

**TOWN OF WINDSOR LOCKS  
CONSERVATION COMMISSION  
REGULAR MONTHLY MEETING MINUTES  
TUESDAY, JANUARY 28, 2025**

**CALL TO ORDER:** Darry Ruitter called the meeting to order at 6:00 PM at Windsor Locks Town Hall.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by those in attendance.

**MEMBER ROLL CALL:** Darry Ruitter, Mark Whitten and Roger Sullivan were present. Roger Nelson was absent.

**APPROVAL OF MINUTES:** The minutes of the meetings on September 24, 2024, and October 22, 2024, were presented. Corrections noted on September 24, 2024, meeting were in the Approval of Minutes motion it needs to be corrected from "favorite" to "favor" and an "e" needs to be added to make the word "None" after Public Input.

Mark Whitten made a motion to "**approve the September 24, 2024, meeting minutes as amended**". Motion was seconded by Roger Sullivan. Without further discussion the motion passed with 3 in favor and 0 opposed.

**CORRESPONDENCE:** None

**PUBLIC INPUT:** None

**OLD BUSINESS:**

- a. **Waterworks Discussion:** None

**NEW BUSINESS:**

- a. **Approval of 2025 Calendar of Meetings:** The calendar of meetings for 2025 was presented to commissioners.

Mark Whitten made a motion to "**approve the 2025 calendar of meetings as presented**". Motion was seconded by Roger Sullivan. Without further discussion the motion passed with 3 in favor and 0 opposed.

- b. **Budget:** The budget was presented to commissioners by Darry Ruitter. He noted that the printing and binding column was eliminated. He also noted that he increased the equipment contracts due to the increased cost of the porta potties at Waterworks. Darry Ruitter commented that there is a line item for \$1,175 for different organizations dues. It was recommended by Mark Whitten to reduce the Education and Training & Prof Development to \$100 due to a decrease in the amount spent.

Mark Whitten made a motion to "**approve the amended 2025 budget from \$2,764.00 to \$2,692.00 to be presented to the board of finance**". Motion was seconded by Roger Sullivan. Without further discussion the motion passed with 3 in favor and 0 opposed.

**COMMISSIONERS COMMENTS:** None

**ADJOURNMENT:** Roger Sullivan made a motion to "**adjourn**". Motion was seconded by Mark Whitten. Without further discussion the motion passed with 3 in favor and 0 opposed. The meeting adjourned at 6:10 PM.

Respectfully submitted,

Emily Kalenauskas  
Recording Secretary