

# TOWN OF WINDSOR LOCKS, CT

## ANNUAL TOWN REPORT



2014

**PUBLISHED BY  
THE WINDSOR LOCKS  
BOARD OF FINANCE**

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## ELECTED TOWN BOARDS AND OFFICIALS

### BOARD OF SELECTMEN

Steven N. Wawruck, Jr., First  
Selectman  
Dennis Gragnolati  
Michael Russo

### FIRE COMMISSION

Dennis Gragnolati, Chairman  
Patrick Courtney  
David Montemerlo  
Daniel Riley

### BOARD OF ASSESSMENT APPEALS

Charles G. Agli, Jr., Chair  
Gerard Weatherby  
Joseph Tria

### JUDGE OF PROBATE

Steven M. Zelman

### BOARD OF EDUCATION

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Scott A. Storms  
Andrew J. Kulas  
Gerard Weatherby

### JUSTICES OF THE PEACE

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Susan Barsanti  
Margaret M. Byrne  
James E. Cannon, III  
Suzanne Cannon  
Lyle H. Cate  
Neal F. Cunningham  
Peter Devine  
Barrie Dunlap  
Sandra Ferrari  
Joseph W. Flynn  
Jane V. Hall  
William R. Hamel  
Douglas A. Hamilton  
Edward E. Lanati  
Camille Miller  
Margaret M. Sayers  
Dale A. Storms  
Steven N. Wawruck, Jr.

### BOARD OF FINANCE

Douglas C. Glazier, Chair  
Cornelius O'Leary  
Sandra J. Ferrari  
Michelle I. Hill  
Michael Ciarcia  
Norman Boucher  
Stephan Brown, Jr., Alternate  
Paul Harrington, Alternate

### CONSTABLES

Michael J. Biedrzycki  
Shane O'Connor  
Christine DeMaine  
Hugh Donagher  
Daniel A. Flanagan  
Dennis A. Gragnolati  
George M. Hall

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Todd Annis  
Paul Ciarcia  
Richard Labbe  
Robert Norris  
Daniel Squires

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Kevin Brace, Chairman  
Michael Royston, Vice Chair  
Edward Lanati, Secretary  
Neal Cunningham  
James Gaylord  
Ricardo Rachele

REGISTRARS OF VOTERS

Sandra Ferrari  
Douglas Hamilton

SEWER COMMISSION / WATER  
POLLUTION CONTROL  
AUTHORITY

Steven N. Wawruck, Jr.,  
President, Chair  
Jeffrey J. Ives, V. Pres.  
Denise T. Balboni, Secretary  
Michael Russo  
Gary A. Laurito  
Dennis Gagnolati  
Robert Crochetiere  
William Hamel  
Scott Lappen, DPW Director  
Dana P. Steele, P.E.  
Gary Kuczarski, Superintendent  
Heather Kane, Recording Sec

STATE REPRESENTATIVE

Margaret Sayers

STATE SENATOR

John A. Kissel

TAX COLLECTOR

Peter Juszczynski

TOWN CLERK

William R. Hamel

TOWN TREASURER

Robert T. Norris

ZONING BOARD OF APPEALS

Shane O'Connor, Chair  
Douglas Hamilton  
Howard Aspinwall  
Ronald King  
Douglas Glazier  
Daniel S. Merrigan, Alternate

## APPOINTED TOWN BOARDS AND OFFICIALS

### ASSESSOR

Donna M. Murphy

### COMMISSION ON THE NEEDS OF THE AGING

Rosemary Cunningham, Chair  
Barbara Sullivan, Treasurer  
Frances M. Urbank, Secretary  
Suzanne Cannon  
Edward E. Lanati  
Roger Nelson  
William Hamel  
Douglas Hamilton

### C.O.N.A. MUNICIPAL AGENT

John Sullivan

### CONNECTICUT RIVER ASSEMBLY

Richard J. Frawley, Rep.  
Jane M. MacDonough,  
Alternate Rep.

### BUILDING OFFICIAL/ HOUSING OFFICER

James A. Plumridge

### EMERGENCY MANAGEMENT/HOMELAND SECURITY

Victor J. Puia, Director

### DEPUTY TOWN TREASURER FINANCE DIRECTOR

Catherine Cabral

### RECREATION DIRECTOR

David Wrabel

### FIRE DEPARTMENT OFFICERS

Chief Gary Ruggiero  
Assistant Chief Francis DeBella  
Deputy Chief John Donahue  
Captain Herbert Staiger, III  
Captain Brian Long  
Lieutenant Harley Higgins  
Lieutenant Andrew Kulas  
Lieutenant Anthony Ruggiero  
Lieutenant Joseph LaPierre, III

### FIRE MARSHAL'S OFFICE

Fire Marshal Michael Sinsigalli  
Deputy Fire Marshal  
John Donahue  
Deputy Fire Marshal  
John Kupernik  
Deputy Fire Marshal  
James Pascarelli  
Deputy Fire Marshal  
Gary Ruggiero

### CHIEF OF POLICE

Eric Osanitsch

### DEPUTY REGISTRARS OF VOTERS

Catherine McCauley  
Elizabeth Bartley

### ASSISTANT TOWN CLERKS

Christine Gallagher

SUPERINTENDENT OF  
SCHOOLS

Dr. Wayne C. Sweeney

CAPITAL IMPROVEMENT  
ADVISORY COMMITTEE

Neal F. Cunningham, Chair  
Catherine Cabral  
Norman Boucher  
Scott Lappen  
Pat King  
Darren J. Netto  
Dennis Gragnolati  
Steven N. Wawruck, Jr.

CONSERVATION  
COMMISSION

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Rose Horan, Recording Secretary  
William A. Howes  
Roger E. Nelson  
Kasan Patel  
William Fournier  
Roger Sullivan

ECONOMIC & INDUSTRIAL  
DEVELOPMENT COMMISSION

Carl Philbrick, Chair  
Norman H. Boucher  
Michael J. Fedele  
Michael Wrabel  
Sue Caldon  
Janet Ramsay  
Paul Riedi  
Patrick McMahan, Consultant

HISTORICAL COMMISSION

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James Anderson  
James Pearce  
James Roche, Jr.  
Mickey Danyluk

HOUSING AUTHORITY

William Hamilton, Chair  
John Ferrari  
Gary McGuire  
Carl Philbrick  
Joyce Welch  
Jennise Malyskiela

TREE WARDEN

Scott Lappen

HOUSING CODE OF APPEALS

Shane P. O'Connor, Chair  
Melvin E. Hendershot  
Shirley O. King  
Edward J. Langan  
Beckie Refsnider  
Mark C. Cenci, Alternate  
J. Glazier, Alternate

WELFARE DIRECTOR

Steven N. Wawruck, Jr.

HOUSING CODE REVIEW  
BOARD

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Fred R. Miclon  
Raymond H. Ouellette  
David M. Ford



INLAND WETLANDS AGENCY

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Marshall H. Brown  
Patrick Courtney  
Nicholas J. Giaccone, Jr.  
Joseph Lawsing  
Michael L. Malone  
Mary Perrier  
Joseph Tria  
John Seaha, Alternate

JUNK CAR REMOVAL APPEALS

Robert L. Lapointe  
Louis C. Carpentieri  
Anthony Giannelli  
Mary Zukowski, Alternate

MARINE OFFICER

William J. Fournier, Jr.

NORTH CENTRAL DISTRICT  
HEALTH

William H. Blitz, Director  
Matthew Farr, Rep.  
Janet Leiper, Rep.

TOWN ENGINEER

J.R. Russo & Associates, LLC

SOCIAL SERVICES  
COORDINATOR

Christina Morra-Tiu

PLANNING AND ZONING  
COMMISSION

Vincent Zimnoch, Chair  
James Szepanski, Secretary  
Alan M. Gannuscio  
Alexa Brengi  
Curtis Ruckey, Alternate

PUBLIC WORKS DIRECTOR

Scott Lappen

REGISTRAR OF VITAL  
STATISTICS

William R. Hamel

TOWN COUNSEL

Chadwick & Stone, LLP

CAPITOL REGIONAL  
PLANNING COMMISSION

L. Jean Glazier  
Margaret M. Sayers

YOUTH SERVICES ADVISORY  
BOARD

Tracy Rasmussen, Chairperson  
Charlotte Wiggett, Vice Chair  
Jayson Wiggett  
Kelly Hernandez  
Missy Pascarelli  
Robyn O'Brien  
Sergeant Sebastian Garofalo  
Paul Kindall  
Collin O'Brien  
Ashley Arsenal  
Wende Cooper  
David Wrabel  
Gabrielle Sobilo  
Abigail Piotrowicz

## **BOARD OF ASSESSORS**

The Board of Assessors is charged with the responsibilities of establishing the fair market value of all Real Estate, Personal Property and Motor Vehicles in the Town of Windsor Locks.

The current Assessor for the Town of Windsor Locks is Donna Murphy. The Assistant Assessor is Becky Cooke.

Inspections of properties for new construction, additions, decks, pools, garages, etc are also the responsibility of the Assessor's office. Once inspections are complete, current values are established for any changes. The Assessor's Office also assesses all Personal Property and Motor Vehicles located in Town.

In addition to determining values, the Assessor's Office administers State and Local programs designed to give residents tax relief. These programs are designed to help the Elderly, Veterans, and totally disabled taxpayers. Any resident that has questions or would like further information on any relief programs can either call or stop by the Assessor's Office.

The Town's assessment information can now be accessed through the Internet. You can access this

information through a link with the Town's home page, or from [www.vgsi.com](http://www.vgsi.com). If a resident has any questions regarding the web site, e-mail can be sent directly to the Assessor from this site.

The Assessor's Office is also responsible for maintaining the Town-wide GIS (Geographic Information System). This system provides valuable information for almost all Boards and Commissions associated with the Town. The system contains all boundary lines, zoning, inland and wetland, and sewer information in a computerized format. You may find a link for our GIS site through the Town website at [www.windsorlocksct.org](http://www.windsorlocksct.org).

## **BOARD OF ASSESSMENT APPEALS**

The Board of Assessment Appeals is a three member elected Board. The Board's function is to hear the appeals of those who feel they have been aggrieved by the doings of the Assessor.

According to State Statutes, the Board meets in the Spring to hear appeals on Real Estate, Motor Vehicles, or Personal Property from the previous October's Grand List.

The Board also meets during the month of September to hear appeals for Motor Vehicles only.

Any taxpayer that wishes to appeal an assessment may contact the Assessor's Office to obtain further information on obtaining an application for an appeal.

## **BOARD OF EDUCATION**

Annual Report  
Windsor Locks Public Schools  
2013-2014  
Patricia L. King, Chairperson

On behalf of the Board of Education and the entire school community, I am pleased to present the highlights of the 2013-2014 year. The District's Long Range Plan continues to provide the direction and guidance needed to ensure every student in Windsor Locks achieves at rates never before imagined.

Windsor Locks Principals and Central Office Administrators have again contributed to this annual report with information on programs, achievements, and activities; that are all in their own right, focused on increasing student achievement. In every report you will see our work is fully aligned with our long range plan.

## District Mission and Goals

The WLPS will create and sustain a community of life-long learners where all students are engaged, empowered and expected to achieve at the highest levels and to become responsible, contributing citizens in an ever-changing, global society.

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

Goal 2: Windsor Locks Public Schools will use research based leadership and best workplace practices to ensure high levels of achievement.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

We continue to be laser focused on increasing student achievement. To that end, we are proud that we:

- changed the grading and reporting system at Windsor Locks Middle School to reflect a competency-based grading system, where students work towards mastering standards with time as the variable;
- have had statistically significant increases in our MAP assessment scores demonstrating three years of continuous growth. The MAP assessment is perfectly aligned with the literacy and mathematics curriculum based on the Connecticut Core Standards;
- have provided one more full year of up to 250 additional hours of instruction to over 175 students in our K – 8 Extended Day and Year program;
- launched our first “Running Start” program before the 2014-2015 school year to prepare 40 students with important strategies to navigate their new schools;
- launched a Saturday Academy program for students to receive additional instruction in areas of academic need;
- have implemented the new Windsor Locks Public Schools Educator Evaluation program, within which seven administrators conducted 610 formal and informal observations of all certified teachers, representing significant professional growth in all measured areas of educator performance;
- created a plan for the expansion and implementation of personalized “pathways” for students with the help of a \$39,000 grant from the Hartford Foundation for Public Giving.
- have continued to strengthen the College for Every Student program at WLMS, while ensuring every school focused on creating a college-going culture, which included field trips for students in grades 2, 6-8, and 9-12 to a college or university campus, including a first ever trip to West Point;
- achieved post-secondary plans - 98% of our 2014 graduating class left high school with a specific post-secondary plan including 88% going on to college, 4% going into the military and 6% going directly into the world of work;

- have focused all professional development on improving the craft of every teacher, including a new large-scale partnership with Expeditionary Learning;
- have received recognition from the League of Innovative Schools, Great Schools Partnership, Hartford Foundation for Public Giving, New England Secondary Schools Consortium, and the New England Association of Schools and Colleges (NEASC), for our efforts in developing a district wide “Competency Based” school system;
- developed intervention blocks in every school during the school day providing additional support to students in need of additional help in achieving success;
- officially adopted, with approval from the Board of Education, Cross Curricular Graduation Standards for the classes of 2020 and beyond.

Goal 2: Windsor Locks Public Schools will use research based leadership and best workplace practices to ensure high levels of achievement.

We continue to be laser focused on increasing student achievement. To that end, we are proud that we:

- have provided over 40 hours professional development to our staff which has been focused on research based instructional practices, including but not limited to; best practice instructional strategies, best practice assessment strategies and the development of valid and reliable assessments, the use of technology in the classroom by students as an instructional tool, and the use of data management systems to support the effective use of data during PLC’s;
- have a continued focus on the implementation of the “Nine Characteristics of High Performing Schools” which guides all of our work improving student achievement;
- have continued training and focus on PBIS, Positive Behavioral Intervention Support and Responsive Classroom at South and North;
- have completed year four implementation of MAP, Measures of Academic Progress. The professional staff are becoming experts in

the analysis of the MAP data during PLC's which in turn is being used to drive instruction and adult behaviors;

- have engaged a cohort of 30 individuals in instructional training uniquely aligned with the Common Core State Standards and our emphasis on students as leaders of their own learning.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

Students must be safe, healthy, supported, engaged, and challenged to be successful. Being supported by caring adults is critical to increasing student achievement.

WLPS has:

- continued implementation of school-based PBIS committees and effective programs to ensure a positive school climate in every building;
- planned for and established the Pine Meadow Alternative School, as well as RISE Academy for our 18-21 year old population (implementation will happen in 2014-2015)

- engaged parents and the community in an advisory capacity providing community members and parents the opportunity to share thoughts and opinions on school and district initiatives in every school;
- continued to work with Windsor Locks Youth Services in the implementation of the 2013-2014 Drug and Alcohol Free campaign,
- worked cooperatively with Windsor Locks Lions to provide free vision screening to North Street School students;
- developed new educational partnerships with Hartford Hospital and Capital CC;
- enhanced our partnership with ACC to include more opportunities for WLHS students to take college courses.
- planned for and established a "Running Start" program to be implemented in summer 2014

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

Safe and healthy schools are critical to ensure every student achieves at rates never before imagined as is quality instruction, best practice and engaged adults. Our students must be educated in a positive, friendly, and kind environment. The Sandy Hook tragedy reminded us that even the most student-friendly environments can be subject to harm and devastation. Physically safe buildings are of paramount importance to help our children feel safe and thrive in their learning.

WLPS has:

- increased the safety and security of every school building main entrance with the installation of “double-buzzer” entry systems;
- installed a “single swipe” automated school lockdown system in cases of emergency;
- completed a formal crisis prevention and emergency response plan supported by all town emergency personnel.
- applied for and received a grant to upgrade our district

phone system to one that meets industry standards for safety (to be installed summer 2014)

- successfully completed our second year in the Federal “healthy kids program” ensuring our students receive healthy foods in our cafeterias and learn about healthy choices in our classrooms;
- continued to emphasize being respectful, responsible, and caring citizens throughout all of our schools through our PBIS programs;
- institutionalized a “green cleaning” program across the district;
- experienced a significant decrease in reports of bullying; actual bullying reports continue to be reduced from our baseline year data 2010-2011;

Windsor Locks Public School District has had another great year! We are so proud of the MAP achievement results that have demonstrated our students can achieve at levels never before imagined. While we still believe it is hard to be a good school district with minimal test scores we know

our work is heading us in the right direction. Evidence of this is not only our MAP scores, but the recognition we are receiving from highly recognized organizations such as the New England Association of Schools and Colleges, the New England Secondary Schools Consortium, the Hartford Foundation for Public Giving, and the League of Innovative Schools. As Board members we are grateful to our retiring Superintendent, Wayne Sweeney for his vision and leadership and for dedication and commitment to our students that every staff member continues to demonstrate. We have had a great new beginning with our new Superintendent, Dr. Susan Bell. Dr. Bell has been with our district for thirteen years and is well poised and dedicated to our mission and goals.

Business Office:

Business Manager: Les Koziara

In fiscal year 2013-14, expenditures against the \$29,336,822 general fund appropriated budget and additional various grants were made with the BOE adopted goal of maintaining appropriate instructional supplies, materials, services, equipment and technology resources to advance student learning.

The District still managed its expenses within its appropriation. The obligation for Special Education Out-of-District expenditures was met in our current Board of Education operating budget as a result of a \$377,460 expense credit from the Town. These funds came from the total Excess Cost Grant from the State Department of Education to the town funds. The Board of Education was able to absorb the Out-of-District cost in the operating budget. Thereby, the entire \$377,460 of Excess Cost Grant money remained in the Town coffers.

The school district contracts with Smyth Bus Company to transport our students to and from school.

Capital Funds were used this year to continue the centralized network for the school district and to continue with a planned purchase program for computer equipment and hardware. At South Elementary School, a gas boiler was installed providing a dual heating system that will have a substantial impact on oil costs to the District.

Sodexo Management Inc. continues to manage the food service program for the district. The program offers breakfast and lunch in all four schools. Both complete balanced meals and a la carte items are offered. This year Sodexo



implemented the fruit, cheese, and vegetable meal non-meat alternative in the Elementary Schools that has been a huge success! In the middle and high school, Sodexo increased the selection in the hot “Grab & Go” meal to include the deli bar. Sodexo sponsored a food drive in all the schools to support the national “No Kid Hungry Campaign”. All the food donations were given to the Windsor Locks Food Pantry.

#### Human Resources:

Wayne C. Sweeney, Superintendent

The Human Resources department continued to be consolidated into the Superintendent’s Office requiring approximately 20% of the workload being directed towards human resource issues. This resulted in the entire district administrative team having to work collaboratively to ensure all staff, principals, assistant principals, directors, and managers received the needed human resource services. A Director of Human Resources was hired in 2013-2014 for the fiscal year 2014-2015, thus allowing the Superintendent’s office to return full time to leading instructional improvements throughout the district.

Hiring: Two new positions were added this year, a Pre-Kindergarten/Special Education

Teacher and a Social Worker. We also had sixteen resignations, moves and retirements that resulted in the hiring of new employees. With every new hire we were able to find highly qualified teachers and staff professionals to complement our team.

New Employee and Substitute Orientation Programs: Annually we provide all our new employees and substitutes an orientation focused on the district’s mission, vision, initiatives, and culture. This orientation is designed to ensure all new employees get a sense of the district’s climate and focus designed to increase student achievement to levels never before imagined.

Employee Recognition: Our annual employee recognition program continues to celebrate employees who have gone above and beyond the daily professional responsibilities to ensure our students achieve at rates never before imagined. The program is designed to build the positive staff culture required to ensure everyone’s success, staff and students alike.

Compliance: Accurate data and appropriate certification of our staff is critical in order to comply with the State Department of Education. Each year, the State of Connecticut, via the Department of Education,

based on the district's compliance report, provides documentation to the Superintendent as to whether the Windsor Locks Public Schools is in full compliance with Connecticut General Statutes, Sec. 10-145 (a) (p.176, Connecticut Education Laws as of January 1, 2009).

Curriculum, Instruction and Assessment:

Susan A. Bell, Ed. D.,  
Assistant Superintendent

During the 2013-2014 school year, every teacher of reading, writing, language, Speaking, Listening, and Mathematics was engaged in implementing the second year of a fully revised Common Core State Standards (CCSS) -aligned curriculum. Teachers increased their skills in delivering this curriculum through focused work during PLC time. We continued to assess our students' progress by utilizing the Measures of Academic Progress Assessment (MAP), which is now aligned with the Common Core State Standards as well. With the impetus of the CT state Department of Education, we chose to administer the Smarter-Balanced Assessment System, which took the place of the Connecticut Mastery and Connecticut Academic Performance Tests. We implemented the new, stat-approved Educator Evaluation and Support

Plan, which meets the state's rigorous expectations for evaluating teachers in Connecticut's schools. A total of 610 formal and informal observations of teacher practice were logged during the 2013-2014 school year, representing over 400 hours of our administrators' time last year devoted just to being in classrooms, observing teacher practice. Also, the Board of Education approved the Windsor Locks Public Schools Cross-Curricular Graduation Standards that will form the basis of our new graduation policies for the classes of 2020 and beyond. An initial draft of the subject-specific graduation standards were created by all staff in grades 5-12, for further vetting and final approval during the 2014-2015 school year. We implemented year two of our Extended Day and Year program and served almost 200 students throughout the district who needed support in achieving critical standards. Below are some of the specific indicators and additional department accomplishments from this school year.

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

- Teachers and administrators together implemented year two of the CCSS curriculum

for the second full year in Literacy and Numeracy.

- Administrators and teachers implemented the state-approved teacher evaluation system. A total of 610 formal and informal observations of teacher practice were logged during the 2013-2014 school year, representing over 400 hours of our administrators' time last year devoted just to being in classrooms, observing teacher practice. This does NOT include the meetings with teachers that occurred before and after to discuss planning and feedback, nor does it include the time spent discussing each teacher's professional growth plans and progress, which probably constitute another 600 hours.
- A computerized, national, universal screening assessment (MAP) was administered to all students in grades kindergarten through 11.
- This assessment continues to provide teachers and students with information on what students know and are able to do, and where they may have gaps in their learning, so that teachers can develop instruction that is responsive

to their needs and helps them build their skills toward meeting and exceeding grade level standards.

- The CMT and CAPT were phased out (except for Science) and a field test of the new assessments, Smarter Balanced, were administered in Literacy and Numeracy in grades 3-8, 10, and 11.
- A One to one iPad program was piloted at Windsor Locks High School.
- WLPS and the Windsor Locks Historical Commission collaborated to conduct the Second Annual Heritage Week learning experience for both the schools and larger community.

Goal 2: Windsor Locks Public Schools will use research based leadership and best workplace practices to ensure high levels of achievement.

- Teachers and administrators worked together to ensure effective implementation of the CCSS curricula.
- Administrators continued to focus on working with classroom teachers to improve their instruction by spending

the majority of their time in classrooms observing and providing feedback on instructional practices.

- Research shows that opportunities for staff to visit colleagues while they are teaching, is the best professional development that we can offer. Administrators continued this practice by scheduling time to make that happen.
- A new professional learning model that focuses on creating student-centered learning experiences for maximum student achievement growth was delivered in March through Expeditionary Learning. The learning was such a success that many more institutes are planned for the 2014-2015 school year.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

- We implemented the new state law requirements around creating positive school climates in our school buildings.
- This was our fourth year of using the research-based

School-Wide Positive Behavioral Interventions and Supports (SWPBIS) framework for encouraging positive behavior in the schools

- We also continued implementing Student Success Planning in grades 6-12, where every student designs a plan for success in academics, career, and social-emotional growth.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

- By implementing the requirements of the new School Climate laws, we were able to measure our effectiveness in helping all students feel a strong sense of belonging to their school communities.

#### Special Services

Joshua Robinson, Program Coordinator

Special Services in Windsor Locks is responsible for all special education services provided to students both in district and out of district. School health offices fall into this department. We also

oversee students who attend magnet schools and CHOICE programs. Special Services also oversees services and assists students who are homeless.

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

Special Services Department serves all Windsor Locks from Pre-Kindergarten to Grade 12, or from ages 3 through 21. The final figures of students served during the 2013-2014 school year are as follows:

Windsor Locks High School – 58  
Windsor Locks Middle School – 42  
South Elementary School – 48  
North Street School – 45  
Outplaced Public School Students – 30  
Metropolitan Learning Center – 0  
Suffield Vocational Agricultural School – 1

Grand Total = 224

Goal 2: Windsor Locks Public Schools will use research based leadership and best workplace practices to ensure high levels of achievement.

Special Services in Windsor Locks follows and adheres to all state and federal mandates regarding special

education and providing a free and appropriate education in the least restrictive environment for all identified students.

- Special Education Preschool: 15
- Behavioral consultant/Behavior Analyst available for behavioral consults (Interlocking Connections)
- Access to outside professionals per Planning and Placement Team meetings.
- Professional development is ongoing to assure best practices and compliance with state and federal mandates

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

Windsor Locks Special Services provides related services to special education students as determined by the Planning and Placement Team (PPT). The service team designs individualized instructional plans to service students varied needs. Parents and students will be supported through the PPT process by Windsor Locks Special Services and outside agencies to educate and guide them through the process.

Related Services for these students were as follows:

Number of students services:

Speech and Language Services – 85  
Occupational Therapy Services – 56  
Physical Therapy Services – 15  
Counseling/Social Work Services – 73  
Hearing Impaired Services – 2

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

Windsor Locks supports student health and safety by providing a school nurse at each school to oversee basic student health care support that may be necessary during the school day.

Health Services- 4 full-time RN's

1 LPN

Medical Advisor for consultation as needed- Dr. Soroka

Special Education teachers and Para Educators will support students' social emotional needs using Positive Behavioral Interventions and Supports.

School Psychologists and Social Workers will provide individual and group supports for students who have short term and long term needs as determined in the PPT process.

These supports will also triage emergency situations and seek assistance as needed by utilizing local and State agencies.

Windsor Locks High School, Grades 9-12

Sharon Cournoyer, Principal

Michelle Zawawi, Assistant Principal

Mark Wursthorn, Dean of Students

Windsor Locks High School had an October 1, 2013 enrollment of 509 students, a decrease of 29 students from the previous year. School Improvement efforts continued to focus on addressing the recommendations put forward by the New England Association of Secondary Schools and Colleges (NEASC) from our 2009 visit. We submitted our Two Year Report in October of 2011 and completed our Five Year Report in March of 2014. The outcome of the report included commendations for the work we have done since the 2009 visit as well as recommendations to revise our mission statement and school wide rubrics to be in alignment with the 2010 NEASC standards. As a school, we conducted a review of our building Mission and Core Beliefs that included staff, students and parents. The outcome validated the district work in the development of our Mission and Core Expectations. All of the plans developed for the NEASC report

were fully aligned with our district-wide improvement plan. This involved a specific focus on curriculum, instruction and assessment to meet the learning needs of students, measured by assessments such as the Connecticut Academic Performance Task (CAPT), Measure of Academic Progress (MAP) and common formative and summative assessments developed departmentally. Additionally, the attention by staff and leadership on the implementation of student-centered and differentiated instruction as we look to prepare every student to be college/career ready included sharing of assessments and instructional strategies that promoted critical thinking, collaboration and problem solving skills for all students. We piloted a program with Hartford Hospital with a cohort of 13 students who engaged in Emergency Medical Technician Training. The progress made this year demonstrate that we are on track to achieve the goals developed as part of the Windsor Locks Public Schools Mission Statement and Expectations included in our District Long Range Plan.

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

- Implemented the use of Visible Learning “Look Fors” created by our district staff to indicate what students should be doing to demonstrate active engagement in their learning.
- Increased use of classroom visits in form of “mini-rounds” and Visible Learning Visits. Every teacher was involved in at least four classroom visits and follow-up conversation with their department colleagues.
- Developed common formative assessments whereby data is discussed and action plans are implemented during PLC.
- Vertical Team PLC’s resulted in draft brochures that communicate the grade level and course competencies by discipline for grades 6-12. This year, focus was on making sure competencies were aligned with the Common Core State Standards across all disciplines.
- Increased use of pre-assessments, flexible grouping strategies, scaffolding strategies and post

assessments to guide instruction by all teachers across all disciplines.

- Literacy and Numeracy curricula which is aligned with the CCSS was implemented by teachers.
- Odyssey online learning was utilized as the primary curriculum for the high school for credit recovery for under-credited sophomores, juniors and seniors. Students are scheduled into specific periods during the day and after school to recover credit lost due to attendance or failing grades.
- School Counselors are using Naviance, a web-based program that facilitates the college application process, career interest exploration and the development and maintenance of Student Success Plans for students in grades 6-12.
- In August 2014, a new Transitions/Pathways Coordinator was hired to assist with our Advisory programming and to assist in the implementation of a Pathways/internship/job shadowing plan for all students in our goal to help

students in their college and career readiness development. The Transitions/Pathway Coordinator also establishes articulate relationships with such area colleges as Asnuntuck and Goodwin College.

- Summer school was held in 2014 for the last week of June providing opportunity for seniors who did not earn enough credits to graduate on time to complete the credits through the Odyssey on-line program.
- Running Start was implemented for 10 days during August 2014. This program was created to help incoming freshmen transition into the High School.
- Piloted iPads in several classes. Students were issued iPads and worked with instructors to increase technology use in the selected classes.

Goal 2: Windsor Locks Public Schools will use research based leadership and best workplace practices to ensure high levels of achievement.

- The Data Driven Dialogue Protocol for analyzing school



and student data for PLC time was revised to reinforce the use of PLC time in the development of common lesson plans that are based on relevant student data (CFA data).

- All professional meetings, including faculty meetings are focused on learning and teaching.
- High School Leadership (Curriculum Coordinators) set a Leadership goal to “improve my effectiveness as a curriculum coordinator by providing clear instructional leadership in moving the school towards competency based educational system and provide support for departmental colleagues as they hold students accountable for their role in education.”
- Student Advisory Committee, consisting of at least 30 students from all grade levels, met monthly to discuss student concerns and to plan actively for solutions to school wide challenges.
- Parent Advisory Committee met monthly with the Principal to discuss questions and concerns and to get

information on all areas of school improvement.

- Administration, the new Transitions/Pathway Coordinator, Matt Sigall, and the Director of School Counseling are in the process of working with Asnuntuck Community College to enhance pathways for students to earn college credit while attending high school. Meetings have been attended to understand the new protocol coming from NEASC and the state for dual-credit programs through community colleges. Community Colleges will now require specific credentials of its articulated high school teachers so that it will be more along the lines of what is in place for the UConn Early College Experience programming.
- Implementation of Professional Growth Plans for all teachers that focus on use of MAP data and Common Formative Assessment data to include all of their students to measure efficacy of instructional strategies implemented. Teachers brought data as well as student work samples to support student growth in their discipline.

- Expansion of the universal screening tool, Measures of Academic Progress (MAP) to include language usage as well as reading and mathematics administered three times in 2013-2014 to students in grades 9-10. Math and English teachers utilized the student goal setting worksheets to coach students through goal setting exercises for the final MAP administration.
- 30 Teachers participated in Expeditionary Learning professional development on three Saturday mornings. This professional development is aimed at improving student engagement.
- Use of departmentally developed Common Formative Assessments to ensure that the curriculum is delivered and measures are taken to determine the extent of learning.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

- A subcommittee was developed as a result of the Names Program where

students trained through the program developed a program called the “Big Jump” that was presented to 8<sup>th</sup> grade students in their advisory classes at the Middle School. Committee members met with 8<sup>th</sup> grade teacher advisors to describe their lessons and then facilitated the lesson with the students. The Big Jump continues to work on developing lessons that reinforce character and civility in preparation for the high school transition.

- Advisory lessons continue to be implemented from the revised curriculum that was put in place. Advisor will administer a Career Cluster Finder inventory to determine where students’ career interests lie in order to drive advisory programming.
- The School Counseling Department held meetings with all ninth graders to fill out and discuss a “Getting to Know You” worksheet, to review both high school graduation requirements as well as requirements to enter post-secondary education, and filled out a Four Year Plan on Naviance. The School Counseling Department met with all seniors to conduct

senior planning meetings to review the college application process and post-secondary options.

- Scheduling was conducted collaboratively with the Middle School for upcoming ninth graders to make sure students were scheduled for appropriate courses.
- Scientifically Researched Based Intervention Committee (SRBI), CORE (Guidance and Administration meetings), and Freshman team meetings continue weekly to identify students in need and develop action plans, collaboratively, to determine the steps required to make an impact on student well-being
- The expansion of a .2 Climate/Open Choice Liaison to a .4 Climate/Open Choice Liaison, funded by the Open Choice Grant, allowed an individual to focus on school improvement initiatives that impact climate and school culture. These included PBIS and Town Hall Meetings. The climate consultant worked collaboratively with Choice staff as well as parents and students of the choice program to provide a

successful experience for students. The Liaison also coordinates the “Big Jump” group and serves as leaders for the PBIS committee and Advisory Committee.

- Six (6) Town Hall Meetings were held last year to celebrate the accomplishments of students and staff in the areas of academic performance, citizenship and continuous improvement as well as artistic performance. Students worked with the Climate/Open Choice Liaisons to reformat the Town Hall Meetings to make them more engaging and relevant for all students.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

- Red Ribbon week was used to help promote healthy living through the advisory activities.
- Health class has a curriculum that involves working on the many aspects of staying healthy.

- Advisory class provided lessons on stress management, study skills, test taking techniques, college and career readiness as well as lessons on diversity, respect and conflict resolution.
- Physical Education offered a variety of new electives to support healthy lifestyles. The electives included yoga, team sports and a fitness class.
- In collaboration with the Youth Services Director, “Kick Butts” week was addressed through advisory lessons that educate students on the dangers of smoking.
- Student counseling groups were organized by the school psychologist and guidance counselors to meet the needs of students who needed additional support in various areas of healthy decision making. The Adventure Bound program was developed to help students with personal/social well-being.
- Re-established Tools for Schools and re-organized Chemical Hygiene Plans. Began a review for a district

Emergency Operations Plan to include a new organization and new defined roles and responsibilities.

Windsor Locks Middle School

Grades 6 – 8

David Prinstein, Principal

Regina McGillivray, Assistant Principal

Of all the important goals set by the Windsor Locks Middle School for the 2013-14 school year, none were more important than improving student achievement and improving our students’ connection with our school.

Overall, the middle school is committed to personalizing learning, preparing students for high school, and assuring that each student has a caring and responsible adult identified with him or her. Various programs are in place to provide positive relationships with adults and students that are based on mutual interests and shared purposes.

The types of activities that are explained in the following report are dependent on individual students’ needs, all aimed at improving their levels of academic, social, and emotional maturity.

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and

challenged to achieve at the highest level.

- There is an established directive that all middle school teachers use student data on a daily basis in order to best instruct their students. The data is made up of recent standardized tests (CMTs) as well quarterly general tests in math, reading and language.
- Once a week, teachers in their team meetings, devote one meeting a week to share and strategize on how best to use the data in order to improve their instruction.
- Each middle school teacher is required to formulate a Professional Growth Plan that is based on identifying and tracking individual as well as groups of students based on their academic needs. This plan is reviewed periodically throughout the school year with the teacher's evaluator and the teacher is held accountable for its successful completion.
- We have advanced our "Competency Based" approach to now include the Classes of 2020 and 2021.
- We have expanded the WLMS Reading program to

include every 6th and 7th Grader and 70% of the 8th Grade.

- We have redesigned classroom space on the main floor of WLMS to function as a state-of-the-art "STEM" learning lab.

Goal 2: Windsor Locks Public Schools will use research based leadership and best workplace practices to ensure high levels of achievement.

- All staff members have been trained in positive classroom management techniques insuring that all staff uses the same language and approaches regarding student behavior resulting in consistency and uniformity across all grade levels.
- Two committees have been established to ensure high levels of achievement. One is devoted to recognizing and celebrating student success. The other is organized to provide immediate, thoughtful interventions for struggling students; these committees meet weekly and are made up of all representatives of the middle school staff.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

- The middle school has an active and productive Parent Advisory and PTO that meets once a month throughout the school year. Issues are focused on learning and student achievement with an emphasis on financially supporting enrichment programs for all our students.
- The Student Advisory Class continues to be an effective strategy whereby each student is attached to one designated adult in a small group setting. These classes are held weekly and address school wide issues that impact middle school students. The main focus is geared to educating our students in making good decisions.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

- All students in grades 6-7-8 have Health class as part of their unified arts curriculum rotation.

- There is an interscholastic sports program offered in both boys and girls in soccer, cross-country, basketball and baseball and softball
- An inter-mural athletic program offered to all students, no matter what skill level in flag football, volleyball, kickball, and dodge ball.
- An all-day Health Fair was held in the spring whereby teams of students, through their health classes chose a topic to research in the medical-health fields and demonstrated their findings through individual booths with brochures, power point presentations and other audio-visual medium.

#### South Elementary School

Grades 3 – 5

Monica Briggs, Principal

South Elementary School serves approximately 389 students in grades 3, 4, and 5. In addition to the core instruction provided by classroom teachers, students receive instruction in Art, Music, Physical Education, and Library. Related services are provided by four special education teachers, a speech and language therapist, and two school

psychologists. Classroom support for our special education students is also provided by a dedicated group of paraprofessionals. An instructional specialist provides both professional development and instructional and curricular support to teachers. Students' academic needs are further addressed by two full-time and one half-time reading teachers, three extended day teachers, a math tutor, a reading tutor, an ELL tutor, and a part-time enrichment teacher.

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

- We have a well-established, high-functioning SRBI (Scientific Research Based Intervention) process to program for addressing individual student needs (academic/behavioral).
- School-wide enrichment opportunities are provided for all students (scientific inquiry)
- Enrichment programs were provided for students identified as gifted and talented.

- All classroom teachers and specialists engage in PLC data analysis to address student needs at all levels.
- Extended day/extended year program and Saturday Academy were provided for additional learning time with opportunities for multi-aged groupings of students.
- Our teachers engaged in the further development of new math and language arts curriculum aligned with the Connecticut Core Standards with ongoing revisions to better meet the needs of our students.
- Continuous development of school wide rubrics to monitor student progress toward learning goals.
- After school academic and enrichment activities offered to all students with transportation provided.

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

- We have a building-based school leadership team with

representation from all grade levels and departments that help advise the principal to make important instructional decisions.

- We have increased classroom observation time with the use of a district-wide observation rubric as part of our new teacher evaluation process.
- We conducted professional development in the “workshop” instructional model (reading/writing/math).
- We created opportunities for vertical teaming with both North Street School and Windsor Locks Middle School to insure instructional continuity across schools.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

- All staff members have now been trained in PBIS (Positive Behavioral Interventions & Supports).
- Seventy-five percent of instructional staff are now trained in Responsive Classroom with more training

opportunities planned for the future.

- Mentor program established for students who need extra social/emotional support.
- We increased opportunities for students to participate in after school activities.
- We collaborated with PTO for provision of parent instructional/informational programs.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

- We enhanced school climate through PBIS efforts/activities and Responsive Classroom approach to promote positive community within our school.
- Implementation of healthy lunch and breakfast programs
- Full time school nurse on staff
- Exercise classes offered through the after school enrichment program (basketball, running, walking, fitness).



- Morning yoga classes provided for students
- Participation in green schools initiative

### North Street School

Grades Pre K – 2

Jeffrey Ferreira, Principal

North Street School had 430 students in 2013-2014. We have six each of PK to grade 2 classrooms. We are fortunate to have a strong instructional intervention team composed of reading teachers, extended day teachers, and special education teachers as well as a math and ELL tutor. Our physical education, music, art and school library media specialist provide essential fine arts and co-curriculum experiences. We are able to address the social developmental needs of our students with support of a full time school social worker and psychologist.

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

- School-wide Professional Learning Communities continued to provide weekly professional development to improve learning and

teaching. Weekly meetings provided essential time for the analysis of student data to develop targeted lessons, directed at improving student achievement.

- Continued as a Lab-Site with Teachers College's Reading and Writing Project. Teachers received multiple days of embedded staff development by a highly trained literacy specialist from the university.
- Continued to integrate technology into our instruction with our classroom iPads. Our students are becoming are much more engaged learners with this piece of technology.
- Strengthened our creative POD system, which supports and builds upon teacher and interventionist collaboration, to improve instructional practices and lessons.
- Continued our use of the MAP universal screener and its concomitant progress monitoring assessments to assist in determining our students' areas of academic strengths and concerns. Data indicated that our school surpassed the national norm

in each test for each grade for the third consecutive year.

- Continued to solidify our implementation of the Common Core State standards with lessons developed collaboratively during our PLC meetings
- Our entire school population visited Central CT State University to experience college and have them begin thinking about their own post-secondary futures. Our second graders wrote to colleges and universities across the country and received information about college admission.

Goal 2: Windsor Locks Public Schools will use research based leadership and best workplace practices to ensure high levels of achievement.

- Principal's Parent Advisory continued to provide critical feedback to help our school progress.
- School Leadership Team strengthened its role as the school's data team.

- Our LEAP teacher worked in every classroom as well as with select students assisting in differentiating instruction to provide additional enrichment opportunities
- We offered several enrichment opportunities using our CHOICE funds which included a Reading Club, Drums, Arts & Crafts and Muscles & Movement opportunities.
- Our Extended Day / Extended Year program successfully continued to provide additional academic interventions both afterschool and during the summer. This has proven to be one of our strongest supplemental intervention programs.
- In year two of our School Readiness grant which enabled us to provide a quality pre-k program to 24 more children.

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

- Awarded a State Department Primary Mental Health grant for the ninth consecutive year, which funds our Friends and

Learners program, designed to assist children with school adjustment issues.

- Our Parents as Teachers program provided weekly playgroups for toddlers as well as in-home child developmental support and parenting practice information, for multiple families across the year. We are expanding the program in 14-15 based on success.
- Continued our free monthly preschool developmental screenings for children.
- Annual Common Sense Parenting classes.
- Awarded a Quality Enhancement grant enabling us to connect with area preschools and daycare providers, offering professional development for their employees.
- Birth to 4 birthday books/Developmental info program. All town children enrolled in our program receive a book on their birthday and their parents receive child developmental information.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

- Our Positive Behavior Interventions and Supports (PBIS) program remains one of our most effective behavior programs in helping us create a stronger school climate and improved academic performance.
- Second Step Program Pk-2 helps children become socially competent, form healthy friendships, and develop strong bonds with school.
- Annual kindergarten tree planting ceremony offered by the veterans from the American Legion.
- Remained committed to our Tools for Schools initiative which assists us in providing a safe, clean facility.

## BOARD OF FINANCE

The Board is composed of six elected members and two appointed alternates:

Douglas Glazier, Chairman  
Cornelius O’Leary  
Sandra Ferrari  
Michael Ciarcia  
Paul Harrington  
Michelle Hill

Alternate: Stephan Brown III  
Alternate: Norman Boucher

The duties and functions are as described in the Town Charter. To comply with the above charges, there is an appointed Finance Director that manages day-to-day operations.

The current Finance Director is Catherine Cabral. She oversees all financial operations, investments, budgets, grants and any other processes necessary to run the town’s financial operations. The Town conforms to CT. General Statues and generally accepted accounting principles (GAAP). The Town also follows the Governmental Accounting Standards Board (GASB) that is the standard setting body for establishing governmental accounting and reporting principles.

The Board meets every second and fourth Tuesday of the month with

the exception of budget workshops that meet weekly in February and March each year to review operating budgets submitted by town boards and commissions along with requests from the Public Library and Lion’s Club ambulance board.

The Board held 15 regular meetings and 12 special meetings throughout the year. The Financial Statements for the fiscal year 2013-14 was on file after December 31, 2014 in the Town Clerk’s office and available on the town’s web-site, [www.windsorlocksct.org](http://www.windsorlocksct.org) under the Board of Finance.

Each year the Capital Improvement Advisory Committee (CIAC) meets and reviews capital projects for the town. Upon this review and completion of a five-year capital improvement program, CIAC presents this plan to the Board of Finance for their consideration.

The budget for the Town Of Windsor Locks for 2013-14 was \$46,554,273, an increase of 4.63% from the previous year. The Town’s strong property tax base and Payments in Lieu of Taxes from the state help to maintain a low tax rate. The taxes in the town went from 24.27 mills to 24.54 an increase of 1.11%. Revaluation will be on the October 1, 2013 Grand List.

The 2013-14 budget preparations and approval were accomplished by the Board of Finance and submitted for a public hearing on April 23, 2013 and subsequently voted upon by the Town's electors and property owners for approval. The Town's electorate voted in town meeting to adopt the budget on May 21, 2013.

The Board of Finance is very conscious of the need for excellent schools and services to continue making Windsor Locks an attractive place for our citizens while trying to maintain one of the lowest tax rates in the State. This careful balance is something Windsor Locks has been able to accomplish for many years and has made the town a very attractive place to live and raise families.

## **BOARD OF SELECTMEN**

The Board of Selectmen is pleased to submit the following report for the fiscal year 2013 – 2014.

The Town of Windsor Locks has a Board of Selectmen, Town Meeting form of government. The Board of Selectmen is comprised of three Selectmen, of which, the First Selectman is the full-time Chief Administrative and Executive Officer of the Town, and together they perform the duties as specified

in the Town Charter and by State Statutes.

The Board of Selectmen continue to find ways to keep spending in check, yet still offer a wide array of services that our residents have become accustomed to.

A tax incentive package between the State of Connecticut and United Technologies, formerly known as the Hamilton Sundstrand facility and now as United Technologies Aerospace Systems (UTAS), has a direct benefit to the Town in that they remain committed to keeping jobs in Windsor Locks and building a customer service center. As this is written, meetings between the Town and UTAS will get underway to get a better understanding as to the type of facility being proposed, and the type of jobs that will result from this venture.

Town Hall renovations continue as our Public Works personnel are available, and they are currently working to complete the East Wing of Town Hall. Once that area is finished, the final phase of renovation will take place in the main portion of the building. Walking through the renovated sections of the building, one can see the pride taken by our talented personnel who have taken aged classrooms and transformed them into functional office space and yet

retained the character of its previous use.

The Town held a referendum on a major renovation project concerning the replacement of the High School heating system and windows throughout the school complex. The project's estimated cost is \$7,550,000.00 with the design already underway and construction to begin in the 2015 calendar year with completion the following year.

After months of delays, the Waterworks property that suffered extensive damage from a tornado the previous year was the focus of a major cleanup conducted by the CT Water Company and our Public Works Department. The trail reopened for the public to enjoy but one doesn't have to look too far without realizing the magnitude of the damage that occurred. It is nice to have this area opened again for recreational use by our community.

A new restaurant, Bobby V's, opened on Schoenpoester Road. The upscale restaurant/sports bar is a welcome addition to the Airport corridor and boasts well over thirty television screens along with a seventeen-foot centerpiece TV featuring major sports casts throughout the year with a fine dining menu for all to enjoy.

A new approach to getting the news to our residents was in the form of a Town Newsletter. Similar in format to the Board of Education and Parks & Recreation Department Newsletter, the Town's format was to accent services and upcoming events on a Town wide scale. The Newsletter is to be published twice a year.

In March, the Board of Selectmen moved forward with the process of a complete Charter review and appointed townspeople to the Charter Review Commission. The charge for the Commission was "to solicit and incorporate any modifications to the existing Charter which would improve the functioning of Town Administration and governance", and "to identify and correct any weaknesses, inconsistencies, redundancies or anachronisms to the existing Charter".

The Town received commitment from the State of Connecticut Department of Transportation to engage in an engineering design for up to a fifteen percent build-out of the train platform located in the center of Town. This keeps the prospect of the relocation of the platform on a forward moving course, and in the interim, allows the State to continue with design efforts until funding for the entire rail line project has been secured. Currently,

double tracking north of Hartford and station improvements are affected by lack of funds.

The Town was the recipient of a \$20,000.00 grant for predevelopment costs associated with establishing an (IHZ) Incentive Housing Zone on our Main Street corridor. The firm of Milone & MacBroom, Inc. is conducting the study for the Town and will conduct hearings on the plan that will eventually go to a future Town Meeting for approval. The Town was one of nine communities receiving the award from the State.

After many years of trying to secure an avenue to share in the fiber network offered to schools and libraries the Town was the successful recipient of \$35,000 grant to assist in connecting to the Nutmeg Network System. In conjunction with the award of the grant and access to the network, the Town contracted with the CCAT (Connecticut Center for Applied Technologies) to provide a virtual cloud based environment versus the Town procuring its own servers. The Town will now be a part of a larger network made up of other municipalities, and will have the ability to share common platforms at much greater reduced cost savings.

On the financial front, the Town received good news when

Standard's and Poor rating service upgraded the Towns bond rating to AA+. Previously at AA the Town is but one notch from an AAA rating that is enjoyed by only twenty municipalities in the State.

During the previous winter season the Town experienced a shortage of road salt when the State of Connecticut directed the shipments to other entities thereby causing the Town to purchase the commodity from other sources at a much higher cost. As a result, many towns banded together to seek reimbursement from the State to recoup the extraneous costs associated with the shortfall. The Municipalities prevailed and the Town was reimbursed the amount of \$8,180.00 to offset the unexpected expenditure.

An Ethics Policy drafted by our Human Resource Director and the Town Attorney was presented to the Board of Selectmen to review and adopt. As of this writing, the review process is underway with Department Heads, and Boards & Commission Chairmen.

Frances Lane was accepted as a Town Road by a Town Meeting vote, upon recommendation of the Planning and Zoning Commission.

The Town was the recipient of a \$200,000.00 Grant for Brownfield

Assessment to conduct an environmental assessment of the property on Canal Bank Road known as the Montgomery Building. The grant is awarded and administered to the Town in the effort to aid the owner in redeveloping the old mill site into a productive use to coincide with redevelopment of the Main Street corridor.

During the summer construction season Sutton Drive, Polk Lane, Tracey Circle, and Dale Street were all repaved. The two-year construction project involving the roadbeds and underground utilities of Fernwood, Mable, Northwood, and Poplar Streets were completed in their entirety. The Library parking lot and drainage construction was completed by early November.

The Board of Selectmen wishes to thank our Department Directors and the employees for their knowledge and dedication in the performance of their duties and responsibility to you the residents of our fine Town.

We would also like to acknowledge the many residents who are willing to volunteer their expertise and time to serve on the many volunteer Boards and Commissions in Town Government, and also those who contribute to the food bank and clothing closet to help their fellow neighbors.

Steven N Wawruck, Jr. – First Selectman

Dennis Gragnolati – Selectman

Michael Russo - Selectman

### **Human Resources and Risk Management Department**

The Mission of the Human Resources and Risk Management Department is to deliver a quality risk management program that focuses on the prevention of injuries, the protection of the Town's assets, and the development and implementation of sound safety programs for all of our employees and citizens. As we know, there is inherent risk in the activities of any organization. In Windsor Locks there is no exception. The Human Resources Department attempts to identify them, minimize, transfer or eliminate these risks. The Departments objectives and goals are to provide a safe environment for all employees and the public. Human Resources focus is to minimize interruptions of services to the public as well as reduce the frequency and severity of accidents. The Human Resources Department strategizes yearly on minimizing exposure to financial losses and to protect all of the Towns Assets. The Towns Safety & Health Committee team works to promote a safer and healthier working environment for all Town employees.



The Human Resources Department collaborates with and supports other Town departments by providing the highest quality municipal service at a cost level acceptable to the Town Residents and to provide a work environment that challenges and inspires its employees to excel and achieve professional growth. The Department assists in providing solutions regarding all aspects of Human Resources Management, including employee relations, recruitment, compensation and benefits, employee development and workplace safety. The Human Resources Department is ready to provide information on benefits programs, health and wellness, training and education. The Human Resources Department is dedicated to educating employees, retirees, and eligible family members on our health care plans, vision, dental, life insurance, employee assistance programs and voluntary benefits.

**BUILDING, PLANNING AND ZONING DEPARTMENT**

The building, planning and zoning department is responsible for ensuring compliance to building codes, planning, zoning, subdivision and wetland regulations, housing codes and other local ordinances.

The department assists homeowners, contractors, attorneys,

appraisers, design professionals, businesses, etc., in all areas of land use, permitting and development.

Permit revenues increased 48% over last year to \$204,735. The cost/value increased by 46% to \$13,916,144. The information below outlines permit activity for the year.

FISCAL YEAR	<u>7/12-6/13</u>	<u>7/13-7/14</u>
EST. COST/VALUE OF PERMITS	\$9,531,164	\$13,916,144
FEES COLLECTED	\$138,165	\$204,735

Planning and Zoning Commission

This past year was active with numerous applications for site plan reviews, modifications, special use permits and liquor permits. Liquor permits and associated modifications to existing permits were a hot topic drawing public interest and discussion at many meetings.

Significant progress was achieved in drafting a Main Street Overlay Zone and village Area regulations. The purpose of this effort is to put a framework around the attempts to revitalize Main Street and adjacent streets. Supporting staff played a significant role in the development of the details utilizing models from other Connecticut towns where

success was achieved. In conjunction with the planned incorporation in early 2013, the Plan of Conservation and Development was amended as the first step in planning for its incorporation and making associated regulatory changes.

In order to adequately reach the goals of the Main Street Overlay Zone, a moratorium on the approval and/or issuance of new liquor permits was instituted until March 1, 2013. Distance between and types of establishments serving alcoholic beverages play an important part in the success of the Main Street effort. The current regulations are under review by the Commission and supporting staff and will include other areas of the town.

The composition of the Commission changed this year with a new Chairman, Secretary, Recording Secretary and both regular and alternate members. The Commission expects 2014 to be full of new challenges as development continues within our town. As always, the public is invited and welcomed to attend our meeting and be part of the decision making process.

**Commission Members:**

Vincent Zimnock, Chairman  
James Szepanski, Secretary  
Alan Gannuscio

Anthony Scarfo  
Peter Juszczynski  
Paul Harrington, Alternate  
Debbie Seymour, Recording Secretary

**COMMISSION OF THE NEEDS OF THE AGING**

**CONA Board Members:**

Rosemary Cunningham, Chair  
Barbara Sullivan, Treasurer  
Frances Urbank, Secretary  
Sue Cannon  
Edward Lanati  
William Hamel  
Douglas Hamilton  
Roger Nelson

The Commission of the Needs of the Aging was established by a town ordinance dated January 27, 1976 to study the needs of the town's aging population. The Committee consists of nine members appointed by the Board of Selectman for a term of three years. A major component of the Board's responsibility is acting as an advisory board to the Windsor Locks Senior Center and Senior Transportation Program.

The Windsor Locks Senior Center saw an active and eventful 2014. Senior Citizens in the community took part in many of the center's offerings. The Senior Center's

variety of programs include, Watercolors, Aerobics, Tai Chi, Water Fitness, Zumba Gold, Yoga, Chair Yoga, Exercise, Quilting, Knitting, Computers, Craft Classes, Bingo, Quilling, Dominoes, Bunco, Bridge, Setback and Wii Bowling.

One of the more popular programs is the free tax preparation for all citizens over the age of 60 years. This program is offered every Monday for a 3 month period, starting in February.

The Senior Center's travel department also experienced continued growth in 2014. Monthly trips to casinos were available, as well as numerous chartered trips and overnight excursions. The recent creation of our travel group, "The Tri Town Travelers", has enhanced our travel offerings.

An exciting addition to our transportation program is a daily shuttle from our lower parking lot to the front door of the Center. This "door to door" service allows for easier access to the Center.

The Senior Transportation program is the recipient of a yearly state grant which enhances our existing schedule with additional transportation hours. These services include trips to and from medical appointments, shopping, hairdresser, special outings and daily service to

the Senior Center. Membership is \$30 and renewable, yearly, on July 1<sup>st</sup>.

Health Clinics play an important role at the Senior Center. Available to all seniors are monthly foot care and hearing checks, as well as weekly health insurance counseling. Yearly mammograms are also available by appointment. Additionally, our "Ask the Nurse" Program, has proven to be a huge success and many people have come to count on it.

The Center continues to see growth in the membership to our L.O.C.K.S. Fitness Center. There are treadmills, an elliptical, two stationary bikes and many more machines as well as free weights. Membership is required.

The following programs are also available at the center:

- Attorney's Advice is held every 3rd Friday of the month at 10:00 am. This program gives the senior community an opportunity to receive free legal advice from local attorneys. The Center also offers free Notary Public service for Windsor Locks senior residents.
- Healthy Eating is a monthly nutrition class presented by the Center's Nutrition Manager. It is held every

- second Wednesday at 12:30 pm. Each month addresses different food and health topics with tasty samples served.
- Manicures are offered on Monday mornings by a certified nail technician. Pedicures and waxing are also available.
  - Notary Service and “Ask the CPA”, a financial and tax advice program is available to seniors monthly by appointment.
  - Medicare workshops are held at the center during the months of October, November and December. Insurance assistance is available every Tuesday at 1:00 pm.

The “Oak Street Café” attendance, at the Senior Center, has seen continued growth in 2014. Lunch is offered Monday through Friday for \$2.50. In the mornings, the café has coffee and snacks, which are free of charge to all Windsor Locks seniors. Every Friday the Café offers a freshly cooked hot breakfast from 9:30 to 11:00 am. The cost is \$3.00.

The Commission on the Needs of the Aging meets at 7:00 pm on the third Monday of each month at the Senior Center. All meetings are open to the public and members would like to encourage senior

citizens, who have questions, concerns or suggestions, to please attend.

The Senior Center’s monthly newsletter, “The Scan” is available at the Center, by mail, or at many locations around town. You can also access it through the town’s website, [www.windsorlocksct.org](http://www.windsorlocksct.org). The Center has also created a ‘Facebook’ page to further enhance communication to the public.

## **CONSERVATION COMMISSION**

The Windsor Locks Conservation Commission’s mission is to preserve and protect the resources of the town. Though the Commission has no legal voting rights, the Commission provides recommendations for the town in its use of natural resources.

The Water Works Brook Conservation Area had been closed since the tornado tore through on July 1<sup>st</sup> 2013. After extensive damage to the trees over the paths was cleared the trails reopened in February. Boy Scout, Sam Williams, completed his project and we now have a covered map board for information and trail maps.

Commission members assisted the Historic Commission with tours of

the South end of the Canal which started from Memorial Hall during Heritage Week.

On September 27th, the Commission sponsored the 18<sup>th</sup> Annual Source to Sea CT River Cleanup. Adults and young people scanned the banks of the CT River and a truck load of trash and heavy waste items. We gratefully acknowledge the following local businesses that generously provided refreshments for the workers: Ahlstrom, Geissler's Supermarket (East Windsor) and Subway (on Main St., WL) and Public Works for their assistance in hauling the trash away.

There has been much concern over the emerald ash borer and the Commission would appreciate the public informing them of ash trees on private property if the owner has any concerns.

The Commission holds 10 meetings per year on the 4<sup>th</sup> Tuesday of the month at 7:00 pm.

Conservation Commission Members

Richard Frawley, Chairman  
William Howes  
Roger Nelson  
Roger Sullivan  
Bruce Robtoy  
Kasan Patel  
William Fournier  
Rose Horan, Recording Secretary

**ECONOMIC AND INDUSTRIAL  
DEVELOPMENT  
COMMISSION**

The goal of the Economic & Industrial Development Commission is to increase growth in our Grand List by pursuing the following objectives: identifying in-fill and redevelopment opportunities; attracting new businesses to Windsor Locks; facilitating the growth of our existing businesses; developing new areas of opportunity through the leveraging of State, Federal, local and private resources; and providing recommendations to the Selectmen regarding business-related issues.

We continued to focus attention on Main Street.

One of the major recommendations from the Main Street Master Planning Study was the relocation of the train stop from the outskirts of downtown back into the heart of Main Street. The proposal is to move the train stop to north of the historic train station in the vicinity of the Amtrak maintenance yard. We have had several meetings with State of Connecticut officials regarding this recommendation and have been assured that the platform would be relocated.

We tracked State DOT plans for the Amtrak station related to plans for high speed, intercity and commuter rail on the New Haven-Springfield line. Windsor Locks is slated to be a stop on the New Haven-Springfield Line - including a bus link to Bradley International Airport. This corridor was identified as a key component for meeting the Capitol Region Council of Government's Regional Transit Strategy goal of improving and sustaining the region's economic viability and regional livability. This was further recognized by the Connecticut Transportation Strategy Board as a first step in implementing a statewide strategic plan with the goal of reducing congestion on Connecticut's highways. In addition, the service could provide a connection to Bradley International Airport, multiple links to Amtrak Intercity service, and a direct link to the existing Metro North and Shore Line East Commuter Rail in New Haven. The corridor study area consists of 62 miles of existing rail line, which is owned and operated by Amtrak. The rail line begins in New Haven at Union Station and continues through several towns and the cities of Meriden and Hartford, ending at Union Station in Springfield, Massachusetts. Interstate 91 is a critical commerce corridor and the primary connection for passengers and freight traffic linking New Haven with Hartford

and Springfield, Massachusetts. All three cities are among the largest in their respective states and major employment centers.

The Bradley Development League and the Windsor Locks EIDC has taken lead roles in keeping the issue of double tracking from Windsor to the State line with Massachusetts in front of policy makers. In addition, the EIDC is working to ensure full funding for the Windsor and Windsor Locks station area improvements.

A major catalyst for the revitalization of the Windsor Locks Main Street is the restoration of the historic train station. The EIDC has worked to assist the Town's acquisition of the historic train station building from Amtrak by negotiating a purchase of the building for \$1. The closing on the acquisition was expected sometime during the next fiscal year. Crosskey Architects of Hartford, CT has been designing the restoration. Crosskey has tremendous experience with historic preservation projects. They have conducted a complete assessment of all the elements of this National Register of Historic Places building including roof, structure, plumbing, windows, and mechanicals. The intention is that the building would be utilized as the Bradley Area Visitors Center and Ella T. Grasso

Museum. The building would be an integral part of the new train platform servicing patrons on the New Haven-Hartford-Springfield commuter rail line. Town was awarded a \$225,000 Small Town Economic Assistance Program Grant several years ago for planning for the station. The design of the station is being funded through this grant. As soon as the town acquires the station a capital campaign would be launched. Survey and title work has been conducted. A very successful vendor fair was held organized by Sue Caldon with proceeds going to the train station project.

As a follow-up to the Main Street Master Planning Study and the Transit Oriented Development Planning Grant Study, the EIDC is working with the Planning and Zoning Commission on moving forward one of the recommendations – the development of a form based code for Main Street. The EIDC also worked with the Town Planner on an Incentive Housing Zone grant with the State of Connecticut to encourage now high density housing in the Main Street area.

Another major step was taken by the Town through the tax foreclosure auction for the Montgomery Mill Building Complex. The EIDC helped market the foreclosure action. Dr. Mohan Sachdev was the

high bidder for this property and is looking at a mixed use development of commercial and residential uses. Attorney Chris Kervick also presented to the EIDC a proposal for hydroelectric generation on the Montgomery property. The EIDC facilitated a meeting with Tim Sullivan, Director of Brownfields Development for the State of Connecticut, and then pursued a grant application for improvements to the property.

The EIDC continued to publish the Main Street News e-newsletter and utilized social media platforms like Facebook and Twitter to get the word out about town center developments.

The EIDC also tracked the redevelopment of 2 North Main Street and met with the management and ownership of Dexter Plaza to discuss improvements to this important retail center.

The EIDC also worked with Algonquin Power on securing a tax abatement for improvements to their facility.

Another focus area is Ella Grasso Turnpike – Route 75. One exciting project is “Governor’s Station”, a mixed-use retail and residential development being planned by BDL Real Estate Holdings, LLC on approximately 16 acres on Route 75 next to the Ramada Inn. The parcel

affords fantastic visibility from the Route 20 Bradley Connector. The Town has been working with the developer in pursuing a new interchange that would provide for a frontage road and the beginnings of the back-access roadways contemplated in the Bradley Area Transportation Study. A \$2.5 million STP Urban grant was secured for the construction of the Route 20/Route 75 interchange.

The Town was approved for \$1 million in STP Urban grant funds to construct sidewalks on Route 75. The Town was then informed that the project would be moved to LOTCIP funding.

The Bradley Gateway newsletter was continued to be published during this fiscal year.

Bradley International Airport, Connecticut's flagship commercial airport and New England's second largest, is a major economic driver for the State of Connecticut. The Bradley Development League, MetroHartford Alliance and key state legislators proposed the creation of the Bradley Airport Development Zone to seize upon the airport's potential. This new zone comprising commercial and industrial areas in close proximity to Bradley offers incentives that will help attract new businesses and expand existing businesses. This

initiative is all about: 1) creating new jobs, 2) attracting new capital, and 3) increasing tax revenue to the state and municipalities in the region. Multi-Mode Logistics was one of the first businesses to take advantage of these new incentives.

During this fiscal year, the new Connecticut Airport Authority took over control of Bradley from the Connecticut Department of Transportation. The CAA has had early successes including a new direct flight to Los Angeles and additional service to Atlanta. The Bradley Development League works closely with the new Executive Director Kevin Dillon.

Any questions related to business assistance needs can contact [wleidc@sbcglobal.net](mailto:wleidc@sbcglobal.net).

## **EMERGENCY MANAGEMENT/ HOMELAND SECURITY DEPARTMENT**

This past year was one of the busiest ever for the Emergency Management / Homeland Security Department in Windsor Locks.

We continue to monitor all potential storms, and to keep our office in contact with the state and partially or fully opened as the need arises. The weather was not good to us again this past year. We were hit



with a few storms and isolated power outages that required our use of some of our CERT team. They included the storms back in December, January and February. We have also taken part in various state exercises to ensure that we are ready for any incident that may require our attention.

We are extremely proud and appreciative of the work done by our CERT team, the Fire, Police, Public Works, Ambulance and the Board of Education workers for all their assistance during our emergencies. Sincere thanks must also go to the many town volunteers who come out to help us during those trying times also.

The Emergency Department hopes that all townspeople know that it is most important that you have an emergency kit at the ready and can shelter in place for up to 3-4 days before we are able to get to you. If we have to open a major shelter, it is at the High School and charging and warming centers are at the Town Hall. If necessary we distribute water and “meals ready to eat” (MRE’S) at the High School.

The Department assisted the Fire Department to place people if they had no place to go, after severe fires devastated their homes. Our Community Emergency Response Team (C.E.R.T.) has been called

upon to do traffic and other duties during the past year. We have a total of eighteen citizens who have been trained to assist the Department in times of emergencies. They have learned about shelter operations, fire suppression, emergency first aid, CPR, traffic duty and a number of other disciplines that will help them help you in times of need. Our sincere thanks to all the CERT’s. They are citizen volunteers that continue to give of their time to make your community a safer place, and ready to meet the challenge of any emergencies that may arise.

During this past year we signed an agreement with CL&P, which allows them to use our High School grounds as a staging area for up to 120 crews during major outage events in our area. This was a major win for the town, as many other towns were in the running to be chosen. This could not have been done without the cooperation of the Superintendent of Schools, the First Selectman, and the school facilities coordinator. It means that we will have a large number of CL&P crews right here in town, and should help this department to get our power restored in a timely fashion. Our sincere appreciation to CL&P for choosing Windsor Locks, and to all who had a hand in making this agreement possible.

We are always looking for more volunteers, and would like to start another CERT class this year. If you are at all interested in becoming a CERT team member, please call us at 860-627-1400, or 860-623-4144, and leave your name and number so we can let you know when the next class will be held. The classes are usually on Saturdays, and take about 24-30 hours to complete. You can become a valued member of a team of caring fellow townspeople that stand at the ready to assist the department in times of need.

Our newly formed Radio Committee has completed work on all the radio systems, and upgraded our communications network so as to comply with new FCC regulations. We are now working on a major issue with our communication for Police and Fire to ensure that there are no "dead spot" areas in town regarding their systems. This has been a long and very involved task, and we are finally seeing the end of a year's worth of time and work on this issue. We hope to have this before the Board of Finance this winter and the work done starting in the spring. Our special thanks to our volunteer Communications Officer Steve Brown for his continued dedication to the cause. Our newly reformed Radio/Communications Committee meets quarterly to be sure our systems are up to date and

are meeting the needs of all departments.

This past year saw the end of our Auxiliary Police section. The auxiliaries have been in existence for a very long and have done great work in assisting the Police Department over the years. Times have changed however, and police work has become much more dangerous. Therefore, the town has decided that we can no longer put people in uniform that are not sworn officers. This was a very tough decision to make, and a tougher order to carry out. Our department has been blessed to have some of the most dedicated individuals assigned to this team with many years of service. Our special thanks to all of those who dedicated themselves to this cause. The town owes all of you our sincere appreciation for all you have done.

Today, as always, your Emergency Management Department stands ready and prepared to assist you whenever called upon.

Our sincere appreciation to all of the volunteers that continue to make that possible. We simply could not function without them. Please think about joining us by becoming a CERT member, we simply could not function without them. Stay safe...stay prepared...

Vic Puia, Director, O.E.M.

## **FIRE COMMISSION**

The Windsor Locks Board of Fire Commissioners is comprised of four Town residents who must seek election to the Board. They serve alternating two or four year terms with no remuneration. Commission Members attend regularly scheduled meetings held at the fire house on Volunteer Drive the 2<sup>nd</sup> Wednesday of each month. The Commission works closely with the Chief of the Department and the Fire Marshall and their staff to assure effective operations of both services. Additional meetings are scheduled on a more frequent basis in preparation for the annual budget presentation. Commissioners also serve on ongoing Town committees such as the Safety Complex building committee and the Capitol Improvements committee.

This year's Board Members are: Chairman – Dennis Gragnolati (R), David Montemerlo (R), Daniel Riley (R), and Patrick Courtney (D).

The Windsor Locks Board of Fire Commissioners is very proud of the members of the WLFD and is very grateful for their service. During the past year our firefighters responded to numerous fires, hazardous materials incidents, medical aids, motor vehicle accidents, service calls and alarm dispatches. These responses came at all hours of the

day and night, in all kinds of weather, on week days, week nights, weekends and holidays. They interrupted family events, vacation time, meals and sleep. Our men and women are subjected to sometimes hazardous and/or life threatening situations.

In addition to emergency response our firefighters are required to attend a minimum of scheduled department drills. They must participate in on-going training in all facets of firefighting, vehicle extrication etc. Federal and State laws require personnel to maintain certification in numerous areas of job skills

Some of our WLFD Firefighters have gone further and established a Technical Rescue Team. This requires further training and certification. The WLFD Tech Rescue Team is one of a very few in the State of CT. The members must be certified annually in the following fields: Confined Space Rescue, Cold Water Rescue, Trench Rescue, Rope Rescue and Hazardous Materials.

The Windsor Locks Fire Department is designated by the State of CT Dept of Emergency Medical Services as an R-1 Supplemental Responder. Over half of the Department maintains some form of Emergency Medical Certification.

Those with medical certification must attend State certified courses every other year to stay current. Our Department presently has one Registered Nurse and several paramedics on roster.

Our department is supervised by a Chief, Asst. Chief, Deputy Chief, two Captains, and four Lieutenants, all of which bear numerous responsibilities beyond firefighting. They bring with them many years of experience. Their leadership keeps the Department running at the highest level of effectiveness.

The WL Board of Fire Commissioners and the residents of Windsor Locks are very grateful for the service, dedication and sacrifice given by the members of the Fire Department and their families to provide superior fire and rescue service to our community.

## **FIRE DEPARTMENT**

During the 2013 – 2014 fiscal year, the Windsor Locks Fire Department responded to 369 alarms. Under the direction of Chief Gary Ruggiero, the Department has a staff of 64 Firefighters and Explorers, which includes 9 Line Officers. Chief Ruggiero has done an excellent job in budget management with a \$31.51 Fire Department per capita cost and a cost per response of

\$1,067.64 for fiscal year 2013-2014. The responses broke down to 15.71% actual fires, 0.27% overpressure rupture, 3.52% Rescue/EMS incidents, 23.30% Hazardous Conditions no fire, 17.07% Service calls, 10.02% Good Intent calls, 28.45% False Alarms/False Calls, 1.35% Severe Weather, and 0.27% Special Incidents. The Department has been able to keep our low ISO rating to a 4, which means greater savings to the taxpayers by way of lower insurance premiums. This combined with the dedication of the firefighters gives the taxpayers of Windsor Locks a quality Fire Department.

Again, this past year our Department has been assisted by our Explorer Post Number 50, affiliated through the Boys Scouts of America. The program is open to all high school age youths of our town that are between 15 1/2 and 18 years of age and have passed the eighth grade. The Explorers must maintain at least a “C” average in school to stay in the program. Most of these active Explorers continuously achieve high scholastic honors as well. Due to rulings and interpretations by the Connecticut Department of Labor on Cadet and Explorer Post Fire Programs, we were forced to raise the minimum age of our Explorers. The Explorers are being trained in

all facets of firefighting, rescue, hazardous materials, etc.

The Department continues to support the Firehawk Program, which is a companion program for juvenile firesetters. Those Department members in the program are trained to provide companionship, education, and counseling for the “curiosity” juvenile firesetter. They also provide assistance in referring to other more advanced agencies to help those firesetters with more needs. Several members of the community were counseled by this program this past year.

The Department also maintains within its ranks, a Technical Rescue Team made up of several of the Department Officers and Firefighters. This team trains and maintains proficiency in several specialized areas of rescue beyond the regular Department Training. The Team specializes in Confined Space Rescue, Trench Rescue, Hazardous Materials Technician and Operational Level, and Cold Water Rescue. The Team also trains with several neighboring Departments to maintain proficiency. In addition, several of our members are also on several state and regional teams including Urban Search & Rescue (CT-TF1), DEEP Wildfire Team, County Fire-Rescue Coordinators, Statewide Honor Guard and the

Incident Management Team (CT-IMT3). These Teams have been deployed to many statewide and national incidents this past year.

The Department still experiences problems attracting new firefighters and once we get them, retaining them. A special thanks to the Board of Finance for continuing to fund our Fire Service Coordinator position and our incentive program.

The Department also responded multiple times this past year in response to several weather related emergencies. Included in the storms are the Tornado on July 1, 2013 and the flash floods of August 9, 2013. Several people were rescued from their vehicles during the heavy rains and flash floods that followed. The Tornado did considerable damage to homes in the South Center, Raymond, Gaylord, Preston and LinSal Street areas. .

The Department responded to several working fires during the year resulting in considerable damage. These fires included: 135 Montemerlo Avenue, 1221 Harvey Lane, Suffield, 300 Old County Road, 3 Southwest Avenue, 500 North Street, 8 North Street, 27 Greenview Lane, 224 South Elm Street, and 46 Oakridge Drive. The structure fire at Harvey Lane in Suffield, the building is partially in Suffield and partially in Windsor

Locks. It is the Babylon Recycling facility.

In December of 2013, the Department celebrated the 50<sup>th</sup> Anniversary of Firefighter Herbert Staiger Jr. and the 25<sup>th</sup> Anniversary with the Department for Firefighter William Sheridan.

Through the skill and dedication of Firefighter Alan Roberts (our webmaster), the Department's web page (<http://www.wlfd.com>) has been a continuing source of information on our Department. The web page not only advises the Department members with upcoming events and notices etc., it also provides information for the townspeople and provides a means for the townspeople to ask us questions. Visitors to the web site can also get information on Fire Safety, about our Department and history and also an application for joining our Department. The website is visited by thousands of visitors a day and has been recognized across the world for its content.

The Department would also like to thank all the different town agencies that we work closely with throughout the year. In particular, we would like to thank the Selectman's Office, Windsor Locks Police Department, Windsor Locks Lions Club Ambulance Corps,

Windsor Locks Department of Public Works and Water Pollution, and the Windsor Locks Office of Emergency Management for their help in mitigating many of the incidents that we responded to this past year. Our thanks also to the towns Community Emergency Response Team (CERT) who's volunteers helped at a recent town weather related emergency and assistance at our Carnival.

There are many other town agencies that we also worked with, that are too numerous to mention here, but we also greatly appreciate their assistance. We appreciate their help and camaraderie during some very difficult times.

We would also like to thank our Ladies Auxiliary who continues to assist and support us. These women are always there to help us with our different projects whether it is serving coffee and refreshments at a fire scene, helping at the annual carnival, helping with our open house for fire prevention, and helping wherever they can. They were a major help to us during the storms and fires this past year and greatly appreciated.

Several of our members also serve in our Armed Forces in a Reserve Status. We also wish to thank Firefighters Robert Magleora and Eric Quagliaroli for their service.

We are very proud of their commitment to our town and our country

## **FIRE MARSHAL'S OFFICE**

The Fire Marshal's Office is responsible for the protection of lives and property throughout the Town of Windsor Locks. The duties and responsibilities of the Fire Marshal's Office are mandated by the Connecticut General Statutes on when and where inspections are to be conducted, responsibilities regarding hazardous substances, plan review and fire investigations. Over the past thirty (30) plus years, the Fire Marshal's Office has evolved from conducting fire prevention activities and issuing burning permits to a multi code enforcement agency responsible for the enforcement of codes and standards. The Fire Marshal's Office is the only Town agency that is required to perform inspections of the commercial tax base buildings and properties on an annual basis, i.e. schools, business, day care, industrial, commercial and public assembly properties.

## **CODE ENFORCEMENT**

Code enforcement is one of the most important duties of the Fire Marshal's Office, which requires a working knowledge of over 100 codes and standards, ranging from

the Connecticut Fire Safety Code to hazardous materials regulations. This responsibility places the Fire Marshal in every occupancy throughout the Town with the exception of one and two family dwellings. Code enforcement is accomplished through three activities.

Inspection of structures is required to be conducted on an annual basis. During the inspection of a property, in addition to citing violations of code, the Fire Marshal works with the property owner to gain a code compliant building, providing a safe environment for the public and, limiting the financial impact of code compliance.

Plan review is required to be performed on every construction, renovation and addition project occurring within every structure.

The Fire Marshal's Office also responds to complaints of code violations made by persons who view the violations during the use of a building.

All of the above noted tasks require specialized training in the use and interpretation of codes and standards.

## INCIDENT INVESTIGATION

The Fire Marshal's Office is required to investigate the cause and origin of all fires, explosions and related incidents, which occur throughout the Town. The Fire Marshal's Office is the only agency in the Town that can determine if a fire was deliberately set.

The Fire Marshal's Office is also required to complete comprehensive reports on all incidents that the Fire Department responds to. These reports are submitted to the State where they are entered into a State and National Data Base.

## PUBLIC FIRE EDUCATION

Public Fire Education is the single most important tool used to safeguard life and property. Fire Prevention Week is the kick off point for the education activities, starting with presentations to the school children. During the 2000/2001 fiscal year, the Fire Marshal's Office instituted the **Firehawk Juvenile Firesetter Intervention Program**. In this program, firefighters trained in techniques of working with children who have set fires or played with matches, become companions of the firesetter teaching fire safety habits. Referrals of children into the program come from parents,

teachers, police, the Juvenile Review Board and, the court system.

## FIRE COMMISSION

Dennis Gragnolati, Chairman  
Daniel Riley  
David Montemerlo  
Patrick Courtney

## FIRE DEPARTMENT FIRE OFFICERS

Chief Gary Ruggiero  
Assistant Chief Francis DeBella  
Deputy Chief John Donahue  
Captain Herbert Staiger III  
Captain Brian Long  
Lieutenant Harley Higgins  
Lieutenant Andrew Kulas  
Lieutenant Anthony Ruggiero  
Lieutenant Joseph LaPierre III

## FIRE MARSHAL OFFICE

Fire Marshal Michael Sinsigalli  
Deputy Fire Marshal John Donahue  
Deputy Fire Marshal John Kupernik  
Deputy Fire Marshal James Pascarelli  
Deputy Fire Marshal Gary Ruggiero



## **HISTORIC COMMISSION**

The Windsor Locks Historic Commission suffered a great loss at the passing of its Chairman, Joseph Bonito, in March. Mr. Bonito had served on the Commission since its creation in 1999 and served as Chairman since 2001; when he replaced Mickey Danyluk. One of his major contributions was working on the town's 150<sup>th</sup> anniversary with the Community Advisory Council in 2004. William Fournier was elected Chairman by the Board to replace Mr. Bonito.

Heritage Week, spearheaded by William Fournier, took place again this year the week of Memorial Day. Students in the Windsor Locks School system and a multitude of family activities took place around town and in the schools. An ad hoc committee of several residents helped to make the week long events successful. Thanks and gratitude to all who helped. Due to its success, Heritage Week will again take place May 23 – 31, 2015.

The Commission will meet February 18th, April 15th, June 17th and November 18<sup>th</sup> of 2015 at Town Hall 6:30 pm.

## Historic Commission Members

William Fournier – Chairman

James Pearce

James Anderson

James Roche Jr.

Mickey Danyluk

## **HOUSING AUTHORITY**

The Windsor Locks Housing Authority celebrated its five year (5) anniversary on November 10, 2014. The administrative offices were relocated to 120 Southwest Ave., Windsor Locks.

The H.A. manages three housing complexes and one rent subsidy program. The three complexes W.L.H.A manages are Grove Street Apartments, Chestnut Hill Apartments, and Southwest Avenue Apartments.

Grove Street and Chestnut Hill Apartments are funded by the Federal Government. Grove Street Apartments are designated to the elderly community, in order to apply you must be 55 years of age or older and be of low to moderate income.

Chestnut Hill Apartments are designated to families. In order to reside at Chestnut Hill Apartments you must have a family and be low to moderate income.

Southwest Avenue Apartments are administered by the State of Connecticut. In order to be eligible to live in the Southwest Apartment Complex you must be either elderly (+62) or disabled and of low to moderate income.

The rent subsidy program managed by the W.L.H.A is the Section 8 Housing Choice Voucher Program. Anyone of very low to moderate income is eligible to apply for this program when the Waiting List is open. At this time the Waiting List is **closed**.

The waiting lists for Grove St, Chestnut Hill, and Southwest Ave Apartments remain **open** year round for qualified applicants.

There are 75 applications on file for Grove St Apartments. If you are 55 years or older and want to rent an apartment based on 30% of your income and assets with heat, hot water, and electricity included. Please call the H.A. at 860-627-1455 and obtain an application.

There are 131 applications for Chestnut Hill Apartments and 92 applications for elderly- disabled housing for Southwest Ave Apartments. The waiting lists are updated annually in June.

Applications for the Section 8 Housing Choice Voucher Program have not been taken since September 2005. The waiting list currently has a total of 93 applications. Applications for Section 8 will only be accepted from local residents, Veterans, VAWA, and those residing in shelters. Typically if you were to currently apply the wait is approximately 5 -7 years.

The Housing Authority staff is as follows:

Jaimie Mantie, Executive Director,  
Linda McFarlane, Section 8  
Manager, Nancy Gomez,  
Administrative Assistant,  
Christopher Getz, Maintenance, and  
Jeremy Trotter, Maintenance  
Assistant.

In April 2012 elections for the Housing Authority Commissioners were held. The newly elected Commissioners are as follows:

William Hamilton, Chairman  
Gary McGuire, Vice Chairman  
John Ferrari, Commissioner  
Carl Philbrick, Commissioner  
Joyce Welch, Tenant Commissioner  
Jennise Matyskiela, Tenant  
Commissioner

Mission Statement:

The Windsor Locks Housing Authority of the Town of Windsor Locks is a public agency dedicated

to the provision of safe, decent and sanitary affordable housing options for low and moderate income individuals and families through the administration of appropriate local, state and federal housing programs. The W.L.H.A staff is dedicated to providing these options to all applicants, residents and participants in a thorough, competent and trustworthy manner. W.L.H.A staff is further dedicated to responding to resident needs in similar fashion and is committed to maintaining a productive, supportive and professional workplace in which to do so and respond to the challenges of the future.

## **PARK COMMISSION**

Darren Netto- Chairman  
Todd Annis- Commissioner  
Paul Ciarcia- Commissioner  
Rich Labbe- Commissioner  
Bob Norris- Commissioner  
Dan Squires- Commissioner

The Park Commission wishes to continue to extend its appreciation to the Public Works Department headed by Mr. Scott Lappen and especially Jim Pearce, Park Foreman, and his park crew for the excellent job maintaining and improving our many parks in town.

Once again, the Park Commission extends gratitude to the Board of Education and the School Administration for allowing the continued use of school facilities. With their cooperation, the Park and Recreation Department can offer programs such as swimming at the High School Pool, and basketball at the High School and Middle School. South Elementary School is used for the After School Club, basketball, indoor soccer and various performances. The Before and After School Club, Martial Arts, and basketball programs are held at North Street School.

The constant cooperation and support of organizations, boards, commissions and especially the townspeople continue to make our work most gratifying. The skateboard park, located at Windsor Locks High School, continues to be heavily used.

Under the direction of new Park and Recreation Director David Wrabel, summer programs at Pesci Park continued to run successfully. The Park and Recreation Director was assisted by Pool Director Heather Ragon and Summer Program Directors Jackie Wenzel and Wendy Knowles. This was our sixteenth year for Summer Day Camp and was conducted for eight weeks. Many children from town participated in programs such as

Arts and Crafts, Baseball, Basketball, Bowling, Gymnastics, Soccer, and Swimming Lessons. Special Event Days were held each Friday at Pesci Park during the summer and included events such as a day camp Talent Show and an Ice Cream Social. Several entertainers also performed including Lucky Bob and Campardy. Summer Day Camp field trips included Brownstone Exploration and Discovery Park, the Connecticut Science Museum, Sunny's Place, Bounce Town, Nomad's, Bradley Bowl and several others.

The Park and Recreation Department continued to sponsor the Summer Concert Series. Concerts were well attended. The cooperation of the staff at Southwest Terrace, Senior Center, and Windsor Locks Public Library greatly added to the success of these concerts.

The Park and Recreation Department also sponsored various programs during the year. Recreational Soccer, Indoor Soccer, Spring Soccer, Recreational Basketball, Adult Open Basketball, Self Defense, Aerobics, Yoga, Zumba, Gymnastics / Tumbling, Fall and Spring Swimming Lessons (at the high school), Adult Open Volleyball, and Funtime and Playtime Adventures were just a few of the programs offered and very well attended. Special Olympic

training was directed by Mary Jane Hussey, who led this group to state and regional competitions. Many volunteers helped to make these programs successful.

For the twelfth year, the After School Club began with the school year at South Elementary School. For a ninth year, the Before and After School Club operated at North Street School. These programs provide students with care after school until 6:00 pm. Activities include homework, snack, games, arts and crafts, and sport activities.

For the eleventh year, Family Day was held at Veteran's Memorial Park. Many people attended and participated in a number of activities. Music was provided by WFUN Disc Jockey, Entertainer Wacky Chad performed, as well as balloon sculpting by Ed Popielarczyk. Caricatures were drawn as requested, air-brush tattoos were applied. Other activities included pony rides, train rides, hoola-hoop and limbo contests, a Lego booth, carnival games, face painting, bracelet making, rock painting, and several inflatables.

At Halloween, the Park and Recreation Department sponsored a fun-filled event. Children decorated pumpkins and completed a number of craft projects. Magic by George performed a show and sculpted wild

wearable balloon animals all of which was followed by a costume parade. Prizes were given for several of the best costumes. Candy was provided for all.

The Park and Recreations Department continued to open up school gymnasiums and the pool during Christmas and school vacation breaks. April vacation offered shows by Lucky Bob and Magic by Christopher.

For Christmas, the Park and Recreation Department sponsored a Holiday Fun event which included face painting, cookie decorating, a visit by Santa, crafts and holiday cards, as well as “make an ornament for Seniors and Soldiers”.

During the Christmas holidays, a House Decorating Contest was held. 28 Walnut Circle won in the category of Brightest/Most Spirited House. 25 Hathaway Street was the winner in the category for Most Traditional House. 72 Greenfield Drive received the prize for Best Overall. The judging took place on December 15<sup>th</sup> and 16<sup>th</sup>. The judges were Darren Netto, Park Chairman, Heather Ragon, Assistant Park Director, Kristen DeBella and David Ragon, special guests. Gift certificates to a local restaurant were awarded to the winners.

The Ski Club was reinstated and over the past five years attendance has increased dramatically with weekly trips to Ski Sundown. Movie Night is offered in the Town Hall gym two or three times during the fall and winter on Friday nights and continues to draw larger crowds.

The Park Director is looking for individuals interested in instructing programs. Any person interested should contact the Park Office.

The Park Commission will continue to strive for excellence to maintain the high standard of programming and facilities for the benefit of the residents of Windsor Locks.

Input from interested citizens of Windsor Locks is always welcomed at our monthly meetings on the second Monday of every month at the Town Hall, Room 122 at 7:00 pm.

## **PUBLIC WORKS DEPARTMENT**

### Highway Division

During this past construction season we tackled the Fernwood Drive, Northwood Drive, Poplar Street and Mabel Street area. The drainage system as well as the sanitary sewer system was replaced. This spring the road surfaces were reclaimed in

preparation for the final paving slated to take place in the fall. Other road surfaces receiving treatments this year were Polk Lane, Sutton Drive, Tracey Circle and Dale Street. We are in the process of repairing sewer laterals and some drainage concerns on Reed Avenue. Once the scheduled repairs are completed we will let the road go through the freeze and thaw cycle before reclaiming and paving next year. Partial surface treatments were performed on other streets such as River Road, School Street, South Street, Second Street, Third Street, Wicklow Street, Hathaway Street and West Street.

### Parks and Grounds

The backstop at Pesci I was extended this summer for extra protection against foul balls. The Recreation Building had the kitchen / serving areas revamped. We relocated one serving window and added another to make it more conducive for the volunteers working in the concession stand to see both games on Pecs I & II. Pesci I had the infield stripped, re-graded and had new sod planted for this baseball season. Pesci II is now being upgraded in preparation of next year's celebration of the anniversary of the 1965 Little League Champions.

### Public Facilities

Both the Safety Complex and the Senior Center are in the process of receiving Bids for new Natural Gas fired boilers. The Safety Complex is slated for a new generator as well. The bathrooms located in the foyer have been designed to combine the existing two bathrooms into one bathroom that will be handicap accessible. We also installed a security window between the lobby and the Records Room. The Library Parking lot is being replaced as well as the catch basins and curbing this fall. The Senior Center had two rooftop Air Conditioning units replaced earlier this year as well.

The Director of Public Works would again like to express his deepest gratitude to all of the Public Works employees, including the Water Pollution Control and Facility Maintenance employees for their efforts and hard work this past year. I would also like to thank the Board of Selectmen and the Board of Finance for their continued support in helping to make Windsor Locks a better community.

## **SOCIAL SERVICES**

The goal of the Social Services Department is to meet the needs of the residents of Windsor Locks and to maintain quality, respect and compassion to each individual who

walks through my door. The Social Services Department has provided the following services; energy assistance, Turkey baskets, Christmas baskets, Project Elf(toys), case management, renter's rebate, homeowner/totally disabled tax relief applications, Operation Fuel (utility assistance program), Salvation Army Funds, Backpacks for school with supplies, Farmer's Market Vouchers for low income Seniors, utility assistance and emergency fuel assistance.

A huge component of Social Services is the Food Pantry. The need for food has been increasing during the past year. When I started last year we were handing out about 45 bags every week. Now we average about 55-60 bags weeks. Donations took a big hit over the summer when we saw the need increase. The call was put out to the public for donations and the residents, local businesses, and local civic clubs all came through in a huge way. The out pouring of donations far exceeded any amount I could dream of. Such organizations such as the Knights of Columbus, The American Legion, The Cub Scouts, Girl Scouts, Lions Club, Congregational Church, St. Mary's Church, First National Bank of Suffield, 360 Federal Credit Union, and Valero Gas Station have given so much.

Last year we handed out 148 Turkey Baskets and 130 Christmas Baskets. I could not do all this without the help of my volunteer Beth Wetzel. Mrs. Wetzel and her family help out so much and keep the Food Pantry running smoothly. The Lions Club, Cub Scouts and Congregational Church do such a great job with the Thanksgiving/ Turkey Food drive. We couldn't do it without them. The May Postal Food Drive was a success this year with over 3,000lbs of food collected.

A great addition has been the Mobile Foodshare Truck which comes every other Friday all year long. It started last summer and we were averaging between 30-45 people. We now average about 90 people. It has been a success and the residents who come to use the Mobile Truck rave about it.

Last year two High School seniors started Project Elf. They collected toys for children along with the Police Department. Last year we were able to make sure 89 children woke up with gifts for Christmas Day. About 20 families were adopted by local businesses or other residents too.

For the Backpack program we were able to hand out 100 backpacks with school supplies. The Lions Club donated 20 Scientific Calculators for the Middle school children.

Last year Social Services did 483 applications for Energy Assistance through CRT and 32 applications for Operation Fuel.

The Social Services Department will continue to try and meet the needs of the community to the best of our ability. We will continue to foster an environment of confidentiality; integrity, stability, equality, and an overall strive towards excellence.

### **TAX COLLECTOR**

The Office of the Tax Collector is responsible for the collection of all real estate, business personal property, and motor vehicle taxes. Our collections account for approximately 70% of the Town's revenue, which is used to fund programs and services used by the residents of Windsor Locks.

First Installments for the October 1, 2012 Grand List were delayed this year due to multiple budget referendums. The first installment was due July 24, 2013, with the second installment and all supplemental motor vehicles bills due January 1, 2014. The mill rate of 24.54 was established by the Board of Finance.

The Tax Collector's Office has seen many changes this fiscal year. In February 2014, Tax Collector

Joseph DeLisle, Jr., left office to pursue an opportunity in another field. Mr. DeLisle made many improvements during his time in office. Most notably, he implemented an on-line payment system, which allowed residents an alternative way to pay their taxes. I want to thank Mr. DeLisle for his years of service, and wish him all the best in his future endeavors.

My term as Tax Collector started on March 31, 2014, and my focus has been to collect delinquent past due taxes. The Tax Collector's Office has worked closely with Town Attorney Scott Storms and First Selectman Steven Wawruck, Jr. to develop a plan to collect delinquent real estate accounts. In April, demand letters were sent to the top 20 delinquent taxpayers, and as of June 30, 2014, \$228,914 has been recovered as a direct result of this effort. This program will be continued into the next fiscal year, and we anticipate continued success recovering delinquent taxes.

Additionally, we will continue to focus on increasing our service to the residents of Windsor Locks, and will explore new ways to add convenience and accessibility to the Tax Office.

Peter Juszczynski  
Tax Collector



**TOWN CLERK**

Vital Statistics

Births	124
Marriages	109
Deaths	118
Burials	131

Total 482

Documents Recorded/Filed

Land Records	3,713
Liquor Permits	41
Veterans Discharges	16
Trade Names	44
Maps	30

Total 3,844

Licenses

Dog 1,483

Receipts

Recording Fees	\$ 49,295.00
Conveyance Tax	120,685.25
Vital Records	14,156.00
Fees to Town Dog Fund	3,834.00
Game Fees to Town	220.00
Preservation Fees to Town	3,966.00
Community Dev Fees	17,694.00
LOCIP Pres. Fees	1,038.00
Miscellaneous Fees	11,208.90

Total Town Receipts \$222,097.15

State Conveyance Tax	\$290,851.45
Dog Fees to State	10,773.00
Marriage Fees to State	1,140.00
Game Fees to State	7,420.00
Preservation Fees to State	3,542.00

Community Dev Fees 102,819.00

Total State Receipts \$416,545.45

G T All Receipts \$638,642.60

**VETERANS COUNCIL**

The Veterans Council Committee is composed of members of the American Legion and the Veterans of Foreign Wars posts of Windsor Locks. The Committee's purpose and charge is to honor and remember the war veterans, living and dead, who sacrificed so much for all of us.

The Committee is in charge of two veteran's holidays: Veterans Day and Memorial Day.

Veterans Day in Windsor Locks was observed on Sunday, November 10, 2013 and consisted of two events. The Post and Auxiliary members of the American Legion and the Veterans of Foreign Wars held services at St. Mary and Grove cemeteries in the morning. These services were to honor the more than 1,375 veterans that are buried in both cemeteries.

The second event was the 5<sup>th</sup> annual Veterans Day Concert by the U.S. Navy Band Northeast. This event

was well attended with over 250 people.

Memorial Day was observed on Monday, May 26, 2014. The Observance commenced with memorial services at both cemeteries and at the World War 1 Bridge where a wreath was dropped into the Connecticut River in remembrance of those service people lost at sea.

The Memorial Day Parade was also held in the morning. Participants included many Town dignitaries and a unit of the National Guard, American Legion and Veterans of Foreign Wars, Lion's Club and many Youth groups. Something special happened this year - the Apple Creek Riders – horses and riders with Flags joined the parade. Also, a donation of 400 roses were distributed to the women viewing the parade on Main Street.

The crowds were in evidence along the Parade route, especially approaching Dexter Plaza. Memorial Day ceremonies were held on the grounds of Memorial Hall to a very large audience.

Our thanks to all who made the Veteran's Day Concert a reality and everyone who participated in the parade and ceremonies for Memorial Day.

Veterans Council Members.  
Edward V. Sabotka, Chairman  
Stanley T. Wieliczka  
Jerry R. Hayes  
John J. Duffy  
Daniel S. Walsh  
VFW Commander Gregory Candy  
AL Commander Jerome M. Kulas

## **WATER POLLUTION CONTROL AUTHORITY**

The Water Pollution Control Facility (WPCF) completed the following projects and purchases throughout the year at the Main Plant and ten Sewage Pumping Stations.

The Water Pollution Control Authority (WPCA) tasked their consulting engineering firm Woodard & Curran to work with WPCF staff to perform a sewer user fee rate study and project future capital expenditures. Woodard & Curran informed the WPCA that in order to properly set rates, a utility, such as the WPCA, must have a reasonable estimate of the amount of sewerage units to bill in a given fiscal year to generate sufficient revenue. The trend in water and wastewater utilities is a decline in water consumption due to water saving devices and conservation. Unfortunately, this has a negative impact on revenue generation. Also, the wastewater treatment plant and a

number of pumping stations that were upgraded in 1982 are now 32 years old. 95% of WPCA's revenue is generated from metered usage. The WPCA on a fiscal year basis must re-evaluate overall consumption and adjust the rates accordingly to generate enough revenue to ensure funding for expenses and capital improvements. Woodard & Curran also recommends funding larger capital projects through bonding and low interest loans from the Connecticut Department of Energy and Environmental Protection (CT DEEP).

**Main Plant:** The submersible mixer replacement project scheduled for 2014 will be pushed off until the spring of 2015. This is due to the new mixer manufacturer requiring twenty weeks from order date to delivery of the mixers. **Variable Frequency Drives (VFD):** A VFD is a type of motor controller that drives an electric motor by varying frequency and voltage supplied to the electric motor. It increases the efficiency resulting in energy savings. Due to a number of circumstances, such as age and voltage spikes during storm events, the WPCF had to replace five various sized horse-powered (hp) VFD's ranging from 2hp to 100hp.

**Pump Stations:** Dexter's Pumping Station is the Town's largest

pumping station; it pumps 90% to 95% of the sewage flow to the WPCF. It is in need of an upgrade as it was last upgraded in 1982. To obtain possible low interest funding from the CT DEEP, wastewater facilities are required to submit a Facilities Plan to the CT DEEP for review and comment. The Facilities Plan outlines the components of the wastewater treatment plant, pumping stations and sanitary sewer system. Components that are in need of repair or replacement are outlined in more detail and an estimate of repair / replacement costs is supplied. The WPCF had submitted a Facilities Plan to the CT DEEP back in 2012. Throughout the year Woodard & Curran and the WPCF have been in contact with the CT DEEP regarding the status of the review process. The CT DEEP informed Woodard & Curran and the WPCF to submit a separate scope of work and estimated cost for the Dexter's Pumping Station upgrade. Upon review, CT DEEP will inform the Town if they qualify for funding.

Capital projects and purchases approved by the WPCA for Fiscal Year 2014 / 2015: Engineering Evaluation of Dexter's and Halfway House Road Pumping Stations, purchase of an in-line grinder for Scum System # 2, purchase of a motor and gear box for Scum System #1, purchase two

administration computers, purchase a new server and five monitors, replacement of radio telemetry antenna cables at nine pumping stations and main plant, replace failed caulking in the Belt Filter Press Room located in the Process Building, manhole flow monitoring devices for Dexter's Pump Station, purchase parts for the plant water strainer rebuild, purchase new valves and components for the influent wet well pumps, return activated sludge pumps and thickened sludge piping and purchase a new 120 gallon commercial-industrial 480 volt hot water heater to replace existing hot water heater.

Once again, the WPCA would like to offer its sincere thanks to the entire staff of the WPCF for their outstanding efforts and high level of service and professionalism.

Water Pollution Control Authority  
Members:

Steven N. Wawruck, Jr., President

Jeffrey Ives, Vice President

Denise Balboni, Secretary

Dennis Gagnolati

Michael Russo

Gary Laurito

Robert Crochetiere

William Hamel

Scott C. Lappen, DPW-Director, Ex  
Officio

Dana P. Steele, P.E., Ex Officio

Gary J. Kuczarski, Superintendent,  
WPCF

Heather Kane, WPCA Recording  
Secretary

## **WINDSOR LOCKS LIONS AMBULANCE**

2014 was a historic landmark for Windsor Locks Lions Ambulance as we celebrated our 70th year of service to the residents of Windsor Locks.

We are able to continue providing our citizens with family centered emergency care because of the support we receive from the town and townspeople and we are grateful for the financial support generated by our fund drive. With these resources we have acquired the most advanced equipment and supplies allowing us to treat all patients with truly innovative medical care. With the advent of new technology, we are now able to transmit voice and data to the hospital from the scene and during transport. With this capability an EKG can be viewed in the Emergency Room and physician orders can be implemented immediately.

During the year we responded to 1488 medical calls. In addition, there were numerous other calls that

did not result in transport or treatment due to patient refusal of care, situation abatement, or cancellation of call while in route.

Our licensed and experienced staff of Paramedics, Emergency Medical Technicians, and Emergency Medical Responders, also teach CPR and Defibrillation to the Police Officers that require it, the Parks and Recreation Life Guards at the pool and any other town facility that requires it. We work collaboratively with the Police Department and this year, we assisted the Department in establishing the necessary supplies and equipment to carry in their vehicles as the officers will often arrive at the scene of an incident before the ambulance.

As you know, defibrillation can save a life if administered promptly and correctly. The Ambulance Corp members maintain the Town's defibrillators (AEDs- Automatic External Defibrillators) at other town facilities - Town Hall, Senior Center, the Schools, etc. and provide instruction for their usage to key individuals.

The Windsor Locks Lions Ambulance is on standby for specific town sports events, and we perform blood pressure screening and distribute health information to our citizens at various other town events.

The EMT (Emergency Medical Technician) class for our high school students was loaned equipment for their program as well as our assistance as instructors in their field experience riding on our ambulance. Twenty-four students passed this class during the past two years and received school credit.

The Lions motto, "We Serve" is embellished in the Ambulance Corps mission "to provide the most professional and efficient emergency care to its patients via the 911 dispatch system". We look forward to meeting the emergency medical needs of the residents of Windsor Locks well into the future.

Thank you sincerely for your support,  
Patricia L. King RN.M.S.  
Past President  
Ambulance Committee Chairperson

## **WINDSOR LOCKS PUBLIC LIBRARY, INC.**

“Information – Knowledge – Service...A Community Library With A Purpose.”

Did you know that your Connecticut library card entitles you to borrow from any public library in the state? Get your Windsor Locks Public

Library card and see what our state's public libraries have to offer! How many different Connecticut libraries have YOU experienced?

The library invited patrons to join Passport to Connecticut Libraries, a statewide program, sponsored by the Connecticut Library Association.

The program encouraged everyone to visit as many participating public libraries as possible throughout the state during National Library Card Month in September. The library welcomed many new visitors who wished to have their "passport" stamped. Passports were submitted to a final statewide drawing for gift card prizes.

Compared to a few years ago, more people are now accessing public library collections and services on a daily basis, but many of them are using libraries in new ways in addition to borrowing "traditional" materials such as print books, magazines, or DVDs.

Creating and acquiring more digital resources, offering programming and educational experiences that are aligned with the interests of the community, and supporting the technology needs of town residents are some of the ways in which the Windsor Locks Public Library is supplementing traditional collection development. Using more extensive

online and print marketing to create a greater awareness of the free collections, databases, and services available both in the library and online and, most importantly, attracting new people to the library is always a primary goal. Over the past couple of years the library's online presence has expanded with regular use of Facebook, Twitter, email, and blogs to promote services and to inform the public. The library's web site, [www.windsorlockslibrary.org](http://www.windsorlockslibrary.org), is continually updated and allows access to the Connecticut Digital Library as well as our own databases.

## DIGITAL SERVICES - YOUR LIBRARY ONLINE

The Windsor Locks Library offers all online services to Windsor Locks Public Library card holders at the library's website, [www.windsorlockslibrary.org](http://www.windsorlockslibrary.org). You can find most links at the bottom of our homepage. Check out your library online!

The Windsor Locks Public Library reaches out to residents online, as we provide multiple resources for library users with a Windsor Locks Public Library card. Users can access past news articles on IConn Digital Library, price antiques on P4A Antiques database, investigate purchases on the Consumer Reports

database, or access local news on the NewsBank online site. Databases assist job seekers as employment needs remain an important concern for our residents. Two online services, Cypress Resume and Job Now help with resume writing with Job Now providing job-seeking tips and career advice.

Library staff has created and maintain windsorlockshistory.org, a separate site devoted to digitized local historical works, including the late Jack Redmond's Cabbages and Kings. A new Children's page was added this year, allowing online registration for programs and detailed information just for children and families. Online Library Card registration, email best seller alerts, links to reading and research resources are all featured at [www.windsorlockslibrary.org](http://www.windsorlockslibrary.org).

Overdrive offers popular fiction and nonfiction downloadable e-books and audio which are accessible through our library's website for patrons preferring to download materials to their iPod, computer or e-book readers. Freading is another resource that offers additional titles for e-readers accessible through our website. Freading materials are always available on demand, with no wait for holds.

The library now offers a digital magazine service for Windsor Locks residents, Zinnio. This online service provides a way for library card holders to download and keep issues of 10 popular magazines. Currently, the magazines being offered include; Newsweek, Oprah Magazine, National Geographic, Rolling Stone and more. A link to the service is provided on the library's home page at [www.windsorlockslibrary.org](http://www.windsorlockslibrary.org).

## CIRCULATION, SERVICES, & COLLECTIONS

Most adults still prefer print books, but the use of e-books is increasing in popularity, especially with college-educated people under the age of 50, and people who do read e-books are reading more than ever. In 2012, the Pew Research Center conducted a study on the changing role of libraries in this digital age. Among the poll's results: 66% of American adults enjoy high-speed Internet access at home, 69% of Internet users and 59% of all adults are active on social networking sites such as Facebook, Twitter, and Instagram, and 1/3 of all adults own at least one e-reading device. E-books are becoming more appealing for travel and quick access, yet, according to Pew Research, 58% of library card holders are not even aware that public libraries offer e-books!

The staff continues to review and purchase popular quality fiction in all genres and formats in order to maintain a collection that is well-rounded and visually appealing. Windsor Locks was one of the first public libraries in the state to develop an Urban Lit collection and more inspirational novels have been acquired in response to public demand. Additional resources have been allocated to both e-books and audio materials in the past few years and the possibility of adding additional e-books for the exclusive use of Windsor Locks card holders is being investigated. The library maintains separate collections of traditional mysteries, science fiction/fantasy, and romances for ease of browsing, and borrowers are delighted at how efficiently and quickly additional materials can be obtained for them from other libraries in the state. Nonfiction collections, including always popular biographies, health, exercise, politics, cooking, and spiritual works, feature sought-after titles and are continuously up-dated.

The library currently offers passes to nine attractions in Connecticut, including the Beardsley Zoo, the Lutz Children's Museum, and the recently acquired Harriet Beecher Stowe Center pass. Details about all of the library's passes, which are available for Windsor Locks

residents only, are available at the library's website.

## AUTHOR VISITS AND BOOK CLUBS

Each year the library hosts New England and New York authors who write on a variety of subjects. With several book clubs currently active at the library, attendance at most of these events has been excellent. Over the past year author programs have featured Laura Bradford, Liz Mugavero, and Edith Maxwell (mystery), Russ Salk (poetry), Kathy Leonard Czepiel (historical fiction), and Rich Polk (fiction).

The Library welcomed back popular mystery and romance author, Laura Bradford. who writes a charming, well-researched Amish cozy mystery series set in fictional Heavenly, Pennsylvania. Also writing as Elizabeth Lynn Casey, Ms. Bradford is the author of the Southern Sewing Circle series. She is also an award-winning romance author for Harlequin American. Mystery lovers and romance fans alike enjoyed meeting this talented author to hear about her adventures in writing.

Windsor Locks's own Leslie Matthews Stansfield, author of Mr. Tea and the Traveling Teacup has just published her second book, Madeline's Teashop Mystery, Mr.



Tea and the Bobbin' Body. Ms. Stansfield visited the library to introduce her new novel. Accompanying her was tea expert, Ann Velasco, who offered background on the history and the customs surrounding serving and drinking tea. Tea and other refreshments were served.

The Around the World Book Club, a group of armchair travelers meet every month to explore a different country and culture each month. The Christie Capers, a group of traditional mystery readers, is currently reading mysteries featuring real people as characters. BookBuggs, a book review group, meets on the first Tuesday of every month to share what they have read with other interested readers. New book enthusiasts are always welcome to join our library book groups at any time.

The library offers two adult reading programs for both winter and summer! The library's winter reading program, Get Cozy with a Good Book: Literary Getaways, and the summer program Literary Elements, both invited adults to read for fun and compete for weekly and monthly prizes. Readers also had a chance to win a grand prize drawing for each program. Check us out next year!

## NEW CATALOG

The Windsor Locks Public Library introduced a new integrated library system used to circulate books, including a new public catalog, in early June. Windsor Locks, along with several other neighboring libraries, is a member of Library Connection, a 30-library consortium that implemented the system. The new system took the place of the prior Sirsi system which has been in use for the past 14 years.

Libraries also introduced a new public catalog, Encore, which offers a Google-like search interface across all thirty libraries in the consortium. Established features, such as the ability to reserve and renew materials from home, due date reminders, and email overdue notices, will remain in place. In addition, Encore offers borrowers the opportunity to create personal reading lists, check fines, and update some information in their own library records. The advanced search option allows borrowers to use traditional parameters, such as title, author, publisher, and language, to find materials at Windsor Locks or participating libraries. The new catalog includes Novelist, a popular readers' advisory database.

## PROGRAMS

The library offered many exciting and diverse programs this year designed to enlighten, inform and entertain our users. The season kicked off in February with the annual Winterfest activities including a book sale. Many enjoyed the sounds of the Tibetan Singing Bowls being played by Hickey Healing. Book shoppers were treated to refreshments donated by Starbucks of Enfield and the local Subway.

The library's History Group held a variety of programs throughout the year including a talk and slide show depicting the Connecticut River's resident Bald Eagles and their nesting habits and habitat. The group also invited guests to The Current State of Affairs, presented by the Friends of the Enfield Falls Canal that featured photos of the "Then & Now" of the Windsor Locks Canal. The presentation included a discussion of the work of the Friends group. Boxes & Bellows, a program on cameras of the late 19th and early 20th century, was presented by Bill Fournier who brought a collection of representative cameras from that era.

Meteorologist Art Horn presented Weather through the Ages and explained how the Earth's

atmosphere formed and evolved. The program included a slide show, commentary, and a question and answer period.

Attendees found out what aromatherapy involves as they attended Aromatherapy: Myths and Truths presented by Gabrielle Murphy, Certified Holistic Healing Professional and Aromatherapist. The healing properties of essential oils were discussed along with their role in treating a variety of conditions.

Poetry lovers were invited to a relaxed, informal gathering where local resident, Russ Salk, read from his recently published book of haiku, Full Moon Shining Bright. Poets were invited to read their work after Mr. Salk's presentation.

The library's annual "Star Party" was held on the library lawn on a Saturday evening in August. Telescopes were available for viewing of the Perseids Meteor Shower which began under a moonlit sky. JPL/ NASA Solar System Ambassador, Bill Fournier, guided participants in planet and moon viewing.

Super Stamp Girl, Crystal Komora, presented a "Stamp Camp" card making workshop for adults. Attendees had fun cards and a candy-themed 3-D project.

he library hosted Laughter Yoga where attendees joined Brian Hickey of Hickey Healing in a demonstration of the benefits of laughter yoga. The question was asked, "Have you laughed today?" This program demonstrated how voluntary laughter can be just as beneficial to our well-being as spontaneous laughter. Many returned later in the month for another program to experience the sound energy healing of the Tibetan Singing Bowls with Brian and Marcey Hickey. The ancient singing bowls created rising and falling rhythms, vibrations and harmonic tunes designed to maximize the physical, mental, emotional, and spiritual well-being.

Have you ever caught a glimpse of an elusive bobcat and wanted to know about these amazing animals?

Limited populations of bobcats still exist in our state. Master Wildlife Conservationist, Gabrielle Murphy, offered a presentation focusing on the natural history, habitat and behavior of bobcats. This program included a PowerPoint display and an opportunity to see and touch a bobcat pelt.

Attendees interested in selling their art, crafts or collectibles online joined Kristin Romans as she presented a program on creating an Etsy shop. Romans has been successfully selling jewelry through her Etsy shop, Silver Ranch. The

audience was engaged in this fun and informational overview on how to start an Etsy.

Paranormal investigator and photographer Julie Griffith has visited many haunted locations in the Northeast, producing an impressive number of photographs that feature images from the spirit world. The library hosted a showing of her other-worldly photographic images. Ms. Griffith shared stories of her experiences in paranormal investigation and talked about the techniques she uses.

## CHILDREN'S DEPARTMENT

Many changes took place in the library's Children's Department this year as the Youth Services Librarian, Kristin Raiche, left to become a department head at the Enfield Public Library. The staff and patrons will all miss her smiling face and wish her the best of luck in her new position in Enfield.

The new Youth Services Librarian, Gabrielle Sobilo, joined the team of librarians in early May. Ms. Gabby jumped into the position creating many new story times for babies and toddlers, preschool, and also introduced some new teen programs in collaboration with the town's Youth Services Bureau.

Ms. Gabby was busy getting ready for the summer reading program, Fizz, Boom Read, which was the 2014 American Library Association's national summer reading program. The program which proved to be very popular with record attendance by both Children's and Teen's! Children in grades Pre-K to grade 5 participated and were able to choose a prize, housed in a treasure chest, after every seven books they read. Six Flag tickets were the Grand Prize. Pre-readers also participated in the program with parents being asked to read to the child twenty minutes every day.

The Teen's Summer Reading Program had participants from grades 6 to 12. Teens received a raffle ticket every time they checked out a book which gave them a chance to win the grand prize of a two six flags tickets and a second prize of two movie tickets.

Many programs were offered over the course of the seven week program. Some programs offered included: Weird Science Club, Traveling Touch Tank, Mr. Magic-Rich Rothstien, and many more for children and teens with an Ice-Cream Social Summer Finale.

The library continues to hold special programs and weekly programs throughout the year. Such include;

annual pictures with Santa, Halloween Party, special performers and weekly story times serving children ages birth to seven. The library has started two new weekly story times, Bouncing Babies (a program for children Birth to 2yrs) and Time for 2's and 3's.

The children's library now hosts an AWE Student Learning Center designed to attract and educate ages 2 to 8. This learning center provides educational software covering seven curricular areas: reading, math, science, social studies, writing, arts and music, and reference. Users can choose from over 60 educational software games that touch upon these different subject areas. Many of the software programs contain disguised learning activities that expand the child's experience. This computer does not have any Internet connection, so it is safe and secure for children to use with or without an adult.

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## FUNDRAISERS

While the library's three annual book sales prove to provide the most additional revenue to the budget, the library offers other means to bring in funds such as the Bricks of Remembrance, where purchased bricks are placed in the library's memorial patio. The patio is home to bricks commemorating the special occasions and accomplishments of many local residents. Book bags are always available for sale to our patrons, as well as, colorful handmade bookmarks made by our own Librarian, Eileen Pearce. Check out all of our fundraisers online at [www.windsorlockslibrary.org/gift.html](http://www.windsorlockslibrary.org/gift.html).

Windsor Locks Library Board of Directors: Virginia Blanchfield, Bob Brouillard, Susan Bushnik, Robert Greene, Kenneth Manning and Elaine Nai

## YOUTH SERVICES BUREAU

The Windsor Locks Youth Services Bureau promotes the positive growth of youth and their families in Windsor Locks through developing, coordinating, and providing services and programs in the areas of prevention, education, intervention, and recreation. The Windsor Locks Youth Services Bureau is committed to providing comprehensive

community-based services that promote the positive development of our town's youth and their families.

The Windsor Locks Youth Services Bureau has provided a range of services to the community since 1999. The Windsor Locks Youth Services Bureau and Youth Services Advisory Board would like to thank the residents, local businesses and organizations, volunteers, Windsor Locks Public Schools, and other town departments for their continued support. Together, we continue to address the needs of our town's youth by offering safe activities and programs that promote positive youth development.

The Windsor Locks Youth Services Bureau offered the successful "Adventure Bound" program again. Since its inception, over 135 youth have participated and benefited from this outdoor, adventure-based program. All activities are geared toward teaching skills that would aid youth in school, at home and in social situations. Youth took part in teambuilding opportunities and were challenged by challenge courses. This program is run in conjunction with Windsor Locks High School.

The Windsor Locks Youth Services Bureau continues to collaborate with Windsor Locks High School with the popular and growing Youth Leadership Council (YLC) program.

YLC is a dedicated and diverse group of Windsor Locks High School youth who are interested in learning more about leadership, assisting at community service events, and want to help make their school and community a better place for others.

The Windsor Locks Youth Services Bureau offered for the first time the L.E.A.D. Leadership Exploration Adventure Development (L.E.A.D.) Program. This counselor-in-training pilot program is designed for youth to gain real-life experiences and responsibilities that will help them with their schooling, and can assist youth in obtaining other employment opportunities in the future. This program ran within the Parks and Recreation Department's Pesci Park Day Camp where L.E.A.D. youth job shadowed camp counselors for 4 weeks in the Summer of 2014.

The Windsor Locks Youth Services Bureau hosted a Youth Compliance Check Training for the first time facilitated by The Connecticut Liquor Control Division which works exclusively with the Governor's Prevention Partnership to recruit and train youth for involvement in alcohol compliance check operations. Alcohol compliance checks are designed to check permit premises for levels of

compliance with existing alcohol statutes using trained minors.

The Windsor Locks Youth Services Bureau promoted the Valentine's for Veterans Campaign that resulted in a total of 653 cards donated to resident veterans in Windsor Locks, American Legion Post 0036, VFW Post 6123, Veteran's Hospitals across the state, and local shelters to promote the Valentines for Veterans Campaign. Valentines were made by students at North Street School, South Elementary School, Middle School, High School, the public and local scout troops.

The Windsor Locks Youth Services Bureau offered the American Red Cross Babysitting Course in Fall 2013 and again in Spring 2014. Youth learned the information and skills necessary to provide safe and responsible care for children. Twelve youth successfully completed the course and earned their certificate. Participants developed skills in leadership, professionalism, basic childcare, safety and safe play, and basic first aid.

The Windsor Locks Youth Services Bureau offered for the first time Family Bingo Night Series at the Senior Center once a month. This monthly event is held on a Friday night and promotes family engagement while offering free

family fun. This event is run by youth in the Youth Leadership Council.

The Windsor Locks Youth Services Bureau and other town agencies are working in conjunction with New Directions on a grant from the Department of Mental Health and Addiction Services. The issues of underage drinking and prescription drug abuse by youth were identified through a student survey about student behaviors and will be addressed using environmental strategies and social marketing to make a large impact on the community. The theme to the campaign is "Lock it Up. Talk it Up. Set the Rules".

Substance abuse prevention and education efforts were also a part of the activities for Youth Services. These efforts included Red Ribbon Week (October) and Kick Butts Day (March) activities in conjunction with Windsor Locks Public Schools. Members of the Youth Leadership Council utilized their leadership skills by organizing a very successful Red Ribbon Poster Contest for the entire high school.

The Windsor Locks Youth Services Bureau continued its involvement with the town's Juvenile Review Board (JRB). The JRB is a community-based program whose objective is to divert youth from the Juvenile Justice System by

providing intervention services to prevent further court involvement. The JRB acts as a preventative program by diverting first time offenders from court to an accessible community resource for appropriate services. Diversions promote responsible behavior and help to solve problems that may be at the root of delinquent behavior. These diversions not only create opportunities for the juvenile offender, but also alleviate overcrowding in the court system.

The Windsor Locks Youth Services Bureau continues to update its website with current program offerings. Please visit us at: <http://www.windsorlocksct.org> and click on Youth Services. This website also contains information about the Juvenile Review Board, resources for parents and teens, and pressroom. It is constantly being updated, so please feel free to bookmark this page and check back often.

Information is available year-round outside of the Youth Services office in Town Hall. Pamphlets on parenting, drugs and alcohol, anger management, bullying, gambling, and more are available to the public. You may also request any additional information you need. The Youth Services Bureau is a resource for all families of Windsor Locks.

The Windsor Locks Youth Services Bureau remains committed to working with the community to provide quality services for our youth and families.

Please contact the Windsor Locks Youth Services Bureau with any questions or ideas. You may reach Sarah Maffioli, Youth Services Director at 627-1482 or by email at [smaffioli@wlocks.com](mailto:smaffioli@wlocks.com).

Youth Services Advisory Board Members:

Tracy Rasmussen, Chairperson  
Charlotte Wiggett, Vice Chairperson  
Jayson Wiggett  
Kelly Hernandez  
Missy Pascarelli  
Robyn O'Brien  
Sergeant Sebastian Garofalo  
Paul Kindall  
Collin O'Brien  
Ashley Arsenal  
Wende Cooper  
David Wrabel  
Gabrielle Sobilo  
Abigail Piotrowicz





**APPENDIX A**

**ANNUAL COMPENSATION – TOWN EMPLOYEES**

## Annual Compensation

## Annual Report 2013-2014

<u>Position</u>	<u>Base Salary</u>	<u>Overtime &amp; Other</u>	<u>Total Compensation</u>
First Selectman	77,630.80		77,630.80
Selectman (2)	4,662.00		4,662.00
Secretary	48,839.96		48,839.96
Secretary Substitute	2,452.68		2,452.68
Town Clerk	61,842.04		61,842.04
Assistant Town Clerk	46,868.08		46,868.08
Finance Director/Deputy Treasurer	86,736.48	43,620.22	130,356.70
Asst. Finance Director	12,192.84	3,854.43	16,047.27
Payroll Clerk/Benefit Administrator	32,531.14	8,999.01	41,530.15
Accounting Clerk	35,341.75		35,341.75
Temporary Finance Assistance	408,167.33		408,167.33
Human Resources	49,315.90		49,315.90
Building Official	79,345.76		79,345.76
Building Official Substitute	2,600.00		2,600.00
Town Planner	52,334.06		52,334.06
Building Dept Clerk	40,073.80	100.00	40,173.80
Building Dept Clerk Substitute	1,907.50		1,907.50
Blight Officer	24,805.13		24,805.13
Senior Center Director	49,117.12		49,117.12
Senior Center Director Asst.	34,140.30		34,140.30
Senior Center Bus Drivers	35,846.16		35,846.16
Senior Center Bus Coordinator	12,217.77		12,217.77
Nutritional Aide	12,783.92		12,783.92
CONA Secretary	644.20		644.20
Custodian/Senior Center	51,276.76		51,276.76
Custodian/Town Office Bldg	50,307.40	508.37	50,815.77
Custodian/Safety Complex	50,452.51	1,666.06	52,118.57
Registrar (2)	12,732.00		12,732.00
Deputy Registrar (2)	4,224.00		4,224.00
Social Services Coordinator	35,929.42	9,791.41	45,720.83
Youth Services Director	40,850.47		40,850.47
Tax Collector	43,677.92	1,281.89	44,959.81
Assistant Tax Collector	47,942.96	150.00	48,092.96
Substitutes/Tax Clerk	4,043.63		4,043.63
Assessor	73,916.96	3,500.12	77,417.08
Clerk/Assessor's Office	31,807.44		31,807.44
Substitute/Assessor's Office	1,662.00		1,662.00

<b><u>Position</u></b>	<b><u>Base Salary</u></b>	<b><u>Overtime &amp;Other</u></b>	<b><u>Total Compensation</u></b>
Board of Assessment Appeal Secretary	128.84		128.84
Dog Warden			0.00
Civil Preparedness Director	16,890.00		16,890.00
Tornado/Disaster		1,100.00	1,100.00
Planning & Zoning Secretary	5,090.86		5,090.86
Board of Finance Secretary	4,351.08		4,351.08
Treasurer	200.00		200.00
Historical Commission Secretary	257.68		257.68
CIAC Secretary	193.26		193.26
Charter Revision Secretary	300.00		300.00
Zoning Board of Appeals Secretary	2,052.41		2,052.41
Youth Services Secretary	450.94		450.94
Inland/Wetlands Secretary	2,498.23		2,498.23
EIDC Consultant	20,382.75		20,382.75
EIDC Secretary	450.94		450.94
Conservation Secretary	579.78		579.78
OPEB Secretary	193.26		193.26
Park Commission Secretary	511.55		511.55
Park & Recreation Director	39,871.00		39,871.00
Clerk/Park Department	35,189.96		35,189.96
Seasonal Park Instructors	215,497.17		215,497.17
Seasonal Soccer	1,999.50		1,999.50
Seasonal Basketball	10,920.44		10,920.44
Seasonal High School Gym	936.00		936.00
Winter Pool	3,643.43		3,643.43
Summer Pool	33,782.83		33,782.83
Fire Marshall	20,579.52		20,579.52
Fire Marshall Secretary	764.52		764.52
Fire Inspector (3)	28,900.12		28,900.12
Fire Department Clerk	9,045.36		9,045.36
Fire Department Secretary-Admin	12,974.42		12,974.42
Fire Department Secretary-Periodic	1,102.22		1,102.22
Fire Service Coordinators	29,481.28		29,481.28
Fire Bonus Stipend	43,473.84		43,473.84
Fire Call Stipend	82,751.29		82,751.29
Fire Officers' Stipend	33,636.00		33,636.00
Hose Test Stipend	4,000.00		4,000.00
Public Works Director	97,368.96		97,368.96

<u>Position</u>	<u>Base Salary</u>	<u>Overtime &amp; Other</u>	<u>Total Compensation</u>
Public Works Secretary	43,056.76		43,056.76
Public Works Foremen (2)	130,699.50	19,250.00	149,949.50
Public Works Mechanic	50,290.52	8,397.39	58,687.91
Maintenance Operator (11)	561,197.56	63,174.52	624,372.08
Seasonal Help	27,248.94		27,248.94
Public Works Road Inspector	9,290.00		9,290.00
W.P.C.A. Assistant Supervisor	89,815.96		89,815.96
W.P.C.A. Secretary	40,551.50		40,551.50
W.P.C.A. Clerk	16,222.04		16,222.04
Operators II & III/Shift Sup. (7)	359,988.46	56,672.58	416,661.04
W.P.C.A. Inspector	12,180.00		12,180.00
<u>Police Department</u>		<u>**Revolving</u>	
Chief	109,999.76		109,999.76
Captain	86,235.24		86,235.24
Secretary	46,417.44		46,417.44
Records Clerk	71,551.78		71,551.78
Sergeants (4)	320,855.88	222,268.01	543,123.89
Detective	74,277.46	19,339.54	93,617.00
Detective Sargeant	80,991.37	22,394.47	103,385.84
Detective Investigator	72,033.58	13,097.91	85,131.49
Lieutenant	84,645.07	10,418.61	95,063.68
Patrolman (16)	3,022,975.75	404,846.90	3,427,822.65
Dispatcher (5)	186,843.52	47,746.33	234,589.85
Workman's Comp Payout			0.00
Total Revolving**		155,557.11	155,557.11
<b>TOTAL PAYROLL</b>	<b>7,919,037.72</b>	<b>1,117,734.88</b>	<b>9,036,772.60</b>

\*\*Revolving was reimbursed to the Town of Windsor Locks for the period 7/1/13 through 6/30/14 in the amount of \$199,868.00

In addition to Social Security the Town pays partially for the benefits:

- **BLUE CROSS/BLUE SHIELD**
- **MAJOR MEDICAL**
- **LIFE INSURANCE**
- **WORKERS' COMPENSATION**

All employees had a pension of 11.98% of their salaries paid by the Town of Windsor Locks and the Police personnel had 16.96% paid into the Pension Fund. Employees pay 2.25% of their salaries into the Pension Fund.

The Town paid a total of \$2,261,974.00 for fringe benefits in 2013/2014.

**APPENDIX B**

**SALARY SCHEDULE FOR BOARD OF EDUCATION  
EMPLOYEES**



## SALARY SCHEDULE FOR BOARD OF EDUCATION EMPLOYEES

### Salary

Superintendent 1	\$ 162,843.00	Teacher (1)	53,765.10
Director of Special Services (1)	128,715.93	Teacher (1)	53,602.25
Assistant Superintendent (1)	142,800.00	Teacher (1)	52,785.00
Principal (1)	132,465.84	Teacher (1)	51,830.00
Principal (1)	127,075.21	Teacher (1)	51,633.99
Principals (1)	127,075.21	Teachers (2)	51,494.00
Principals (1)	137,910.02	Teacher (1)	51,014.03
Assistant Principal (1)	119,219.10	Teacher (1)	50,990.00
Assistant Principal (1)	129,637.04	Teachers (2)	50,367.00
Dean of Students (1)	106,458.94	Teacher (1)	50,110.76
Business Manager (1)	94,248.00	Teacher (1)	50,074.00
Maintenance & Facilities		Teachers (2)	48,611.00
Manager (1)	82,990.68	Teachers (2)	48,430.00
Network Systems Manager (1)	80,307.86	Teachers (2)	47,287.00
Network Systems Administrator (1)	43,402.30	Teacher (1)	46,650.00
Occupational Therapist (1)	64,979.70	Teachers (3)	45,824.00
Physical Therapist (1)	38,987.82	Teacher (1)	44,715.33
Data Specialist (1)	55,156.50	Teachers (3)	43,802.00
Executive Assistant to		Teachers (3)	42,068.00
Superintendent (1)	52,773.74	Teacher (1)	40,937.14
Nurses (4)	45,101.76	Teacher (1)	39,779.83
Teachers (39)	89,148.00	Teacher (1)	37,127.80
Teachers (8)	83,935.00	Teacher (1)	36,610.86
Teacher (1)	81,615.28	Teacher (1)	36,452.50
Teachers (20)	80,850.00	Teacher (1)	29,475.00**
Teachers (6)	80,833.00	Teacher (1)	28,757.40
Teacher (1)	79,980.64	Teacher (2)	26,688.30
Teacher (1)	79,245.08	Teacher (1)	26,334.68
Teacher (1)	77,372.56	Teacher (1)	21,447.46
Teachers (6)	76,679.00	Teacher (1)	16,997.50
Teacher (4)	75,409.00	Teacher (1)	10,065.10
Teacher (1)	72,565.00**	Teacher (1)	5,959.60
Teachers (13)	72,466.00	Teacher (1)	1,728.39 **
Teacher (1)	71,094.00		
Teacher (1)	70,517.99		
Teacher (1)	68,244.35		
Teacher (1)	67,508.00		
Teachers (5)	66,913.00		
Teacher (1)	65,114.26	**Less than full time	
Teacher (1)	64,680.00**		
Teachers (8)	60,704.00		
Teacher (1)	60,066.58		
Teachers (4)	58,950.00		
Teachers (4)	56,828.00		
Teacher (1)	56,595.00**		
Teacher (1)	56,061.37		
Teacher (1)	54,981.20		
Teacher (1)	54,905.00		
Teacher (1)	54,808.00		
Teacher (1)	54,720.77		



Hourly/  
Daily Rate

Administrative Assistants (2)	20.80
Administrative Assistants (10)	25.56
Administrative Assistant (1)	23.10
Administrative Assistant (1)	24.94**
Secretary Of Adult Ed (1)	16.74
Board of Ed Secretary (1)	72.74
3hrs and 21.81 /Additional hr**	
Building Subs (8)	90.00 Daily
Custodians (2)	29.45
Custodians (6)	28.45
Custodian (1)	25.49
Custodians (2)	26.70
Custodian (1)	28.37
Custodian (1)	27.66
Housekeepers (20)	12.36
Hall Monitor (1)	13.09
ISS Supervisors (2)	90.00 Daily
Cafeteria Aides (13)	11.27
Child Associate (1)	16.52
Clerical Aides (4)	16.13
Clerical Aide (1)	14.56**
Crossing Guards (5)	50.90 Daily
Crossing Guard (1)	58.17 Daily
Kindergarten Aides (5)	17.21
Kindergarten Aides (2)	15.21
Paraprofessional (6)	13.84
Paraprofessionals (2)	15.21
Paraprofessionals (33)	17.21
PT Paraprofessionals (4)	13.09**
Recess Aides (2)	11.27**
Tutors-non-certified (16)	24.61**(6)
Licensed Practical Nurse (1)	24.45
Life Skills Nurse (1)	24.45**
Certified Occupational Therapy Assistant (COTA) (1)	27.05**
Study Hall Proctor (1)	90.00 Daily
Technology Technician (1)	16.97
Library Aides (4)	13.09**(3)
Afternoon Receptionist (1)	10.00

Stipends

Director of Adult Ed.	3,564.08
Director of Guidance	5,564.70

\*\*Less than full time

**APPENDIX C**  
**CALENDAR OF MEETINGS**



## CALENDAR OF MEETINGS

	Monday	Tuesday	Wednesday	Thursday
<b>1<sup>st</sup> Week</b>	Zoning Bd. of Appeals 7:00 p.m.	Board of Selectmen 6:00 p.m.	Inlands/Wetlands Agency 7:30 p.m.	
		Housing Authority 7:00 p.m. / 41 Oak Street		
<b>2<sup>nd</sup> Week</b>	Park Commission 7:00 p.m. May, June & July 7:30 p.m.	Sewer Commission (Water Pollution Control Authority) 6:00 p.m. Stanton Rd.	Fire Commission 7:30 p.m. Safety Complex	Board of Education 6:00 p.m. Bd. of Ed Office 58 S. Elm Street High School
	Planning & Zoning Commission 7:00 p.m.	Board of Finance 6:30 p.m.	Police Commission 7:00 p.m. Town Hall	
		Youth Services Advisory Board 6:30 p.m.		
<b>3<sup>rd</sup> Week</b>	Commission on the Needs of the Aging 7:00 p.m. – Oak St. (except July & August)	Board of Selectmen 6:00 p.m.	Republican Town Committee 7:30 p.m.	
		Economic & Industrial Development Comm. 7:00 p.m.		
<b>4<sup>th</sup> Week</b>		Conservation Commission 7:00 p.m. (Sept-May)	Democratic Town Committee 7:30 p.m.	Board of Education 6:00 p.m. Bd. of Ed. Office 58 S. Elm St. High School
		Board of Finance 6:30 p.m.		
		Police Commission 7:00 p.m. (as needed) Safety Complex		

The following Boards/Commissions have no regular meetings scheduled. Meetings will be held when there is business to transact.

Board of Assessors	Housing Code Appeals Board
Community Advisory Commission	Housing Code Review Board
Junk Car Removal Commission	Youth Services Bureau Advisory Board
Capital Improvements Advisory Committee	Windsor Locks Public Library Board
Historical Commission	

The Board of Assessment Appeals will hold one meeting date during the month of September for Motor Vehicle Petitions and three meeting dates during the month of February for Personal Property and Real Estate in accordance with State Statutes.

All meetings are held in the Town Office Building, 50 Church Street, unless otherwise indicated above. If at any time any regular meeting falls on a holiday, such meeting will be held on the next business day.

All meeting agendas and notices of special meetings must be posted in the Town Clerk's Office at least twenty-four hours prior to the holding of such meeting. All minutes of meetings are filed in the Town Clerk's Office.



**APPENDIX D**

**SERVICES FOR THE ELDERLY**



## WINDSOR LOCKS SENIOR CENTER

### Senior Center

860-627-1425

41 Oak Street

Windsor Locks, CT 06096

Open 8:00 a.m. to 4:00 p.m Monday, Tuesday, Wednesday and Thursday

Open 8:00 a.m. to 1:00 p.m. on Friday

Internet Access Address to receive monthly newsletter and other information:

[www.windsorlocksct.org](http://www.windsorlocksct.org)

### Mini-Bus

860-627-1426

Out of Town Trips: Geissler's, Stop & Shop, Walmart, Big Y and Target, as well as medical appointments in Bloomfield and Hartford.

Must call at least 24 hours in advance for reservations between the Hours of 8:00 a.m. and 11:30 a.m., Monday through Friday.

Appointments and shopping in the Town of Windsor Locks.

Must call at least 24 hours in advance for reservations between the Hours of 8:00 a.m. and 11:30 a.m., Monday through Friday.

Bus available Monday, Tuesday, Wednesday, Thursday and Friday.

### Senior Citizens Club

Meets Thursdays at the Senior Center, call 627-1425 for more details.

Anthem Blue Cross Blue Shield of Connecticut .....	1-800-633-6673
CONN-Pace .....	1-800-423-5026
Department of Aging .....	1-866-218-6631
State Social Services Department – Elderly Division .....	1-866-218-6631
Food Stamps, Hartford District Office, 3580 Main Street .....	860-424-5597
Info Line.....	2-1-1
Medicare .....	1-800-633-4227
Medicaid .....	1-800-842-1508
Protective Services for Elderly .....	1-888-385-4225
Retired Senior Volunteer Programs (RSVP) .....	860-560-5760
Social Security Administration.....	1-800-772-1213
One Corporate Center, Floor 20, Hartford, CT .....	860-493-1857
U.S. Department of Veteran's Affairs .....	1-800-550-0000





## **APPENDIX E**

### **TELEPHONE DIRECTORY FOR TOWN OFFICES**



# TELEPHONE DIRECTORY FOR TOWN OFFICES

Refer to [www.windsorlocksct.org](http://www.windsorlocksct.org) for additional information.

## Emergency Services Police, Fire and Ambulance Dial 911

Give your name and address and the nature of your emergency clearly. **DO NOT HANG UP** until you are sure your message has been clearly understood.

Police (Routine calls) .....860-627-1461

Fire (Routine calls) .....860-627-1468

**REMEMBER: You must dial 860 for all of the numbers listed below.**

For Information On:	Call:	Telephone	Fax
Administration	Selectmen's Office	627-1444	292-1121
Assessments	Assessor's Office	627-1448	627-1432
Birth Certificates	Town Clerk's Office	627-1441	
Building Permits	Building Official	627-1447	654-8921
Burning Permits	Fire/Police Department	627-1461	292-6389
Death Certificates	Town Clerk's Office	627-1441	
Deeds	Town Clerk's Office	627-1441	
Demolition Permits	Building Official	627-1447	654-8921
Dog Problems	Police	627-1461	292-6389
Dog Licenses	Town Clerk's Office	627-1441	
Drainage Problems	Public Works Department	627-1405	627-1407
Education	Superintendent	292-5000	292-5003
Elections	Registrar of Voters	654-1619	
Electrical Permits	Building Official	627-1447	654-8921
Emergency Management	Emergency Management Headquarters	627-1400	627-9771
Engineering	Town Engineer/Bldg. Dept.	627-1447	654-8921
Health Matters	Health District	745-0383	
Highways	Public Works Department	627-1405	627-1407
Human Resources	Human Resources Director	627-1431	
Library	Librarian	627-1495	627-1496
Marriage Licenses	Town Clerk's Office	627-1441	
Nursing	Visiting Nurse & Health Care	800-466-3227	
Payroll & Accounting	Finance Department	627-1449	627-1453
Plumbing & Heating Permits	Building Official	627-1447	654-8921
Probate Court	Probate Court	627-1450	654-8919
Public Housing	Housing Authority	627-1455	292-5994
Recreation	Park Department	627-1420	
Pesci Pool	Pesci Pool	627-1422	
Registration of Voters	Registrars of Voters	654-1619	
Sanitary Inspection	Health District	745-0383	
Schools	Superintendent	292-5000	292-5003
Senior Citizens	See Page 89		
Sewers & Sewer User Fees	Water Pollution Control Authority	627-1490	627-1492
Snow Removal	Public Works Department	627-1405	627-1407
Streets	Public Works Department	627-1405	627-1407
Taxes	Tax Collector	627-1415	
Veterans Exemptions	Assessor's Office	627-1448	627-1432
Voting	Town Clerk's Office	627-1441	
Welfare	Social Services	627-1446	627-1480
Youth Services	Youth Services Director	627-1482	654-8919
Zoning	Building Official	627-1447	654-8921



**APPENDIX F**

**FINANCIAL STATEMENTS**



