warehouse. He added that the building faces a street, but it is the wrong street. The building should face Main Street.

Chair Stahl said the Commission requires that national franchises use New England prototypes when designing their buildings. She said we can look at the façade, but it needs to be a very attractive façade on Main Street. Mr. Hunt said this is their prototype. We can look at some other prototypes. Mr. Hunt said Family Dollar requires us to submit their prototype. If it is not acceptable, then Family Dollar will review other options. The Commission was in agreement that Family Dollar consider another prototype for building design.

A lengthy discussion ensued regarding possibly reorienting the building on the site. Mr. Henry said they looked at different scenarios and this appeared to be the best option. The Commission suggested different locations as to where to place the building especially as it related to delivery truck traffic. Mr. Henry discussed delivery truck maneuvers. He said deliveries are made during regular business hours, but not during peak hours and are only made once a week. He added that he didn't anticipate any problem with deliveries because the proposed driveway is 36 feet wide, and usually a driveway is 24-30 feet wide.

Mr. Henry agreed that they will review all the Commission's concerns, comments and suggestions and incorporate any changes that might be feasible. He said they will return to the Commission with a corrected plan in one month.

**c) Zoning Regulations**

The Commission deferred discussion to another meeting.

**d) Reports from Zoning Enforcement Officer**

CEO Matt Vertefeuille reported on the following:

- 1) We are moving forward with plans to develop the vacant Tin Tsin parcel. The RFP has been approved by the Town Council. He said he is working with town staff.
  - 2) Solar Farm located on Williams Crossing Road in Lebanon, CT.
  - 3) Aaron Daily, UCONN intern has been working with the ZEO. He is reviewing the Town Plan of Conservation and Development and offering comments. Mr. Vertefeuille said he will review his comments with the Commission at a future work session.
  - 4) Update on the No Freeze Shelter. Mr. Vertefeuille explained that when the Commission approved the Special Permit, we talked about having them come in every year and make a report. They recently had a problem with their heating system and carbon monoxide, and the landlord respond to the issue. Mr. Vertefeuille said he checked police records and gave a brief review of emergency type calls made to the shelter. He said up until last week he had no complaints relating to the shelter. When the shelter is closed during the day, guests may congregate at nearby businesses. He said he feels that the shelter has been a huge success.
- Jean Chaine said when the No Freeze Shelter came before the Commission for this location a year ago the concern was that having the shelter there would deter future businesses from establishing there; but it doesn't appear that that has been a problem. On the other hand, if guests are seeking warmth in area businesses such as the laundromat, that could be a problem. Mr. Vertefeuille said he will ask the Director of the No Freeze Shelter to come before the Commission in June to give a report covering the last full year.
- 5) The new Economic Development Director should be starting in the beginning of April, 2015.

As there was no further business the meeting was adjourned. The motion to adjourn was made by Ed Pelletier and was seconded by Jean Chaine. The motion carried.

Respectfully submitted,  
Lillian Murray, Clerk

12.a

TOWN OF WINDHAM  
TOWN COUNCIL  
RESOLUTION

**RE: Appropriation and Bond Authorization of \$3,200,000 for the Refinancing of an Equipment Lease Purchase Agreement**

**RESOLVED:**

that the Town Council of the Town of Windham (the "Town") approves and recommends to the Board of Finance that the sum of \$3,200,000 be appropriated for the cost of the Refinancing of an Equipment Lease Purchase Agreement, such project to include (i) the repayment of that certain Master Equipment Lease Purchase Agreement by and between Banc of America Public Capital Corp. and the Town, dated as of May 8, 2007 which financed certain energy performance equipment and modifications to the Windham public schools and (ii) temporary and permanent financing costs (the "Project") and to meet said appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling, in the amount of \$3,200,000 or so much thereof as may be necessary after deducting grants or other sources of funds available therefor, which bonds shall be general obligations of the Town to which its full faith and credit is pledged; and

**BE IT FURTHER RESOLVED** that should the appropriation and bond authorization be approved by the Board of Finance and the voters at Town Meeting,

(i) the Town Manager and the Treasurer be authorized to issue and sell such bonds and notes in anticipation of such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such bonds and notes, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling; and

(ii) the Town Manager and the Treasurer shall sign the bonds and notes by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds; and

(iii) the Town Manager and the Treasurer, or either of them, is authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent of the bonds; to sell the bonds and notes at public or private sale or negotiation; to deliver the bonds and notes; and to perform and comply with all requirements of the Internal Revenue Code of 1986, as amended, and to perform all other acts and execute such documents which are necessary or appropriate to issue the bonds and notes including, but not limited to, the execution and delivery of a bond purchase agreement, tax compliance agreement and bond insurance agreement; and

**BE IT FURTHER RESOLVED** that the Town reasonably expects to incur expenditures (the "Expenditures") in connection with the capital project for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of the Expenditures with the proceeds of bonds of the Town described above. The maximum principal amount of such debt is not expected to exceed \$3,200,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150-2; and

**BE IT FURTHER RESOLVED** that should the Board of Finance approve an appropriation and bond authorization for the Refinancing of an Equipment Lease Purchase Agreement, a Special Town Meeting is hereby called to be held on \_\_\_\_\_, 20\_\_ at the Windham Town Hall, 979 Main Street, Willimantic, Connecticut 06226 at \_\_\_ p.m. to consider and vote upon the resolution for the Refinancing of an Equipment Lease Purchase Agreement as set forth above.

12.6

**TOWN OF WINDHAM  
TOWN COUNCIL  
RESOLUTION**

RE: AUTHORIZATION TO ISSUE REFUNDING BONDS IN THE MAXIMUM AMOUNT OF \$4,000,000 TO REFUND CERTAIN OF THE TOWN'S OUTSTANDING BONDS AND AUTHORIZING THE APPROPRIATION OF THE PROCEEDS OF SUCH REFUNDING BONDS.

RESOLVED, that the Town Council of the Town of Windham (the "Town") hereby approves the following Resolution:

(i) that the Town is hereby authorized to issue its refunding bonds, in an amount not to exceed FOUR MILLION DOLLARS (\$4,000,000) (the "Refunding Bonds"), to fund the appropriation authorized by section (ii) of this resolution. The Refunding Bonds shall be issued pursuant to Section 7-370c of the Connecticut General Statutes, as amended, and any other enabling acts. The Refunding Bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town; and

(ii) that the Town appropriate the proceeds of the Refunding Bonds to fund the redemption and the payment, in whole or in part, as determined by the Town Manager and the Treasurer of the Town, of the outstanding principal, accrued interest and any call premium on all or any portion of any issue of the Town's General Obligation Bonds including, but not limited to, the Town's General Obligation Bonds issued in 2010 (the "Prior Bonds"), together with the costs of issuance including but not limited to, any applicable consultants' fees, legal fees, trustee's and escrow agent fees, investment fees, verification fees, credit enhancement fees, underwriters' fees, bond insurance premiums, net temporary interest and other financing or transactional costs, and other expenses related to the payment or redemption of such bonds for the purposes of refunding them; and

(iii) that the Town Manager and the Treasurer shall sign the Refunding Bonds by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the Refunding Bonds; and

(iv) that the Town Manager and the Treasurer are authorized to determine which of the Prior Bonds are to be redeemed and the amount, date, interest rates and interest mode maturities, redemption provisions, form and other details of the Refunding Bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the Refunding Bonds and escrow agent with respect to the refunding escrow or escrows to be funded with proceeds of the Refunding Bonds; to provide for the keeping of a record of the Refunding Bonds; to sell the Refunding Bonds at public or private sale; to deliver the Refunding Bonds; and to perform all other acts which are necessary or appropriate to issue the Refunding Bonds; and

(v) that the Town Manager and the Treasurer are authorized to call irrevocably for redemption such of the maturities of the Prior Bonds, as they shall determine to refund from the proceeds of the Refunding Bonds and other moneys as they may determine to make available for this purpose and to defease such Prior Bonds by executing and delivering an escrow agreement in such form and upon such terms as they shall approve, such approval to be conclusively evidenced by their execution thereof; and

(vi) that the Town Manager and the Treasurer are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the Refunding Bonds authorized by this resolution, including covenants to pay rebates of investment earnings to the United States in future years; and

(vii) that the Town Manager and the Treasurer, or either of them, are authorized to make representations and enter into written agreements for the benefit of holders of the Refunding Bonds to provide secondary market disclosure information, which agreements may include such terms as he deems advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such Refunding Bonds; and

(viii) that the Town Manager, the Treasurer and the Director of Finance, or any one of them, are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the Prior Bonds and to issue Refunding Bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the Town with underwriters, trustees, escrow agents, bond insurers, and others to facilitate the issuance of the Refunding Bonds, the escrow of the proceeds thereof and investment earnings thereon and the payment of the Prior Bonds in whole or in part; and

(ix) that the Town Manager and the Treasurer, or either of them, are hereby authorized if they determine it is in the Town's best interest, to acquire, on behalf of the Town, bond insurance or other forms of credit enhancement guaranteeing the Refunding Bonds on such terms as the Town Manager or the Treasurer, as the case may be, determines to be appropriate, such terms to include, but not be limited to, those relating to fees, premiums and other costs and expenses incurred in connection with such credit enhancement, the terms of payment of such expenses and costs and such other undertakings as the issuer of the credit enhancement shall require; and the Town Manager or the Treasurer, as the case may be, are authorized, on the Town's behalf, to grant security to the issuer of the credit enhancement to secure the Town's obligations arising under the credit enhancement, including the establishment of a reserve from the proceeds of the Refunding Bonds; and

(x) that the Town Manager and the Treasurer are hereby authorized in connection with the issuance of the Refunding Bonds to execute and deliver on behalf of the Town such reimbursement agreements, remarketing agreements, standby bond purchase agreements, interest rate swap agreements, and any other appropriate agreements the Town Manager and the Treasurer deem necessary, appropriate or desirable and the Town Manager and the Treasurer are hereby authorized on behalf of the Town to secure the payment of such agreements with the full faith and credit of the Town, if they deem it necessary, appropriate or desirable.

(12.c)

Resolution re  
Workers' Compensation  
coming from Town  
Attorney on Monday,  
April 20.

14.a

# Request for Town Council Action: MEUI

**From:** Paul J. Hongo, Jr., Human Resources Director  
**To:** The Honorable Town Council  
**Date:** Thursday, April 16, 2015



## RE: Proposed Municipal Employees Union "Independent" (MEUI) Collective Bargaining Agreement

1. **REQUEST:** A Town Council motion approving the attached proposed tentative agreement with Municipal Employees Union "Independent" (MEUI).
  
2. **BACKGROUND:** Municipal Employees Union "Independent" (MEUI) represents nineteen (19) Town supervisory and professional staff employees whose primary job responsibility is to supervise, manage, and oversee the day-to-day operations of their respective departments and personnel. The Town's current collective bargaining agreement with Municipal Employees Union "Independent" (MEUI) expires on June 30, 2015. The new proposed tentative agreement includes the following key provisions:
  - Three-year agreement from 7/1/15 to 6/30/18
  - General wage increase as follows:
    - 2.40% on 7/1/15
    - 2.50% on 7/1/16
    - 2.25% on 7/1/17
  - Town will match employee contributions to their deferred compensation account at a level of 100% up to a maximum of \$75 per pay period
  - Town will contribute 50% of the annual HDHP deductible amount for each year of the Agreement
  - Employees hired on or after July 1, 2015 will not accrue unused sick leave (eliminates cash payouts upon retirement)
  - Employees hired on or after July 1, 2015 will not be eligible for Longevity Payments
  - Employees hired on or after July 1, 2015 will have only one (1) option for health insurance (the HDHP)
  - Cost-share premium applies to any excise tax (aka the Cadillac Tax), if required
  - Modest increases to co-pays and deductibles for both health insurance options (PPO and HDHP)
  - Vacation carry-over provision eliminated for all employees
  
3. **RECOMMENDATION:** Approve the proposed tentative agreement with Municipal Employees Union "Independent" (MEUI). *NOTE: The MEUI membership has ratified the tentative agreement.*
  
4. **REASONS FOR RECOMMENDATION:** The proposed tentative agreement is a fair balance between employees and management. Employees receive pay increases slightly above the industry standard and additional compensation through employer matching contributions in their deferred compensation plan. Management achieves its primary

objective -- significant long-term savings through the modifications negotiated for new employees hired on or after July 1, 2015, as well as employee cost-share contributions for any applicable excise tax.

5. **FISCAL IMPACT:** The recommended proposed tentative agreement will cost the Town approximately \$18,254 more for salaries in year one (only 1% was originally budgeted), \$33,373 in year two, and \$30,773 in year three. The Town's maximum cost for employer matching contributions to employee's deferred compensation plan is \$35,100 per year. Funds to pay the amount for FY 15-16 will come from the Town's Contingency Account. The funds to pay for the remaining two (2) years will be budgeted accordingly.
6. **ATTACHMENT:** Recommended proposed tentative agreement.



# Request for Council Action

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From: Joe Gardner, Town Engineer  
To: Windham Town Council  
cc: Neal Beets, Town Manager  
Date: Tuesday April 21, 2015  
Re: Proposed Contract Bid Award, Fuel Tank Removal

---

1. ACTION REQUESTED: Award of Contract for fuel tank removal at the Town Hall and Kramer Building to Environmental Services Inc. in the amount of \$15,000.00
2. BACKGROUND: The heating systems at the town hall and Kramer now operate on natural gas. The tanks are no longer needed and have sat dormant for years.
3. RECOMMENDATIONS: Environmental Services Inc. has satisfactorily removed tanks under the supervision of the Fire Marshal. Accordingly I recommend the project be awarded to Environmental Services Inc.
4. FUNDING SOURCE: The work is funded by a LoCIP grant
5. ATTACHMENTS: Please see attached memo which goes into greater detail.

# TOWN OF WINDHAM

JOSEPH GARDNER P.E.  
TOWN ENGINEER



979 MAIN STREET  
WILLIMANTIC, CT 06226-2200  
860-465-3043 Fax 860-465-3039  
EMAIL: [jgardner@windhamct.com](mailto:jgardner@windhamct.com)

To: Neal Beets, Town Manager

From: Joe Gardner, Town Engineer

Date: April 16, 2015

Re: Fuel Tank Removals, Kramer and Town Hall

Bids were opened on April 15, 2015 to remove old fuel tanks at the Town Hall (23 years old) and Kramer Building (25 years old). We now heat the buildings with natural gas.

The project was advertised in the Chronicle, three contractor web sites, and the Connecticut DAS web site.

Twelve firms submitted prices ranging from \$15,000 to \$69,400.  
Listed below are the prices from the lowest five bidders.

Environmental Services South Windsor, CT.	\$15,000.00
Kropp Environmental Lebanon, CT	\$16,675.00
Excavation Technologies Cheshire Ct.	\$21,200.00
True Blue Environmental Wallingford, CT.	\$23,807.00
Donahue General Contractors Hampton, CT.	\$25,000.00

Environmental Services Inc. is a large firm that specializes in this type of work. Attached is information from their web site.

Windham Fire Marshal Mike Licata has supervised tank removals by Environmental Services Inc. and found them to be a good firm.

Accordingly I recommend we award the tank removals at the Town Hall and Kramer buildings to Environmental Services Inc. in the amount of \$15,000.00. This work is funded by a LoCIP grant.

[Home](#)[About Us](#)[Services](#)[Permits and Licenses](#)[Project Summaries](#)[Contact Us](#)[Mitchell Associates, Inc.](#)[Liquid Solutions LLC](#)[800.486.SPIL](#)

## About Us



Our staff of over 70 employees includes project managers, supervisors, compliance and regulatory personnel, equipment operators, skilled craftsmen, and field technicians with multiple years of experience in emergency response, site remediation, hazardous waste management; as well as backgrounds in the petroleum and construction industries. Our staff of professionals provides continuity through each stage of an environmental challenge.

Safety is a priority at ESI. Field personnel receive mandatory training for 40 hour OSHA hazardous Work Site Operations and annual refreshers; as well as 24 hour Hazardous Material Technician, Confined Space, CPR, First Aid, Bloodborn Pathogens, and DOT training. Many of the crew are additionally cross-trained for asbestos abatement. Personnel are monitored under a medical surveillance program and are certified for work in all levels of personal protective equipment.

ESI's 24,000 square foot office, warehouse and maintenance facility is located on an 19 acre parcel in South Windsor, CT. ESI maintains all necessary permits and insurance in compliance with federal, state and local regulations. ESI is permitted in the following states for hazardous waste transportation and spill response: CT, MA, NH, NY, PA, RI and VT.

ESI is permitted by the State of CT and the EPA as a Part B, 22A454 10 day transfer and storage facility. The permit allows a maximum of 800 hazardous and regulated drums of waste; including most RCRA codes, TSCA waste, and medical waste; to be stored on site for up to 10 days. Construction of the transfer and storage facility is expected to begin in the Spring of 2009. Currently, rollofs are permitted for on site storage up to 30 days.

Environmental Services, Inc.'s goal is to provide our clients with "turnkey" solutions to their environmental problems. We strive to make doing business with ESI easy. If you would like a quote or more information about what we can do, [contact us](#).

[Click here to download ESI's Qualifications and Experience information.](#)



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## Storage Tank Cleaning and Removal

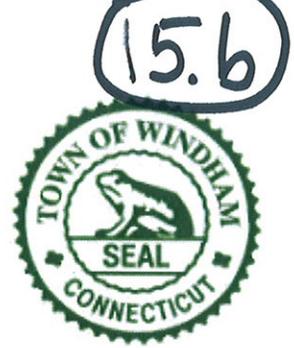
ESI owns a fleet of excavation, pumping, and safety equipment used during the cleaning or removal of oil/chemical storage tanks. Turnkey services are offered, from obtaining the necessary permits, to arranging inspections as required by state agencies and local municipalities. ESI equipment appropriate to the requirements of the project can be mobilized to the site such as excavators, backhoes, bobcats, vac trucks, cranes, and front end loaders. The site will be restored to the original condition including topsoil and landscaping.



In addition to tank removals, ESI provides the following related services, oil and chemical tank cleaning, tank inspection, waste product and sludge disposal, sampling and laboratory analysis, UST closure documentation, and tank replacement/installation. [Contact us](#) for more information.

# Request for Council Action

---



From: Joe Gardner, Town Engineer  
To: Windham Town Council  
cc: Neal Beets, Town Manager  
Date: Tuesday April 21, 2015  
Re: Proposed Contract Bid Award, Sidewalk Reconstruction

---

1. ACTION REQUESTED: Award of Contract for Sidewalk Reconstruction to Donahue General Contractors in the amount of \$398,980.00
2. BACKGROUND: The Streets include Chestnut Street from Spring Street to Lewiston Avenue and Gem Drive in its entirety. Upon completion of the sidewalks these streets will be repaved, late this summer/early fall.
3. RECOMMENDATIONS: Donahue General Contractors has previously completed sidewalk construction on three streets in Town. Accordingly I recommend the project be awarded to Donahue General Contractors.
4. FUNDING SOURCE: All of the work will be funded from the current bond issue for roads and sidewalks.
5. ATTACHMENTS: Please see attached memo which goes into greater detail.

# TOWN OF WINDHAM

JOSEPH GARDNER P.E.  
TOWN ENGINEER



979 MAIN STREET  
WILLIMANTIC, CT 06226-2200  
860-465-3043 Fax 860-465-3039  
EMAIL: [jgardner@windhamct.com](mailto:jgardner@windhamct.com)

## MEMO

TO: Neal Beets, Town Manager  
FROM: Joe Gardner, Town Engineer  
DATE: April 16, 2015  
RE: Sidewalk Reconstruction, Chestnut Street and Gem Drive.

Bids were received on April 15, 2015 to replace sidewalks on Gem Drive and to replace sidewalks and fill in gaps on Chestnut Street from Spring Street to Lewiston Avenue. The project was advertised in the Chronicle, three contractor web sites and the Connecticut DAS website.

Four firms submitted bids as follows:

Donahue General Contractors Hampton, CT.	\$398,980.00
Costa & Son LLC South Windsor, CT.	\$424,903.11
New England Concrete Ludlow, Ma	\$431,573.16
Garofalo & Saraceno LLC Middletown, CT.	\$581,500.00

Donahue General Contractors has successfully completed sidewalks on Mansfield and Roanoak Avenues, and on Quarry Street.

While based in Hampton they operate a gravel excavation business off Route 6 in North Windham and are Windham tax payers. They will be buying their concrete from Windham Industries, and pavement from Hain Materials both located in Windham. Their concrete subcontractor, Concrete Flatwork is based in North Windham.

Accordingly I recommend we award Sidewalk Reconstruction Chestnut Street and Gem Drive to Donahue General Contractors in the amount of \$398,980.00

This work will be funded by the bond issue.