

MINUTES

1. **Call Meeting to Order and Roll Call.** The meeting was called to order by Bob Wipperfurth at 5:00 p.m.

In the absence of Chair Steve Austin, Bill Smith moved to appoint Robert Wipperfurth as acting chair, second by Alan Buchner. Motion carried with a 4-0 vote.

Members in attendance were Alan Buchner, Tony Hamelink, Bill Smith and Robert Wipperfurth. Chair Steve Austin was excused absent. Staff members present were CDA Executive Director Kevin Richardson and Town Finance Director Tina Butteris.

2. **Pledge of Allegiance.** Bill Smith led the recitation of the Pledge of Allegiance.
3. **Announcements.** There were no announcements.
4. **Minutes from December 17, 2013.** Tony Hamelink moved to approve the minutes from December 17<sup>th</sup>, 2013, second by Bill Smith. Motion carried with a 4 – 0 vote.
5. **Treasurer's Report.** Alan Buchner moved to approve the Treasurer's report, second by Tony Hamelink. Motion carried with a 4 – 0 vote.
6. **Appearances.** There were no appearances.
7. **Windsor Crossing**
  - a. **Marketing and Development:** Executive Director Richardson noted that a contract with Alexander Real Estate Services to list the Windsor Crossing property had been negotiated and executed as per the direction of the CDA.
  - b. **CDA and Town of Windsor Developers Agreement for lot 97 of Wolf Hollow:** Bob Wipperfurth informed the CDA that at a future meeting the CDA would be reviewing a Developers Agreement for Lot 97 of Wolf Hollow Subdivision. The CDA will be a party to the agreement as the access to Lot 97 will come from the east property line through lots 1N and 2N in the Windsor Crossing Subdivision.
  - c. **Dedication of public right-of-way for the purpose of a public road to access lot 97 of Wolf Hollow:** In conjunction with the discussion of 7 (b), Executive Director Richardson discussed the future need for the CDA to dedicate land from 1N and 2N in the Windsor Crossing Subdivision to the Town of Windsor to provide a public road for access to Lot 97, Wolf Hollow Subdivision.
  - d. **D'Onofrio Kottke and Associates proposal for engineering services and design of North Towne Road:** Executive Director Richardson reviewed the D'Onofrio Kottke and

Associates proposal for engineering and design services of North Towne Road, Windsor Crossing.

Tony Hamelink moved to authorize the execution of agreement for services with D'Onofrio Kottke and Associates to design North Towne Road for \$54,900. Motion died for lack of second.

Bill Smith moved to accept the D'Onofrio Kottke and Associates offer to complete the engineering and design for North Towne Road and to include the additional design for a public road to access Lot 97 Wolf Hollow between current Windsor Crossing lots 1N and 2N, second by Tony Hamelink. Motion carried with a 4 – 0 vote.

**8. Adjournment.** Tony Hamelink moved to adjourn at 6 p.m., second by Bill Smith. Motion carried with a 4 – 0 vote.

Respectfully submitted,



Tina Butteris  
Finance Director/Treasurer  
Office Manager/Deputy Clerk