

**Work Session of the Town Board
February 21, 2023 5:00 PM
Town of Windsor Town Hall
124 Main Streets, Windsor, NY 13865**

Supervisor Odell pointed out the exits in the room.

MEETING CALLED TO ORDER: by Supervisor Mark Odell, at 5:03 P.M.

PLEDGE OF ALLEGIANCE: was recited.

ROLL CALL by Town Clerk Elizabeth Pfister:

Supervisor Mark Odell: Present
Deputy Supervisor Daniel Colwell: Present
Councilman Gary M. Hupman: Present
Councilman Timothy Harting: Present
Councilwoman Daniel R. Price: Present
Code Enforcement Officer Richard Osbourne: Present
Highway Superintendent Michael Kithcart: Absent
Attorney Cheryl Insinga: Absent

Also, present were: Holly Gardineer, Windsor; Mickey Galusha, Ouaquaga

Supervisor Odell let the Board know that he has had three companies come in to give quotes for heat pumps for the downstairs offices of the clerk, assessor and zoning. Then upstairs for the Supervisors office and the planning board room, one company has sent their quote just waiting on the other two.

The Court/Board room ceiling was discussed next Councilman Harting shared suggested options that a contractor he had look at it gave. The Board decided to get quotes for spray foam insulation of the original ceiling that is above the drop ceiling and replace the drop ceiling tiles. Code Officer Osbourne confirmed that R7 rated spray insulation would follow building code.

The goal for the Clerks office is to make it more secure and functional. The Clerk asked to Install a service window so the office door can be kept closed and locked during office hours and requested that a fire proof safe for vital records be purchased as well. The current desk workspace in the office is not functional with the new computers and will not work with the installation of the service window. It was suggested that the top of the current workspace be repurposed as a counter for the window to allow ample space for people to fill out forms, etc. Two new desks would need to be purchased for the office as well as a computer to use at the window to process payments and sell licenses. Councilman Harting will work on office furniture and computer quotes. He has had one contractor look at the job and is awaiting a quote for the carpentry, the Board members will reach out to have others come give estimates as well.

Deputy Supervisor Colwell questioned if flooring needed to be replaced the Clerk said that the carpet in her office has a large tear in it. Supervisor Colwell will reach out to get flooring quotes.

Councilman Harting asked if anything on the second floor of the building needed to be addressed and at this time there is nothing critical. Holly Gardineer mentioned that the History room could use more storage shelving possibly, it was determined that there is new shelving in the basement if needed.

Supervisor Odell informed the Board the Legislature Scott Baker had reached out to him last week about the Broome County small community grant opportunity with a March 1st deadline. The Supervisor told the Board the Holly Gardineer and the Town Clerk had agreed to work on the application and submit it.

ADJOURNMENT:

Motion By: Deputy Supervisor Colwell
Motion to Adjourn Meeting at 5:47 P.M.

Sec. By: Councilman Hupman

Vote of the Board:

Supervisor Odell- Aye
Deputy Supervisor Colwell- Aye
Councilman Hupman- Aye
Councilman Harting- Aye
Councilman Daniel R. Price- Aye

Motion Passed

Respectfully Submitted,

Elizabeth Pfister, Town Clerk