



TOWN BOARD REGULAR MEETING
September 27, 2010 - 7:00 P.M.
Town Board Chambers – 301 Walnut Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

1. Roll Call

The following Town Board members were present: Mayor Pro-Tem Matthew O'Neill
Robert Bishop-Cotner
Mike Carrigan
Kristie Melendez
Jon Slater
Don Thompson

Absent: Mayor John Vazquez

Also present: Town Attorney Ian McCargar
Town Manager Kelly Arnold
Director of Engineering Dennis Wagner
Director of Planning Joe Plummer
Chief of Police John Michaels
Town Clerk Patti Garcia
Associate Planner Elizabeth Fields

2. Pledge of Allegiance

Town Board Member Mike Carrigan led the Pledge of Allegiance.

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Town Board Member Bishop-Cotner motioned to amend the agenda by adding Item 6. to the Consent Calendar, A \$10,000 Donation to Stepping Stones to be taken from the Outside Agency Fund line item; Town Board Member Slater seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

Town Board Member Slater motioned to approve the Agenda as amended; Town Board Member Carrigan seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

4. Board Liaison Reports

- Town Board Member Bishop-Cotner – Historic Preservation Commission; Planning Commission Alternate
No report.
- Town Board Member Carrigan – Water & Sewer Board

Town Board Member Carrigan reported the Water & Sewer Board held a special meeting last Wednesday regarding the future of water rates and the impact that Amendment 60 and 61 and Proposition 101 would have.

- Mayor Pro-Tem O'Neill – Library Board; Planning Commission; North Front Range/MPO Alternate
Mayor Pro-Tem O'Neill noted the MPO would be meeting October 7 and that the Library Board approved the branding of Clearview Library District for the library.
- Town Board Member Melendez – Chamber of Commerce; Cache La Poudre Trail Board
Town Board Member Melendez stated the Chamber Business Expo was a success drawing approximately 600 in attendance and 200 businesses. Ms. Melendez also forwarded information from the Poudre Trail Board that much of the trail is through areas where there is hunting, so those using the trails should be aware of hunting season.
- Town Board Member Slater – Tree Board; Windsor Housing Authority
Town Board Member Slater reported the Tree Board meeting is scheduled for Tuesday. Mr. Slater also noted the Windsor Housing Authority would be holding a joint work session with the Town Board on October 18.
- Town Board Member Thompson – Parks & Recreation Board
Town Board Member Thompson reported on several items discussed at the Parks & Recreation Advisory Board (PRAB) meeting including finding a permanent location for a dog area at Windsor Lake, park naming guidelines and the donation of the caboose located at Boardwalk Park. It was also noted that PRAB believes the Town Board should be involved in the accessioning of items as well as the deaccessioning. Mr. Thompson also stated that OctoberFest is scheduled for October 4 and anyone who would like to volunteer to help should contact Carrie Knight.
- Mayor Vazquez – North Front Range/MPO; Student Advisory Leadership Team (SALT)
Nicole Fisher representing SALT addressed the Town Board and noted they participated in the HarvestFest Parade and handed out informational cards which have brought two new members to their group. Future events include a haunted house and their next meeting scheduled for October 11 at 6:30 p.m.

5. Public Invited to be Heard

Mayor Pro-Tem O'Neill opened the meeting for items of concern not on the agenda; hearing none, the Mayor Pro-Tem moved on to the next agenda item.

B. CONSENT CALENDAR

1. Minutes of the September 13, 2010 Regular Town Board Meeting – P. Garcia
2. Liquor License Renewal – Windsor Discount Liquor, Retail Liquor License – P. Garcia
3. Liquor License Renewal – Sports Center Discount Liquor, Retail Liquor License – P. Garcia
4. Liquor License Renewal – Otie's Wine & Spirits, Retail Liquor License – P. Garcia
5. Advisory Board Appointments – Great Western Trail – P. Garcia

Town Board Member Slater motioned to approve the Consent Calendar as amended, with the inclusion of Item 6. A \$10,000 Donation to Stepping Stones to be taken from the Outside Agency Fund line item; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.

C. BOARD ACTION

1. Public Hearing – Conditional Use Grant for oil and gas well facilities to be located in the Limited Industrial (I-L) zoning district - approximately ¼ mile north of Highway 392 and approximately 1/8 mile east of WCR 19 (Hollister Lake Road) – William R. Fisher, property owner/Craig D. Rasmuson, Synergy Resources Corporation, applicant – E. Fields

Town Board Member Slater motioned to open the Public Hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.

Associate Planner Fields provided an overview of the Conditional Use Grant (CUG) and noted the Planning Commission had recommended approval of the application subject to specific conditions be met. Those conditions were listed in the memo to the Town Board which was included in the packet materials.

Craig Rasmuson, representing Synergy, addressed the Town Board. He stated Synergy had met with concerned residents at a meeting at Windsor High School and had a good dialogue. Mr. Rasmuson noted the Sundance Drive access of the proposed location and reviewed several maps that depicted the scheduled landscaping. It was reported that the initial drill period for the six drill heads would be for approximately 30-35 days; which would be 24 hours a day, seven days per week. There was discussion related to berms and hay bales for sound and aesthetic purposes. Mr. Rasmuson requested approval of the CUG and stated they had done their best to answer the questions that had been brought forward. He also noted that if the hearing was continued, there could be issues related to landscaping that needed to be completed prior to the ground freezing.

Matthew Hallis, 363 Gooselake Court, stated he was speaking on behalf of the Peakview residents. It was noted the citizens felt frustration on the perceived lack of participation by the Town Board through the process as well as concern that Mayor Vazquez had not been present at any of the meetings. Mr. Hallis stated the Planning Commission Public Hearing sign that was placed by the Town of Windsor was too small and easy to miss and that the citizens of the subdivision had to educate themselves through a very difficult process. He requested a continuance of the public hearing as the citizens deserved the same timeline as the applicants. Mr. Hallis provided a Denver Post article reporting that Xcel did not providing adequate notice prior to a gas pipeline project and the related safety concerns. He would like to see an improvement on the current public hearing process so that citizens are not informed at the last minute. Through conversations with Synergy, Mr. Hallis found that most municipalities require Synergy to meet with residents and explain the process which, if had been done with Peakview, would have provided an opportunity to ask questions and receive information. Mr. Hallis noted the subdivision is a very young neighborhood with small children and stated safety concerns. Peakview requested that the entire drill site be landscaped and would like to be involved in the landscape approval process.

Mr. Hallis noted he moved to Peakview due to the visual appeal and believes that the oil wells will change that. If the wells are permitted, he requested that it be done in a way that is the least harmful.

Bonnie McCrea, 682 Yukon Court, stated her fears of the project and discomfort after meeting the Synergy and the Oil & Gas Commission. She requested a third party do a report on safety issues.

Scott Gordon, 6075 Sundance Drive addressed the Town Board and noted he owns the house closest to the site; 100 yards from the oil well. His current tenant moved out and he is disclosing the well location to new applicants. He stated he can't get the house rented due to the well issue. Mr. Gordon also stated concerns regarding Sundance being using for access as there are many families and children which use the road for bike riding, etc.

Joanne Monath, 641 Yukon Court, reported she moved to Windsor because of what Windsor stands for and was disappointed that Peakview residents only had one night to express their concerns to the Town Board.

Scott Horvath, 651 Yukon Court, addressed safety and health concerns related to radon, non-potable water and air quality testing.

Greg Deranleau, Colorado Oil & Gas Commission, reported on the CUG and noted that four permits for the location had been processed with two permits pending. They are working with the operator on the conditions of approval on the location.

Lisa Keen, 664 Goose Lake Court, requested a 30-day extension as she felt the citizens did not have the provision to be part of the process. Additionally, Ms. Keen stated she does not want the oil wells and requested a paved road via 392 for well access as she doesn't want the traffic through the subdivision.

Joni Randol, 410 Saratoga Way noted she chose to live in Peakview due to the location, and now there will be an oil well out her back door. It is an industry she is familiar with and knows the health affects; Ms. Randol said that it is something being learned about in Garfield County where wells have been in place.

Shari Powell, 445 Sundance Drive requested that if Sundance Drive is used, that speed bumps be installed.

Heidi Gerard, 359 Goose Lake Court stated her residence is 700 feet from the drilling. She listed several concerns and noted health and landscaping issues. Ms. Gerard requested the Town Board consider a berm with a fence on top and a tree height of 15 feet.

Mr. Rasmuson addressed questions and noted that CDOT would not give access to 392 and the drilling site is landlocked. He stated that the owner of the parcel to the west will not agree to any road easements lasting more than six months. All three lots are zoned light industrial/commercial and will become busier due to the zoning. Permanent paved access on Sundance is the only available option. Notices regarding the process were sent out per Town of Windsor requirements. Mr. Rasmusen reviewed the land map, showing the 40 acre parcels. Landscaping of 360 degrees would be overkill and not allow access. It was also stated that third party testing is strictly regulated.

Cy Foppe, 504 Kenai Court, voiced his concerns regarding the air impact on drilling operations.

The Town Board and staff discussed conditions that could be implemented for local regulation, erosion control measures, air quality and related bonding requirements. It was noted the bonds are tied to final reclamation.

Matthew Hallis inquired what the process would be if the landscaping was not completed to standard to which Director of Planning Plummer noted that anything that is approved conditionally must be completed; if not, there would be a cease and desist order on the project.

Director of Engineering Wagner reviewed the road access and noted the two options that had been provided stating from a traffic standpoint, either access would work.

It was noted that in the Greenspire subdivision a short distance was paved from the well site to the already paved public street to alleviate mud issues.

Director of Planning Plummer reviewed the notification process for a CUG noting regulations require the property to be posted with a legal ad in the newspaper with a 15-day notification period. The applicant is responsible for sending notification by certified mail to property owners within 100 feet.

Town Manager Arnold noted the Town Board may want to address the current Town of Windsor requirements at a later date.

The Town Board discussed surface rights and mineral rights and it was noted the owner of the mineral estate has the right to extract the minerals. There was an agreement in 2004 between the mineral owner and the surface owner on how the minerals would be extracted.

Town Board Member Bishop-Cotner noted that the Town of Windsor can regulate as long as it doesn't impede the process; areas of regulation cannot interfere with the states authority to regulate the technical aspects of mining.

Mr. Rasmuson responded to a question from Mr. Bishop-Cotner regarding size of vehicle, time of pick up, etc., to which it was noted initially the process takes approximately 6-8 hours per day to take the rig in and it will take multiple trips. Once the wells are drilled and minerals are being extracted there will probably be a truck per day. Mr. Bishop-Cotner asked if school and activity level can be addressed related to the time of truck access. Mr. Rasmuson stated he would make the request.

The Town Board discussed with Mr. Rasmuson landscaping issues with Mr. Rasmuson noting he did not see how it would be feasible to completely hide the wells. Mr. Rasmuson indicated that his company is willing to construct a hay bale wall atop the berm, consisting of three rows and a fourth row on the north side if doing so can be accomplished safely.

Ed Holloway, Synergy CEO, noted the map and stated that in 2004 there were three oil well permits prior to the subdivision. Mr. Holloway reviewed the proposed access noting the Sundance access is the preferable option.

Jeanie Mitchell, 671 Yukon Court stated if they had known a year ago that the oil well was coming they would not have purchased in Peakview.

Alicia Budner, 534 Powderhorn Court stated her concern regarding the notification process and that the entire neighborhood should have been notified of the CUG.

Jennifer Blanchard, 642 Wind River Court also noted she would not have bought the property if she had known about the wells.

Tim Knutson, 661 Bighorn Court, requested to have the proposed park be pushed for completion.

Mike Davis, Windsor/Severance Fire District, provided comments related to access, setbacks, safety and fire and noted in his ten years in this location, he has only been on one oil well fire. He stated access is important to mitigate fire and noted concern regarding full landscaping on the south. Synergy has over 100 oil and gas wells in the district and works hard to maintain them.

Greg Deranleau reported on air concerns and how oil and gas emissions are required to be controlled in Colorado. He reviewed studies that had been completed and noted the primary environmental impacts were through pits and there are none in this location.

Town Attorney McCargar indicated that, if the Town Board felt it needed any further information upon which their decision would be made, they could leave the public hearing open and continue it to another date.

Town Board Member Slater motioned to close the Public Hearing; Town Board Member Bishop-Cotner seconded the motion.

Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

2. Conditional Use Grant for oil and gas well facilities to be located in the Limited Industrial (I-L) zoning district - approximately ¼ mile north of Highway 392 and approximately 1/8 mile east of WCR 19 (Hollister Lake Road) – William R. Fisher, property owner/Craig D. Rasmuson, Synergy Resources Corporation, applicant – E. Fields

Town Board Member Slater motioned to approve the Conditional Use Grant for oil and gas well facilities to be located in the Limited Industrial (I-L) zoning district - approximately ¼ mile north of Highway 392 and approximately 1/8 mile east of WCR 19 (Hollister Lake Road); Town Board Member Bishop-Cotner seconded the motion.

Associate Planner Fields noted the Planning Commission recommended approval of the CUG at their September 2, 2010 meeting. It was noted the conditions attached to the request were lengthy and were listed in the staff memo included in the Town Board packet.

Craig Rasmuson, representing Synergy, addressed the Town Board and stated that if the CUG was approved, they would do their best to utilize Sundance Road after six months and to haul at the quietest times permissible. Several items were included under the conditions of approval from the state for wells which included the speed limits, tracking and cleanliness.

Town Attorney McCargar reviewed the access road and landscaping issues. It was noted that the owners of the property to the west stated that they would allow a temporary road for access, but the access would be terminated after six months.

Mr. Rasmuson stated he was opposed to totally enclosing the site, but was willing to address height landscaping. The request was for a tree height of 12 feet on top of a three foot berm.

Town Board Member Slater motioned to amend the conditions for the Conditional Use Grant with the addition of the following:

As a condition to the proposed access road, the applicant shall enter the Winter Farm Subdivision on Sundance Drive and shall, within 150 feet, detour to a private access road through an intersection approved by the Town. Such access shall be used for no more than six months to reach the site. Thereafter the use of public streets shall conform to all existing Town requirements for street use, traffic safety and in addition shall adhere to a speed limit less than five miles per hour under the posted limit. The applicant shall to the extent reasonably feasible direct that all truck traffic into Winter Farm shall take place only during such times as pedestrians, school bus traffic, children and bicyclists are not present; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

Roll call on the vote to approve the Conditional Use Grant for oil and gas well facilities resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

3. An Ordinance Amending Chapter 7 of the Windsor Municipal Code with Respect to the Keeping of Back Yard Chicken Hens – Second Reading – I. McCargar (Ordinance No. 2010-1387)
(Super-majority vote required for adoption on second reading)

Town Board Member Slater motioned to adopt Ordinance No. 2010-1387; An Ordinance Amending Chapter 7 of the Windsor Municipal Code with Respect to the Keeping of Back Yard Chicken Hens on second reading; Town Board Member Melendez seconded the motion.

Town Attorney McCargar reported on the ordinance and noted there had not been any changes since first reading and that a super majority vote was required for adoption.

Mayor Pro-Tem O’Neill opened the meeting for public comment.

Jerad and Ashley Schwader, 414 Sorrel Drive, Windsor, addressed the Town Board regarding the keeping of hens noting chickens sustainability in the environment, that they provide food for families and that the raising of hens can provide education.

Kim Bork, 1376 Barn Owl Court, Windsor asked the Town Board if they had considered the number of hens allowed for people on larger acreages. Mayor Pro-Tem O’Neill stated it had been discussed at work sessions, but the Town Board had decided to go with six backyard hens per parcel of property. Town Attorney McCargar noted this could be an area of review at the time of the sunset clause.

Daniel and Amanda Jones, 883 Durum Street, Windsor, also requested support of adoption of the hen ordinance.

Kara Rosen, 1392 Keywood Court, Windsor, stated they are new citizens to Windsor and that the keeping of hens was allowed in their previous location. Ms. Rosen and her daughter encouraged the Town Board to adopt the ordinance and stated several uses for chickens.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, Melendez, Slater, Thompson
Nays – O’Neill. Motion carried.

4. An Ordinance Repealing, Amending and Re-Adopting Section 2-1-70 of the Windsor Municipal Code with Respect to the Appointment of Alternate Members to Boards and Commissions Serving the Town of Windsor – Second Reading – I. McCargar (Ordinance No. 2010-1388) (Super-majority vote required for adoption on second reading)

Town Board Member Slater motioned to adopt Ordinance No. 2010-1388, An Ordinance Repealing, Amending and Re-Adopting Section 2-1-70 of the Windsor Municipal Code with Respect to the Appointment of Alternate Members to Boards and Commissions Serving the Town of Windsor on second reading; Town Board Member Bishop-Cotner seconded the motion.

Town Attorney McCargar reported on the ordinance and noted that the individual board/commission bylaws would have to be addressed prior to appointing any alternate members.

Mayor Pro-Tem O’Neill opened the meeting for public comment to which there was none.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.

5. An Ordinance Calling a Special Municipal Election of the Town of Windsor on January 11, 2011 to Submit to the Qualified Electors of a Proposed Windsor Downtown Development Authority (the DDA) the Question Concerning the Formation of a DDA – First Reading – E. Fields (Ordinance No. 2010-1389)

Town Board Member Slater motioned to approve Ordinance No. 2010-1389, An Ordinance Calling a Special Municipal Election of the Town of Windsor on January 11, 2011 to Submit to the Qualified Electors of a Proposed Windsor Downtown Development Authority (the DDA) the Question Concerning the Formation of a DDA on first reading; Town Board Member Melendez seconded the motion.

Associate Planner Fields addressed the Town Board regarding the ordinance and reviewed the DDA discussion at the September 20 work session. Included in the town board packets was the election timeline and DDA map.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.

6. Public Hearing - Proposal to amend Chapter 16 of the Windsor Municipal Code to require the payment of building permit plan review fees and building permit administrative fees for commercial and industrial projects at the time commercial and industrial building permits are submitted to the Town of Windsor for review – J. Plummer

Town Board Member Slater motioned to open the public hearing; Town Board Member Carrigan seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

Director of Planning Plummer stated this was the opportunity for the Town Board to take public comment on the prepayment of plan and building permit review fees for commercial and industrial projects when the permits are submitted for review. There are times there is a large gap of time between when the building permit is reviewed and retrieved by the applicant; occasionally the issued permit is not picked up at all and the fees are unpaid. Mr. Plummer noted the item was reviewed at the June 14 work session and the Planning Commission recommended approval at their September 2 meeting.

Three emails were received from the development community which are included in the public record.

Mike McCurdie, President of SAFEbuilt, addressed the Town Board and noted the fees that would be collected would be for work being performed prior to the permit being issued.

Town Attorney McCargar noted the ordinance does not state the policy is for non-residential building permit applications. The title and a new paragraph will be added stating the limitations.

Russ Weber, Building Official for SAFEbuilt noted there would be no fee increase.

Town Board Member Melendez inquired if this process was in place in neighboring municipalities to which Mr. Plummer noted all but Weld County.

Ms. Melendez also asked about the email from Martin Lind which stated concerns regarding notification to the community of the proposed change. Mr. Plummer stated the Town is required to have a legal ad published in the newspaper 15 days prior to a Town Board or Planning Commission public hearing. The information was sent to the Chamber of Commerce and along with a display ad in the local newspaper.

Town Board Member Slater motioned to close the public hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

7. Ordinance amending Chapter 16 of the Windsor Municipal Code to require the payment of building permit plan review fees and building permit administrative fees for commercial and industrial projects at the time commercial and industrial building permits are submitted to the Town of Windsor for review – First Reading – J. Plummer (Ordinance No. 2010-1390)
Town Board Member Bishop-Cotner motioned to approve Ordinance No. 2010-1390, An Ordinance amending Chapter 16 of the Windsor Municipal Code to require the payment of building permit plan review fees and building permit administrative fees for commercial and industrial projects at the time commercial and industrial building permits are submitted to the Town of Windsor for review on first reading; Town Board Member Slater seconded the motion.

Town Board Member Slater motioned to amend the Ordinance noting it is only for commercial and industrial and the body of the ordinance would note the prepayment of fees would be for commercial and industrial permits only; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

Director of Planning Plummer noted the Planning Commission recommended the ordinance be approved at their September 2, 2010 meeting.

Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

8. Site Plan Presentation - Poudre Valley REA Subdivision, Lot 1, Block 1 Site Plan (Windsor-Severance Fire Protection District Station No. 3) – Mike Davis, Windsor-Severance Fire Protection District, applicant/Tricia Kroetch, North Star Design, Inc., applicant’s representative – E. Fields

Associate Planner Fields addressed the Town Board and stated the site plan is for a proposed fire station, the building will be approximately 9,400 square feet. The information in the packet included elevations and site plan drawings. Mike Davis of the Windsor/Severance Fire Protection District was present.

Mr. Davis reviewed the structure and design and noted staffing will be a minimum of two for a 24 hour period with possibly up to eight staff in the station at one time.

Town Manager Arnold noted there is to be room and space for a satellite police office and requested staff work on an Intergovernmental Agreement for that purpose.

9. A Resolution of the Town Board for the Town of Windsor in Favor of the Referred Measure Proposing an Excise Tax of Three (3%) Percent on the Lodging Price Paid for Specified Lodging Services Provided within the Town of Windsor, and Urging the Voters to Vote Accordingly – I. McCargar (Resolution No. 2010-46)

Town Board Member Bishop-Cotner motioned to approve Resolution No. 2010-46; Town Board Member Carrigan seconded the motion.

Town Attorney McCargar stated that a resolution by the Town Board in favor or in opposition to ballot items is permitted under FCPA. The proposed resolution speaks in favor of the lodging tax which is on the November ballot.

Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Slater, Thompson
Nays – None. Motion carried.**

D. COMMUNICATIONS

1. Communications from the Town Attorney
None.
2. Communications from Town Staff

Police Chief Michaels noted that four large boxes of discarded prescription drugs were filled at the Community Recreation Center in response to the National Prescription Drug Take Back Day.

3. Communications from the Town Manager

Town Manager Arnold stated he and John Moore had attended the DCI banquet on Thursday night and accepted the award on behalf of the Town of Windsor for the Best Building Rehabilitation.

3. Communications from Town Board Members

Town Board Member Thompson inquired as to helicopters that were flying over his subdivision. Town Manager Arnold stated staff would look into the concern.

Town Board Member Carrigan asked how the Town Board should handle the Mayor's absence to which Town Manager Arnold noted that Mr. McCargar would provide a memo to the Town Board outlining what the Charter provisions.

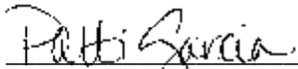
Mayor Pro-Tem O'Neill thanked everyone for their time and patience at the meeting.

E. ADJOURN

Town Board Member Bishop-Cotner motioned to adjourn; Town Board Member Carrigan seconded the motion. Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Slater, Thompson

Nays – None. Motion carried.



Patti Garcia, Town Clerk