

TOWN OF WINDSOR LOCKS, CT

ANNUAL TOWN REPORT



Carly MacDougald with Susie Q
Tree Donated by Russo Landscaping
Photo Courtesy of Jim Roche

2015

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

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Scott A. Storms
Andrew J. Kulas
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Dana P. Steele, P.E.
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STATE SENATOR

John A. Kissel

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Captain Brian Long
Lieutenant Harley Higgins
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C.O.N.A. MUNICIPAL AGENT

John Sullivan

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Deputy Fire Marshal
John Donahue
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John Kupernik
Deputy Fire Marshal
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Deputy Fire Marshal
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Alternate Rep.

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Alexa Brengi
Curtis Ruckey, Alternate

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REGISTRAR OF VITAL
STATISTICS

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Chadwick & Stone, LLP

CAPITOL REGIONAL
PLANNING COMMISSION

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Abigail Piotrowicz

BOARD OF ASSESSORS

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

The current Assessor for the Town of Windsor Locks is Elizabeth Duffy. The Assistant Assessor is Becky Cooke.

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

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

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

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

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

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
2014-2015

Patricia L. King, Chairperson
Susan A. Bell, Superintendent of
Schools

On behalf of the Board of Education and the entire school community, I am pleased to present the highlights of the 2014-2015 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.

District Mission, Vision, and Goals

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

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

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

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

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

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

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

- have made significant progress in implementing a shift to student-centered, mastery-based instruction across the district through targeted and focused professional learning for all of our teaching staff, but more importantly, for ALL of our students;
- have continued to improve student achievement as measured by our MAP Interim Assessment scores demonstrating five years of continuous growth with an increased number of students surpassing the national norm. The MAP assessment is aligned with the literacy and mathematics curriculum based on the Connecticut Core Standards;
- have provided another full year of up to 250 additional hours of instruction to over 200 students in our K–8 Extended Day and Year program;
- launched three new programs aimed at educating students as close to home as possible:
 - RISE 18-21 Transition Academy – Realizing Individual Skills and Expertise, the RISE Transition Academy successfully developed a truly transformative program for students with exceptionalities, with three students meeting their individual goals for independence;
 - Pine Meadow Academy, an alternative high school program, was launched with 30 students in its location on the ground floor of Windsor Locks Middle School;
 - Applied Behavioral Analysis program (ABA) - A program at North Elementary School for our students with Autism that focuses on the use of techniques and principles to bring about meaningful and positive change in behavior;
- provided a second year of the “Running Start” program intended to provide 40 students, transitioning to a new building in the district, with important strategies to navigate their new school;
- launched a second year of the Saturday Academy program for students to receive additional instruction in areas of academic need;

- continued implementation of the new Windsor Locks Public Schools Educator Evaluation program, within which seven administrators conducted 610 formal and informal observations of all certified teachers, representing significant professional growth in all measured areas of educator performance;
- implemented the plan created for the expansion and implementation of personalized “pathways” for students and increased community partnership with the help of a \$234,000 implementation grant from the Hartford Foundation for Public Giving;
- have continued to strengthen the College for Every Student program at WLMS, ensuring every school focused on creating a college-going culture, which included field trips for students in grades 2, 3-5, 6-8, and 9-12 to a college or university campus;
- achieved a graduation rate of 97.7% for the class of 2014;
- have focused all professional development on improving the craft of every teacher, expanding our partnership with Expeditionary Learning by training five (5) cohorts of thirty (30) teachers and administrators;
- have continued our relationship with the League of Innovative Schools, Great Schools Partnership, Hartford Foundation for Public Giving, New England Secondary Schools Consortium, and the New England Association of Schools and Colleges (NEASC), and received recognition for our efforts in developing a district wide “Competency Based” school system;
- further evolved intervention blocks in every school during the school day providing additional support to students in need of additional help in achieving success;
- piloted the implementation of student portfolios in grade 5 where students track their growth toward mastery of standards;
- piloted student-led conferences at South Elementary School where students presented their progress toward mastery of standards to their parents;
- assembled a committee of educators across the district to create draft graduation

policies for the class of 2020 and beyond;

- finalized the draft versions of the content graduation standards and performance indicators in all disciplines to be vetted with higher education before being brought to the Board of Education for approval in winter of 2016.

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 continued to provide over 40 hours of 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;

- continued to provide teachers a voice in their own professional growth through the professional learning and teacher evaluation and support committee which planned professional learning facilitated by teachers as well as teacher led Ed-Camps;
- have a continued focus on the implementation of the "Nine Characteristics of High Performing Schools" which guides all of our work improving student achievement;
- have continued training and focus on PBIS, Positive Behavioral Intervention Support and Responsive Classroom at South and North;
- have completed year five implementation of MAP, Measures of Academic Progress. The professional staff are becoming experts in the analysis of the MAP data during PLC's which in turn is being used to drive instruction and adult behaviors;
- have engaged 118 staff members in instructional training uniquely aligned with the Common Core State Standards and our emphasis on students as leaders of their own learning.

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

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

WLPS has:

- continued implementation of school-based climate committees and effective programs to ensure a positive school climate in every building;
- established the Pine Meadow Alternative School, RISE Academy for our 18-21 year old population, and the ABA program at North Street Elementary 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 in every school;
- continued to work with Windsor Locks Youth Services and the Wellness Coalition in programming events to promote the Drug and Alcohol Free campaign;
- worked cooperatively with Windsor Locks Lions to provide free vision screening to North Street School students;
- developed a new educational partnership with Goodwin College, enhanced our partnership with Asnuntuck Community College (ACC) to include more opportunities for WLHS students to take college courses;
- established parameters for extended learning opportunities and expanded the offering of internship opportunities to students with funding from the Hartford Foundation for Public Giving;
- established a “Running Start” program, and planned for the second year of implementation;
- expanded the annual innovation summit to include parents, students and community members who, along with staff, set the course for district priorities and goals for the 2015-2016 school year.

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

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

WLPS has:

- increased the safety and security of every school building main entrance with the installation of “double-buzzer” entry systems at all buildings;
- installed a “single swipe” automated school lockdown system in cases of emergency;
- completed a formal crisis prevention and emergency response plan supported by all town emergency personnel;
- successfully completed our third year in the Federal “healthy kids program” ensuring our students receive healthy foods in our cafeterias and learn about healthy choices in our classrooms;
- continued to emphasize being respectful, responsible, and caring citizens throughout all of our schools through our positive school climate programs;
- institutionalized a “green cleaning” program across the district;
- planned for the commencement of the window renovation project at the high school to be safe and least disruptive to overall school operations;
- experienced a significant decrease in reports of bullying; actual bullying reports continue to be reduced from our baseline year data 2010-2011.

Windsor Locks Public School District has had another successful year. We are proud of our internal achievement results that have demonstrated our students can reach high expectations for learning. 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 respected organizations such as the New England Association of Schools and

Colleges, the New England Secondary Schools Consortium, the Hartford Foundation for Public Giving, and the League of Innovative Schools. As Board members we are grateful to Superintendent Dr. Susan Bell who has accomplished much in her first year as Superintendent. Dr. Bell has stayed true to the district mission and vision, and is committed to building a shared vision of the educated Windsor Locks graduate by including teachers, students, parents and the community as active participants in each stage of the process. Members of the State Board of Education, our Commissioner of Education, and other influential educational leaders throughout the state have highlighted the Windsor Locks Public Schools as the district leading the way in building a personalized, mastery-based educational system.

Business Office:

Business Manager: Les Koziara

In fiscal year 2014-2015, expenditures against the \$29,336,822 general fund appropriated budget and additional various grants were made with the BOE adopted goal of maintaining appropriate instructional supplies, materials, services, equipment and technology resources to advance student learning.

The District still managed its expenses within its appropriation. The obligation for Special Education Out-of-District expenditures was met in our current Board of Education operating budget. The total Excess Cost Grant from the State Department of Education was \$89,683. The Board of Education returned the entire balance to the town, which is the seventh year in a row that the Board has returned unspent money to the Town.

The school district continues its contracted partnership with Smyth Bus Company to transport our students to and from school.

Capital Funds received this year were \$221,944. The monies were used to upgrade servers throughout the district, as well as switches and the wireless system; to install A/C at North Street for the ED/EY Program; to install a boiler gas conversion unit at South Elementary; and lastly, for the abatement cost for removing asbestos at North and South Street schools. On February 25, 2014 a Town Referendum was held to appropriate \$7,555,000 towards window replacement and energy upgrades at the High School. The referendum passed and the first phase of the project began in the summer of 2015 with an expected completion date of late summer or early fall of 2016.

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:

Sheri A. Lee, Director

Hiring: Nine new positions were added this year, including five Special Education Teachers, Reading Teacher, School Psychologist, Math Teacher, English/Humanities Teacher and a Science Teacher. As a result of the new programs implemented this year (RISE 18-21 Transition Academy, Pine Meadow Academy, and the Applied Behavioral Analysis Program), and due to the fact that we were able to bring students back to the districts who had previously been attending special education programs out-of-district that the district paid for, the Board of Education was able to re-allocate funding in order to fund the new programs.

Resignations resulting in new hires: In total, there were eighteen 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 Teacher 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 ceremony recognizes employees for their years of service in the district and those who are retiring.

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:

Sharon M. Cournoyer
Assistant Superintendent

During the 2014-2015 school year Windsor Locks Public Schools continued to implement and revise our Reading, Writing, Research, Language, Speaking, Listening, and Mathematics, Common Core State Standards (CCSS)-aligned curriculum. Additionally, committees were assembled to revise the curriculum unit template to reflect the work done in creating graduation content and cross-curricular standards. A committee was also created to revise our lesson plan template to align with the shifts we are making to student-centered instruction. The Social Studies and Science departments met to begin writing their respective curricula. We continued to assess our students' progress by utilizing the Measures of Academic Progress Assessment (MAP), which is aligned with the Common Core State Standards and serves as an interim assessment as we prepared for the baseline administration of the Smarter Balanced Assessment for the state. Windsor Locks began their second year of implementation for the State Department of Education approved Educator Evaluation and Support System. 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 continued our Extended Day and year program and served well over 200 students throughout the district needing support in achieving critical standards. Individualized Blocks (i-Blocks) were created in each of the four buildings to provide targeted instruction for students to either support standards or content that has not yet been mastered or to extend student learning in areas that have been mastered. 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 continued to

meet and collaborate to implement our 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 (Visible Learning Visits). Additionally, administration conducted Visible Learning Visits in all four buildings to identify patterns and trends and next steps for teacher supports as it relates to the teacher evaluation and support rubric. These practices focused our work on performance categories to strengthen our collective instructional practice.
- 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.

- Four cohorts, each consisting of 30 teachers and administrators participated in Expeditionary Learning training with a focus on Assessment in Daily Instruction. This work supports best instructional practice as measured by our teacher evaluation and support rubric. Currently 128 out of 184 certified staff members have been trained.
- The third year of our 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 for a third year to plan the Heritage Week learning experience for both the schools and larger community. This year truly provided students an

opportunity to design, apply, document and defend their learning as they made connections to the Windsor Locks Community in their learning.

- Windsor Locks administered the first official (baseline) Smarter Balanced state assessment in literacy and numeracy, replacing the CMT for grades three through eight and the CAPT test for grade 10.

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.
- Teachers at the Middle and High Schools implemented habits of work as a separate record of student compliance and responsibility on student progress reports and report cards. Habits of Work (student behaviors) are now separated from class averages that communicate students' content and skill competency.
- 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. Building leaders, on average, spend approximately 8-10 hours of their work week visiting classrooms, observing instruction, with follow-up support provided directly to teachers.

- The Professional Learning Committee facilitated several teacher-centered learning experiences to move the district mission and vision:
 - District staff collaborated, during the November full day professional learning day, to create draft content graduation standards across all academic subjects.
 - Staff led their own learning during a full day of professional learning in January. Over thirty teachers provided workshops to their peers in Expeditionary Learning strategies and other student-centered learning strategies.

- A Windsor Locks Public Schools “Ed Camp” was convened in the spring where teachers led learning in areas of identified teacher need and interest.
- A committee comprised of pre-kindergarten through grade twelve teachers came together to draft graduation policies for the class of 2020 to support mastery based, personalized learning in Windsor Locks.
- 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 for teachers to visit each other’s classrooms.
- This was our fourth year of using the research-based School-Wide Positive Behavioral Interventions and Supports (SWPBIS) framework for encouraging positive behavior in the schools
- Student, staff and parent climate survey data was used to set school-wide goals for both teacher and administrative professional growth plans.
- Windsor Locks Public Schools was awarded an Implementation Grant as a result of a previous planning grant awarded by the Hartford Foundation for Public Giving. We began implementation of the grant with a defined focus on parent and community engagement and implementation of individualized pathways for every student in Windsor Locks grades 6-12.

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.
- We 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.

- The ever-changing needs of our school-age students in this complex society require our professionals to employ strategies that attend to students' social and emotional well-being. The Expeditionary Learning training included a significant emphasis on helping students build character traits such as stamina, grit, perseverance, and using failure to improve as ways to help students grapple with tough concepts and skills in school, but also to deal with adverse situations in any area of their lives.

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.
- The District Safety Committee submitted the final iteration of the District Safety plan to comply with state regulations and National

Incident Management recommendations in order to create the safest learning environment for all children and adults.

- Windsor Locks Public Schools continues to collaborate with the Youth Services Bureau and the Wellness Coalition to provide opportunities for youth leadership to contribute to a safe school environment and a safe and cohesive community.

Special Services

Joshua Robinson, Program Coordinator

Special Services in Windsor Locks is responsible for all special education services provided to students both in district and out of district. School health offices fall into this department. We also oversee students who attend magnet schools and CHOICE programs. Special Services also oversees services and assists students who are homeless.

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

Special Services Department serves all Windsor Locks from Pre-Kindergarten to Grade 12, or from ages 3 through 21. The final figures of students served during the 2014-2015 school year are as follows:

Windsor Locks High School – 50
Windsor Locks Middle School – 50
South Elementary School – 44
North Street School – 54
Rise Transition Academy – 3
Pine Meadow Academy - 5
Outplaced Public School Students – 22
Metropolitan Learning Center – 0
Suffield Vocational Agricultural School – 1

Grand Total = 229

Goal 2: Windsor Locks Pubic 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.

Services and programming include:

- Preschool available to identified students ages 3 and 4;

- Behavioral Consultant/Behavior Analyst available for behavioral consults;
- Access to outside professionals per Planning and Placement Team meetings;
- Professional development for staff 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.

Our Special Services staff 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:

Speech and Language Services – 80
Occupational Therapy Services – 49
Physical Therapy Services – 16
Counseling/Social Work Services – 75
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 nurse at each school to oversee basic student health care support that may be necessary during the school day.

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

Steven Swensen, Principal
Michelle Zawawi, Assistant Principal
Michael Lefevre, Dean of Students

Windsor Locks High School had an October 1, 2014 enrollment of 487 students, a decrease of 22 students from the previous year. The

beginning of the school year also saw the start of an alternative high school in Windsor Locks, Pine Meadow Academy. Pine Meadow Academy had an enrollment of 29 of the 487 students and the purpose of the academy was to provide an alternative educational setting for students. School Improvement Efforts for Windsor Locks High School continued to focus on addressing the recommendations put forward by the New England Association of Secondary Schools and Colleges (NEASC) from our 2009 visit. Having submitted our Two Year Report in October of 2011 and completed our Five Year Report in March of 2014, we prepared for the upcoming Pre-Self Study Report by reconvening the NEASC Committees late in the year and added new staff to these pre-existing committees. The outcome of the last visiting committee 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) Science Test, Measure of Academic Progress (MAP), Smarter Balanced Assessments, and Common Formative and Summative Assessments developed departmentally. Additionally, there was greater attention by staff and leadership on the implementation of student-centered and differentiated instruction as we prepare every student to be college, career, and life ready. Strategies toward this end included sharing of assessments and instructional methods that promote critical thinking, collaboration and problem solving skills for all students. We piloted a program offering credit-bearing experiential learning opportunities for students in the Windsor Locks community. Several students took advantage of these offerings with great success, resulting in our expansion of these learning experiences in the years ahead. WLPS hired a new principal in late October with a start date of December 10, 2014. Additionally, there was another new administrator hired in May of 2015. These professionals have assimilated into the school community and fully believe in the direction of the school and district. They have worked hard

with the school staff and district leadership team to continue with the mission and vision outlined in the long range plan. The progress made this year is in alignment with the goals developed as part of the Windsor Locks Public Schools Mission Statement and Expectations and are 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.

- Increased use of classroom visits in the 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. Teachers visiting other teachers to improve their craft.
- Continued to refine Common Formative Assessments whereby data is discussed and action plans are put in place during PLC regarding instructional practices and curriculum revision.
- Vertical Team PLC’s focus was on making sure competencies were aligned with the Common Core State

- Standards across all disciplines.
- Content Graduation Standards were drafted and are awaiting Board of Education approval.
 - Increased use of pre-assessments, flexible grouping strategies, scaffolding strategies and post assessments to guide instruction by all teachers across all disciplines.
 - Literacy and Numeracy Curricula which is aligned with the Common Core Standards were implemented by teachers.
 - Implemented Odyssey on line learning as the primary curriculum students in need of credit recovery for under-credited sophomores, juniors and seniors. Students are scheduled into specific periods during the day and after school to recover credit lost due to attendance or failing grades
 - Continued Implementation of Naviance, a web-based program that facilitates the college application process and career interest exploration. Tasks that students complete both through Naviance assessments and comprehensive school counseling and Advisory lessons are used as evidence for each student's Student Success Plan in grades 6 -12. Naviance is used to electronically send all college application materials to colleges and universities for those seniors planning to attend 2- or 4-year post-secondary education.
 - In August 2014, a new Transitions/Pathways Coordinator was hired to assist with our Advisory programming and in the implementation of a Pathways/internship/job shadowing plan for all students. The Coordinator also establishes relationships with such area colleges as Asnuntuck Community College and Goodwin College.
 - Conducted 2015 summer school spanning four weeks in July and August providing opportunity for seniors who did not earn enough credits to graduate on time through direct instruction and through the Odyssey on-line program.
 - Implemented Running Start for 10 days during August 2014. This program was created to help incoming

freshmen transition into the high school.

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

- Revised and implemented data-driven dialogues aimed at analyzing school and student data for during PLC Mondays to strengthen collaborative lesson planning process.
- Conducted all collaborative meetings with a focus on improving learning outcomes.
- High School Leadership (Curriculum Coordinators) set a Leadership goal to “improve my effectiveness as a curriculum coordinator by providing clear instructional leadership in moving the school towards competency based educational system and provide support for departmental colleagues as they hold students accountable for their role in education.”
- Student Advisory Committee, consisting of at least 30 students from all grade levels, met monthly to discuss student concerns and to plan actively for solutions to school wide challenges.
- Parent Advisory Committee met monthly with the Principal to discuss questions and concerns related to all areas of school improvement.
- Administration, the new Transitions/Pathway Coordinator, a technology teacher, and the Director of School Counseling are in the process of working with Asnuntuck Community College to enhance pathways for students to earn college credit while attending high school. Meetings have been attended to understand the new protocol coming from NEASC and the state for dual-credit programs through community colleges.
- High School staff explored a new college partnership program with Goodwin College for implementation in the 2016-2017 school year.
- Professional Growth Plans for all teachers focused on the use of multiple assessment data points for all students to measure efficacy of instructional strategies implemented. Teachers brought data as well as student work samples to support student growth in their discipline.
- MAP Assessment data was used to help students develop “personal best goals” with the

support of Math and English teachers.

- Almost 95% of teachers at the high school have participated in Expeditionary Learning professional development, aimed at improving teachers' skills in student-centered instruction.
- Use of departmentally developed Common Formative Assessments to ensure that the curriculum is delivered and measures are taken to determine the extent of learning.

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

- Advisory lessons continue to be implemented from the revised curriculum that was put in place. Advisors administer a Career Cluster Finder inventory to determine where students' career interests lie in order to drive advisory programming. Principal's Advisory meets monthly to address school issues.
- The School Counseling Department held meetings with all ninth graders to fill out and discuss a "Getting to Know You" worksheet, to review both high school

graduation requirements as well as requirements to enter post-secondary education, and completed a Four Year Plan on Naviance. The School Counseling Department met with all seniors to conduct senior planning meetings to review the college application process and post-secondary options. In addition, all students in the high school meet with their school counselors at least once (but most multiple times) to discuss academic and career planning, social-emotional needs, academic concerns, or other areas of required support.

- Scheduling was conducted collaboratively with the Middle School for upcoming ninth graders to make sure students were scheduled for appropriate courses and to provide personalized support to students.
- The Scientifically Researched Based Intervention Committee (SRBI), CORE (Guidance and Administration meetings), and Freshman team meetings continued weekly to identify students in need and collaboratively develop action plans, to help students gain skills to

improve their personal 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 two staff members to collaborate and 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.
- Four (4) 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 took a leadership role in the development of 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 and making appropriate life choices.
- Advisory class provided lessons on stress management, study skills, test taking techniques, college and career readiness as well as lessons on diversity, respect and conflict resolution.
- Physical Education offered a variety of new electives to support healthy lifestyles. The electives included yoga, team sports and a fitness class.
- In collaboration with the Youth Services Director, “Kick Butts” week was addressed through advisory lessons that educate students on the dangers of smoking.

- Student counseling groups were organized by the school psychologist and guidance counselors to meet the needs of students who needed additional support in various areas of healthy decision making. The Adventure Bound program was developed to help students with personal/social well-being.
- Re-established Tools for Schools and re-organized Chemical Hygiene Plans. Began a review for a district Emergency Operations Plan to include a new organization and new defined roles and responsibilities.
- School and district emergency plans were revised and submitted to the state for approval.

Windsor Locks Middle School

Grades 6 – 8

David Prinstein, Principal

Regina McGillivray, Assistant Principal

Of all the important goals set by the Windsor Locks Middle School for the 2014-15 school year, none were more important than improving student achievement and improving

our students' connection with our school. This year, at the Middle School, teachers worked very hard to prepare for the 15-16 school year, during which each one of our students would learn through a standards-based, mastery-normed learning model.

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

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

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

- There is an established directive that all middle school teachers use student data on a daily basis in order to best instruct their students. The data is made up of recent

standardized tests (SBAC, MAP) as well teacher-created performance tasks in Math, Reading, Language Arts, Science, and Social Studies, and Foreign Language.

- Once a week, teachers in their team meetings, devote one meeting to share and strategize on how best to use the data in order to improve their instruction. This time has also begun to be used to personalize experiences and instruction for students through our new “iBlock” structure.
- In iBlock, every 20 days, students are assigned to a new teacher for 44 minutes per day, based on their most pressing academic or social need. Teachers work collaboratively to assure that students are given multiple opportunities to engage with and master learning standards.
- 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. This year, teachers also focused on improving an area of their practice—associated with one facet of the WLPS Teacher Evaluation Rubric—that would serve as a driver of increased student achievement.

- We have advanced our “Competency Based” approach to now include the Classes of 2020 and 2021. We worked hard to ready each and every teacher to be ready for 2015, when all of our students would be included in this model. WLMS Teachers also worked with teachers from South Street School and the High School in order to norm practices around grading, reporting, and feedback.
- We continued to expand the WLMS Reading program to include every 6th and 7th Grader and 70% of the 8th Grade. Content area teachers have also taken more responsibility for the teaching of reading, a priority for our entire community.
- The new STEM lab is fully “up-and-running”, filled with high tech equipment and students gaining a competitive

advantage in this fast-advancing field.

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.
- Based on several factors, student behavior referrals—and their resulting consequences and interventions—dropped almost 40%.

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

- The middle school has an active and productive Parent Advisory and PTO that meets once a month throughout the school year. Issues are focused on learning and student achievement with an emphasis on financially supporting enrichment programs for all our students.
- The Student Advisory class continues to be an effective strategy whereby each student is attached to one designated adult in a small group setting. These classes are held weekly and address school wide issues that impact middle school students. The main focus is geared to educating our students in making good decisions.
- We solicited various programs and partnerships to help facilitate meaningful dialogue around differences and diversity across our community. Additionally, through the Climate Committee, students were engaged in positive, inclusive experiences all year.

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, (boys) baseball, and (girls) softball.
- An intramural athletic program was created to offer all students, no matter the skill level, activity in flag football, kickball, indoor soccer, basketball, and dodge ball.
- All students are assigned Physical Education twice per week, throughout the school year.

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

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

- SRBI (Scientific Research Based Intervention) process to provide for individual 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 and Saturday Academy provided for additional learning time with opportunities for multi-aged groupings of students.
- Continuous 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.
- Use of standards-based student portfolios to facilitate students' ability to document and provide evidence of mastery of standards.
- Student goal setting based on progression of standards.
- Student –led conferences to foster students' ability to defend their learning.
- Continuous development of school wide rubrics to monitor student progress toward learning goals.
- After school academic and enrichment activities offered to all students with transportation provided.

Goal 2: Windsor Locks Public Schools will use research-based

leadership and best workplace practices to ensure high levels of achievement.

- 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).
- Professional development in assessment in daily instruction to insure individualized instruction.
- 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.

- Staff trained in PBIS (Positive Behavioral Interventions & Supports).

- Staff trained in Responsive Classroom with more training opportunities in the future.
- SRBI process in place for behavioral and emotional supports.
- Mentor program established for students who need extra social/emotional support.
- Increased opportunities for students to participate in after school activities.
- Collaboration with PTO for provision of parent instructional/informational programs.
- Full time school nurse on staff.
- Exercise classes offered through the after school enrichment program (basketball, running, walking, fitness).
- Morning yoga classes provided for students.
- Participation in green schools initiative.
- Participation in Tools for Schools initiative.

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.

North Street School

Grades Pre K – 2

Jeffrey Ferreira, Principal

North Street School had 431 students in 2015. 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 continued to provide weekly professional development to improve learning and teaching. Weekly meetings provided essential time for the analysis of student data to develop targeted lessons, directed at improving student achievement.
- Continued as a Lab-Site with Teachers College's Reading and Writing Project. Teachers received multiple days of embedded staff development by a highly trained literacy specialist from Columbia University.
- Our students are becoming more adept with technology by the availability and use of the multiple iPads in each classroom. Engagement is at an all time high.
- Continued the POD system, which supports and builds

upon teacher and interventionist collaboration, to improve instructional practices and lessons.

- Data from MAP universal screener indicated that our school consistently surpassed the national norm in literacy for each grade for the 4th consecutive year.
- Continued to solidify our implementation of the Common Core State standards with lessons developed collaboratively during our PLC meetings
- Each 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 continued to provide critical feedback to help our school progress.
- School Leadership Team strengthened its role as a primary decision making body for the school. Each

department in the school is represented.

- Our LEAP teacher worked in every classroom providing science experiences as well as with select students assisting in differentiating instruction to provide additional enrichment opportunities
- There were several enrichment opportunities using our CHOICE funds which included a Reading Club, Jump Rope, Piano and Muscles & Movement opportunities.
- Parents were pleased that we continued providing additional support with our Extended Day / Extended Year program to help their children master critical standards. This has proven to be one of our strongest supplemental intervention programs.
- Our School Readiness grant enabled us to provide a quality pre-k program to 48 more children, starting as young as 3 years old.
- Awarded a State Department Primary Mental Health grant for the tenth consecutive year, which funds our Friends and Learners program, designed to assist children with school adjustment issues.
- Our Parents as Teachers program continues to provide weekly playgroups for toddlers as well as in-home child developmental support and parenting information for multiple families across the year. To provide this service, North Street School was awarded a Quality Enhancement Grant.
- Our free monthly preschool developmental screenings for children enabled parents the opportunity to have their pre-school age children assessed. It is part of our Child Find process.
- Annual Common Sense Parenting class was provided free to parents by the MS Social Worker.
- Our Birth to 4 birthday books/developmental info program remained a favorite. Children enrolled in our program receive a book on their birthday and their parents receive child developmental information.

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 witnessed an increase in pro-social behavior due to our continued work with PBIS (Positive Behavior Interventions and Supports) and our monthly star assemblies. Children loved being recognized for being NSS Star Students and watching their friends be recognized. Our School Social Worker and Psychologist implemented the Second Step Program again in all classrooms.
- The American Legion returned and with the assistance of 100 kindergarten students, planted 2 additional trees.
- We remained committed to our Tools for Schools initiative, which assists us in providing a safe, clean facility.

BOARD OF FINANCE

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

Douglas Glazier, Chairman
Cornelius O’Leary
Sandra Ferrari
Michael Ciarcia
Paul Harrington
Stephan Brown III

Alternate: Norman Boucher
Alternate:

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

The current Finance Director is Catherine Cabral. She oversees all financial operations, investments, budgets, grants and any other processes necessary to run the town’s financial operations. The Town conforms to CT. General Statutes 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 14 regular meetings and 15 special meetings throughout the year. The Financial Statements for the fiscal year 2014-15 was on file after December 31, 2015 in the Town Clerk's office and available on the town's web-site, www.windsorlocksct.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 2014-15 was \$46,434,677 a decrease of 0.26% from the previous year. The Town's strong property tax base and Payments in Lieu of Taxes from the state help to maintain a low tax rate. The taxes in the town went from 24.54 mills to 26.23 an increase of 6.9% due to revaluation on the October 1, 2013 Grand List.

The 2014-15 budget preparations and approval were accomplished by the Board of Finance and submitted for a public hearing on April 15, 2014 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 20, 2014.

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 2014 – 2015.

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

An ordinance pertaining to “Snow and Ice on Sidewalks abutting private property” was adopted by Town Meeting. The ordinance was necessitated to shift liability from the Municipality to the abutting property owner for snow/ice removal on sidewalks.

A Town meeting was held to approve a five year contract with All American Waste, LLC. Cost savings to the Town will be in excess of \$100,000.00 for the life of the contract. Refuse and recycling pickup schedules remain the same so there will be no noticeable change in service

Our Public Works staff wasn't able to complete much restoration work in the Town Hall. They did get to start a prototype of converting a former locker cavity into a shelved display case and this type of display case will be incorporated throughout the building to allow mementos of the past and plaques and other memorabilia to be displayed. Walking through the renovated sections of the building, one can see the pride taken by our talented personnel who have taken aged classrooms and transformed them into functional office space and yet

retained the character of its previous use.

The Route 20/75 exit ramp project suffered a severe setback when the Town was notified by the Federal Highway Administration that Federal dollars could not be used to facilitate the project. After more than ten years lining up support and securing the necessary revenues to further the project this single action all but stalls the development of the back parcels as was previously proposed. The Town will continue to work with the developer in trying to fashion some type of alternative access so the site development may yet move forward.

Transfer of Title for the Connecticut Water Company property on South Center Street was conveyed to the Town. This was the final action in securing ownership of the property by the Town and will continue to be preserved in its current state for all to enjoy as a passive recreational tract of land.

A sad chapter in the Town's history came to a close when a town wide referendum was held to approve the settlement severing employment between the Town and Sgt. Robert Koistinen of the Police Department. Approval of a \$460,000.00 settlement was approved by voters of the Town.

In reviewing the current year's budget revenues, it was discovered

that funds due to the School Board were misclassified. With the budget year already more than halfway expired, the First Selectman implemented a budget freeze to all Departments under the Town portion of the budget. This action was necessitated to offset the shortfall discovered thus minimizing expenditures to the end of the budget year and if successful would allow for unexpended funds to be turned back to the General Fund as an offset of the Revenue shortfall.

Reclamation and repaving of a portion of John Street, all of Stevens Street, Roberts Street, Helena Lane, Marshall Road, Highland Road, Arlington Road, the southern end of Hathaway Street and the western section of Reed Avenue were completed this year. Existing sidewalks in those areas were reclaimed and replaced with cement for easier maintenance and safe passage for our residents. Wicklow Street will be done in the spring of 2016 as the project also included replacement of sanitary lines within the roadbed.

After years of patching and repairing a major section of the roof at the Senior Center, the Town went out to bid and the firm of Silktown Roofing was awarded the contract to strip the affected section and replaced the section of roof with a rubberized membrane.

With warmer weather upon us, it was discovered that a house on Greenfield Dr that was abandoned by the previous owner, had also left behind a litter of kittens and adult cats in the home. North Central Health was notified by our Building Department to get an emergency order underway so we could take action to remediate the problem. The cats were rescued and placed in numerous homes of families that were willing to take them and ServPro was hired to start the cleanup action. A lien has been placed on the property so the Town can recapture the cost of the cleanup operation. The neighbors affected by this neglect were most cooperative during the whole ordeal and must be commended for their patience in allowing the Town to clean up the property.

After many months of review and thoughtful changes to the existing Charter by the Charter Review Commission the recommendations were forwarded to the Board of Selectmen for their review and consideration to be acted upon and put on the ballot for the November Municipal election. The Board of Selectmen unanimously decided to table the recommendations put forth and thanked the Charter Review Commission for their work.

After many years of applying for a Recreational Trails Grant, the town

was successful in securing a grant for \$19,896.00 to add a picnic/rest area at the southernmost end of the trail. Work was to begin this fall with the brush cleanup of an area approximately 100 x 150 feet. Tables and benches would be purchased in the winter months for installation in the spring of 2016.

Another grant of \$120,000.00 was secured by our State Representative Peggy Sayers for the roof replacement of the historic train station. Coupled with the remaining STEAP funds of \$150K, the total of \$270K was re-designated by DECD to further efforts in securing a contractor to get the roof replacement and exterior brick work underway. This is the beginning stages of the actual refurbishment of the only remaining original building left standing as a result of the redevelopment project on Main Street. This undertaking by many individuals and groups is a testament to the dedication and perseverance in staying the course and in the near future this building will be restored for a productive use.

Last year the Town received commitment from the State of Connecticut Department of Transportation to engage in an engineering design up to a fifteen percent build out of the train platform located in the center of Town. With a new round of Federal

funding the Town received word that it is one of three towns that further planning of the relocated platforms in Windsor, Windsor Locks and a new platform in Enfield were to continue. No longer is the existing platform any part of planning discussions, all efforts and planning are concentrating on the downtown location. Currently, double tracking north of Hartford and actual station improvements are affected by lack of funds.

A few Capital projects to mention that affect a broad spectrum of our population are - The pool filtration replacement project at Pesci Park pool is well underway and actually, nearing completion. The generator/boiler replacement at the Safety Complex was to be completed by Dec 1. The Boiler replacement at the Senior Center was completed in early fall.

The water tank at the corner of Volunteer Drive and Elm Street was refurbished and repainted as a part of the Connecticut Water Company capital expenditure program. Upon notification by residents to the Water Company and then discussing with Town Officials the Company made it a priority project and was completed in early November.

As this report is written the Simon Group is proposing to build a Premium Outlet Center to be located

on the Thrall property on Route 20 next to the Old County Road exit. The complex is comprised of approximately 100 stores, restaurants and other amenities to make for a most pleasurable shopping experience. The Planning and Zoning Commission granted their request to re-designate the tract of land as part of the Airport Overlay Zone which gives the Developer more flexibility in site and building design. This project will yield many construction jobs and when complete approximately eight hundred permanent job opportunities.

Another major development that is still unfolding as this is written is the possible expansion of gambling with Casino proposals for Sportstech located on Schoepfoester Road and the Connecticut Airport Authority proposing a facility at the Airport. The current Board of Selectmen had failed to move the motion forwarding the RFP process, but the new Board will take it up as one of their first actions to allow the Town to be a part of the discussion and allow the residents to make a final decision if selected.

Discussions are ongoing with DOT in regards to safety improvements along the Route 75 corridor. With the addition of bus shelters this summer, the need to address sidewalks (\$1 million has been

previously awarded), the addition of designated crosswalks, elimination of curb cuts and safer, efficient traffic flow is at the forefront more now than previously discussed

On the financial front, the Town continues to enjoy an AA1 rating by Standard's and Poor rating service. The Town is but one notch from an AAA rating that is enjoyed by only twenty municipalities in the State.

Work on the Montgomery Building in relation to a previously awarded Brownfield assessment grant continues and a final report should be forthcoming in the ensuing months.

It should be noted that our Public Works Director Scott Lappen is leaving the Town's employ and has accepted a similar position in his hometown of Tolland. This leaves the Town with a big void to fill. Scott has been a valued employee and is respected by all who have had dealings with him. He has been an instrumental part in all the major projects that have occurred in Town and we wish Scott well on his new endeavors and are most grateful for the role he has played in making Windsor Locks a better place to live.

I would be remiss not to mention another valued employee, Christina Morra-Tiu, our Social Services Manager for the past two years, is

taking a similar position in the Town of Wethersfield. Christina has been instrumental in reshaping the array of services available to our residents who are most in need. She has reached out to the community and taken the time to work with our residents in their time of need to get them the proper services needed to help them. Our VITA program for those who took part has more than tripled over the time she has been involved. We wish her well on her career choice.

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

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

This is the last report for this Board and on behalf of my colleagues I wish to thank the residents for having allowed us to be able to serve you the residents. We wish you all well and continued success for the Town of Windsor Locks.

Steven N. Wawruck, Jr., First Selectman

Dennis Gragnolati, Selectman

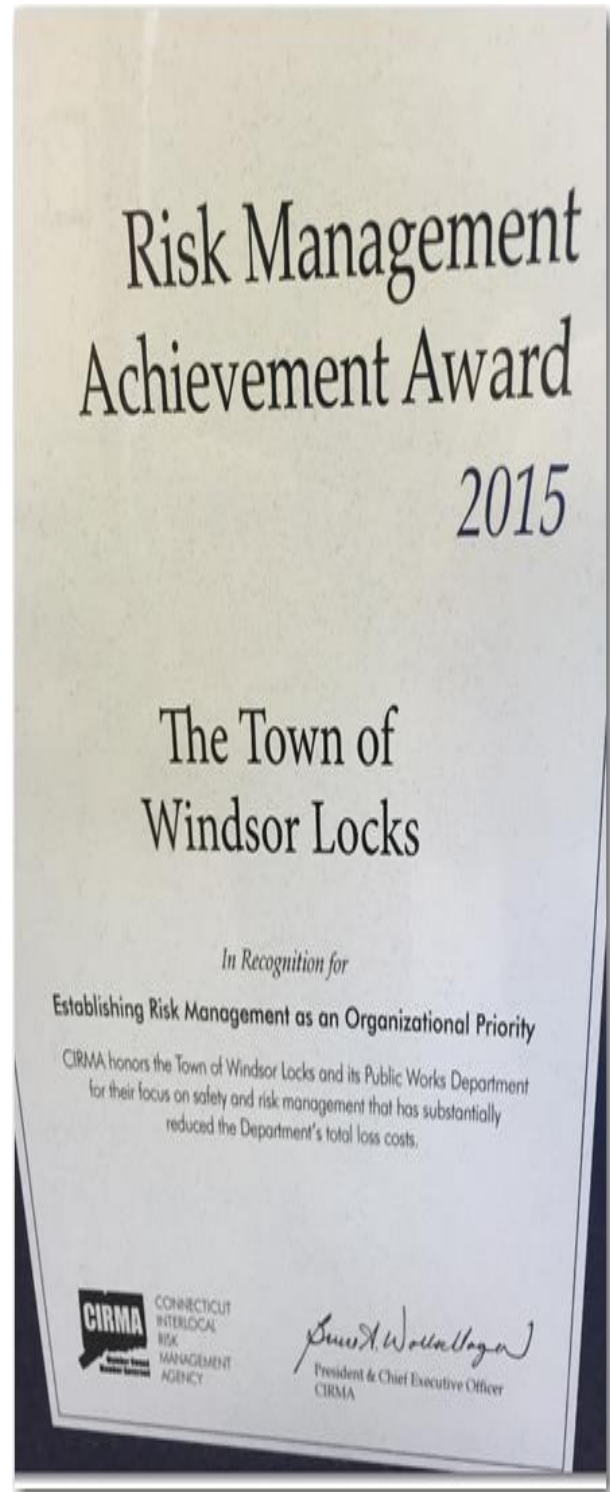
Michael Russo, Selectman

Human Resources and Risk Management Department

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

team works to promote a safer and healthier working environment for all Town employees. In 2015 Town of Windsor Locks has been recognized for establishing Risk Management as an ongoing organizational priority.

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



BUILDING, PLANNING AND ZONING DEPARTMENT

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

The department assists homeowners, contractors, attorneys, appraisers, design professionals, businesses, etc., in all areas of land use, permitting and development.

Permit revenues increased from 204,735 to 232,585. Value of construction permitted increased and the total number of permits issued increased by 26% to 898. The information below outlines permit activity for the year.

FISCAL YEAR	<u>7/13-6/14</u>	<u>07/14-6/15</u>
EST. COST/VALUE OF PERMITS	\$14,847,268	\$13,916,144
FEES COLLECTED	\$232,565	\$204,735
NUMBER OF PERMITS	898	713

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.

The Commission expects 2015 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 OF THE NEEDS OF THE AGING

CONA Board Members:

- Roger Nelson, Chair
- Rosemary Cunningham, Vice Chair
- Douglas Hamilton, Secretary
- Barbara Sullivan, Treasurer
- Sue Cannon
- Cindy Cooper
- William Hamel
- 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 2014. Senior Citizens in the community took part in many of the center's offerings. The Senior Center's variety of programs include, Watercolors, Aerobics, Water Fitness, Zumba Gold, Chair Yoga, Aerobic Exercise, Quilting, Knitting, Computers, Craft Classes, Bingo, Dominoes, Bunco, Bridge, Setback, Scrabble and Wii Bowling.

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

The Senior Center's travel department also experienced continued growth in 2014. Monthly trips to casinos were available, as well as numerous chartered trips and overnight excursions.

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

The Senior Transportation program is the recipient of a yearly state grant which enhances our existing schedule with additional transportation hours. These services include trips to and from medical

appointments, shopping, hairdresser, special outings and daily service to the Senior Center. Membership is \$30 and renewable, yearly, on July 1st.

Health Clinics play an important role at the Senior Center. Available to all seniors is monthly foot care, 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.
- 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.
- Medicare workshops are held at the center during the months of October, November and December. Insurance assistance is available every Tuesday at 1:00 pm.

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

The Commission on the Needs of the Aging meets at 7:00 pm on the third Monday of each month at the Senior Center. All meetings are open to the public and members would like to encourage senior citizens, who have questions, concerns or suggestions, to please attend.

The Senior Center’s monthly newsletter, “The Scan” is available at the Center, by mail, or at many locations around town. You can also access it through the town’s website, www.windsorlocksct.org. To further enhance communication with the public, the Center has created a Facebook page, “Windsor Locks Senior Center”.

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.

William Howes (U) sent in his resignation after 25 years of service. His first meeting was April 24th 1990 and he contributed his knowledge as a UCONN Master Gardener and Audubon Bird watcher. He will be greatly missed. A replacement is needed.

A Sub-Committee was formed to research into purchasing what remaining farm land and open space is remaining in the town.

Commissioners attended meetings regarding WWBCA which is now fully owned by the town. They also attended information sessions regarding the Hartford Outlet to be built adjacent to WWBCA.

On Saturday, September 26th, the Commission sponsored the 20th Annual Source to Sea CT River Cleanup. A record number of 65 Adults and young people scanned the banks of the CT River. Each year less trash has been found thanks to years of cleaning by volunteers. We gratefully acknowledge the following local businesses that generously provided refreshments for the workers: Ahlstrom, Geissler's Supermarket (East Windsor) and Subway (on Main St., WL) and Public Works for their assistance in hauling the trash away.

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

Conservation Commission Members

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

ECONOMIC AND INDUSTRIAL DEVELOPMENT COMMISSION

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

We continued to focus attention on Main Street.

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

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

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

A major catalyst for the revitalization of the Windsor Locks Main Street is the restoration of the historic train station. The Town of Windsor Locks acquired the station from Amtrak \$1. 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 multi-use as the Bradley Area Visitors Center and shared entrepreneurial space. The Town secured a \$10,000 Preservation of Place grant to study the reuse of the station. The building would be an integral part of the new train platform servicing patrons on the New Haven-Hartford-Springfield commuter rail line. Town was awarded a \$225,000 Small Town Economic Assistance Program Grant several years ago for planning for the station. The design of the station is being funded through this grant. As soon as the town acquires the station a capital campaign would be launched.

The Town of Windsor Locks is working towards implementing the recommendations from the Transit Oriented Development Planning study 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.

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. A \$200,000 State brownfields assessment grant was secured to conduct environmental tests of the complex.

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 60 Main Street with several new businesses locating there.

Another focus area is Ella Grasso Turnpike – Route 75. One exciting project is “Governor’s Station”, a mixed-use retail and residential development being planned by BDL Real Estate Holdings, LLC on approximately 16 acres on Route 75 next to the Ramada Inn. The parcel affords fantastic visibility from the Route 20 Bradley Connector. The Town has been working with the developer in pursuing a new interchange that would provide for a frontage road and the beginnings of the back-access roadways contemplated in the Bradley Area Transportation Study. A \$2.5 million STP Urban grant was secured for the construction of the Route 20/Route 75 interchange.

The Town was funded \$1 million in STP Urban grant funds to construct sidewalks on Route 75.

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 Airport Development Zone was utilized by Multi-Mode. This 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.

The Town began discussions with Simon Outlets to locate an outlet mall along Route 20 off Old County Road.

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

EMERGENCY MANAGEMENT/ HOMELAND SECURITY DEPARTMENT

This past year was a very busy one for the Emergency Management / Homeland Security Department in Windsor Locks.

We continue to monitor all potential storms, and to keep our office in contact with the state and partially or fully opened as the need arises. The weather was not good to us again this past year. We were hit with a few storms and isolated power outages that required our use of some of our CERT team. They included the storms back in December, January and February. We have also taken part in various

state exercises to ensure that we are ready for any incident that may require our attention. The latest one took place this past October.

We are extremely proud and appreciative of the work done by our CERT team, the fire, police, public works, ambulance and the board of education workers for all their assistance during our emergencies. Sincere thanks must also go to the many town volunteers who come out to help us during those trying times also.

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

The department assisted the Fire Department to place people if they had no place to go, after severe fires devastated their homes. Our Community Emergency Response Team (C.E.R.T.) has been called upon to do traffic and other duties during the past year. We have a total of twenty three citizens who have been trained to assist the department in times of emergencies. This past

year we formed a new CERT class, and graduated five new CERTS. We are proud to have them on board, and they have been called to assist during the year. They have learned about shelter operations, fire suppression, emergency first aid, CPR, traffic duty, and a number of other disciplines that will help them help you in times of need. Our sincere thanks to all the CERT's. They are citizen volunteers that continue to give of their time to make your community a safer place, and ready to meet the challenge of any emergencies that may arise.

Our Radio Committee has completed work on all the radio systems, and upgraded our communications network so as to comply with new FCC regulations. We are now working on a major issue with our communication for Police and Fire to ensure that there are no "dead spot" areas in town regarding their systems. This has been a long and very involved task, and we are finally seeing the end of almost two years work of time and work on this issue. We hope to have this work completed before the snow falls. Our special thanks to our volunteer Communications Officer Steve Brown for his continued dedication to the cause, and to all those who have helped to make these radio changes a reality.

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. Please think about joining us by becoming a CERT member, we simply could not function without them. Stay safe...stay prepared...

Vic Puia, Director, O.E.M

FIRE COMMISSION

The Windsor Locks Board of Fire Commissioners is comprised of four Town residents who must seek election to the Board. They serve 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 – Dennis Gragnolati (R), David Montemerlo (R), Daniel Riley (R), and Patrick Courtney (D). During the year, Commissioner Riley resigned after many years of service and was replaced by Mark Urso (R) to fill out his term.

The Windsor Locks Board of Fire Commissioners is very proud of the members of the WLFD and is very grateful for their service. During the past year our firefighters responded to numerous fires, hazardous materials incidents, medical aids, motor vehicle accidents, service calls and alarm dispatches. These responses came at all hours of the day and night, in all kinds of weather, on week days, week nights, weekends and holidays. They interrupted family events, vacation time, meals and sleep. Our men and women are subjected to sometimes hazardous and/or life threatening situations.

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

certification in numerous areas of job skills

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

The Windsor Locks Fire Department is designated by the State of CT Dept of Emergency Medical Services as an R-1 Supplemental Responder. Over half of the Department maintains some form of Emergency Medical Certification. Those with medical certification must attend State certified courses every other year to stay current. Our Department presently has one Registered Nurse and several paramedics on roster.

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

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

FIRE DEPARTMENT

2015 marks the 125th Anniversary of the Windsor Locks Fire Department. Much has changed during this time not only to the demographics, housing and businesses of Windsor Locks, but in the makeup of the Department members themselves. The type of calls the Department responds to, the increased level of training, OSHA and NFPA requirements, and the technology itself have drastically changed the way firefighters respond today than they did back in 1890.

During the 2014 – 2015 fiscal year, the Windsor Locks Fire Department responded to 345 alarms. Under the direction of Chief Gary Ruggiero, the Department has a staff of 64 Firefighters and Explorers, which includes 9 Line Officers. Chief Ruggiero has done an excellent job in budget management with a \$29.70 Fire Department per capita cost and a cost per response of \$1,075.94 for fiscal year 2014-2015. The responses broke down to

13.96% actual fires, 0.95% overpressure rupture, 1.58% Rescue/EMS incidents, 25.71% Hazardous Conditions no fire, 18.09% Service calls, 8.57% Good Intent calls, and 31.11% False Alarms/False Calls. The Department has been able to keep our low ISO rating to a 4, which means greater savings to the taxpayers by way of lower insurance premiums. This combined with the dedication of the firefighters gives the taxpayers of Windsor Locks a quality Fire Department.

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

The Department continues to support the Firehawk Program,

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

The Department also maintains within its ranks, a Technical Rescue Team made up of several of the Department Officers and Firefighters. This team trains and maintains proficiency in several specialized areas of rescue beyond the regular Department Training. The Team specializes in Confined Space Rescue, Trench Rescue, Hazardous Materials Technician and Operational Level, and Cold Water Rescue. The Team also trains with several neighboring Departments to maintain proficiency. In addition, several of our members are also on several state and regional teams including Urban Search & Rescue (CT-TF1), DEEP Wildfire Team, County Fire-Rescue Coordinators, Statewide Honor Guard and the Incident Management Team (CT-IMT3). These Teams have been deployed to many statewide and national incidents this past year.

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

The Department also staged firefighters overnight at fire headquarters during the large snow storm the end of January 2015. Fortunately, there were no incidents to respond to during this time but the Department was prepared and ready.

The Department responded to several working fires during the year resulting in considerable damage. These fires included: 13 Avon Street, 221 North Street, 63 Circle Drive, 30 Lownds Drive, 131 Old County Road, 126 Center Street, and 555 Old County Road.

In December of 2014, the Department celebrated the 25th Anniversary of Captain Brian Long along with several members achieving 10, 15 and 20 years of service to the Department and the Town.

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 help throughout the year 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, Eric Quagliaroli, James Moylan and Zachary Daniels for their service. We are very proud of their commitment to our town and our country.

During January of 2015, the Department also suffered the loss of one of our 50 year members. Past Deputy Chief Charles Wezowicz passed away. We also suffered the loss of long time Ladies Auxiliary member, Donna Montemerlo. Both will be sorely missed.

FIRE MARSHAL'S OFFICE

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

CODE ENFORCEMENT

Code enforcement is one of the most important duties of the Fire Marshal's Office, which requires a working knowledge of over 100 codes and standards, ranging from the Connecticut Fire Safety Code to hazardous materials regulations. This responsibility places the Fire Marshal in every occupancy

throughout the Town with the exception of one and two family dwellings. Code enforcement is accomplished through three activities.

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

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

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

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

INCIDENT INVESTIGATION

The Fire Marshal's Office is required to investigate the cause and origin of all fires, explosions and related incidents, which occur throughout the Town. The Fire

Marshal's Office is the only agency in the Town that can determine if a fire was deliberately set.

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

PUBLIC FIRE EDUCATION

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

FIRE COMMISSION

Dennis Gragnolati, Chairman
Daniel Riley (Resigned)
David Montemerlo

Patrick Courtney
Mark Urso

FIRE DEPARTMENT FIRE OFFICERS

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

FIRE MARSHAL OFFICE

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

HISTORIC COMMISSION

The Windsor Locks Historic Commission was formed in 1999 to identify, archive and preserve all municipally owned items related to the Town's history and promote awareness and appreciation through programs and publications.

Heritage Week, spearheaded by William Fournier, took place again

this year the week of Memorial Day May 23 – 31, 2015. The highlight of celebrations was the 50th Anniversary of Little League Champs. Students in the Windsor Locks School system and a multitude of family activities took place around town and in the schools. An ad hoc committee of several residents helped to make the week long events successful.

William Fournier, who worked especially tirelessly to organize the events of Heritage Week and chaired the Commission following the death of the chairman of record, resigned in January 2016 with a residency change when Mickey Danyluk was elected by the Commission to serve as chair. The Commission has since recommitted itself to its charge of writing histories, assisting town officials with anniversary observances, acquiring historic artifacts and organizing the annual observance of Heritage Week in May. The Commission seeks to digitalize past issues of the Windsor Locks Journal as an invaluable resource to aid in the students' study of town history and for the benefit of researchers and town officials.

The Commission extends its gratitude to those who worked to make this year's observance of Heritage Week a poignant experience. The Commission also

thanks the guest speakers, including author/educator Nancy Manning (WLHS 1981) of Oxford, CT, who also worked with high school students and offered presentations.

The Commission will meet 4 times a year, in February, April, June and November, on the Third Wednesday of the month at Town Hall at 6:30 pm.

Historic Commission Members

William Fournier – Chairman
James Pearce
James Anderson
James Roche Jr.
Mickey Danyluk
Rose Horan – Recording Secretary

HOUSING AUTHORITY

The Windsor Locks Housing Authority celebrated its six year (6) anniversary on November 10, 2015. The administrative offices were relocated to 120 Southwest Ave., Windsor Locks.

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

Grove Street and Chestnut Hill Apartments are funded by the

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

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

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

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

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

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

860-627-1455 and obtain an application.

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

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

Housing Authority Staff:

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

Housing Authority Commissioners:

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

Mission Statement:

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

PARK COMMISSION

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

The Park Commission wishes to continue to extend its appreciation to the Public Works Department headed by Mr. Scott Lappen and especially Jim Pearce, Park Foreman, and his park crew for the

excellent job maintaining and improving our many parks in town.

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

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

Under the direction of Park and Recreation Director David Wrabel, summer programs at Pesci Park continued to run successfully. The Park and Recreation Director was assisted by Pool Director Heather Ragon and Summer Program Directors Jackie Wenzel and Wendy Knowles. This was our seventeenth year for Summer Day Camp and

was conducted for eight weeks. Many children from town participated in programs such as Arts and Crafts, Baseball, Basketball, Bowling, Gymnastics, Soccer, and Swimming Lessons. Special Event Days were held each Friday at Pesci Park during the summer and included events such as a day camp Talent Show and a Safety Day sponsored by the Youth Services Bureau. Several entertainers also performed including Eric Girardi and Campardy. Summer Day Camp field trips included Brownstone Exploration and Discovery Park, the Connecticut Science Museum, Sonny's Place, Bounce Town, Nomad's, Bradley Bowl and several others.

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

The Park and Recreation Department also sponsored various programs during the year. Recreational Soccer, Indoor Soccer, Spring Soccer, Recreational Basketball, Adult Open Basketball, Self Defense, Aerobics, Yoga, Zumba, Gymnastics / Tumbling, Fall and Spring Swimming Lessons

(at the high school), Adult Open Volleyball, and Funtime and Playtime Adventures were just a few of the programs offered and very well attended. Special Olympic training was directed by Mary Jane Hussey, who led this group to state and regional competitions. Many volunteers helped to make these programs successful.

For the thirteenth year, the After School Club began with the school year at South Elementary School. For a tenth 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 twelfth year, Family Day was held at Veteran's Memorial Park. Many people attended and participated in a number of activities. Music was provided by Milestone Entertainment of New England, Entertainer Eric Girardi 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, carnival games, face painting, scratch and velvet art, 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. Hayrides and entertainment was available. Prizes were given for several of the best pumpkins. 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.

During the Christmas holidays, a House Decorating Contest was held. 39 Walnut Circle won in the category of Brightest/Most Spirited House. 28 Walnut Circle 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 12th and 13th. The judges were Darren Netto, Park Chairman, Heather Ragon, Assistant Park Director, Kristen DeBella and David Ragon, special guests. Gift certificates to a local restaurant were awarded to the winners.

The Ski Club was reinstated and over the past six years attendance has increased dramatically with weekly trips to Ski Sundown.

The Park Director is looking for individuals interested in instructing

programs. Any person interested should contact the Park Office.

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

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

PUBLIC WORKS DEPARTMENT

Highway Division

During this past construction season we reclaimed, installed curbing where applicable and repaved Reed Avenue, Reed Circle, Marshall Road, Arlington Road, Highland Road, John Street, Helena Lane, Stevens Street, Roberts Street and a portion of Hathaway Street. The drainage systems as well as the sanitary sewer systems were evaluated and repaired as needed prior to being repaved.

Parks and Grounds

Pesci Park Pool has had the old water filtering system replaced with

a modern, digitally controlled filtering system. The entire building has been replaced with a new structure that will provide a safer work environment for those who maintain the water quality of the pool. The Noden Reed Farm House has been rejuvenated. We had the farmhouse power washed, scraped, clapboards replaced, primed and painted. The gutters and downspouts are also being replaced with brand new ones. The windows have been reglazed, scraped and painted as well. The window shutters are currently being tediously scraped, repaired and repainted to finish off the project. We are currently working on creating a new park area with picnic tables at the beginning of the Canal Path. The project should be complete in the spring of 2016.

Public Facilities

This has been a very busy year as far as the infrastructure of our Public Buildings. We have replaced a portion of the roof at the Senior Center as well as replacing the boiler there with an energy efficient gas fired boiler. While at the Safety complex, we have replaced the old boiler with two energy efficient gas fired boilers and installed a new generator to replace the existing one. These enhancements shall provide the facility with constant power throughout the building during

outages and having two boilers will ensure that heat will always be available if one boiler should fail. The Town Hall gymnasium has had new blinds installed to help minimize the glare in the room during public events.

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

SOCIAL SERVICES

The goal of the Social Services Department is to meet the needs of the residents of Windsor Locks and to maintain quality, respect and compassion to each individual who walks through my door. The Social Services Department has provided the following services; energy assistance, Turkey baskets, Christmas baskets, Project Elf(toys), case management, renter's rebate, homeowner/totally disabled tax relief applications, Operation Fuel (utility assistance program), Salvation Army Funds, Backpacks

for school with supplies, Farmer's Market Vouchers for low income Seniors, utility assistance and emergency fuel assistance.

A huge component of Social Services is the Food Pantry. The need for food has been increasing during the past year. When I started last year we were handing out about 45 bags every week. Now we average about 55-60 bags a week. Such organizations such as the Knights of Columbus, The American Legion, The Cub Scouts, Girl Scouts, Lions Club, Congregational Church, St. Mary's Church, First National Bank of Suffield, 360 Federal Credit Union, and Valero Gas Station have given so much.

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

The Mobile Foodshare Truck comes every other Friday all year long. It started last summer and we were

averaging between 95-115 people. It has been a success and the residents who come to use the Mobile Truck rave about it.

Residents and Police Department donated and collected gifts for Project Elf. Last year we were able to make sure 103 children woke up with gifts for Christmas Day. About 55 families were adopted by local businesses or other residents too.

For the Backpack program we were able to hand out 108 backpacks with school supplies. The Lions Club donated 24 Scientific Calculators for the Middle school children.

Last year Social Services did 483 applications for Energy Assistance through CRT and 43 applications for Operation Fuel.

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

TAX COLLECTOR

The Office of the Tax Collector is responsible for the collection of all real estate, business personal property, and motor vehicle taxes.

Our collections account for approximately 70% of the town's revenue, which is used to fund programs and services used by the residents of Windsor Locks.

First Installments for the October 1, 2013 Grand List were due July 1, 2014, with the second installments due January 1, 2015. Supplemental motor vehicles bills were delayed and became due on February 1, 2015. The mill rate of 26.23 was established by the Board of Finance.

One of the main goals for the last fiscal year was to continue our focus on the collection of delinquent taxes. To accomplish this goal we have continued our collection partnership with our Town Attorney Scott Storms. In April 2014, we implemented a program where demand letters were sent to the top 20 delinquent real estate taxpayers. The total delinquent taxes collected during this past fiscal year from this initiative was \$703,497. Since the implementation of this program, we have recovered nearly one million dollars as a direct result of this effort. We are extremely pleased with the results of this collection initiative, and it will continue to be a valuable tool for the recovery of delinquent taxes.

We are also very excited about the implementation of Saturday hours during the busy collection months of

July and January. On Saturday July 26, 2014 and January 31, 2015, we opened the tax office from 8am-1pm as an added convenience to any taxpayers who find it difficult to access the office during normal town hall hours. The response has been very positive from the community, and we plan to continue this service for the residents of Windsor Locks.

Going forward, we will continue to explore the possibilities of incorporating new methods for the collection of delinquent real estate, business personal property, and motor vehicle taxes. We also aim to increase the use of technology for better service and cost savings within the Tax Office.

Above all, the tax office has as its main goal to increase overall collections, while providing the best service available to the taxpayers of Windsor Locks.

Peter Juszczynski, Tax Collector

TOWN CLERK

Vital Statistics

Births	110
Marriages	106
Deaths	151
Burials	127
Total	494

Documents Recorded/Filed

Land Records	3,136
Liquor Permits	43
Veterans Discharges	13
Trade Names	42
Maps	23
Total	3,257

Licenses

Dog	1,453
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Receipts

Recording Fees	\$ 52,435.00
Conveyance Tax	120,677.45
Vital Records	13,795.00
Fees to Town Dog Fund	3,869.00
Game Fees to Town	138.00
Preservation Fees to Town	3,640.00
Community Dev Fees	6,189.00
LOCIP Pres. Fees	891.00
Miscellaneous Fees	13,724.66

Total Town Receipts \$215,359.11

State Conveyance Tax	\$291,677.40
Dog Fees to State	10,244.00
Marriage Fees to State	855.00
Game Fees to State	4,642.00
Preservation Fees to State	3,540.00
Community Dev Fees	63,720.00

Total State Receipts \$374,678.40

G T All Receipts \$590,037.51

VETERANS COUNCIL

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

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

Veterans Day in Windsor Locks was observed on Monday, November 10, 2014. The Post and Auxiliary members of the American Legion and the Veterans of Foreign Wars held services at St. Mary and Grove cemeteries in the morning. These services were to honor the more than 1,375 veterans that are buried in both cemeteries.

Memorial Day was observed on Monday, May 25, 2015. The Observance commenced with memorial services at both cemeteries and at the World War 1 Bridge where a wreath was dropped into the Connecticut River in remembrance of those service people lost at sea.

The Memorial Day Parade was also held in the morning. Participants included many Town dignitaries and

a unit of the National Guard, American Legion and Veterans of Foreign Wars, Lion's Club and many Youth groups.

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 Veteran's Day a reality and everyone who participated in the parade and ceremonies for Memorial Day.

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

WATER POLLUTION CONTROL AUTHORITY

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

Main Plant: The submersible mixer replacement project scheduled for

the spring of 2015 was pushed off until the late fall of 2015. Contracts had to be finalized before the mixers could be ordered. The new mixer manufacturer required twenty weeks from order date to delivery of the mixers. A new motor / gear box and pump were installed for Scum System #1. A new in-line grinder was installed for Scum System #2. A new plant water strainer was installed. The administration server was replaced as well as an upgrade to the Plant phone system. The failed caulking in the floor and wall joints of the Belt Filter Press room was replaced.

Pump Stations: In February 2015, the Connecticut Department of Energy and Environmental Protection (CT DEEP) approved the Engineering Agreement for the upgrade to Dexter's and Halfway House Road Pump Stations. In August 2015, the Water Pollution Control Authority (WPCA) signed a contract with Woodard & Curran for the design of the upgrade to the Dexter's and Halfway House Road Pump Stations. In October, the structural evaluation of the stations began and the WPCA is still waiting for the report. Routine maintenance of the ten Pumping Stations located throughout the Town and the approximate 52 miles of sanitary sewer lines continued.

Capital projects and purchases approved by the WPCA for Fiscal Year 2015 / 2016: Purchase One(1) Return Activated Sludge Pump, Two(2) Influent Wet Well Pumps, Two(2) Nitrified Recycle Motors with five degree propellers, One(1) 4x4 1 Ton Pick-up with utility box, funding to rebuild Waste Pump #140, purchase administration server and upgrade phone system, funding to repair leaking drain lines in Vac-Con Bay and Chemical Room, purchase new Plant Water Strainer, purchase Scum System #2, purchase and install a 100HP Variable Frequency Drive for Aeration Blower #110 or #130.

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

Water Pollution Control Authority
Members:

Steven N. Wawruck, Jr., President

Jeffrey Ives, Vice President

Denise Balboni, Secretary

Dennis Gagnolati

Michael Russo

Gary Laurito

Robert Crochetiere

William Hamel

Scott C. Lappen, DPW-Director, Ex
Officio

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

Gary J. Kuczarski, Superintendent,
WPCF

Heather Kane, WPCA Recording
Secretary

WINDSOR LOCKS PUBLIC LIBRARY, INC.

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

The Windsor Locks Library is a welcoming, engaged, centrally located and community-driven entity that reflects the town’s spirit. Each day, the library staff focuses energy on developing and marketing library services to members, and also targeting non-users to establish community outreach. The library offers dynamic programming that is educational, entertaining, and enlightening for adults and children of all ages. The staff is continually embracing new opportunities for collaboration within the community.

Public libraries in the 21st century are experiencing an unprecedented era of transition. For 4,600 years libraries have served as archives of recorded knowledge and centers of learning. That role has not changed, but the means by which libraries store, lend, and distribute information has transformed dramatically during the past 20

years, creating a constantly evolving demand for new formats and services. No longer just places for books, libraries now offer an assortment of free digitally-based programs and services including e-books, digital recordings and technology training. Such tech-based resources are transforming lives through digital literacy and lifelong learning. Evaluating new technologies and meeting the varied needs of our increasingly diverse group of library users, from the technology challenged job applicant to the tech savvy teenager, are top priorities for Windsor Locks Public Library.

The library is proud to have added several exciting new innovations in 2015. Windsor Locks Public Library partnered with the Connecticut Small Business Development Center (CTSBDC) to offer free virtual business counseling to entrepreneurs hoping to start or grow a business. Use of a free laptop in the library connects small business owners with expert advisors at no cost.

During the summer and early autumn the library also hosted a small Farmer's Market for local farmers and vendors to showcase their offerings. This event was organized by Dennis Gragnolati.

This year the library published a cookbook, *The Recipe Library*, as a new fundraising effort. The cookbook features recipes contributed by staff, volunteers, book clubs, knitting club members, and many author friends. The cookbooks, which are showcased on our front circulation desk, are available for a limited time for \$10 each.

Community outreach plays a strong role in the library, where library staff members have taken part in the evening Open Houses of the local elementary schools. Attending students and their parents are offered the opportunity to register for a library card. Staff members also share information and showcase programs and materials that are available at the library. In late 2014, the library's staff was offered the opportunity to conduct monthly story hours at Bickford Healthcare. Now, in addition to reading to the residents each month, full time staff members lead discussions on topics of interest and offer occasional live music performances.

The library opened early for classes from the Middle School to research local history during Heritage Week. The library later took part in a collaborative effort with the school to host an annual Heritage Week Showcase of the student's research

on historical places in Windsor Locks.

COLLECTION & CIRCULATION

Print materials still comprise most of the library's circulation, but the popularity of downloadable material, including e-books, audio, and magazines, continues to grow. Overdrive and Connecticut State Library e-book and audio downloads are available to all borrowers in Library Connection, our consortium of more than 35 libraries. In addition, Windsor Locks Library members can visit our website at www.windsorlockslibrary.org and download e-Books and audio from OneClickDigital, e-books from Freading, and magazines from Zinio, all reserved exclusively for our residents.

The library currently owns about 31,000 print books for adults, more than 2,000 for teens, and almost 19,000 for children. Audio formats, including books on CD, music, and MP3, number about 3,500, and almost 5,000 movies on DVD and blu ray are available for borrowing. Sixty one magazine and newspaper subscriptions round out the library's physical collection. During the past year almost 74,000 items, including 2000 electronic books and magazines, were circulated at Windsor Locks Public Library.

There are 4600 registered library card users in Windsor Locks.

BOOK CLUBS & AUTHORS

The library runs two monthly book clubs. BookBuggs is a group of reading enthusiasts that meets on the first Tuesday of each month to share reviews and recommendations of popular and classic literature. The Christie Capers, now 24 strong, discuss thematic traditional mysteries, some cozy and some more serious, on the third Wednesday of each month. During the past year mysteries containing religious sleuths were featured and in the coming months the group will read mysteries with a strong sense of place, where the setting and era are key to the plotline. New members are always welcomed in both groups.

The Windsor Locks Public Library has become a popular destination for new and established authors. During the past year the Christie Capers has hosted mystery writers Leslie Matthews Stansfield, Susannah Hardy, Laura Bradford (a.k.a. Elizabeth Lynn Casey), Edith Maxwell, Liz Mugavero, Barbara Ross, and Anne Canadeo. In addition, authors Matthew Dicks, Jessica Barone Handly, Katie Lee, Jacqueline Masumiam, and Robert Steele made appearances, the first three as part of the library's fifth

annual adult winter reading program, Get Cozy with a Good Book: Celebrating Fiction!

YOUR LIBRARY ONLINE

The library's web page at www.windsorlockslibrary.org helps to connect our community with a vast array of information and resources available at Windsor Locks Public Library. The library enjoys an established presence online, including an active Facebook account (<https://www.facebook.com/WindsorLocksLib>) and a Twitter account (@WlocksLibrarian). Many patrons contact staff members through these social media platforms with questions and/or comments, and staff is able to respond easily and quickly.

The library also offers two blogs (The Gazette and Bibliophily), a Best Seller Alert email list, and online registration for both adult and children's programs. The library's website, www.windsorlockslibrary.org, provides access to several databases, readers' advisory lists. A library project that links to the digitized version of Jack Redmond's Cabbages & Kings columns and other local history resources can be accessed at www.Windsorlockshistory.org and the library's new monthly email

newsletter can also be viewed online.

This year, the library has added another new database entitled BenchPrep. This database offers preparation for standardized and career-based, as well as, academic test preparation services, including SAT, GED, Police, ASVAB, and many more. Along with the Connecticut State Library, we now also provide our patrons with home access to HeritageQuest, a genealogy database that is accessible from your home computer. These databases are all free and many more are available by clicking a link on the library's website, www.windsorlockslibrary.org using your valid Windsor Locks library card.

CHILDREN'S DEPARTMENT

The children's room has seen many changes over the past year. The main focus was to offer more programs and story times to better serve the community of Windsor Locks. The library offered 141 children's programs and served a total of 2,316 adults and children in program attendance. The library also developed a children's exploration area, which includes an iPad early literacy station, a play kitchen, as well as a train table, dollhouse and board book collection. With more

programs being offered and expanding the children's exploration area, the children's library is seeing a larger number of patrons use the library for playtime, relaxing and socializing.

Summer 2015 was another successful season at the Windsor Locks Public Library. The library participated in the American Library Association's national summer reading program, "Every Hero Has a Story." The Children's Department used an online summer reading log offered by the State of CT called Evanced. There was a marked increase in program attendance with many more children reading this summer. Programs that were offered this summer were Construction Club, Superhero Training Workshop, Llama program, Touch-A-Truck, Tie Dye Day, Henna Tattoo, Drop-In Origami, and movie events.

The library continues to hold special programs throughout the year for educational or entertainment for specific age ranges. Such programs include annual pictures with Santa, Not-So-Spooky Halloween program, Throwback Thanksgiving, movie programs, North Pole Hotline, and weekly story time. Due to high interest, we have expanded to one playgroup and three weekly story times serving children Birth to 3. These include Bouncing Babies,

Little Movers, and Toddler Time. Due to high demand, the library now offers a story time after school for children ages 4 to 6.

A special parent collection is currently being developed within the Children's Department. This collection will contain a variety of resources for parents about topics including talking to children about death or divorce, potty-training, parenting children, visiting the doctor/dentist and more.

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

YOUTH SERVICES BUREAU

The Windsor Locks Youth Services Bureau promotes the positive growth of youth and their families in Windsor Locks through developing, coordinating, and providing services and programs in the areas of prevention, education, intervention, and recreation. The Windsor Locks Youth Services Bureau is committed to providing comprehensive community-based services that promote the positive development of our town's youth and their families.

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

The Windsor Locks Youth Services Bureau offered the successful "Adventure Bound" program again. Since its inception, over 155 youth have participated and benefited from this outdoor, adventure-based program. All activities are geared toward teaching skills that would aid youth in school, at home and in social situations. Youth took part in teambuilding opportunities and were challenged by challenge courses. This program is run in conjunction with Windsor Locks High School.

The Windsor Locks Youth Services Bureau offered an all girl's middle school program "Pioneer Women". This group met weekly throughout the school year and focused on empowering girls through group activities, teambuilding, and adventure. The Pioneer Women After School Program which

combines two components; 1) utilization of adventure based learning opportunities to promote growth, teambuilding, and communication and 2) utilization of The Girls Circle, a facilitated strengths-based support group that meets the needs of adolescent girls. Girls Circle is an evidence-based curriculum that aims to address the following topics: managing emotions, body image, expressing individuality, relationships with peers and healthy lifestyles. The Pioneer Women After School Program emphasizes the development of leadership and social skills along with community involvement through drug free activities.

The Windsor Locks Youth Services Bureau continues to collaborate with Windsor Locks High School with the popular and growing Youth Leadership Council (YLC) program. YLC is a dedicated and diverse group of Windsor Locks High School youth who are interested in learning more about leadership, assisting at community service events, and want to help make their school and community a better place for others.

The Windsor Locks Youth Services Bureau offered for the second year the L.E.A.D. Leadership Exploration Adventure

Development (L.E.A.D.) Program. This counselor-in-training pilot program is designed for youth to gain real-life experiences and responsibilities that will help them with their schooling, and can assist youth in obtaining other employment opportunities in the future. This program ran within the Parks and Recreation Department's Pesci Park Day Camp where L.E.A.D. youth job shadowed camp counselors for 4 weeks in the Summer of 2015.

The Windsor Locks Youth Services Bureau promoted the Valentine's for Veterans Campaign that resulted in a total of 453 cards donated to resident veterans in Windsor Locks, American Legion Post 0036, VFW Post 6123, Veteran's Hospitals across the state, and local shelters to promote the Valentines for Veterans Campaign. Valentines were made by students at North Street School, South Elementary School, Middle School, High School, the public and local scout troops.

The Windsor Locks Youth Services Bureau offered the American Red Cross Babysitting Course in Fall 2014 and again in Spring 2015. Youth learned the information and skills necessary to provide safe and responsible care for children. Twelve youth successfully completed the course and earned their certificate. Participants

developed skills in leadership, professionalism, basic childcare, safety and safe play, and basic first aid.

The Windsor Locks Youth Services Bureau offered When I'm in Charge Class for youth ages 8 – 11 years old who are every left alone. The course will cover all the safety concerns parents have when their children are by themselves. A book is included and certificate will be issued upon completion of course. Students will learn to be more aware of the potential dangers they could face when left home alone.

The Windsor Locks Youth Services Bureau offered the American Heart Association First Aid and CPR Training for youth ages 10 – 18 years old. In this class youth will learn: First Aid (1 year certification) learn how to respond to common first aid emergencies, including burns; cuts; head, neck back injuries and more, CPR/AED (2 year certification) learn how to respond to cardiac and breathing emergencies in adults, including the use of automated external defibrillators (AED).

The Windsor Locks Youth Services Bureau continued to offer for the second year Family Bingo Night Series at the Senior Center approximately once a month. This monthly event is held on a Friday

night and promotes family engagement while offering free family fun. This event is run by youth volunteers.

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

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

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

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

The Windsor Locks Youth Services Bureau continues to update its website with current program offerings. Please visit us at: <http://www.windsorlocksct.org> and click on Youth Services. This website also contains information about the Juvenile Review Board, resources for parents and teens, and pressroom.

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 – Chairperson
Charlotte Wiggett, Vice Chairperson
Kelly Hernandez
Missy Pascarelli
Robyn O'Brien
Sergeant Sebastian Garofalo
Paul Kindall
Wende Cooper
David Wrabel
Gabrielle Sobilo
Abigail Piotrowicz

APPENDIX A

ANNUAL COMPENSATION – TOWN EMPLOYEES

Annual Compensation

Annual Report 2014-2015

<u>Position</u>	<u>Base Salary</u>	<u>Overtime & Other</u>	<u>Total Compensation</u>
First Selectman	89,714.55		89,714.55
Selectman (2)	4,755.12		4,755.12
Secretary	49,794.47	394.42	50,188.89
Secretary Substitute	2,492.80		2,492.80
Town Clerk	63,051.61		63,051.61
Assistant Town Clerk	43,934.01	1,800.40	45,734.41
Finance Director/Deputy Treasurer	94,781.66	2,999.88	97,781.54
Asst. Finance Director	50,538.24		50,538.24
Payroll Clerk/Benefit Administrator	29,880.24		29,880.24
Accounting Clerk	23,948.76	2,052.75	26,001.51
Temporary Finance Assistance	7,006.25		7,006.25
Human Resources	49,986.21		49,986.21
Building Official	80,896.02		80,896.02
Building Official Substitute	3,200.00		3,200.00
Town Planner	65,167.56	2,192.22	67,359.78
Building Dept Clerk	40,081.71	100.00	40,181.71
Building Dept Clerk Substitute	1,962.50		1,962.50
Blight Officer	24,483.89		24,483.89
Senior Center Director	50,076.07		50,076.07
Senior Center Director Asst.	35,874.25		35,874.25
Senior Center Bus Drivers	44,922.70		44,922.70
Senior Center Bus Coordinator	14,779.48		14,779.48
Nutritional Aide	13,270.58		13,270.58
CONA Secretary	721.42		721.42
Custodian/Senior Center	51,685.17	1,800.24	53,485.41
Custodian/Town Office Bldg	51,317.82	562.86	51,880.68
Custodian/Safety Complex	51,314.82	984.57	52,299.39
Registrar (2)	14,213.90		14,213.90
Deputy Registrar (2)	4,992.00		4,992.00
Social Services Coordinator	46,082.40		46,082.40
Youth Services Director	42,044.76		42,044.76
Tax Collector	50,340.19		50,340.19
Assistant Tax Collector	47,938.83	150.00	48,088.83
Substitutes/Tax Clerk	2,834.13		2,834.13
Assessor	75,024.43	12,940.28	87,964.71
Clerk/Assessor's Office	39,384.80		39,384.80
Substitute/Assessor's Office	1,509.00		1,509.00
Board of Assessment Appeal Secretary	262.80		262.80
Dog Warden	29,766.83		29,766.83

<u>Position</u>	<u>Base Salary</u>	<u>Overtime & Other</u>	<u>Total Compensation</u>
Civil Preparedness Director	17,227.80		17,227.80
Planning & Zoning Secretary	5,193.00		5,193.00
Board of Finance Secretary	4,800.67		4,800.67
Treasurer	200.00		200.00
Historical Commission Secretary	262.80		262.80
CIAC Secretary	328.50		328.50
Charter Revision Secretary	1,800.00		1,800.00
Zoning Board of Appeals Secretary	2,100.24		2,100.24
Youth Services Secretary	394.20		394.20
Inland/Wetlands Secretary	2,564.04		2,564.04
EIDC Consultant	22,197.75		22,197.75
EIDC Secretary	655.72		655.72
Conservation Secretary	525.60		525.60
OPEB Secretary	328.50		328.50
Park Commission Secretary	459.90		459.90
Park & Recreation Director	49,846.10		49,846.10
Clerk/Park Department	36,716.23		36,716.23
Seasonal Park Instructors	24,793.25		24,793.25
Seasonal Soccer	1,386.50		1,386.50
Seasonal Basketball	9,930.94		9,930.94
Seasonal High School Gym	1,105.00		1,105.00
Winter Pool	4,058.97		4,058.97
Summer Pool	29,589.33	21.94	29,611.27
Fire Marshall	20,991.12		20,991.12
Fire Marshall Secretary	779.76		779.76
Fire Inspector (3)	35,958.68		35,958.68
Fire Department Clerk	9,226.32		9,226.32
Fire Department Secretary-Admin	13,420.10		13,420.10
Fire Department Secretary-Periodic	1,043.90		1,043.90
Fire Service Coordinators	29,040.37		29,040.37
Fire Bonus Stipend	45,416.67		45,416.67
Fire Call Stipend	80,798.46		80,798.46
Fire Officers' Stipend	35,598.00		35,598.00
Hose Test Stipend	4,000.00		4,000.00
Public Works Director	99,270.96		99,270.96
Public Works Secretary	43,719.10		43,719.10
Public Works Foremen (2)	131,141.48	27,106.49	158,247.97
Public Works Mechanic	60,991.22	10,890.21	71,881.43
Maintenance Operator (11)	532,765.32	105,867.09	638,632.41
Seasonal Help	27,100.69		27,100.69

<u>Position</u>	<u>Base Salary</u>	<u>Overtime & Other</u>	<u>Total Compensation</u>
Public Works Road Inspector	1,865.00		1,865.00
W.P.C.A. Assistant Supervisor	91,570.45		91,570.45
W.P.C.A. Secretary	39,839.86		39,839.86
W.P.C.A Clerk	5,117.91		5,117.91
Operators II & III/Shift Sup. (7)	450,891.08	47,277.15	498,168.23
W.P.C.A. Inspector			
<u>Police Department</u>		<u>Revolving*</u>	
Chief	112,149.00		112,149.00
Captain	87,926.97		87,926.97
Secretary	45,568.86	150.00	45,718.86
Records Clerk (2)	71,489.37	150.00	71,639.37
Recording Secretary	787.12		
Sergeants (4)	330,403.13	231,843.07	562,246.20
Detective	75,154.46	24,632.24	99,786.70
Detective Sergeant	82,115.43	12,249.28	94,364.71
Detective Investigator	73,307.63	1,373.52	74,681.15
Lieutenant	86,398.42	2,739.26	89,137.68
Patrolman (16)	1,130,094.84	410,590.93	1,540,685.77
Dispatcher (5)	249,098.80	46,746.85	295,845.65
Workman's Comp Payout			
Total Revolving*		188,633.99	188,633.99
TOTAL PAYROLL	5,715,537.50	1,136,249.64	6,851,787.14

*Revolving was reimbursed to the Town of Windsor Locks for the period 7/1/14 through 6/30/15 in the amount of \$188,634.

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

Blue Cross/Blue Shield

Major Medical

Life Insurance

Workers' Compensation

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

The Town paid a total of \$2,683,766 for fringe benefits in 2014/2015.

APPENDIX B

**SALARY SCHEDULE FOR BOARD OF EDUCATION
EMPLOYEES**

**SALARY SCHEDULE FOR BOARD
OF EDUCATION EMPLOYEES**

Salary

Salary

Superintendent	\$160,000.00	Teacher (2)	\$56,674.00	
Director of Special Services (1)	\$131,932.88	Teacher (3)	\$54,905.00	
Assistant Superintendent (1)	\$145,000.00	Teacher (4)	\$54,808.00	
Principal (1)	\$130,251.88	Teacher (3)	\$53,151.00	
Principal (1)	\$130,251.88	Teacher (1)	\$52,785.00	
Principal (1)	\$135,776.63	Teacher (2)	\$51,830.00	
Principal (1)	\$141,357.75	Teacher (1)	\$51,494.00	
Assistant Principal (1)	\$122,199.48	Teacher (3)	\$50,367.00	
Assistant Principal (1)	\$122,835.78	Teacher (1)	\$48,611.00	
Dean of Students (1)	\$109,120.41	Teacher (1)	\$48,499.80	
Business Manager (1)	\$101,862.14	Teachers (3)	\$48,430.00	
Director of Human Resources	\$80,000.00	Teacher (1)	\$47,747.70	**
Maintenance & Facilities Manager (1)	\$91,875.00	Teacher (6)	\$47,287.00	
Network Systems Manager (1)	\$88,339.50	Teachers (5)	\$46,650.00	
Network Systems Administrator (1)	\$48,960.00	Teacher (3)	\$45,824.00	
Occupational Therapist (1)	\$66,279.29	Teachers (5)	\$43,802.00	
Physical Therapist (1)	\$47,721.09*	Teachers (1)	\$42,068.00	
Data Specialist (1)	\$62,618.00	Teachers (1)	\$40,829.00	**
Executive Assistant to Superintendent (1)	\$53,829.21	Teachers (1)	\$9,330	**
Nurses (4)	\$46,003.79			
Teachers (47)	\$90,040.00			
Teachers (10)	\$83,935.00			
Teacher (25)	\$81,658.00			
Teacher (7)	\$80,833.00			
Teachers (12)	\$76,679.00			
Teachers (3)	\$75,409.00			
Teacher (1)	\$73,492.20			
Teachers (7)	\$72,466.00			
Teacher (2)	\$71,094.00			
Teacher (1)	\$67,508.00			
Teacher (1)	\$65,326.40*			
Teachers (3)	\$64,296.00			
Teachers (7)	\$63,008.00			
Teachers (6)	\$60,704.00			
Teachers (3)	\$58,950.00			
Teacher (1)	\$58,575.00*			
Teacher (1)	\$57,160.60			
	\$56,828.00			
Teachers (4)				

Hourly/Daily Rate

Administrative Assistants (1)	17.25
Administrative Assistants (1)	21.42
Administrative Assistants (2)	22.12
Administrative Assistants (9)	26.33
Administrative Assistants (1)	25.44
Secretary of Adult Ed (1)	16.74
Board of Ed Secretary (1)	74.19
	22.25**
Building Subs (8)	90.00
Custodians (2)	30.02
Custodians (7)	29.02
Custodians (1)	25.49
Custodians (1)	28.21
Custodians (1)	28.44
Custodian (1)	27.66
Custodian (1)	27.23
Housekeepers (22)	12.61
Hall Monitor (1)	15.50
ISS Supervisor (2)	90.00
Cafeteria Aides (14)	11.50
Child Associate (1)	16.85
Clerical Aides (5)	18.49 Daily
Crossing Guards	51.92
Crossing Guard (1)	59.33
Kindergarten Aides (7)	17.73
Paraprofessionals (11)	14.26 Daily
Paraprofessionals (3)	15.67 Daily
Paraprofessionals (34)	17.73
PT Paraprofessionals (1)	13.35
Tutors-non-certified (18)	25.10
Licensed Practical Nurse (1)	24.94
Certified Occupational Therapy Assistant (COTA) (1)	27.59**
Study Hall Proctor (1)	90.00 ** (3)
Technology Technician (2)	17.31
Library Aides (4)	13.35**
Afternoon Receptionist (1)	10.20 Daily

Stipends

Director of Adult Ed	\$3,564.08
Director of Guidance	\$5,564.70

**Less than full time

APPENDIX C

CALENDAR OF MEETINGS

CALENDAR OF MEETINGS

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

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

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

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

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

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

APPENDIX D

SERVICES FOR THE ELDERLY

WINDSOR LOCKS SENIOR CENTER

Senior Center

860-627-1425

41 Oak Street

Windsor Locks, CT 06096

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

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

Internet Access Address to receive monthly newsletter and other information:

www.windsorlocksct.org

Mini-Bus

860-627-1426

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

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

Appointments and shopping in the Town of Windsor Locks.

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

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

Senior Citizens Club

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

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

APPENDIX E

TELEPHONE DIRECTORY FOR TOWN OFFICES

TELEPHONE DIRECTORY FOR TOWN OFFICES

Refer to www.windsorlocksct.org 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.

<u>For Information On:</u>	<u>Call:</u>	<u>Telephone</u>	<u>Fax</u>
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

