TOWN OF WINDSOR LOCKS, CT

ANNUAL TOWN REPORT

2013
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
Denise T. Balboni

BOARD OF ASSESSORS
Marc C. Cenci
John Seaha

BOARD OF ASSESSMENT APPEALS
Charles G. Agli, Jr., Chair
Gerard Weatherby
Joseph Tria

BOARD OF EDUCATION
Patricia L. King, Chair
Margaret M. Byrne
Scott A. Storms
Andrew J. Kulas
Gerard Weatherby

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

Hugh Donagher
Daniel A. Flanagan
Dennis A. Gragnolati
George M. Hall

FIRE COMMISSION
Daniel Riley, Chairman
Stephan Brown, Sr.
Patrick Courtney
David Montemerlo

JUDGE OF PROBATE
Steven M. Zelman

JUSTICES OF THE PEACE
Carolyn T. Banas
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.

CONSTABLES
Michael J. Biedrzycki
Shane O’Connor
Christine DeMaine
PARK COMMISSION
Darren J. Netto, Chairman
Todd Annis
Richard Labbe
Philip F. Famiglietti
Robert Norris
Daniel Squires

Gary Kuczarski, Superintendent
Heather Kane, Recording Sec

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

STATE REPRESENTATIVE
Margaret Sayers

STATE SENATOR
John A. Kissel

TAX COLLECTOR
Joseph H. DeLisle, Jr.

TOWN CLERK
William R. Hamel

TOWN TREASURER
Robert T. Norris

REGISTRARS OF VOTERS
Sandra Ferrari
Douglas Hamilton

ZONING BOARD OF APPEALS
Curtis Ruckey, Chair
Douglas Hamilton
Peter J. Lambert
Robert Rosenberg
Douglas Glazier
Malcolm Hamilton
Daniel S. Merrigan
Michael Russo, Alternate

SEWER COMMISSION / WATER POLLUTION CONTROL
AUTHORITY
Steven N. Wawruck, Jr., President, Chair
Jeffrey J. Ives, V. Pres.
Denise T. Balboni, Secretary
Kevin Brace
Gary A. Laurito
Dennis Gragnolati
Robert Crochetiere
William Hamel
Scott Lappen, DPW Director
Dana P. Steele, P.E.
APPOINTED TOWN BOARDS AND OFFICIALS

ASSESSOR
  Donna M. Murphy

COMMISSION ON THE NEEDS OF THE AGING
  Rosemary Cunningham, Chair
  Suzanne Cannon
  Edward E. Lanati
  Roger Nelson
  Barbara Sullivan
  Frances M. Urbank
  William Hamel
  Douglas Hamilton
  Sandy Sylvester

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
  Barbara J. Bertrand

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 John Loughram
  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
Barbara Bertrand
Steve Brown
Sandra J. Ferrari
Pat King
Darren J. Netto
Michael Russo
Steven N. Wawruck, Jr.

CONNECTICUT NORTH CENTRAL TOURISM BUREAU
Joseph D. Bonito
Arthur Knox
Nicholas J. Giaccone, Jr.
Gary B. Merrigan

CONSERVATION COMMISSION
Richard J. Frawley, Chair
Rose Horan, Recording Secretary
William A. Howes
Roger E. Nelson
Kasan Patel
Bruce Robtoy
Roger Sullivan

ECONOMIC & INDUSTRIAL DEVELOPMENT COMMISSION
Norman H. Boucher, Chair
Michael J. Fedele
Steven Wawruck
Carl Philbrick
Michael Wrabel
Michael C. Russo

HISTORICAL COMMISSION
Joseph Bonito, Chair
James Anderson
James Pearce
William Fournier
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
Joseph C. Becker, Chair
Fred R. Miclon
Raymond H. Ouellette
David M. Ford
INLAND WETLANDS AGENCY
Diane G. Dulka, Chair
Marshall H. Brown
Patrick Courtney
Nicholas J. Giaccone, Jr.
Joseph Lawsing
Michael L. Malone
Mary Perrier
Joseph Tria
John Seaha, Alternate

PLANNING AND ZONING COMMISSION
Vincent Zimnoch, Chair
James Szepanski, Secretary
Alan M. Gannuscio
Anthony Scarfo
Peter Juszczyński
Paul Harrington, Alternate

PUBLIC WORKS DIRECTOR
Scott Lappen

JUNK CAR REMOVAL APPEALS
Robert L. Lapointe
Louis C. Carpentieri
Anthony Giannelli
Mary Zukowski, Alternate
Peter C. Farr, Alternate

REGISTRAR OF VITAL STATISTICS
William R. Hamel

TOWN COUNSEL
Chadwick & Stone, LLP

MARINE OFFICER
William J. Fournier, Jr.

CAPITOL REGIONAL PLANNING COMMISSION
L. Jean Glazier
Margaret M. Sayers

NORTH CENTRAL DISTRICT HEALTH
William H. Blitz, Director
Matthew Farr, Rep.
Janet Leiper, Rep.

YOUTH SERVICES ADVISORY BOARD
Tracy Rasmussen
Charlotte Wiggett
Jayson Wiggett

TOWN ENGINEER
J.R. Russo & Associates, LLC

SOCIAL SERVICES COORDINATOR
Christina Morra-Tiu
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. Last year the Town also adopted a local tax benefit that gives elderly and totally disabled residents additional tax relief. 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. If a resident has any questions regarding the website, 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.

The Grand List totals for the 2012 are:

Real Estate $972,345,430

Personal Property $122,753,710

Motor Vehicles $180,575,567

The top taxpayers for the 2012 Grand List are:

1. Hertz Vehicles LLC $24,869,568
2. Hamilton Sunstrand Corp $39,062,600
3. PV Holding Corp  
   $27,387,369
4. AREH Windsor Locks LLC  
   $22,594,200
5. Hartford Parking LLC  
   $16,075,100
6. Ahlstrom Nonwovens LLC  
   $14,303,940
7. EAN Holdings LLC  
   $ 20,109,308
   $ 14,074,040
9. American Honda Motor Co Inc  
   $ 13,154,800
10. AFP Corp  
    $ 10,274,700

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  
2012-2013
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 2012-2013 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.

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

- have had statistically significant increases in our MAP assessment scores demonstrating three years of continuous growth. This year’s MAP assessment is perfectly aligned with the literacy and mathematics curriculum based on the state and National Common Core State Standards, CCSS;

- have provided up to 250 additional hours of instruction to over 175 students in our K – 8 Extended Day and Year program;

- have significantly increased the number of classroom visitations and professional conversations about; quality instruction, student assessment data, and improving the science and art of teaching;

- have developed three new HS Pathways for WLHS students to explore career opportunities and earn high school and college credit;
• have initiated the College for Every Student program at WLMS while ensuring every school highlighted the importance of post high school learning; including field trips by WL 2nd and 4th graders to a university campus, several high school college trips and on-campus college recruiter visitations;

• 98.4% of our 2013 graduating class left high school with a specific post-secondary plan including 88.8% going on to college, 3.2% going into the military and 6.4% going directly into the world of work;

• have focused all professional development on improving the craft of every teacher;

• improved the professional dialogue and accountability within our Professional Learning Communities, PLC’s in every school; where on most Monday afternoons professional discussions are focused on student achievement, review student work, and lesson and assessment planning for the next week. PLC’s are even more so the analytical part of teaching;

• have received recognition from the League of Innovative Schools, Great Schools Partnership 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;

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;

- have completed year three full 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;

- conducted a National search for a “highly skilled and experienced middle school principal to replace our retiring Mr. Gregory Blanchfield. Our search process concluded with the hiring of Mr. David Prinstein, a veteran middle school administrator from New York City.

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:

- refined all school-based PBIS committees to ensure a positive school climate in every building;

- every school 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;

- continued to work with Windsor Locks Youth
Services in the implementation of the 2012-2013 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.

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 bullying free environment and one that is clean and physically safe.

WLPS has:

- Competed successfully 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;

- experienced a significant decrease in reports of bullying; actual bullying reports continue to be reduced from our baseline year data 2010-2011;

- PBIS continues to emphasize being respectful, responsible, and caring citizens in all of our schools;

Windsor Locks Public School District has had another great year! We are so proud of the MAP achievement results which 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 NEASC and the League of Innovative Schools. As Board
members we are grateful to our Superintendent, Wayne Sweeney for his vision and leadership and for dedication and commitment to our students that every staff member continues to demonstrate. We all look forward to seeing continued significant improvement in our students’ assessments as a result of the work that has been continued and initiated.

Business Office:
Business Manager: Les Koziara

In fiscal year 2012-2013, expenditures against the $28,646,853 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. The Board of Education returned the balance of $152,413 to the town last year, which is the seventh year in a row that the Board has returned unspent money to the Town.

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. The refurbishment of the High School pool and locker room area were completed this year. The Water Jets contributed $20,000 towards the installation of the new acoustical ceiling in the pool area. At the Middle School, all the lockers have been replaced in the A-Wing and new flooring was installed in the guidance office. At South Elementary, new carpet was installed in the reception area. The roof replacement at South Elementary and Middle School were completed this year and the High School’s roof replacement is ongoing at this time.

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.
Human Resources: Wayne C. Sweeney

The Human Resources department continues to be consolidated into the Superintendent’s Office requiring approximately 20% of the work load being directed to human resource issues resulting 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. The 2013-14 WLPS budget funds the hiring of a Director of Human Resources thus allowing the Superintendent’s office to return full time to leading the instructional process.

Hiring: While no new positions were added this year, we did have twenty resignations, moves and retirements that resulted in the hiring of new employees. In 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 recognize 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.

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, 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.

During the 2012-2013 school year, every teacher of reading, writing, language, Speaking, Listening, and Mathematics was engaged in
implementing a brand-new, Common Core State Standards (CCSS)-aligned curriculum. We ended the year with a reflection on the implementation and used this assessment to further revise the curriculum to ensure that we were implementing the highest standards, with the greatest confidence that we were teaching the standards as intended. 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. Additionally, the State Department of Education approved our Educator Evaluation and Support System for the 2013-2014 school year; this plan meets the state’s rigorous expectations for evaluating teachers in Connecticut’s schools. To further improve instruction, teachers continued to conduct Professional Learning Community meetings, whereby teachers reviewed student assessment data and then made decisions about how to help them meet the CCSS and other content-specific standards in their classes. We instituted the first ever Extended Day and year program and served well over 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 the CCSS curriculum in Literacy and Numeracy, a full three years prior to Connecticut’s deadline for implementation.

- Thirty teachers and administrators collaborated to craft a state-approved Educator Evaluation and Support System.

- Administrators and teachers worked collaboratively to learn and discuss the use of current research based teaching strategies that ensure student ownership in the learning process.

- Across all schools, teachers continued to visit each other’s classes to learn about best instructional practices from their peers.

- 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 first ever Extended Day and Extended Year Program was implemented, serving over 200 students and resulting in students raising their achievement levels beyond their expectations.

- WLPS and the Windsor Locks Historical Commission collaborated to create the first ever 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 new 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.

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 third year of using the research-based School-Wide Positive
Behavioral Interventions and Supports (SWPBIS) framework for encouraging positive behavior in the schools

- We also improved our delivery of services to students through 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
Natalie A. Donais, Director

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 2012-2013 school year, are as follows:

Windsor Locks High School – 56
Windsor Locks Middle School – 45
South Elementary School – 51
North Street School – 37
Outplaced Public School Students – 7
Private School Students – 16
Suffield Vocational Agricultural School – 0

Grand Total = 212

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: 9 students
- Behavioral consultant/Behavior Analyst available for behavioral consults.
- 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 – 66
- Occupational Therapy Services – 46
- Physical Therapy Services – 15
- Counseling/Social Work Services – 53
- 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
2.5 LPN’s
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
Regina McGillivray, Assistant Principal
Joshua Robinson, Dean of Students

Windsor Locks High School had an October 1, 2012 enrollment of 538 students, a decrease of 15 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 are working on our Five Year Report due 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 in alignment with our district wide improvement plan. This involved a specific focus on curriculum, instruction and assessment to meet the learning needs of students and 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 promote critical thinking, collaboration and problem solving skills for all students. Students from the Principal’s Advisory conducted a survey and presented information to the President of Asnuntuck Community College supporting the initiation of an Early Childhood Education Program to expand our partnership with the college. 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 is in alignment with 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.

- Development of Common Formative Assessments whereby data is discussed and action plans are put in place 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.

- District wide agreement on 5 major areas of focus for the shift to competency based learning took place during a district professional development opportunity that included all district faculty.

- Increased use of pre-assessments, flexible grouping strategies, scaffolding strategies and post assessments to guide instruction by all teachers across all disciplines.

- Teachers were challenged to reference the book by Robert Marzano, “Classroom Management Works”, to improve classroom management strategies and develop stronger relationships with students.

- Literacy and Numeracy Curricula that were aligned with the Common Core
Standards were implemented by teachers.

- PLATO on line learning continued to be utilized as the primary curriculum for the high school Twilight Program and the Team program as well as for credit recovery for under-credited juniors and seniors. Students were scheduled during the day to recover credit lost due to attendance or failing grades.

- Administration and Guidance implemented Naviance, a web-based program that facilitates the college application process and will house Student Success Plans that will be developed with all students grades 6 -12 beginning in September of 2012. Plans were developed to fully implement the use of Naviance for the college application process.

- Senior Academy was held again in 2013 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 PLATO on-line program.

Summer Academy was held in 2013 for students to recover credit they were not able to complete during the 2012-2013 school year.

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 separate leadership goals to foster the teacher leadership and interdependence within their departments with student achievement data as an indicator of success.

- 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.
Students researched, rewrote and implemented a revised Electronic Device Policy for the High School.

- Parent Advisory Committee met monthly with the Principal to discuss questions and concerns and to get information on all areas of school improvement.

- A subcommittee of student leaders developed a presentation for the revision of the Mission and Core Expectations with a focus on 21st Century skills. Students presented to both staff and parent groups.

- Meetings were held with the President of Asnuntuck Community College and her Administration to develop additional pathways for students to earn college credit while attending high school. Students from the Principal’s Advisory Committee contributed to those meetings.

- 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 2012-2013 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.

- 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: 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 8th grade students in their advisory classes at the Middle School. Committee members met with 8th 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 were revised with teacher input to insure that each student has an opportunity to investigate topics that address the diversity of students.

- Counseling Department held meetings to begin goal setting with all ninth grade students.

- Scheduling was conducted collaboratively with the Middle School for upcoming ninth graders to make sure students were scheduled for appropriate courses.

- Advisory class continued to evolve as lessons aligned with the personal and civic expectations of Windsor Locks High School

- Scientifically Researched Based Intervention Committee (SRBI), CORE (Guidance and Administration meetings), and Freshman team meetings 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 is 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.
- Re-established Tools for Schools and re-organized Chemical Hygiene Plans. Began a review for a district Emergency Operations Plans to include a new organization and new defined roles and responsibilities.

Windsor Locks Middle School
Grades 6 – 8
Gregory Blanchfield, Principal
Susan Bell Ed.D, Assistant Principal

Of all the important goals set by the Windsor Locks Middle School for the 2012-13 school none were more important than improving student achievement and improving our students’ connection with our school.

As the following statements will indicate, there was a more focused
approach regarding the use of student data to inform instruction. Furthermore, individual and teams of teachers took a more unified and organized approach at identifying students’ academic needs at a much earlier stage than in the past. They did this by looking at and analyzing student data from the first day of school.

Overall, the middle school is committed to 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 and 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.

- A reading lab has been established, staffed by two certified reading teachers to deliver remedial reading instruction for those students in need of extra assistance.

- 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.

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. to recognize and celebrate student successes.

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

• For the eleventh year in a row, the middle school collaborated with Hamilton Sunstrand and the Governor’s Prevention partnership to continue our mentoring program. This involves partnering nine caring, qualified employees of Hamilton with students in our school. Mentor and mentee meet once a week to discuss academic and age-appropriate social issues.

• 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, P.E., and Library. Related services are provided by five special education teachers, a speech language therapist, and two 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 and a half reading teachers, a math 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.

• SRBI (Scientific Research Based Intervention) process to provide for student needs (academic/behavioral)

• School-wide enrichment provided for all students (scientific inquiry)

• Enrichment provided for students identified as gifted and talented

• PLC (Professional Learning Community) data analysis to address student needs at all levels

• Extended day/extended year program provided for
additional learning time with opportunities for multi-aged groupings of students

- Development of new math and language arts curriculum aligned with the Common Core State Standards with ongoing revisions to better meet the needs of our students.

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

- Development of a building-based school leadership team with representation from all grade levels and departments.

- Increase in classroom observation time with the use of a district-wide observation rubric as part of our new teacher evaluation process

- Embedded professional development in the workshop model of instruction (reading/writing/math)

- Opportunities for vertical teaming with 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 trained in PBIS (Positive Behavioral Interventions & Supports)

- 25% of staff trained in Responsive Classroom with more training opportunities in the future

- Provision of increased opportunities for students to participate in after school activities

- Collaboration 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.

- Enhanced school climate through PBIS efforts/activities and Responsive Classroom philosophy approach to promote positive community building
• Implementation of healthy lunch and breakfast programs
• Full time school nurse on staff
• 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 464 students in 2013. We have six each of pre-k 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 remained an integral component for improving learning and teaching. Weekly meetings focused on 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.

• Strengthened our integration of technology into our instruction with the addition of classroom iPads. Even our youngest students are becoming fluent with such devices and are more engaged learners.

• Incorporated several new computer programs to strengthen our students’ literacy and numeracy skills and provided parents with access to them at home as well.

• Instituted creative scheduling to support and build upon teacher and interventionist
collaboration, enabling them to work in closer partnership when determining instructional practices and lessons.

- Provided targeted staff development via the use of PD360, an online staff professional development program.

- 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 second consecutive year.

- Continued to solidify our implementation of the Common Core State standards with lessons developed collaboratively during our PLC meetings.

- Our second grade visited Central CT State University to experience college and have them begin thinking about their own post-secondary futures.

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 met monthly to discuss relevant topics and concerns, and review school-wide assessment results.

- School Leadership Team continued to strengthen its role as the school’s data team. Created new schedule which promises to improve teacher collaboration and assist in strengthening our SRBI process.

- 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 ranging from Reading Clubs to keyboards. Approximately 20% of our students participated.

- Our Extended Day / Extended Year program successfully provided additional academic interventions to nearly 90 students both afterschool and during the summer.
• Received a School Readiness grant enabling us to open an additional PreK classroom, serving 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 eighth 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.
• Continued our free monthly preschool developmental screenings for children.
• Annual Common Sense Parenting classes.
• Award 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 continued to succeed in shaping student behaviors creating a stronger school climate and improved academic performance.
• Second Step Program Pk-2 to help children become socially competent, form healthy friendships, and develop strong bonds with school.
• Annual kindergarten tree planting ceremony offered by the veterans form the American Legion
• Remained committed to our Tools for Schools initiative
which assists us in providing and safe, clean facility.

BOARD OF FINANCE

The Board is composed of six elected members and two appointed alternates:
Cornelius O’Leary, Chairman
Michelle Hill
Sandra Ferrari
Michael Ciarcia
Douglas Glazier
Norman Boucher

Alternate: Stephan Brown III
Alternate: Paul Harrington

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 Barbara J. Bertrand. Mrs. Bertrand has been working in this position for over twelve years. 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 ___ regular meetings and ___ special meetings throughout the year. The Financial Statements for the fiscal year 2012-13 was on file after December 31, 2013 in the Town Clerk’s office and available on the town’s web-site, www.windsorlockset.org under the Board of Finance.

Each year the Capital Improvement Advisory Committee (CIAC) meet 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 2012-13 was $44,493,799 and increase of 3.27 % 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 23.40 mills to 24.27 an increase of 3.72%. Revaluation will be on the October 1, 2013 Grand List.

The 2012-13 budget preparations and approval were accomplished by the Board of Finance and submitted for a public hearing on April 26, 2012 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 15, 2012.

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 2012 – 2013.

The Town of Windsor Locks has a Board of Selectman, Town Meeting type 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 Statute.

As a Town we continue to experience shrinking revenue from Intergovernmental revenue. With an economy starting to show signs of recovery the Board of Selectmen continues to find ways to keep spending in check, yet still offer the services that residents have become accustomed to.

Town Hall renovations continue with our Public Works Department doing the bulk of the work. The west wing of the building was partially renovated to accommodate the Park Department and the Building Department. Both areas are more accessible for the public to access and each has the ability to have staff meetings when the need arises.

In light of the recent storms that we have experienced over the past two years, the Registrars of Voters came before the Selectmen for approval of an “Emergency Contingency Plan for Elections”. The primary purpose of the plan is to ensure that when an election is scheduled that the process will not be hindered and the proper contingencies are in place to conduct an election as scheduled.
The Selectmen heard from the Town Attorney in regards to the current ordinances that are in place concerning Adult-Oriented Establishments, and at the same time, a proposed ordinance that addresses the secondary effects of sexually oriented businesses was presented for consideration. Final approvals were adopted by Town Meeting.

Attorney Christopher Kervick came before the Selectmen to present a proposal on the use of hydropower with the existing slueways in and around the Montgomery complex. The Selectmen thought the project was worthwhile and should deserve consideration as the foreclosure process for the property was still moving through the court system scheduled for Mid-February.

A prescription drug program sponsored by the Connecticut Council of Municipalities (CCM) was adopted by the Selectmen so residents who don’t have prescription drug coverage would be able to avail themselves of discounts with the use of this program.

A proposal to have an independent insurance consultant review the town’s insurance policies was approved by the Board. After a thorough review of all policies, it was determined that the Town had excellent coverage and our exposure was not an issue.

The Board approved the formation of a committee to determine the need, structure and substance of an Ethics Commission to prepare ethics guidelines for the Town of Windsor Locks. It was agreed upon by the Selectmen and the Town Attorney to form a committee of six individuals to study the issue and make a recommendation. The committee decided that an Ethics Policy for the Town should be drafted by the Human Services Director followed by a Public Hearing and adoption at a Town Meeting.

The Town received word from the Federal Aviation Administration (FAA) that the noise abatement program, otherwise known as the Part 150 Study has undergone dramatic changes. The contour maps as outlined in 2006 that encompassed over 700 homes in the four surrounding towns abutting the airport had been revised and most homes previously designated for noise abatement upgrades are no longer eligible. After many meetings attended with both the public and our Congressional delegation, the FAA stood by its original update of the program. The Congressional and State delegations and the First Selectman’s Office are still working the issue to come to some resolve
for the houses eliminated from the program.

The Board approved a resolution to submit an application to the Capital Region Council of Government (CRCOG) for sidewalks along the Route 75 corridor. The grant application of $1 million dollars was chosen to be forwarded to the DOT for further consideration. In conjunction with this application the Town will receive six bus shelters on Route 75 and Schoephoester Road through a program administered by CT Transit, DOT and CCROG. Construction meetings are in progress with an anticipated construction schedule for spring 2014.

In May of this year the First Selectman’s office received notification that the energy enhancements to the Town Hall earned a green energy award “Top Honors for a Town Hall” category with the primary emphasis as to the comprehensive program to reduce energy consumption, while retaining the character of the older building. The town is saving approximately forty thousand dollars annually since converting from oil to gas heat, along with other energy and conservation measures done during the rehab of the building. More savings will be realized as the rehab program moves forward toward completion.

AMTRAK made a commitment to the Town to sell the Historic Train Station for consideration of one dollar. The efforts of so many over the past thirty-five plus years have been instrumental in getting this result. Final details of the complex transaction are being worked out by the respective attorneys to ensure a successful closing on the property. The Town entered into an agreement with Crosskey Associates to conduct an in-depth engineering/architectural study to properly restore the building for suitable use by the Town. Fund raising for the restoration efforts are being solicited from various grant opportunities and private donations.

A town meeting endorsed the town to participate in a program sponsored by the Clean Energy Finance and Investment Authority (CEFIA) through the Commercial Property Assessed Clean Energy (C-PACE) Program to allow qualified business owners access to financing for energy improvements to their buildings. The program provides 100% in upfront, low cost, long-term funding that will yield significant savings to businesses throughout town. It was estimated that 94 businesses could take advantage of this worthy program.

The TOD Steering committee which was comprised of Town Officials, business owners, DOT and our
consulting firm of Fuss & O’Neill finalized a conceptual master plan for the Main Street corridor. There was a public hearing to present the plan to townspeople. On a parallel track our Planning & Zoning Commission revised the Town’s regulations and adopted on overlay zone for the Main Street Corridor to compliment the study.

The Route 20/75 exit ramp reconfiguration project is in the final stages of securing funding so that phase of construction will get underway during the 2014 construction season. Once the funding gap is closed there will public hearings, and then the project will be put out to bid. The reconfiguration of the ramp is a State/Town project that will eventually allow for access of the back acreage in which BDL Enterprises has plans for a commercial/residential development with approximately seven pad sites. The project has received endorsements from the Bradley Development League and the Connecticut Airport Authority.

Codification of the Town Ordinances was completed and adopted at a Town Meeting. The codification allows for all of the town ordinances to be on file in an orderly fashion, and they are accessible on the Town website. The next phase of this complex project is to appoint a committee to review the ordinances as to the applicability. Once the ordinance review is completed a public hearing/town meeting will be called to adopt the changes.

The foreclosure process of the Montgomery complex that was undertaken by the Town starting back in 2007 came to a successful conclusion late this year. The $233,968.60 in back taxes was approved by the court and was paid in full by the new owner. The new owner is exploring various opportunities as to an appropriate use of the building. Meetings with the new owner and town officials have taken place to help facilitate future use of the building. Town Officials are committed to work with the owner in coordinating meetings with staff, boards, commissions and any other regulatory agencies to ensure a successful venture.

Our Finance Director, Barbara Bertrand, announced her retirement after thirteen years of service with the Town. The void in this department will be noticeable as Ms. Bertrand has been a vital link with each and every project that has been undertaken over the years. Her advice and foresight as to proper financial projections have been invaluable over the years. We as a
Board wish Ms. Bertrand well on her pending retirement.

Finally, the tornado that hit the southeastern end of town on the first of July caused damage to some of the homes and property at that end of town. As a town we were very fortunate as no injuries were reported and our Public Works Department aided property owners in removing trees and debris. The Connecticut Water Company land sustained extensive damage in and around the hiking trail and was still closed as of this writing. The Connecticut Water Company is reviewing bids from tree removal firms to clean-up the trail. We are hopeful the trail will be opened soon.

As we move forward to promote initiatives affecting Windsor Locks, we continue to participate in a regional approach with attendance at the Connecticut Council of Municipalities (CCM), the Capitol Region Council of Government (CRCOG), and the Council of Small Towns (COST) meetings to seek solutions that benefit each municipality along with a keen awareness that benefits the entire State.

As we continue to deal with an economic crisis that is still unfolding, rest assured that your Board of Selectman will continue to act in a responsible, forthright manner and will always exercise due diligence in carrying out our duties and responsibilities.

The Board of Selectman wishes to thank the many department heads and Town 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 in order 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

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

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 then minimize, transfer or eliminate these risks. The Department’s 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 Town’s assets. The Town’s 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 expert consultative services and 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 activity increased to 950 permits for the fiscal year. The department issued 16 certificates of occupancy for single family dwellings. The chart below outlines permit activity for the year.

FISCAL YEAR 7/12-6/13
EST. COST/VALUE OF PERMITS $9,531,164
FEES COLLECTED $138,165
NUMBER OF PERMITS 950
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
Edward Lanati
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 2012-2013. 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 Transportation Program received a $14,000 grant, allowing more service to be offered to local seniors. These services include transportation to and from medical appointments, shopping, hairdresser, special outings, and to the Senior Center. All of these services were offered at the low cost of $20.00 for the entire year.

The Senior Center’s travel department also experienced continued growth in 2012-2013. 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.

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 2012. Lunch is offered Monday through Friday for $2.00. 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. 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.

On April 23rd the Commission held a walk through the Waterworks Brook Conservation Area (WBCA) to search for Ash trees and promote awareness of the Emerald Ash Borer. The WBCA has been closed since the tornado tore through on July 1st.

Commission members worked with the Historic Commission, on June 1st, to help with an information station at the entrance to the Canal State Park. Tours were conducted by William Fournier and others. An expert on eagles gave a presentation all done in conjunction with Ct Trails Day Weekend.

On October 5th, the Commission sponsored the 17th Annual Source to Sea CT River Cleanup. A record 63 adults and young people scanned the banks of the CT River and a truck load of trash and heavy waste items. The Windsor Locks Girl scouts were presented with certificates and badges at a Commission meeting following the Cleanup. We gratefully acknowledge the following local businesses that generously provided refreshments for the workers: Ahlstrom (Gordon Jenkins), Geissler’s Supermarket (East Windsor) and Subway (Main St., WL) and Public Works for their assistance in hauling the trash away.

Conservation Commission Members

Richard Frawley, Chairman
William Howes
Roger Nelson
Roger Sullivan
Bruce Robtoy
Kasan Patel
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 pursing 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. The Connecticut Public Transportation Commission included this item as their top recommendation to the legislature.

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.

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 retained to design 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 though this grant. As soon as the town acquires the station a capital campaign would be launched.

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 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.

The Town of Windsor Locks was awarded a $250,000 Transit Oriented Development Planning Grant to look at ways to capitalize on the New Haven-Hartford-Springfield Commuter Line through new development around the relocated train station. Fuss & O’Neill was retained to conduct the study. The planning effort included a market analysis and conceptual build-out scenarios. Two public forums were held to get feedback on the plans.

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 also applied for $1 million in STP Urban grant funds to construct sidewalks on Route 75. We are expecting to find out about the application in the next fiscal year.

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.

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.

Any questions related to business assistance needs can contact wleidc@sbcglobal.net.

**EMERGENCY MANAGEMENT/HOMELAND SECURITY DEPARTMENT**

Vic Puia, Director

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 some major storms and power outages that required our use of some of our CERT team and Auxiliaries. They included the storm back in February, a number of calls from the Fire Department to assist with people left homeless, and in July, a tornado that hit the southeast corner of town. We have also taken part in various state exercises to insure 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.

The department assisted the Fire Department and our Auxiliary Police division assisted the Police Department during the carnival and parades. They also were called upon to do traffic duty as required. Our thanks to the auxiliaries for their continued dedication and to the officers for their outstanding leadership during the past year. Our department could not meet its obligations without the assistance of this special group of volunteers.

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, 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.

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 @ 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 forty hours over two months 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.

We have completed work on all the radio systems radio systems, and to upgrade our communications network so as to comply with new FCC regulations. We are now working on our Emergency Alert System and will be finished with that by the end of the year. 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.

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

Our sincere appreciation to all the volunteers that continue to make that possible. We simply could not function without them.

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 2nd 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 years Board Members are:

Chairman - Daniel Riley (R)  
Dan Riley is in his 4th term as a member of the commission and brings many years of experience in firefighting beginning as a firefighter with the Blue Hills Fire Department in Bloomfield, CT in 1964. In 1972 he moved to Windsor Locks and joined the WLFD completing 17 years of active duty with the WLFD. Since 1990 Dan has operated Riley Electrical, LLC here in Windsor Locks.

Commissioner - David Montemerlo (R)  
Dave Montemerlo is in his 4th term as a member of the commission and also brings many years of experience to the Board. Dave joined the WLFD in 1973 as a regular member after serving 2 years as a Junior Firefighter and continues to serve today. Along with his firefighting duties, Dave also heads the Fire Dept. Explorer program where Town teenagers can begin development as future
firefighters. The Montemerlo family has a proud heritage in the WLFD with David’s father Guido serving before him for 51 years. David’s mother Barbara was a founding member of the Ladies Aux. and served as a dispatcher for many years. Now his son David Jr. continues to build the tradition. Commissioner Montemerlo represents the WLFD on the Safety Complex building committee. Dave and his son are also members of the State of Ct. Department of Environmental Protection Wildland Firefighting Team. Father and son have been deployed with this unit many times across the United States to help combat forest fires.

Commissioner - Stephan Brown (D)  
Steve Brown is in his 2nd term as a member of the commission. Steve brings many years of experience as well. Steve is an active member of the WLFD and presently oversees the town communications system. Steve also has prior experience with the Warehouse Point F.D. His present employment is with the State of CT at Bradley Int’l Airport where he is an Electrical Supervisor in the Office of Communications. Steve is actively involved in numerous State and County organizations related to Public Safety including CT State Fire Radio Chairman, Htfd County Fire Emerg. Plan Radio Chairman, CT Fire Chiefs Tech Advisory Committee, Statewide Interoperability Committee, Town of Windsor Locks Safety Committee. Commissioner Brown represents the WLFD on the Capitol Improvements committee.

Commissioner - Patrick Courtney (D) is serving in his 2nd term as a Fire Commissioner and is a member of the Inland Wetlands Commission as well as being active with the Windsor Locks Democrat Town Committee. Patrick brings business experience to the Commission. For the past ten years he has been a Manager in the lease to own industry employed by SEI Aarons and Colortyme. He enjoys coaching his children in all their sports and has a great love for the Town of Windsor Locks.

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 RN, 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 2012 – 2013 fiscal year, the Windsor Locks Fire Department responded to 383 alarms. The responses broke down to 13.31% actual fires, 0.52% overpressure rupture, 2.87% Rescue/EMS incidents, 23.23% Hazardous Conditions no fire, 18.79% Service calls, 9.66% Good Intent calls, 31.33% False Alarms/False Calls, and 0.26% Special Incidents. 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 $31.05 Fire Department per
capita cost and a cost per response of $1,013.30 for fiscal year 2012-2013. 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 US&R (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 Hurricane Sandy in October 2012 and winter storm Charlotte that dumped over a foot of snow.

In August of 2012, the Department underwent an audit by ISO. While our scores improved over the previous audit, our rating remains at 4.

The Department responded to several working fires during the year resulting in considerable damage. These fires included: 12 Fairview Street, 33 South Main Street, 41 South Main Street, 55 West Street, 78 South Elm Street,

On August 1, 2012 the Department responded to 68 King Spring Road for a reported truck fire. Shortly after arrival, one of the trailers tires exploded injuring 3 Firefighters including one that was transported by Ambulance to the hospital.

On June 28, 2013 the Department responded along with the Warehouse Point Fire Department for a 17 year old male that jumped off the RT. 140 Bridge into the river. The river was high and moving quickly. Lieutenant Anthony Ruggiero of our Department along with Jason Messina and Steve Ellis of the Warehouse Point Fire Department rescued the youth with the Warehouse Point Fire Department boat some 300 yards south of the Dexter Coffin Bridge. Congratulations on the successful rescue and life saved with great personal risk.

During the year the Department lost Past Chief Raymond Ouellette and Past Firefighter Andrew Davies. Our condolences to the families.

In November of 2012, the Department celebrated the 25th Anniversary with the Department for Lieutenant Harley Higgins and Firefighter Linda Donahue.

Two long-time members of the Department retired the end of April. Firefighter Mathew Wezowicz retired after 53 years with the Department and Firefighter Herman True retired with 38 years with the Department. Congratulations and best wishes on your retirement and thank you for all your years of service to the Town of Windsor Locks.

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

Daniel Riley, Chairman
David Montemerlo
Stephan Brown, Sr.
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 John Loughran
Deputy Fire Marshal Gary Ruggiero

HISTORIC COMMISSION

The Windsor Locks Historic Commission replaced two members Mike Czarnecki and Leslie Stansfield with William Fournier and Mickey Danyluk. We thank them for their years of service and welcome the new members.

One year in the planning, Heritage Day, turned into Heritage Week, spearheaded by William Fournier involving the students in the Windsor Locks School system and a multitude of family activities. Tours were taken around town by Middle School students to Memorial Hall and the Noden-Reed House among other places. Programs were
presented in various locations and free admission was offered by NEAM and the Windsor Historical Museum. Thanks to a multitude of people who helped with the week including Bob Pearce, Jerry Dougherty, Ed Sabotka, 1st Selectmen, Steve Wawruck, Jason Qua, Susan Bell, Phil Devlin and many more.

A brief summary of the free events and activities that were conducted during Heritage Week, coordinated thru the efforts of the ad hoc committee of the Historical Commission, and the Superintendent of Schools Office.

Sunday, May 26, 2013: People toured Memorial Hall.

Monday, May 27, 2013: Memorial Day Parade started at 10:30 am and a ceremony followed at Memorial Hall. Thanks to Ed Sabotka and the American Legion for providing the Sunday tours and coordinating their parade and program.

Tuesday, May 28, 2013: Chris Kervick presented the “History of the Windsor Locks Canal.” Approximately 40 people attended. Noden-Reed House and Pinney Barn were open to accommodate the Middle School walking tour of approximately 100 children, about 1/2 viewed each of the two properties. The Windsor Locks Fire Department displayed an antique hose cart and Engine 2. Assistant Fire Marshall, John Donahue, also arranged tours of the fire house every morning of the week for younger grade children.

Wednesday, May 29, 2013: 1965 Windsor Locks Little League World Champion Team Members Phil Devlin and Mike Roche provided talks about their teams experiences to Elementary school classes. Phil provided an evening program “D-Day”, telling of remembrances of events, Windsor Locks Veterans, and those fallen in action. Genealogist Bob Pearce presented an evening chat, “Coffee with Bob”, at the Windsor Locks Library.

Thursday, May 30, 2013: First Selectman Wawruck proclaimed Sunday, May 26, thru Saturday, June 1 as “Windsor Locks Heritage Week” and declared Thursday, May 30 as “Incorporation Day”. A demonstration of Lon Pelton’s working model of the Windsor Locks Canal lift locks at the Windsor Historical Society Museum in Windsor was presented. The 1954 Windsor Locks Centennial movie was shown by Mickey Danyluk.

Friday, May 31, 2013: New England Air Museum offered free admission to all Windsor Locks residents for “Windsor Locks Day”. About 50
Residents toured. Bill Fournier attended History classes doing Oxford Debates about “Canalers vs: Riverites”, providing comments and closure for each debate.

Saturday, June 1, 2013: The Canal State Park biking/walking trail saw a flurry of activity that included First Selectman Wawruck proclaiming “Windsor Locks Eagle Day”. Don Hopkins of the Bald Eagle Study Group with walkers taking guided tours of the Canal path. Historic and modern day pictures of the Canal were displayed and discussed by the W.L. Conservation Commission.

Thanks to the Friends of the Canal, and the Windsor Historical Society, for registering tour walkers and Kasan Patel of Ahlstrom W.L., LLC for providing "Windsor Locks Canal-A Brief Historical Perspective" brochures.

Thanks to Mickey Danyluk for his participation at Memorial Hall, drafting proclamations and sharing canal history thru interactive talks with children at South Elementary School. Special thanks are also mentioned to Harlan Levy of the Journal Inquirer newspaper for his publicity efforts.

The Windsor Locks Library generously contributed to copies and use of the community room in preparation for Heritage Week prior to and during the week of the event.

A great amount of gratitude to all who provided of self to the in and out of school activities, family activities and programs and those who attended this special "no budget" offering of "Windsor Locks History".

Respectfully Submitted
Bill Fournier, Facilitator,
Windsor Locks Library History Group
and Historical Commissioner

Historic Commission Members
Joseph Bonito – Chairman
James Pearce
James Anderson
William Fournier
Mickey Danyluk

**HOUSING AUTHORITY**

The Windsor Locks Housing Authority celebrated its four year (4) anniversary on November 10, 2013. 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

58
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  
Phil Famiglietti- 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, volleyball, 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 Ragion and Summer Program Directors Jackie Wenzel and Wendy Knowles. This was our fifteenth 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 Let’s Make a Deal, 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, Lupa Zoo, Bounce Town, Build-A-Bear, 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 eleventh year, the After School Club began with the school year at South Elementary School. For the eighth 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 tenth 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 Luck Bob 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. Magician Joseph DiDonna performed a Halloween Safety Magic 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 Recreation Department continued to open up school gymnasiums and the pool during Christmas and school vacation breaks. April vacation offered shows by Juggler Bryson Lang and the Yo-Yo People.

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. 41 Harrison Street won in the category of Brightest/Most Spirited House. 55 John 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 15th and 16th. The judges were Darren Netto, Park Chairman, Heather Ragion, Assistant Park Director, Kristen DeBella and David Ragion, special guests. Gift certificates to a local restaurant were awarded to the winners.

The Ski Club was reinstituted and over the past four 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.

POLICE COMMISSION

July 1, 2012 – June 30, 2013

The goals of the Windsor Locks Police Department are the protection of life and property, maintaining and improving the quality of life for town residents, along with those who work in or visit the community, and creating a secure environment through the philosophy of community policing. The Windsor Locks Police Department continues to accomplish these goals by working in concert with all citizens, Town Departments, local businesses and civic groups.

The Department consists of twenty-seven (27) sworn Officers, five (5) Dispatch Tele-communicators, and three support civilian positions. The Department is a 24-hour, 7-day-a-week professional Police Department under the direction of the Police Commission. The Police Commission is comprised of six elected officials: Kevin Brace-Chairman, Michael Royston - Vice Chairman, Edward E. Lanati, Secretary, James E. Gaylord, Neal Cunningham and Ricardo Rachele. The Commission functions as the administrative and policy-making board for the Department. The members of the Police Commission are volunteers who donate several hours of their time monthly to support the Police Department.

The Windsor Locks Police Department continues its philosophy of community policing by taking part in various community functions, including the Town’s Octoberfest and Winterfest, Project Graduation, and programs offered by the Youth Commission. Available during these events are officers providing Emergency Child Information Packets and Child Safety Restraint information. Bicycle patrols are also used when officers are available. The neighborhood watch program continues to be offered to any neighborhood or group of citizens seeking advice. During the school year, the Windsor Locks Police Department provides the DARE program at the Middle School. Approximately 150 students graduate from the program each year. A full-time SRO (Student Resource Officer) is assigned to the Windsor Locks High School. This officer is an additional resource for students and school personnel during the school year and patrols the parks and any troubled areas during the summer months. The Detective Division consists of a
Detective Sergeant and two Detectives who conduct complex and extensive investigations.

Citizens are reminded that all sector patrol vehicles are equipped with defibrillators. Also, all officers are now trained on and issued AR-15 rifles. All officers are trained in the use of the Taser and carry them on their tours of duty. To enhance service to the community, the Windsor Locks Police Department has an official web site which allows citizens to communicate information or tips to officers via email. It should be noted that this web site lists various warrants on file with the Windsor Locks Police Department and also provides updated safety advice, as well as police calls for service, and arrest information. The web site is www.windsorlockspolice.com.

The Windsor Locks Police Department deploys a speed monitoring trailer as another enforcement device to make the motoring public aware of their rate of speed. The department also utilizes other monitoring devices regularly at various locations in our community.

Additionally, the Windsor Locks Police Department has joined together in agreement with nine municipalities as a participant in the Metro Police Services Unit. The purpose of this alliance is to deliver more effective and efficient service to our citizens through cooperative performance of law enforcement and police agencies.

During the past calendar year (January 1, 2013 to December 31, 2013), members of the Windsor Locks Police Department responded to 14,165 calls for service, a 15.5% increase from the previous year.

The excellence of the Windsor Locks Police Department is contingent upon being an active member of the community. It is dependent on continued, positive working relationships among the Windsor Locks Fire Department, The Office of Emergency Management, and The Juvenile Review Board, to mention a few.

Members of the Police Commission wish to extend their appreciation to the police officers and civilian employees of the Windsor Locks Police Department who continue to serve in a competent, professional and dedicated manner.

The Police Department is always receptive to suggestions and new ideas. The Board of Police Commissioners meets on the second Wednesday of the month at 7:00 p.m. at the Town Hall, and as needed on the fourth Tuesday of the month at 7:00 p.m. at the Public
Safety Complex. Meetings are posted 24 hours in advance at the Town Hall. Public input and suggestions are welcome.

BOARD OF POLICE COMMISSIONERS

Kevin Brace – Chairman, Michael Royston - Vice Chairman
Edward E. Lanati, Secretary
Neal Cunningham
Ricardo Rachele

PUBLIC WORKS DEPARTMENT

Infrastructure:

Highway Division

This year Coolidge Street was completely rehabilitated. Below the surface we replaced the storm drainage system along with the sanitary sewer system while above ground the road surface was reclaimed, re-graded and repaved. New curbing and concrete sidewalks were installed and the disturbed areas were hydro-seeded to re-establish the grassy areas. The patience of all of the residents in the area was truly appreciated.

The road construction project for this fall and next spring is the Fernwood Drive, Northwood Drive, Poplar Street and Mabel Street area. Again the rehabilitation of these roadways will include drainage and sanitary sewer replacement along with new curbing and a new road surface. We anticipate the majority of the underground work will be completed before winter sets in and then in the springtime, once the disturbed areas have had a chance to settle over the winter, we will reclaim the road surface, re-grade it and then repave two courses of bituminous concrete for a final course of pavement.

Parks and Grounds Division

During the fall of 2012, the lighted baseball field at Southwest Veteran’s Park was revamped by way of re-grading and re-sodding the playing field. The infield at the men’s softball field was re-worked and re-graded to help eliminate some of the areas that were holding rain water. This fall after the fall baseball season comes to a close, the lighted field at Pesci Park will be reworked to bring the base paths and the backside of the infield back into line with where they should be by adding new sod to them.

Facility Maintenance

Building upgrades continue to take place within the Town Hall. The Building, Planning and Zoning Departments have moved into their
new office space. Along with them, there is space for the Town Engineer, the Fire Marshall and the Inland / Wetlands and Blight Officer. The Police Department is receiving new paint, carpet and ceiling tiles one office at a time. A new break room was completed for the Officers as well as a freshly painted and carpeted Emergency Management satellite office.

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

My name is Christina Morra-Tiu and I am the new Social Services Manager for the town of Windsor Locks. I started on 9/26/13. I will write this report to the best of my ability since my predecessor didn’t leave any information since she left in July.

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 enters our programs. The Social Services Department has provided such services as energy assistance, holiday food baskets, toys for the holidays, case management, renter’s rebate, homeowner/totally disabled tax relief, Operation fuel (utility assistance), Salvation Army, H2O program, utility assistance and fuel assistance.

The food pantry is a huge success due to volunteers Beth Wetzel and her daughter. Without her assistance the food pantry would not run as smoothly. Such organizations such as the Knights of Columbus, American Legion, Shiners, Boy Scouts, Girl Scouts, The Lions Club, The Congregational Church, St. Mary’s Church, River Valley Fellowship Church, Archdiocese of Hartford, The First National Bank of Suffield, 360 Federal Credit Union, Windsor Locks Federal Credit Union, district wide schools food drives and individual contributors help make our social services programs a success.

This summer the Mobile Food Share Truck started coming to Windsor Locks every other Friday with food and they service between 30-45 residents. It has been a success so far and the residents appreciate it.
The Police Department and Hamilton Sunstrand conduct the annual toy drive. The May postal food drive is always successes as well as the Congregational Church turkey drive.

Food Distribution—over 1,000 we averaging about 35-50 bags a week
Salvation Army—73 back packs, 24 shoe vouchers
Don’t have the numbers for Operation Fuel, Energy Assistance or Christmas programs.
The Social Services Department will continue to meet the needs of the residents to the best of our ability. We will continue to foster an environment of confidentiality, integrity, stability, equality and an overall strive towards excellence.

One of our main goals for the last fiscal year (the 2011 Grand List) ending on June 30, 2013 was to continue focusing on delinquent, past-due taxes. The office’s efforts paid off as we continued, for the fourth straight year, to collect more in back taxes than the Board of Finance initially allocated.

Collection tools include, but are not limited to, phone calls, door-to-door visits, delinquent notices, demand letters, UCC liens, and the use of a state marshal. Liens are placed on all unpaid real estate to protect the town’s interest while delinquent motor vehicle taxes are promptly reported to the Department of Motor Vehicles to prevent the individual (or individuals) from registering/reregistering any vehicle in the state.

We also began exploring the possibility of utilizing new collection techniques and are working with the Town Attorney on the various details.

As of July 1, 2010, the residents of Windsor Locks have been able to look-up and pay their taxes online at www.windsorlockscet.org. The system remains a success as its usage continues to climb each year. Taxpayers were also provided with the first opportunity to pay online with a credit or debit card along
with the already established ACH payments.

The Board of Finance set the Mill Rate for the October 1, 2012 Grand List at 24.54 after the referendums. Payments are due in July 2013 and January 2014.

Joseph DeLisle, Jr. - Certified Connecticut Municipal Collector Tax Collector

**TOWN CLERK**

**Vital Statistics**

Births 104  
Marriages 100  
Deaths 142  
Burials 158

Total 504

**Documents Recorded/Filed**

Land Records 3,499  
Liquor Permits 37  
Veterans Discharges 32  
Trade Names 46  
Maps 27

Total 3,726

**Licenses**

Dog 1,371

**Receipts**

- Recording Fees $75,390.00  
- Town Conveyance Tax 86,103.76  
- Vital Records 10,186.00  
- Fees to Town Dog Fund 4,328.00  
- Game Fees to Town 242.00  
- Preservation Fees to Town 5,366.00  
- Community Dev Fees 8,049.00  
- LOCIP Pres. Fees 8,049.00  
- Miscellaneous Fees 13,421.55

Total Town Receipts $200,949.31

- State Conveyance Tax $208,130.92  
- Dog Fees to State 11,102.00  
- Marriage Fees to State 817.00  
- Game Fees to State 7,801.00  
- Preservation Fees to State 5,366.00  
- Community Dev Fees 96,588.00

Total State Receipts $329,804.92

G T All Receipts $530,754.23

**VETERANS COUNCIL**

The Veterans Council Committee is composed of members of the American Legion and the Veterans of foreign War 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 veterans holidays; Veterans Day and Memorial Day.

Veterans Day was observed on Sunday, November 11, 2012, and consisted of two events. The post and auxiliary members of the Veterans of Foreign Wars and the American Legion held memorial services at St. Mary and Grove cemeteries in the morning. These services were to honor the more than 13,500 veterans that are buried in both cemeteries. The second event was a Veterans Day concert by the 1st Company Governor’s Foot Guard Band. This event was well attended with over 250 people.

Memorial Day was observed on Monday, May 27, 2013. The observance commenced with memorial services at both cemeteries and at the World War I 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. The usual parade route was followed with a grand display of flags 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 Veterans Day Concert a reality, and everyone who participated in the Memorial Day parade and ceremonies. They include, but are not limited to, Stanley T. Wieliczka, John J. Duffy, Jerry R. Hayes, Gregory T. Candy, Daniel S. Walsh and American Legion Commander Jerome M. Kulas.

Edward V. Sabotka, Chairman

WATER POLLUTION CONTROL AUTHORITY

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

Main Plant: Aeration Tanks 1 & 2: Stainless steel support struts were installed on each aeration tank’s Nitrified Recycle platform. Headworks Building: The badly deteriorated steel door and frame in the Headworks Building was replaced with a stainless steel door and frame. The channel monster grinds rags and other items in the flow prior to entering the primary clarifiers. Due to normal wear and tear, the core (cutting unit) of the channel monster was replaced by WPCF staff. Pump Chamber # 2: To keep potable water costs low, the
WPCF utilizes plant water instead of potable water for hosing tanks, seal water, wash water, etc. A Plant Water Strainer is an important component of the Plant’s water system by straining out algae and other contaminants before discharging into the plant water piping. The existing strainer was removed and a new strainer was installed by WPCF staff. The removed strainer will be rebuilt in house and utilized as a replacement.

Nitrification/Denitrification: The performance of the Nitrification / De-nitrification process has improved since the removal of the (8)-Integrated Fixed-Film / Activated Sludge (IFAS) racks. The Connecticut Department of Energy and Environmental Protection (CT DEEP) daily discharge limit for Total Nitrogen this year was 69 lbs/day. The plant averaged 58 lbs/day resulting in a $3,822.00 credit from the CT DEEP Nitrogen Credit Exchange Program. The new limit for next year is 67 lbs/day. The WPCF accepted delivery of one (1) 2012 Chevrolet ½ ton 4x4 pick-up, one (1) primary sludge pump and 1020 aeration tank membrane diffusers.

Pump Stations: Finast Pump Station: WPCF staff removed and replaced one of the two submersible pumps. Dexter’s Pump Station: The badly deteriorated wet well steel door and frame was replaced with a stainless steel door and frame. Confined Space Atmospheric Monitoring: Two new four (4) gas monitors and a calibration docking system were placed in service.

Capital projects and purchases approved by the WPCA for Fiscal Year 2013 / 2014: Removal of three Flyght Submersible Mixers in each aeration tank. Installation of two surface mount driven INVENT mixers and support platforms in each aeration tank.

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
Gary Laurito
Dennis Gragnolati
Kevin Brace
Robert Crochtiere
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
The Windsor Locks Lions Ambulance has completed yet another successful but difficult year. Thanks to the support of the Town, the townspeople and businesses of Windsor Locks, we have been able to continue to provide a high quality ambulance service into what is now our 70th year. Our annual fund drive netted $21,252.26 this past year. These monies go directly into our operational budget and provide for equipment, supplies, training, uniforms, vehicle maintenance and eventually a new ambulance, Thank you!

The sole reason we exist is to serve the community by aiding the sick and injured, to saving lives and helping our neighbors. Our service responded to approximately 1,500 calls this past year. These calls range from broken bones, to various accidents, heart attacks etc. These calls involve not only helping members in our community but our neighbors as well. Coming to your aid are experienced corps members prepared to handle Advanced Life Support and Basic Life Support calls. Ambulance Chief Steve Molinari, runs the day to day operations of the corps, in addition to, managing a staff consisting of Paramedics, EMT’s (Emergency Medical Technicians – at various levels), EMR’s (Emergency Medical Responders).

The corps offers extensive public outreach services. This includes CPR, Defibrillation and First Aid classes for employees of the Parks and Recreation Department, employees of the school system and the general public. Publications, blood pressure clinics, informational venues, and public appearances. Along with these established programs we continue to explore new opportunities to expand upon these services. Another goal of our service is to provide quality medical training to members of the community that desire it.

Due to more changes in the American Heart Association’s Guidelines for CPR, Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) we are in the process of updating training, equipment and protocols for our Staff. We have also implemented the latest changes in the Pre-hospital Emergency Care Protocols, as mandated by the State of Connecticut Department of Public Health. These changes will help maintain the highest and most modern level of care to those citizens that we treat and transport.

As in the past, we strive to achieve excellence in the Emergency Medical care that we provide to
those patients we provide care and transport for. This year we will continue to provide the most professional, efficient and congenial emergency medical care to the townspeople. We continue to add new training and technology to constantly provide state of the art care. One of our premiere goals is to enhance the level of out of hospital care provided to those “We Serve” to improve the safety and long term outcome of the patients entrusted to our care. We will live our Lions motto, “We Serve”, as we help our neighbors and fellow Windsor Locks residents. Thank you, citizens of Windsor Locks, for your undying support of the ambulance corps and the ideals it represents. Thank you – Town of Windsor Locks for your support of our ambulance service to the townspeople of Windsor Locks and our neighbors.

Hallie Wong, Chairman
Windsor Locks Lions Club
Ambulance Corps

American public libraries are in transition, moving from calm, quiet repositories for books and study to dynamic community centers offering wireless Internet access, multiple databases, online education, and programming ranging from author visits, history talks, cooking demonstrations to new age healing.

Marketing the library’s collection and services and attracting non-users to the library continue to be of primary importance, especially in light of our society’s increasing interest in electronic information gathering and communication. Our web site at www.windsorlockslibrary.org is updated and improved continually and includes links to our public library blog, (The Gazette), staff book blogs, databases, our catalogs, recommended Internet resources, Facebook, and Twitter.

Windsor Locks library cards are available free to every town resident. In addition to borrowing print books and magazines, DVDs, music CDs, and audio books, your library card can be used to access Windsor Locks Public Library databases (available through our home page at www.windsorlockslibrary.org), utilize the Connecticut Digital Library at www.iConn.org, sign on
to our public computers, and to download eBooks and audio books.

The Windsor Locks Public Library welcomed patrons to participate in “Snapshot Day”, a statewide event offering library users the chance to stand up and be counted! Patrons were provided an opportunity to explore our library's services and collection, enjoy book talks and database demonstrations. Many enjoyed a cup of coffee and snacks that were provided throughout the day. Staff members were on hand for library tours and to share their knowledge and enthusiasm about books, reading, and online research. Other priorities of the day included Wi-Fi access, renewing materials, program attendance, and information-seeking.

YOUR LIBRARY ONLINE

Books remain important to Windsor Locks Library but in addition to the library’s great collection of physical books, the library also provides a number of eBooks and downloadable audiobooks which can be accessed from home. Overdrive is a service which provides a large number of popular and in-demand eBooks and audiobooks. The library also provides eBooks through Freading, which offers a number of books with no waiting periods. Additional downloadable audiobooks are available through OneClick Digital, sponsored by the State of Connecticut.

WindsorLocksHistory.org: a project of Windsor Locks Library is a site created by library staff featuring links to digitized and online content related to Windsor Locks and Connecticut history. The library was very happy to receive a complete collection of Mr. Jack Redmond’s newspaper column, Cabbages and Kings from 1977-1999. Each column featured a Windsor Locks resident or other town institution. All 28 volumes of Mr. Redmond’s writings have been preserved in digital format for the use of residents and local historians. The library has introduced this new website to access these important writings and for local history buffs @ www.windsorlockshistory.org. The site is a work in progress, and also offers links to digitized books and to the Windsor Locks History Group's online collection of pictures, tributes, books, and memories (organized and maintained by Jerry Dougherty). In addition, links to several online Connecticut history resources are featured. The Windsor Locks History website also hosts two books by Jabez Haskell Hayden: the Hayden Genealogy and Historical Sketches, which presents an early history of Windsor Locks. As more digital content is added, this site will
continue to grow as an important resource for local historians, students or anyone interested in the history of the town of Windsor Locks.

The Windsor Locks Public Library reaches out to residents online, as we provide multiple online resources for library users. Users can access past news articles on IConn Digital Library, price antiques on P4A Antiques database, and research distant cities for travel on A to Z World Travel, or investigate purchases on the Consumer Reports database. These databases can all be accessed using a free Windsor Locks Public Library card.

The library also offers databases to 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. Job Now also provides job-seeking tips, career advice and mock interviews.

Access to Connecticut’s IConn Digital Library provides the user access to thousands of articles from popular magazines, journals, and reference books. Also important to school and academic sources, iCONN.org provides links to articles from magazines such as Good Housekeeping, National Geographic, Rolling Stone, People, Time and Sports Illustrated. For news content, library users can go to the Newsbank database, which provides links to national, international and local newspapers. Newsbank can help users whether they are looking for information on breaking news and topical issues, looking for local job fairs or searching for obituaries.

All online services are available to Windsor Locks Public Library card holders at the library’s website, www.windsorlockslibrary.org. You can find most links at the bottom of our homepage. Check out your library online!

CIRCULATION, COLLECTIONS, AND SERVICES

“Circulation” as a measure of library use has also changed over the years. The public library of the twenty-first century has become less about traditional borrowing and more about finding new ways to enjoy books and reading, less about asking reference questions and more about exchanging ideas and accessing information through web sites, blogs, databases, and social networking. The Windsor Locks Public Library, though small in scale, is proud to offer 21st century services and collections to our community.
Most libraries in Connecticut, including the Windsor Locks Public Library, saw a decrease in traditional borrowing during 2013. While borrowing of print fiction and nonfiction remains comparable to past years, use of downloaded eBooks and audio books has increased significantly. Statistics show that more than 1/3 of Americans now own e-readers, and while our library consortium’s collection of e-books continues to grow, the pace is slow and some e-reader fans opt to purchase the relatively inexpensive e-books available through online vendors instead of waiting for best sellers to become available for borrowing. As the number of e-books in our catalog increases we will continue to aggressively market our e-book collections and, hopefully, attract more of these readers. Interest in borrowing DVDS is decreasing due to widely available cable and online movie options, but movies still continue to comprise about 30% of the library’s total circulation.

Windsor Locks Public Library currently owns about 59,000 items, including 52,000 in print (adult and children’s books plus 61 magazine subscriptions) and 7,000 non-print (museum memberships, audio books and music CDs, and DVDs). Our borrowers have access to almost 4,500 downloadable audio books and more than 6,000 e-books, shared with other libraries in the consortium that are compatible with most electronic devices. In addition, our borrowers can download thousands of additional e-books from Freading, which offers new content on a weekly basis.

Print adult fiction and nonfiction accounted for 31% of borrowing in 2013. The most borrowed fiction titles of the year include the wildly popular Gone Girl by Gillian Flynn and Janet Evanovich’s latest Stephanie Plum novel, Notorious Nineteen. Also enjoying robust circulation this year were The Innocent by David Baldacci, The Shoemaker’s Wife by Adriana Trigiani, Wanted Man by Lee Child, James Patterson’s NYPD Red, and Beautiful Ruins by Jess Walter. Nonfiction hits included Proof of Heaven: A Neurosurgeon’s Journey into the Afterlife (Eben Alexander) and Imperfect: An Improbable Life (Jim Abbott and Tim Brown). Our movie-loving borrowers were anxious to view Extremely Loud and Incredibly Close, We Bought a Zoo, War Horse, Hunger Games, and Real Steel.

PROGRAMS

During 2013 the library welcomed eleven talented and entertaining authors whose work covers a wide range of subjects. Local authors included Phil Devlin (Carney: The
Remarkable Life of Ettore F. Carniglia), Darlene Blythe (The Last Summer Rose), Leslie Matthews Stansfield (Mr. Tea and the Traveling Tea Cup), and Fay Taylor (Steel). The library also hosted David K. Leff, Rich Polk, mystery authors Liz Mugavero, Edith Maxwell, and Laura Bradford, historical fiction writer Kathy Leonard Czepiel. Our library is developing a reputation for excellent author programs. In fact, Laura Bradford, who also writes as Elizabeth Lynn Casey, has been contacted by several other area libraries as a direct result of her appearances at Windsor Locks!

The Windsor Locks Public Library's History Group invited David Pierce, Director of the Chester (Massachusetts) Railroad Station Museum, to speak on the significance of the Western Railroad. The railroad which reached from Massachusetts to New York was the first mountain railroad in the world. He also discussed the Keystone Arches, the first cluster of stone arch railroad bridges built in America. The program included information on the preservation efforts for the Arches, the Chester (MA) station, and the Chester roundhouse, each of which has met with varying amounts of success.

Canal historian, Chris Kervick, discovered some exciting new information about the Windsor Locks Canal -- the original financial records of the Connecticut River Company covering the first three years of the canal’s operation. Among the records are many invoices and vouchers for payments made to workers who remained after the opening of the canal to perform troubleshooting and finishing work. The names in these records can be compared to the names identified through Attorney Kervick’s previous discoveries to help the ongoing effort to determining the identity of the canal workers and to help answer the question of whether any of them remained in the area after construction was complete. The Windsor Locks Library History Group arranged a program to update participants to Attorney Kervick’s research efforts.

Popular meteorologist Art Horn returned to the Windsor Locks Public Library in May to present his newest weather program, Amazing Record Breaking Weather. Mr. Horn discussed extreme weather patterns and explained how they evolve.

Many joined us at the library for an evening of Guided Meditation led by Eve Arias of the Odiyana Mediation Center. Eve is the Resident Teacher at Odiyana located in Glastonbury.
Many joined local resident, Russ Salk in April for an informative, educational, and fun evening designed to broaden the musical perspective of the attendees. More classical music is written today than at any time in history. Mr. Salk demonstrated how far classical music has come in the past 100 years by playing excerpts from his personal music library. Russ was back in October and November for another demonstration and discussion on the development of modern day classical music, its roots and history. Session leader Russ Salk has a lifelong love for and interest in classical music. Many joined him for an enjoyable evenings worth of sharing and learning for music lovers.

The library offered a Telescope Nuts & Bolts workshop in May. JPL/NASA Solar System Ambassador, Bill Fournier, hosted this hands-on workshop for new and veteran telescope owners.

An annual reading program just for adults kicked off another summer season in July. Adults who registered for Escape into a Good Book were able to enjoy reading their favorite books and submit their titles to be eligible for fabulous prizes. The library also offers an adult reading program every winter.

Historian Phil Devlin introduced his new book, Carney: The Remarkable Life of Dr. Ettore F. Carniglia, MD, at Windsor Locks Public Library in September. Mr. Devlin is a retired history teacher who has done extensive research on the life of Dr. Carniglia and other topics of local historical interest.

The library’s annual Star Party was held on the library lawn on in August. The Perseids Meteor Shower began under a moon-free sky, providing a show of shooting stars later in the evening. Bill Fournier, JPA/ NASA Solar System Ambassador, hosted this event where he guided participants in planet and moon viewing and also provided information about the annual meteor shower. Bill was back in September to host another two-hour workshop on Telescope Nuts and Bolts in this hands-on program. Telescope enthusiasts were instructed and educate on telescope use.

Marci Hickey of Hickey Healing presented "The Magic of Qi Gong - Your Innate Healing Ability" as a three-part series beginning in September through November. Participants learned about Qi Gong as a wonderful mind-body exercise that is suited to relieving stress, boosting the body’s immunity, and increasing our innate healing abilities.
Chef Renee’ of Simply Fresh Food appeared in October providing a demonstration on the preparation of simple and delicious autumn comfort foods.

Yarnbombing” is a form of street graffiti art done in fiber rather than paint and intended to beautify the environment. Yarnbombing expert Barbara Steele appeared at the library in September. A yarnbombing slideshow was shown featuring yarnbombings from around the world, including some of her own! Discussion of the craft followed.

CHILDRENS

The Children’s Library always has something interesting going on to attract our youngest patrons up to adults who love to socialize or join in with their children’s activities. Evening story time has become very popular where forty-five minutes reading, singing, dancing and crafts take place.

Annual programs such as tie dye, garbage art and making gingerbread houses allows children a hands-on experience to create wonderful items to take home. The annual pictures with Santa are always a hit. The children enjoy greeting Santa arrive by fire truck then join him inside for a special photo session captured by local photographer, Mike Czarnecki.

The annual summer reading incentive program, Dig Into Reading, kicked off in June! Participants were able to come into the library to sign up or register online. The program had another successful year with a large number of participants in all age ranges. Prizes this year included toys, crafts, six flags tickets, posters, and autographed books.

A big change is on the way next year, our teen fiction collection will be moving to a genre based shelving style. Like our picture books the teen fiction will be shelved according to genre making finding books that interest young readers easier. This more user friendly model will begin in January, 2014.

WINDSOR LOCKS HERITAGE WEEK

The community kicked off the first annual Heritage Week featuring activities throughout Windsor Locks, the library offered a program with Genealogist Bob Pearce where he presented an evening chat “Coffee with Bob”. The library also contributed to the week’s activities by providing historical information and a site for planning Heritage Week.

Windsor Locks Library Board of Directors:
Ginny Blanchfield
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 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 “Talk…They Hear You. You are the key to keeping our teens alcohol and drug free.”

The Windsor Locks Youth Services Bureau continues to collaborate with Windsor Locks High School on the Youth Leadership Council program. The Youth Leadership Council is a diverse group of Windsor Locks High School youth who are interested in learning more about leadership, assisting at community service events, and want to make their school and community better places for others. This group meets twice a month; one meeting and one service learning project.

Substance abuse prevention and education efforts were also a part of the activities for Youth Services. These efforts included Red Ribbon Week 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. Cases are heard on a monthly basis by a panel of community members and service professionals. Pamphlets about the Juvenile Review Board are available at the Youth Services Bureau office.

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 Maffiolini, Youth Services Director at 627-1482 or by email at smaffiolini@wlocks.com.
Youth Services Advisory Board
Members:
Tracy Rasmussen
Charlotte Wiggett
Jayson Wiggett
APPENDIX A

ANNUAL COMPENSATION – TOWN EMPLOYEES
## Annual Compensation

<table>
<thead>
<tr>
<th>Position</th>
<th>Base Salary</th>
<th>Overtime &amp; Other</th>
<th>Total Compensation</th>
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**Total Revolving**                             | **176,152.00** | **176,152.00** |
**TOTAL PAYROLL**  5,220,132.36   726,328.00   6,122,612.36

****Revolving was reimbursed to the Town of Windsor Locks for the period 7/1/2012 through 6/30/2013 in the amount of $176,152.00.

In addition to Social Security the Town pays partially for the following benefits:
- Blue Cross/Blue Shield
- Major Medical
- Life Insurance
- Workers’ Compensation

All employees had a pension of 11.79% of their salaries paid by the Town of Windsor Locks and the Police personnel had 16.65% paid into the Pension Fund. Employees pay 2.25% of their salaries into the Pension Fund.

The Town paid a total of $2,391,428.00 for fringe benefits in 2012/2013.
APPENDIX B

SALARY SCHEDULE FOR BOARD OF EDUCATION EMPLOYEES
# SALARY SCHEDULE FOR BOARD OF EDUCATION EMPLOYEES

## Salary

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<th>Salary</th>
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**Less than full time**

Refer to the following page for Hourly/Daily Rates and Stipends

---

88
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<tr>
<th>Position</th>
<th>Hours</th>
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<td>ISS Supervisors (2)</td>
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<td>Recess Aides (2)</td>
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<td>Tutors-non-certified (11)</td>
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<td>Library Aides (4)</td>
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** 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

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

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

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

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

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.windсорlocksct.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