TOWN OF WINDSOR
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Council Agenda

Council Chambers
Windsor Town Hall
August 1, 2016

7:20 PM Public Hearing
To hear public comment on Day Hill Road Pedestrian Circulation Improvements Bond Ordinance and a proposed sidewalk/multi-use path along segments of Day Hill Road

7:30 PM Regular Council Meeting

1. ROLL CALL

2. PRAYER – Councilor Petkis

3. PLEDGE OF ALLEGIANCE – Councilor Petkis

4. PROCLAMATIONS/AWARDS

5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)

6. REPORT OF APPOINTED BOARDS AND COMMISSIONS

   a) Inland Wetlands and Watercourses Commission
   b) Metropolitan District Commission

7. TOWN MANAGER'S REPORT

8. COMMUNICATIONS FROM COUNCIL MEMBERS

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

   a) *Approve Fiscal Year 2017 Community Investment Initiative (Councilor Simon)

   b) *Approve Fiscal Year 2017 – Fiscal Year 2022 Capital Improvements Plan (Town Manager)

   c) *Approve resolution regarding grant for Transit Oriented Development / Animal Shelter relocation project and approve an appropriation of $15,000 for design services (Town Manager)

   d) Approve sidewalk/multi-use path along segments of Day Hill Road per Section 15-33 of the Windsor Code of Ordinances (Town Manager)

e) *Approve an ordinance entitled, "AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

12. NEW BUSINESS

a) *Approve closing out Day Hill Road Pedestrian Improvement projects and transferring the balances into the Capital Projects Assigned Fund Balance (Town Manager)

b) *Approve an appropriation of $180,000 from the Capital Projects Assigned Fund Balance for the FY 17 Day Hill Road Pedestrian Improvement project (Town Manager)

c) *Approve easements for sidewalk/multi-use path along segments of Day Hill Road (Town Manager)

d) *Authorize Local Capital Improvements Grant Program application (Town Manager)

e) *Introduce Fixed Assessment Agreement with Fabcon Precast, LLC. (Town Manager)

f) *Approve Director of Public Works / Town Engineer job description and amend Public Works Operations Superintendent job description (Town Manager)

g) *Approve amendments to Finance Department job descriptions (Town Manager)

h) *Approve expenditure of $50,000 from the Police Private Duty Account for evaluation and study of town-wide public safety radio system (Town Manager)

i) *Authorize Town Manager to negotiate and execute Purchase and Sales Agreement for 100 Addison Road and approve an appropriation of $15,000 from the Capital Projects Assigned Fund Balance for professional services related to acquisition. (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

a) *Minutes of the July 5, 2016 Public Hearing (Stone Road)
b) *Minutes of the July 5, 2016 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

a) Strategy and Negotiations with respect to collective bargaining (WPDEA)

17. ADJOURNMENT

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager

Subject: FY 17 Community Investment Initiative

Background

The proposed Fiscal Year 2017 Operating Budget included a series of 'Community Investment Initiatives' which meet a variety of capital needs and are also designed to build financial capital for Fiscal Year 2018 and beyond. During the course of the budget adoption process, the total proposed funding amount for the initiative was reduced from $1,935,000 to $1,335,000.

On June 9th the Town Improvements Committee met and requested the full Town Council discuss the overall funding level of the proposed investment initiative in the context of the reduced state revenue aid for FY 17. The Town Council's direction on June 20th was to reduce the 'Community Investment Initiatives' by an additional $300,000.

On July 11th the Town Improvements Committee met and discussed adjustments to the proposed 'Community Investment Initiative.' The committee's recommendations are outlined below and on the attached spreadsheet.

Discussion/Analysis

The Town Improvements Committee recommends that the $900,000 reduction be achieved through the following adjustments:

Pavement Management	-$120,000	
Sidewalk & Curb Replacement	-$ 50,000	
Restore NWP Sheds	-$ 75,000	
Historic Monument Preservation	-$100,000	
Radio System Evaluation	-$ 50,000	(utilize special revenue account)
Fiber Optic & Software	-$ 40,000	
Police In-Car Video System	-$ 90,000	(utilize special revenue account)
Streetlight Replacement – LED	-$375,000	

If approved by the Town Council, adjusted projects will be incorporated into the proposed Capital Improvement Program for FY 2017 – 2022. Also, it is anticipated that each project will be presented to the Town Council for funding authorization during the fiscal year.

Other Board Action

See above

Recommendations
If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE that the FY 17 proposed Community Investment Initiative projects be approved per the Town Improvements Committee's recommendation."

Attachments
Community Investment Initiative – Recommended Adjustments 8/1/16
FY 17 Proposed Community Investment Initiative projects

COMMUNITY INVESTMENT INITIATIVE - Town Improvements Committee Recommended Adjustments
8/1/2016

Program	Community Investment Initiative 4-3-16	*Town Imp. Comm. Adjustments 7-11-16	Town Imp. Comm. Recommendations FY 2017 Total	
Pavement Management	$425,000	-$120,000	$305,000	
Sidewalk & Curb Replacement	$150,000	-$50,000	$100,000	
Fleet & Equip. Replacement (Dial A Ride Van)	$65,000	$0	$65,000	
Park Improvements - Restore NWP Sheds	$100,000	-$75,000	$25,000	Nature Ctr Roof only
Historic Monument Preservation	$125,000	-$100,000	$25,000	Eval & assessment
New Sidewalks & Pedestrian Safety Imprv.	$380,000	$0	$380,000	Ped Signals & Cook Hill Rd.
Public Safety Radio System Evaluation	$50,000	-$50,000	$0	Use Police Private Duty Account
Fiber Optic & Software Upgrades	$75,000	-$40,000	$35,000	Bldg Safety Software
Police Dept In-Car Video System	$90,000	-$90,000	$0	Use Police Private Duty Account
330 Windsor Ave Restrooms	$25,000	$0	$25,000	
School Technology Infrastructure Repl.	$75,000	$0	$75,000	
Streetlight Replacement - LED	$375,000	-$375,000	$0	
Total	**$1,935,000**	**-$900,000**	**$1,035,000**	

Notes:
Adjustments reflect $900,000 due to $600,000 budget reduction on May 16th and $300,000 reduction per Town Council direction on June 20th

FY 17 PROPOSED COMMUNITY INVESTMENT INITIATIVE AS ADJUSTED BY TOWN IMPROVEMENTS COMMITTEE ON JULY 11, 2016

Pavement Management - $305,000 (was $425,000)
Allocates additional funds toward our annual street repaving program. Adjusted amount is estimated to complete 2.0 miles of paving versus 2.8 miles originally proposed.

Sidewalk & Curb Replacement - $100,000 (was $150,000)
Allocates additional funds toward our annual repair and replacement program. Adjusted amount is estimated to complete 3,850 linear feet of sidewalk replacement versus 5,800 linear feet originally proposed.

Fleet & Equipment - $65,000
These funds are proposed to be used to replace a Dial-A-ride bus which has over 100,000 miles and is 6 years old.

NWP Nature Center Roof & Tobacco Sheds Preservation - $25,000 (was $100,000)
Proposal for FY 17 is to re-roof the Nature Center as well as begin preservation work on two of the tobacco sheds. Adjusted amount allows for Nature Center roof repairs.

Historic Monument Evaluation and Preservation - $25,000 (was $125,000)
This project provides for the professional evaluation of various monuments (e.g. Eagle, John Mason, veterans of war) and the ancient cemetery located on Marshall Phelps Road. $25,000 is allocated for assessment services and developing a preservation and restoration plan. The remainder of funds are proposed to be used to implement the plan. Adjusted amount allows for the evaluation and assessment.

New Sidewalks & Pedestrian Safety Improvements - $380,000
Funds (estimated at $90,000) would be used to design and install pedestrian actuated flash beacons at un-signalized intersections or mid-block along Route 159 and potentially Route 75 in Poquonock. Remainder of funds are proposed to be used to design and construct sidewalk along Cook Hill Road as well as design possible sidewalks sections along Rt. 75 north of town center.

Public Safety Radio System Evaluation – $50,000
The town-wide public safety radio system, which also serves general government, DPW, and board of education was installed in 2003 and is nearing the end of its life cycle. Technology and manufacturer changes have created the need to plan for an update of the radio system and user equipment. Funding source changed to Police Private Duty Account.

Fiber Optic & Building Safety Software Replacement - $35,000 (was $75,000)
Currently Town Hall, the Main Library, L.P. Wilson and the Police Department are connected using fiber. Town facilities are networked to share applications, security and phone services. This proposal is to utilize $40,000 to transition the Wilson Library, 330

Windsor Avenue, Milo Peck and DPW to fiber. These sites are connected by either a T1 circuit or a Comcast internet connection. The T1 connections are very dated and the bandwidth circuits have a 1.5MB capacity, the proposed fiber bandwidth will be 1,000MB. The T1 circuits are a performance bottleneck to departments using on-line applications, training and data sharing.

The Wilson Library uses a Comcast internet connection. Upgrading to a fiber connection at this facility will provide a stable internet connection and allow the two libraries to consolidate computer services and provide more robust internet security.

The second portion of this project ($35,000) is to purchase replacement software for the building safety department. Our current software is approximately 10 years old and the vendor is providing limited maintenance/support. We have participated in multi-town cooperative procurement process and identified a new software package that will provide enhanced functionality including online building permit application submittal. Adjusted amount allows for software replacement not the fiber upgrades.

Police Department In-Car Video System - $90,000
This project would provide for the purchase and installation of in-car video system / infrastructure for storage of video evidence and 14 camera units in 12 patrol vehicles and 2 K-9 cars. Funding source changed to Police Private Duty Account.

330 Windsor Ave Restrooms - $25,000
The restrooms located at the south-end of the community center are in need of restoration. This project provides for new low-water usage fixtures, finishes, lighting improvements, partitions.

School Technology & Network Infrastructure - $75,000
This is an annual program to replace and upgrade network infrastructure across the school facilities. Additional network access points, upgrading fiber and hardware to support bandwidth are part of this on-going program.

Streetlight Replacement – LED - $0 (was $375,000)
This is a multi-phased project to begin converting town-owned street lights to more efficient LED fixtures. Phase 1 focus is on replacing 32' metal poles and fixtures mainly along Day Hill Road and our other industrial areas. For FY17, the proposed cash-funding of $375,000 and bonding of $412,000 would have provided for the replacement of 157 poles and the installation of 252 fixtures. The adjusted funding amount reduces the project scope by approximately 75 poles and 121 fixtures.

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jonathan Luiz, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager

Subject: Capital Improvement Program for FY 2017-2022

Background

Staff has prepared the proposed Capital Improvement Program (CIP) for FY 2017-2022, which includes project descriptions and projected costs by fiscal year. The Capital Improvements Committee and the Town Improvements Committee have reviewed the plan.

Discussion/Analysis

The 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking capital projects enables policy makers to balance town priorities with the town's financial capability to pay for desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% and 15% of the total operating budget. Borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

A few items worth noting about the proposed CIP (figures account for the Town Improvements Committee's recommended adjustments to the Community Investment Initiatives):

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects proposed for each year. In this 6-year CIP cycle, there are three projects that would require voter approval due to their estimated costs (Public Safety Complex, Parks Garage / DPW relocation, and outdoor pool facilities). As is the case with every project, the Town Council will determine which projects will ultimately be pursued or, in these cases, referred to voters.
- The 6-year CIP includes approximately $6.5 million for street resurfacing, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the CIP includes major street reconstruction or rehabilitation projects at an estimated cost of $9.4 million.
- The proposed CIP exceeds the debt service ratio policy of 8% of total operating expenditures in FY 18, FY 19, FY 20, and FY 21 due to two large projects – the Public Safety Complex and the Parks Garage relocation. The debt service ratio ranges from 6.3% in FY 17 to 8.9% in FY 20.
- The proposed CIP identifies $12.9 million in cash-funded projects. The sources for cash funding projects are primarily the annual General Fund appropriation and Capital

Projects Fund Assigned Fund balance. The latter funding source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.

- Some of the more notable adjustments in the proposed plan versus the presently adopted plan include:

    - Pay-as-you-go funding for FY 17 projects increases from $1.8 million to $2.74 million, mostly as a result of the $1.035 million Community Investment Initiative. The funds for the Initiative will support five projects that already existed (in one form or another). The new projects include the construction of sidewalks and pedestrian safety improvements, the evaluation of historic monuments and ancient cemeteries in need of preservation work, and the acquisition of new building software. These projects will be reviewed and considered individually by the Town Council.
    - The cost of the proposed Expansion and Renovation of the Public Safety Complex project reflects results of the preliminary concept study.
    - The Dog Pound Relocation project, which was listed as an FY 15 project in the CIP for FY 15-20 and is now an FY 17 project. Funding for the project is proposed to be a combination of State grant (75%) and town cash funded (25%).
    - The Day Hill Road Resurfacing (design) project was moved from FY 18 to FY 17 due to potential funding through the CT DOT's LOTCIP program which may offer funding for 100% of the construction costs.
    - The Streetlight Replacement, Energy and Cost Reduction program combines the previously adopted projects entitled "Streetlight Replacement Program" and "Streetlight Energy and Maintenance Cost Reduction." The combined program also includes LED upgrades to town-owned streetlights in FY 17 and FY 18 as well as the purchase and conversion of all Eversource streetlights (FY 19 through FY 22).
    - Assessment and design work related to the outdoor pool facilities has been moved from Unscheduled to FY 17. This will allow for the project scope and schedule to be further defined and planned.
    - The Oliver Ellsworth School HVAC Improvements project scheduled for FY 17 has increased in cost as a result of the project scope changing.
    - The Wilson Route 159 Corridor Enhancement Program Phase 1 and Phase 2 have been moved from FY 16 and FY 17 to FY 19 and FY 20 respectively, due to the continued efforts to secure state or federal funding for the proposed improvements.
    - Four projects approved for FY 17 have been moved to FY 18. They are the projects to Construct Sidewalks within one mile of school, Fire Department SCBA replacement; Skate Park Improvements, and Poquonock School Window replacement.
    - The Kennedy School Window Replacement Design project and the Sage Park Energy Efficiency Upgrade Design project have been moved from FY 17 to FY 20 and FY 21, respectively due to a change in BOE facility priorities.

<u>Financial Impact</u>

The proposed CIP exceeds the debt service ratio policy of 8% of total operating expenditures in FY 18 through FY 21 in Fiscal Years 18, 19, 20 and 21 due to two large projects – the Public Safety Complex and the Parks Garage Relocation. The debt service ratio ranges from 6.3% in FY 17 to 8.9% in FY 20.

Other Board Action

The Capital Improvement Committee completed its review of the proposed CIP on April 13, 2016. The Committee voted to recommend to the Town Council that the proposed FY17 - FY22 CIP be approved. One member was in dissent and expressed concerns relative to the inclusion of the proposed animal shelter project as they felt outsourcing this service to either a private or other public entity would be more appropriate than constructing a new facility.

As required by *Connecticut General Statutes* Section 8-24, the draft CIP was presented to the Town Planning and Zoning Commission (TPZ) at its July 12th meeting. The TPZ voted unanimously in favor of the CIP.

The Town Improvements Committee reviewed the proposed CIP on June 9, 2016. The Committee made a favorable recommendation for approval of the proposed CIP with a request that the Town Council provide direction as to the level of funding available for the Community Investment Initiative given the recent reductions in state aid to municipalities. After receiving direction from the Town Council, the Town Improvements Committee recommended reductions to several of the Community Investment Initiatives at its meeting on July 11th. Details of those reductions are provided in a separate Agenda Item. The committee also recommended the animal shelter project be adjusted to reflect the PBC's revised building scope and the State grant award.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE that the proposed FY 2017-2022 Capital Improvements Plan be approved as presented."

Attachments

6-Year CIP Schedule and Unscheduled Projects List (reflects the Town Improvement Committee's recommendations)

Draft FY 2017-2022 Capital Improvement Program on-line at:
http://townofwindsorct.com/finance/index.php?page=32

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2017							
Pavement Management Program	1,189,330	700,000 [1]		184,330		305,000 [2]	Town Imp Committee adjustment -$120k from CIF
Sidewalk and Curb Replacement Program	175,000	75,000 [1]				100,000 [2]	Town Imp Committee adjustment -$50k from CIF
Pavement Resurfacing at Town Facilities & Schools	207,060		207,060				
Stormwater Management Improvements	304,500		304,500				
Stone Road Rehabilitation (Construction, Phase II)	430,685		430,685				
Street Reconstruction - Prospect Hill Road (Phase II Construction, West Street to Bent Road)	1,983,600			1,983,600			
Day Hill Road Resurfacing (Design)	57,200					57,200 [3]	moved from FY18
Construct Sidewalks and Pedestrian Safety Improvements	380,000					380,000 [2]	NEW
Street and Traffic Sign Asset Management Program	20,250					20,250 [3]	
Fleet and Public Works Equipment Replacement	635,000	570,000 [1]				65,000 [2]	
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	412,130		412,130				Town Imp Committee adjustment -$375k from CIF
Town Facility Improvements - Town Hall Interior Renovations (Phase III)	386,350		386,350				
Day Hill Road Pedestrian Circulation Enhancements	300,450		300,450				newly added phase
Fire Department - Engine 10 Replacement Vehicle	906,599		906,599				moved from FY16
Town Facility Improvements - Outdoor Pool Facilities (Design)	137,280					137,280 [3]	previously unsch, high rec dept priority
Athletic Field Improvements - Windsor High School East Side Fields (Construction)	842,639		842,639				
Northwest Park Roof and Facility Repairs	25,000					25,000 [2]	Town Imp Committee adjustment -$75k from CIF
Landfill Closure	2,225,000				2,225,000		
Landfill Methane Gas Collection	270,000				270,000		
Dog Pound Relocation	555,000			415,000		140,000 [3]	Town Imp Committee adjustment -update cost est. and grant funding
Town Facility Improvements - 330 Windsor Avenue Restrooms	25,000					25,000 [2]	
Historic Monument and Ancient Cemetery Preservation	25,000					25,000 [2]	Town Imp Committee adjustment -$75k from CIF
Replace Town-Wide Radio System (Assessment & Design)	50,000					50,000 [4]	Town Imp Committee adjustment -use police private duty account
Police Department In-Car Video System	90,000					90,000 [4]	Town Imp Committee adjustment -use police private duty account
Building Permit Software	35,000					35,000 [2]	Town Imp Committee adjustment -40k from CIF
BOE - Network Infrastructure Upgrade	75,000					75,000 [2]	
BOE - Oliver Ellsworth School - HVAC Improvements	2,045,940		1,973,140			72,800 [3]	Project scope/cost increased
BOE - Kennedy School Heating System Upgrades (Design)	78,000					78,000 [3]	moved from FY18
Subtotal FY 2017	13,867,013	1,345,000	5,763,553	2,582,930	2,495,000	1,680,530	
FY 2017 Projects Anticipated to Require Voter Approval							
Expansion and Renovation of Public Safety Complex	24,000,000		24,000,000				Cost updated
Subtotal FY 2017	24,000,000	0	24,000,000	0	0	0	
GRAND TOTAL FY 2017	**37,867,013**	**1,345,000**	**29,763,553**	**2,582,930**	**2,495,000**	**1,680,530** [2]	

[1] *General Fund (Total = $1,345,000)*

[2] *Community Investment Intiatives (Total = $1,035,000 from General Fund)*

[3] *Capital Projects Assigned Fund Balance (Total = $505,530)*

[4] *Police Private Duty Account (Total = $140,000)*

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2018							
Pavement Management Program	884,330	700,000		184,330			
Sidewalk and Curb Replacement Program	100,000	100,000					
Stormwater Management Improvements	218,225		218,225				
Pavement Line Striping	63,300					63,300	
Street and Traffic Sign Asset Management Program	21,060					21,060 [1]	
Tree Replacement Program	30,000					30,000 [1]	
Fleet and Public Works Equipment Replacement	650,000	650,000				[1]	
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	329,370		329,370			[1]	Project scope revised
River Street Roadway Rehabilitation (Poquonock to Old River, Design)	88,259					88,259	
Day Hill Road Capacity - Coordinated Signal System Installation	1,373,589			1,373,589		[1]	NEW
Construct Sidewalks - Local Roads Within 1 Mile of School	134,749		134,749				
Traffic Signal at Windsor Avenue and Corey Street	508,909		100,000	408,909			no update from DOT, town share assumed
Day Hill Road Pedestrian Circulation Enhancements	261,968		261,968				NEWLY added phase
Facilities Fire and Security Systems Upgrade	724,564		724,564				
Town Facility Improvements - Town Hall Portico Repairs	327,011		294,757			32,254	Project scope increased
Fire Department - SCBA Replacement Program	1,037,312		1,037,312			[2]	can no longer be phased (prev FY17&18)
Skate Park Improvements (Design)	21,632					21,632	moved from FY17
Landfill Closure	1,717,500				1,717,500	[1]	
Landfill Leachate Management	600,000				600,000		moved from FY17
BOE - Network Infrastructure Upgrade	75,000					75,000	
BOE - School Windows Replacement (Poquonock School)	392,443		392,443			[1]	moved from FY17
BOE - Kennedy School Heating System Upgrades (Construction)	2,155,196		2,155,196				moved from FY19
BOE- Partial Roof Replacement at Sage Park Middle School (Design)	100,589					100,589	phased, and moved from FY20
Subtotal FY 2018	11,815,006	1,450,000	5,648,584	1,966,828	2,317,500	432,094 [1]	
FY 2018 Projects Anticipated to Require Voter Approval							
Town Facility Improvements - Parks Garage Relocation and Land Acquisition for DPW Complex	8,716,393		8,716,393				Moved from FY2017
Subtotal FY 2018	8,716,393	0	8,716,393	0	0	0	
GRAND TOTAL FY 2018	**20,531,399**	**1,450,000**	**14,364,977**	**1,966,828**	**2,317,500**	**432,094**	

[1] *Capital Projects Fund Assigned Fund Balance (Total = $399,840)*

[2] *Special Revenue Account - Town Clerk (Total = $32,254)*

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2019							
Pavement Management Program	919,330	735,000		184,330			
Sidewalk and Curb Replacement Program	105,000	105,000					
Pavement Resurfacing at Town Facilities & Schools	225,330	225,330					
Stormwater Management Improvements	304,500		304,500				
Day Hill Road Resurfacing (Construction)	1,451,575			1,451,575			
Fleet and Public Works Equipment Replacement	650,000	650,000					
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	594,207		594,207				Project scope revised
Construct Sidewalks - Local Roads Within 1 Mile of School	140,284		140,284				
Day Hill Road Pedestrian Circulation Enhancements	198,788		198,788				
Street and Traffic Sign Asset Management Program	21,900					21,900	
Wilson Route 159 Corridor Enhancement Program (Phase I)	970,020			970,020		[1]	moved from FY16
Town Facility Improvements - Northwest Park Caretaker House Upgrades	143,859		143,859				Project scope increased
Landfill Leachate Management	930,000				930,000		moved from FY18
Fire Department - Engine 7 Replacement Vehicle	952,563		952,563				
Replace Town-Wide Radio System	1,920,255		1,920,255				NEW
BOE - Network Infrastructure Upgrade	125,000					125,000	
BOE- Partial Roof Replacement at Sage Park Middle School (Construction)	1,278,340		1,278,340			[1]	phased, and moved from FY20
	10,930,951	1,715,330	5,532,796	2,605,925	930,000	146,900	
FY 2019 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2019	0	0	0	0	0	0	
GRAND TOTAL FY 2019	**10,930,951**	**1,715,330**	**5,532,796**	**2,605,925**	**930,000**	**146,900**	

[1] *Capital Projects Fund Assigned Fund Balance (Total = $146,900)*

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2020							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	150,000	150,000					
Stormwater Management Improvements	314,650		314,650				
Pavement Line Striping	68,400					68,400	
Street and Traffic Sign Asset Management Program	22,780					22,780 [1]	
Fleet and Public Works Equipment Replacement	675,000	675,000				[1]	
Tree Replacement Program	50,650					50,650	
Replace Stairway between Lenox Street and the Moorlands (Design)	29,831					29,831 [1]	phased, with design moved from FY21
Deerfield Avenue Rehabilitation (Design)	70,192					70,192 [1]	NEW, const. unscheduled
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,008,821			1,008,821		[1]	moved from FY17
Town Facility Improvements - HVAC, Electricity & Energy (Milo Peck Building)	1,251,047		1,251,047				moved from FY18
Town Facility Improvements - Wilson Firehouse HVAC Replacement (Design)	18,718					18,718	moved from FY19
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Design)	12,868					12,868 [1]	moved from FY19
Northwest Park Roof and Facility Repairs	398,290		398,290			[1]	Project scope increased
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	565,755		565,755				Project scope revised
Construct Sidewalks - Local Roads Within 1 Mile of School	145,851		145,851				
Day Hill Road Pedestrian Circulation Enhancements	321,716		321,716				
Additional Fire Hydrants	123,150		123,150				
Skate Park Improvements (Construction)	190,336		190,336				moved from FY19
Athletic Field Improvements - Sage Park Middle School West Side (Design)	116,986					116,986	moved from FY18
BOE - Network Infrastructure Upgrade	150,000					150,000 [1]	
BOE - School Windows Replacement (Kennedy School)	529,156		529,156			[1]	moved from FY18
Subtotal FY 2020	7,173,527	1,600,000	3,839,951	1,193,151	0	540,425	
FY 2020 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2020	0	0	0	0	0	0	
GRAND TOTAL FY 2020	**7,173,527**	**1,600,000**	**3,839,951**	**1,193,151**	**0**	**540,425**	

[1] *Capital Projects Fund Assigned Fund Balance (Total = $540,425)*

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2021							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	150,000	150,000					
Pavement Resurfacing at Town Facilities & Schools	243,600		243,600				
Stormwater Management Improvements	203,000		203,000				new phase
Street and Traffic Sign Asset Management Program	23,690					23,690	
Fleet and Public Works Equipment Replacement	675,000	675,000				[1]	
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	588,363		588,363				
Replace Stairway between Lenox Street and the Moorlands (Construction)	195,703		195,703				Design in FY20
Town Facility Improvements - Wilson Firehouse HVAC Replacement (Construction)	241,345		241,345				Moved from FY2020
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	225,202		225,202				moved from FY20
Construct Sidewalks - Local Roads Within 1 Mile of School	151,771		151,771				
Day Hill Road Pedestrian Circulation Enhancements	196,916		196,916				
Day Hill Capacity - Lane Widening (Lamberton to Addison, Design)	326,063		326,063				construction remains unscheduled
Town Facility Improvements - Luddy House Window and Door Replacement	99,279					99,279	
Additional Fire Hydrants	126,845		126,845			[1]	
Athletic Field Improvements - Sage Park Middle School West Side (Construction)	1,584,520		1,584,520				moved from FY19
Athletic Field Improvements - Clover Street School Improvements (Design)	66,916					66,916	phased, and moved from FY20
BOE - Clover Street School Restroom Renovations (Design)	102,929					102,929 [1]	NEW
BOE - Network Infrastructure Upgrade	150,000					150,000 [1]	
BOE - School Windows Replacement (Oliver Ellsworth School)	536,916		536,916			[1]	Project scope increased, moved from FY18
BOE - Sage Park Energy Efficiency Upgrades (Design)	85,166					85,166	moved from FY17
	6,932,554	1,600,000	4,620,244	184,330	0	527,980 [1]	
FY 2021 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2021	0	0	0	0	0	0	
GRAND TOTAL FY 2021	**6,932,554**	**1,600,000**	**4,620,244**	**184,330**	**0**	**527,980**	

[1] *Capital Projects Fund Assigned Balance (Total = $527,980)*

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2022							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	175,000	175,000					
Stormwater Management Improvements	253,750		253,750				
Street and Traffic Sign Asset Management Program	24,640					24,640	
Fleet and Public Works Equipment Replacement	695,000	695,000				[1]	
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	611,891		611,891				Project scope revised
Tree Replacement Program	50,650					50,650	
Pavement Line Striping	74,000					74,000 [1]	
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Design)	54,156					54,156 [1]	prev unsched, design only
River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	640,996		640,996			[1]	
Street Reconstruction - Basswood Road (Design)	162,593		162,593				prev unsched, design only
Broad Street Signal Modification Design and "Road Diet"	382,936		382,936				prev unsched, design only
Town Facility Improvements - Small Facilities Heating Upgrades	141,210					141,210	moved from FY21
Ramp Modification at I-91 & Route 75/Day Hill Road	69,792,340			69,792,340		[1]	moved from FY21
Construct Sidewalks - Local Roads Within 1 Mile of School	157,669		157,669				
Day Hill Road Pedestrian Circulation Enhancements	341,174		341,174				
Additional Fire Hydrants	130,650		130,650				
Athletic Field Improvements - Clover Street School Improvements (Construction)	585,640		585,640				moved from FY20
Athletic Field Improvements - Sharshon Park Improvements (Design & Construction)	713,640		616,210			97,430	moved from FY20
BOE - Clover Street School Restroom Renovations (Construction)	1,253,229		1,253,229			[1]	NEW
BOE - Sage Park Energy Efficiency Upgrades (Construction)	1,847,113		1,847,113				moved from FY18
BOE - Poquonock School HVAC Conversion (Phase III, Design)	94,899					94,899	construction remains unscheduled
	79,142,506	1,645,000	6,983,851	69,976,670	0	536,985 [1]	
FY 2022 Projects Anticipated to Require Voter Approval							
Town Facility Improvements - Outdoor Pool Facilities	3,666,433		3,666,433				previously unscheduled
Subtotal FY 2022	3,666,433	0	3,666,433	0	0	0	
GRAND TOTAL FY 2022	**82,808,939**	**1,645,000**	**10,650,284**	**69,976,670**	**0**	**536,985**	
Total CIP Program	**166,244,383**	**9,355,330**	**68,771,805**	**78,509,834**	**5,742,500**	**3,864,914**	

[1] *Capital Projects Fund Assigned Fund Balance (Total = $536,985)*

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager

Subject: Animal Shelter Relocation

Background

In June the town was notified that it had been awarded financial assistance under the State's Transit-Oriented Development and Responsible Growth Incentive Fund program for the construction of a new animal shelter facility, as well as for the environmental assessment, remediation planning, and demolition of the existing facility on Mechanic Street. Also, at the request of the Town Council the Public Building Commission developed a revised concept design for a new animal shelter which was presented on June 20th.

The purpose of this agenda item is to request the Town Council's approval of a resolution relative to the state grant and to approve funding to complete project design and prepare construction plans and documents for soliciting construction bids.

Discussion/Analysis

The state assistance would come in the form of a reimbursement grant. The state would reimburse 75% of total expenditures, with total reimbursement capped at $993,000. Administration of the grant has been shifted from the Office of Policy and Management (OPM) to the Department of Economic and Community Development (DECD). In taking over administration of the grant, DECD has requested that the town adopt a new resolution which recognizes the shift to DECD, incorporates the amount of the grant awarded and the local cash match which was contained in the town's application to OPM, as well as authorizes the execution of associated grant documents. The proposed resolution is attached.

Also, in order to complete full design plans of the new facility per the PBC's June 20, 2016 concept plan and to prepare construction documents for formal bid solicitation, additional architectural design services are needed. It is requested that $15,000 be authorized for design services.

Financial Impact

The state grant is a reimbursement grant, therefore at a later date the Town Council will be requested to authorize the full project funding and then reimbursement will be sought from the State for eligible costs. The town's cost is estimated at approximately $150,000 based on the Public Building Commission's concept design as well as demolition and environmental assessment for the Mechanic Street site.

Other Board Action

None

Recommendations
If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE to adopt the attached resolution for state financial assistance under the TOD and Responsible Growth Incentive Fund program and approve an appropriation of $15,000 from the Capital Projects Assigned Fund Balance for project design services."

Attachments
DECD Resolution
Award Letter

Certification

I hereby certify that $15,000 is available in the Capital Projects Assigned Fund Balance to fund the above appropriation.

James Bourke

James Bourke
Finance Director

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

RESOLUTION

WHEREAS, pursuant to Public Act 14-98 Sec. 2(d) of the Connecticut General Assembly, the Connecticut Department of Economic and Community Development through the power granted by the Office of Policy and Management (OPM) is authorized to extend financial assistance for projects under the TOD and Responsible Growth Incentive Fund program; and

WHEREAS, it is desirable and in the public interest that the Town of Windsor make an application to the State for $993,000 in order to undertake the Animal Shelter Relocation and TOD Site Development project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL of the TOWN OF WINDSOR:

1. That it is cognizant of the conditions and prerequisites (including the match obligations) for the state financial assistance imposed by Public Act 14-98 Sec. 2(d) of the Connecticut General Assembly and the Guidelines of the TOD and Responsible Growth Incentive Fund program.

2. That the filing of an application for the State financial assistance by the Town of Windsor in an amount not to exceed $993,000 is hereby approved and that Peter Souza, its Town Manager is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

3. That is agrees to fulfill the 25% local cash match as presented in the Application submitted by the Town of Windsor to the OPM in response to the competitive Request for Applications for the TOD and Responsible Growth Incentive Fund program and to complete the project as specified in OPM's Award Letter and Scope of Work.

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Intergovernmental Policy Division
450 Capitol Avenue, MS# 54 ORG
Hartford, CT 06106-1379

Responsible Growth and Transit-Oriented Development (TOD) Grant Program

SCOPE OF WORK

PROJECT SUMMARY:

GRANTEE: Town of Windsor

PROJECT NAME: Animal Shelter Relocation and Site Development

GRANT AWARD: $ 993,000

SOURCE OF FUNDING: TRANSIT-ORIENTED DEVELOPMENT AND PREDEVELOPMENT ACTIVITIES FUND

As authorized under Public Act 14-98 Sec. 2(d)

Grant funds shall be used to implement the following Scope of Work:

The Town of Windsor is awarded the full requested amount to create a development-ready site in Windsor Center adjacent to the state's planned commuter rail station. This project includes relocation of the existing animal shelter, clearing existing buildings and completing an environmental assessment and remediation planning. *See grant application for complete details.*

Municipality's anticipated time to completion:
9 months

PAYMENT TERMS

- Grantee will be paid on a reimbursement basis.
  IMPORTANT NOTE: Reimbursements will only be made for goods/services that are delivered/performed during the contract/grant period. Reimbursement will NOT be allowed for expenditures made prior to the start date of the contract or after the end date of the contract.

Agenda Item Summary

Date:	August 1, 2016
To:	Honorable Mayor and Members of the Town Council
Prepared By:	Robert Jarvis, Town Engineer
Reviewed By:	Peter Souza, Town Manager
Subject:	Day Hill Road Pedestrian Circulation Enhancements – Construction of New Multi-Use Path

Background

The town has developed a multi-year program to complete pedestrian circulation enhancements throughout the Day Hill Corporate Area. The vision for the Day Hill Road Corridor is to provide a continuous 10-foot wide bituminous concrete path along the frontage of Day Hill Road with 5-foot wide sidewalk segments along connecting roadways.

The purpose of this agenda item is to request Town Council approval of the proposed multi-use path sections identified for construction as outlined in the attached location map in accordance with Section 15-33 of the *Town of Windsor Code of Ordinances*.

Discussion/Analysis

The FY 17 proposed improvements include the installation of a 10-foot wide bituminous path beginning at 910 Day Hill Road and extending west to the intersection of Day Hill Road and Prospect Hill Road as well as the future construction of a section of 10-wide multi-use path on the south side of Day Hill Road in front the ComTrust Credit Union which would connect the existing path west of Goodwin Drive to the path across from the ABB parcel and the Hartford Insurance Company. The installation of a bus shelter on the north side of Day Hill Road at Integrity Way is also proposed.

At this time, it is respectfully requested that the Council, per Section 15-33 of the *Town of Windsor Code of* Ordinances, approve the designated multi-use path and bus shelter locations for FY 17 construction.

Financial Impact

Request for funding of the proposed improvements is being requested under a separate agenda item.

Other Board Action

The Town Planning and Zoning Commission approved the proposed multi-use path and bus shelter locations at its regularly scheduled meeting of July 12, 2016 and recommended approval to the Town Council pursuant to *Town of Windsor Code of Ordinances* Section 15-32 as well as pursuant to C.G.S. 8-24.

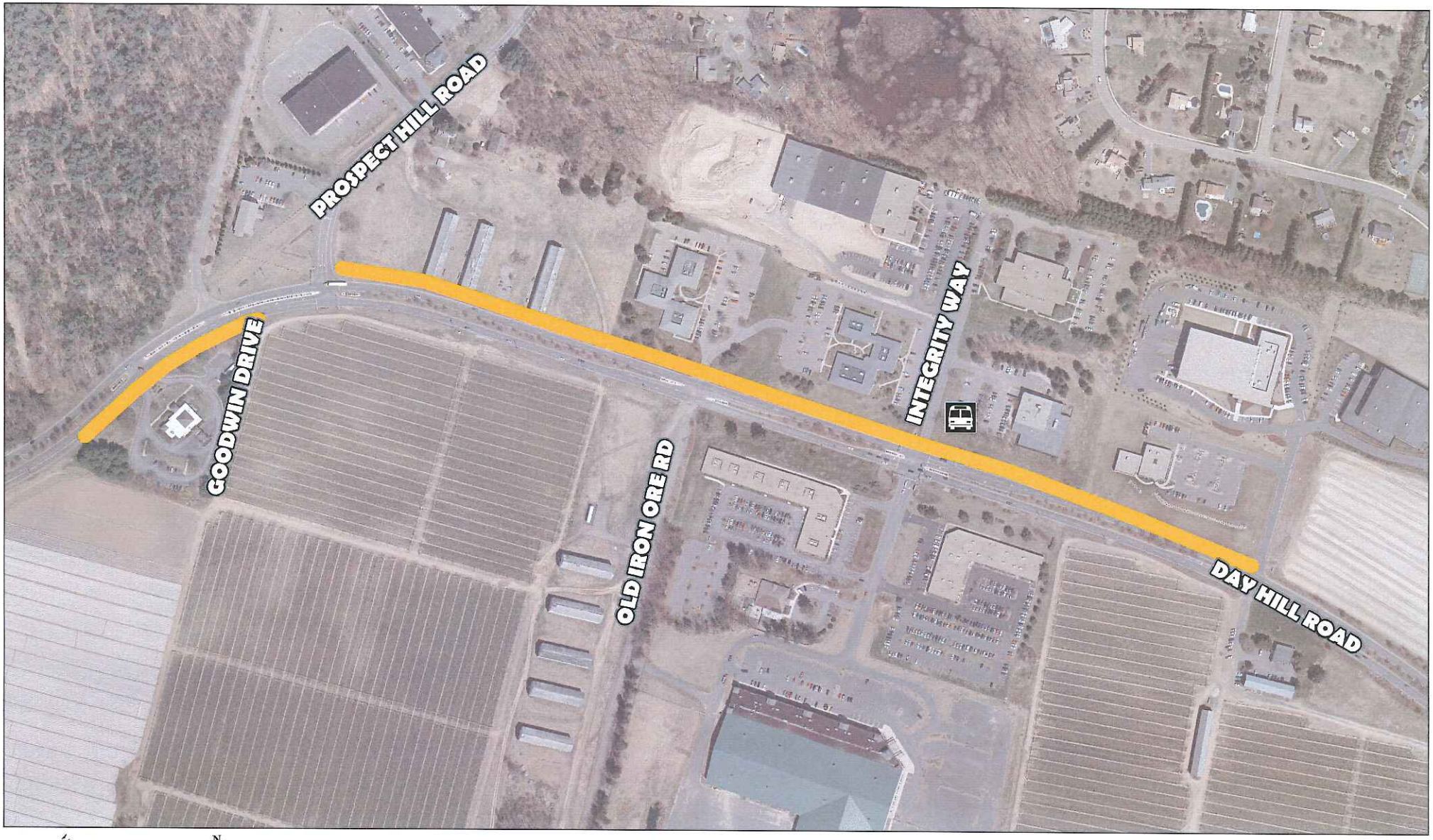
Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE to approve, per *Town of Windsor Code of* Ordinances Section 15-33, the construction of the proposed multi-use path sections as outlined in the attached location map."

Attachments

Map – Proposed FY 17 Multi-Use Path Segment Locations



TOWN OF WINDSOR

N W E S

PROPOSED FY17 MULTI-USE PATH SEGMENT LOCATIONS

0 250 500 1,000 Feet

Prepared: June 27, 2016

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Victoria Houle, Project Engineer

Reviewed By: Peter Souza, Town Manager

Subject: Funding Authorization of FY17 Day Hill Road Pedestrian Circulation Improvements

Background

The town has developed a multi-year program to complete pedestrian circulation enhancements throughout the Day Hill Corporate area. The vision for the Day Hill Road Corridor is to provide a continuous 10-foot wide bituminous concrete path along the frontage of Day Hill Road with 5-foot wide sidewalk segments along connecting roadways. The program also includes the installation of bus shelters along the corridor.

In the past five years, the town has installed a sidewalk along Northfield Drive, a 10-foot wide multi-use path along Day Hill Road in front of Konica Minolta, and two bus shelters. Additionally, as part of recent private development, multi-use path and sidewalk segments have been constructed in front of the new ISO building, as well as along Old Iron Ore Road and Goodwin Drive.

Discussion/Analysis

The FY 17 proposed improvements include the installation of a 10-foot wide bituminous path beginning at 910 Day Hill Road extending to the west of the intersection of Day Hill Road and Prospect Hill Road as well as the future construction of a section of 10-wide multi-use path on the south side of Day Hill Road in front of ComTrust Credit Union which would connect the existing path west of Goodwin Drive to the path across from the former ABB - Combustion Engineering campus. The installation of a bus shelter on the north side of Day Hill Road at Integrity Way is also proposed.

Typically, sidewalks are constructed within the town's right-of-way along the roadway; however, there is not enough area within the right-of-way to accommodate the proposed 10-foot wide path segment and appropriate snow shelf distance from the roadway. Consequently, easements are required along this stretch of Day Hill Road to allow for the path construction and future structural maintenance by the town. Due to the number of property owners within the project limits, eight (8) easements on the north side of Day Hill Road have been identified. Staff has discussed the project with all current property owners, all of which have indicated support of the multi-use path construction and intent to grant the proposed easements upon Council approval. One easement from ComTrust Credit Union will be required for the path segment on the south side of the road. Discussions with ComTrust Credit Union regarding the easement and future path segment are ongoing.

Town staff has also been evaluating the need for bus shelters along the Day Hill Road corridor and is proposing the installation of a bus shelter on the north side of Day Hill Road at Integrity Way as part of the project.

Financial Impact

The estimated project cost is $370,000. It is proposed to fund the projects as follows:

New bond issuance	$190,000
Transfer from Capital Projects Fund Assigned Fund Balance	$180,000
Total	*$370,000*

Cash funding in the amount of $180,000 will be requested from the Capital Projects Assigned Fund Balance as a result of the project close-out of two previous Day Hill Road Pedestrian Improvements Projects. Project close-outs and transfer of funds are requested under a separate agenda item.

The first year debt service on a $190,000 bond is estimated at $20,000 based on a 12 year term at 2.25% interest rate. Debt service payments would begin in Fiscal Year 2018.

Other Board Action

The Town Planning and Zoning Commission recommended approval of the Day Hill Road pedestrian circulation project in accordance with both *Windsor Code of Ordinances* Section 15-32 and C.G.S. Section 8-24 during its July 12, 2016.

Recommendations

If the Town Council is in agreement, the following motions are recommended for approval:

1) Waiving of the Reading

"RESOLVED, that the reading into the minutes of the text of the ordinance entitled, 'AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION' is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting."

2) Approve a Bond Ordinance

"MOVE to approve a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Attachments

Bond ordinance

AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE HUNDRED NINETY THOUSAND DOLLARS ($190,000) for costs in connection with Day Hill Road pedestrian circulation improvements, including a new 10-foot multi-use bituminous path along the north side of Day Hill Road beginning at 910 Day Hill Road and extending to the intersection of Prospect Hill Road and Day Hill Road as well as a section of 10-wide multi-use path on the south side of Day Hill Road in front of 1901 Day Hill Road to connect the existing path west of Goodwin Drive to the path at 35 Great Pond Drive, and, as necessary to improve pedestrian access, the installation of crosswalks and sidewalk ramps along the length of the sidewalk, including signal improvements and installation of mid-block crossings and pedestrian safety improvements, installation of a bus shelter within the project limits, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed ONE HUNDRED NINETY THOUSAND DOLLARS ($190,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed ONE HUNDRED NINETY THOUSAND DOLLARS ($190,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell

the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

_____
Bond Counsel

ATTEST:

_____
Town Clerk

Distributed to Town Council	7/5/16
Public Hearing Advertised	7/8/16
Public Hearing	8/1/16
Adopted	
Advertised	
Effective Date	

Agenda Item Summary

Date:	August 1, 2016
To:	Honorable Mayor and Members of the Town Council
Prepared By:	Victoria Houle, Project Engineer
Reviewed By:	Peter Souza, Town Manager
Subject:	Project Close-Outs and Transfer of Funds from the FY13 and FY15 Day Hill Road Pedestrian Improvements Projects

Background

As part of the town's multi-year program to complete pedestrian circulation enhancements throughout the Day Hill Road Corporate area, funding for pedestrian improvements projects was secured in both FY 13 and FY 15. At this time, Council is being requested to close-out these two previous projects so that a portion of the combined project balances may be transferred towards the FY 17 Day Hill Road Pedestrian Improvements project.

Discussion/Analysis

In February of 2012, bonding in the amount of $115,000 was approved to complete FY 13 Day Hill Road Pedestrian Improvements, which included the installation of a sidewalk along Northfield Drive. The work has been completed and there is a remaining project balance of $30,593.27.

In February of 2014, $170,000 was approved to complete FY 15 Day Hill Road Pedestrian Improvements, which were to include a section of multi-use path along the north side of Day Hill Road from the intersection of Marshall Phelps Road to the intersection of Helmsford Way as well as the installation of a bus shelter on the south side of Day Hill Road in front of the Branford Hall facility. The bus shelter and associated sidewalk segment were completed in the winter of 2014; however, the construction of the multi-use path segment has been placed on hold due to the inability to secure easements with an abutting property owner. Therefore, there is a remaining project balance of $151,894.60.

Under a separate agenda item, Town Council will be asked to approve a bond ordinance for the proposed FY 17 Day Hill Road Pedestrian Improvements. The cash funded portion for this project is proposed to include $180,000 from the Capital Projects Fund Assigned Fund Balance.

Financial Impact

The project close-outs of both the FY 13 and FY 15 Day Hill Road Pedestrian Improvements projects will return funds in the total amount of $182,487.87 to the Capital Projects Fund Assigned Fund Balance. The breakdown by project is as follows:

- FY 13 Day Hill Road Pedestrian Improvements Project (#9417) - $30,593.27
- FY 15 Day Hill Road Pedestrian Improvements Project (#9444) - $151,894.60

Following these project close-outs and transfer of funds to the Capital Projects Fund Assigned Fund Balance, it is then requested that $180,000 be transferred from the fund to supplement the bond authorization for project funding of the FY 17 Day Hill Road Pedestrian Improvements Project, being requested under separate agenda item.

Other Board Action
None

Recommendations
If the Town Council is in agreement, the following motions are recommended for approval:

ITEM 12A – Project Closeout (#9417 & #9444)

"MOVE that the following projects be closed and the remaining funds totaling $182,487.87 be transferred into the Capital Projects Fund Assigned Fund Balance:
- **FY 13 Day Hill Road Pedestrian Improvements Project (#9417)**
- **FY 15 Day Hill Road Pedestrian Improvements Project (#9444)**

ITEM 12B – Approve Transfer of Funds

"MOVE that $180,000 be appropriated and transferred from the Capital Projects Fund Assigned Fund Balance to the FY 17 Day Hill Road Pedestrian Circulation Improvements Project."

Attachments
None

Certification

I hereby certify that $180,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.

James Bourke

James Bourke
Finance Director

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Victoria Houle, Project Engineer

Reviewed By: Peter Souza, Town Manager

Subject: Accept Sidewalk Easements along Day Hill Road

Background

The town has developed a multi-year program to complete pedestrian circulation enhancements throughout the Day Hill corporate area. The vision for the Day Hill Road Corridor is to provide a continuous 10-foot wide bituminous concrete path along the frontage of Day Hill Road with 5-foot wide Portland cement concrete sidewalk segments along connecting roadways.

The purpose of this summary is to request Council acceptance of the easements necessary to construct and maintain the multi-use path segment planned for FY 17 construction along the north side of Day Hill Road between the intersection of Prospect Hill Road and the driveway at Morris Group and Walter Technologies.

Discussion/Analysis

A portion of the FY 17 proposed improvements include the installation of a 10-foot wide bituminous path beginning at the intersection of Prospect Hill Road and Day Hill Road and extending to the east towards the shared driveway at the Morris Group and Walter Technologies (910 Day Hill Road). The installation of a bus shelter on the north side of Day Hill Road at Integrity Way is also proposed.

Typically, sidewalks are constructed within the town's right-of-way along the roadway; however, there is not enough area within the right-of-way to accommodate the proposed 10-foot wide path segment and appropriate snow shelf distance from the roadway. Consequently, easements are required along this stretch of Day Hill Road to allow for the path construction and future structural maintenance by the town. Due to the number of property owners within the project limits, eight (8) easements have been identified. The easements have been identified on the attached maps and include:

- Proposed Easement #1: An easement at 825 Prospect Hill Road from 825 Prospect Hill Road, LLC
- Proposed Easement #2: An easement at 1080 Day Hill Road from HTA-1080 Day Hill, LLC
- Proposed Easement #3: An easement at 1050 Day Hill Road from D. Rose Real Estate, LLC
- Proposed Easement #4: An easement at 1060 Day Hill Road from HTA-1060 Day Hill, LLC
- Proposed Easement #5: An easement at 1050 Day Hill Road from D. Rose Real Estate, LLC

- Proposed Easement #6: An easement at 1010 Day Hill Road from 1010 Day Hill Realty, LLC
- Proposed Easement #7: An easement at 1000 Day Hill Road from CLM Associates
- Proposed Easement #8: An easement at 900 Day Hill Road from 900 Day Hill Road Associates, LLC

Staff has discussed the project with all current property owners, all of which have indicated support of the multi-use path construction and intent to grant the proposed easements upon Council approval.

Other Board Action

At their regularly scheduled meeting of July 12, 2016, the Town Planning and Zoning Commission, per CGS Section 8-24, recommended to accept the eight (8) easements.

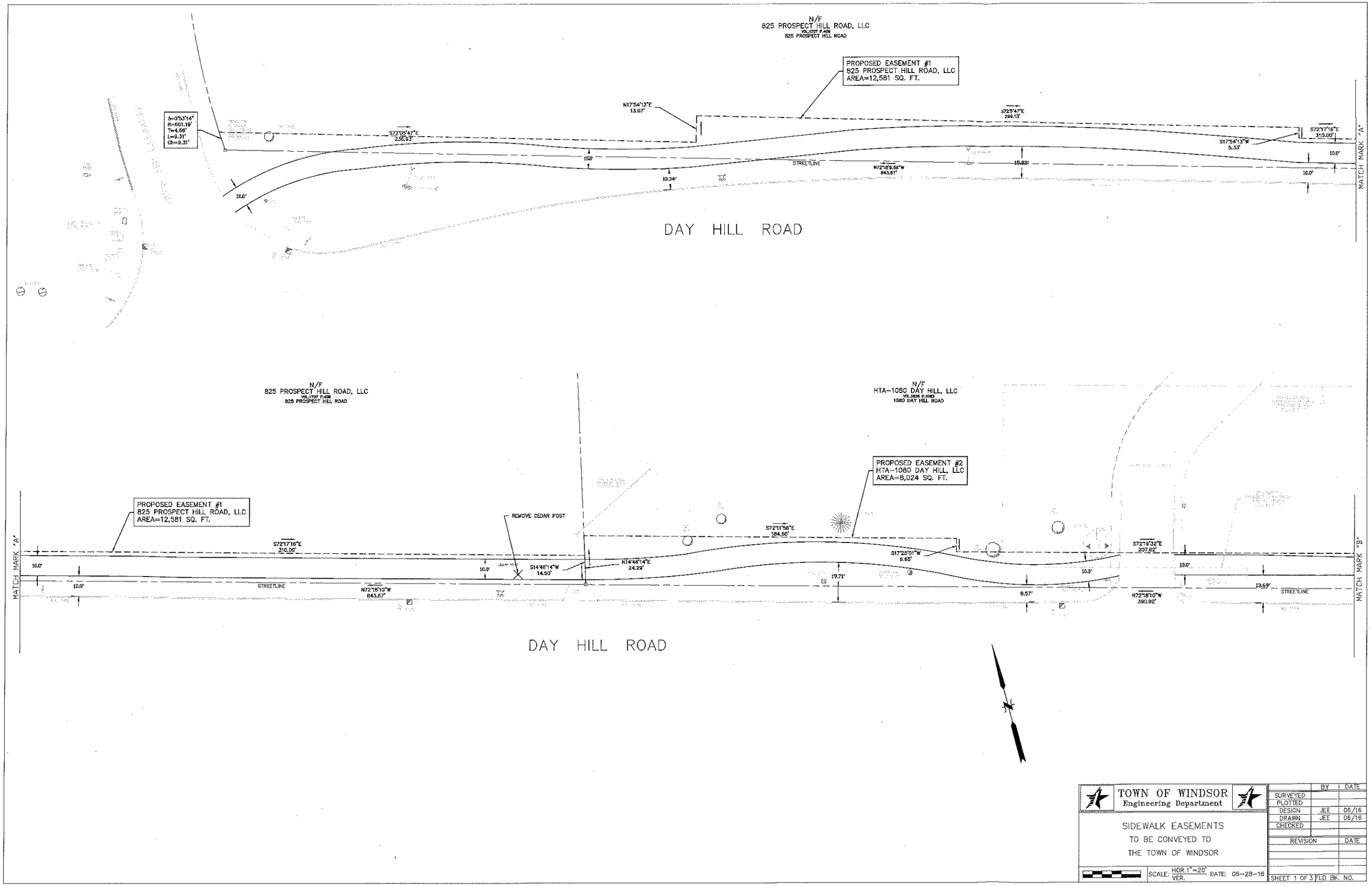
Recommendation

If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE to accept the eight (8) easements described in this memorandum and shown on the attached maps entitled 'Sidewalk Easements to be Conveyed to the Town of Windsor,' prepared by the Town of Windsor Engineering Department, dated June 28, 2016."

Attachment

Map – "Sidewalk Easements to be Conveyed to the Town of Windsor," prepared by the Town of Windsor Engineering Department, dated June 28, 2016.



TOWN OF WINDSOR
Engineering Department

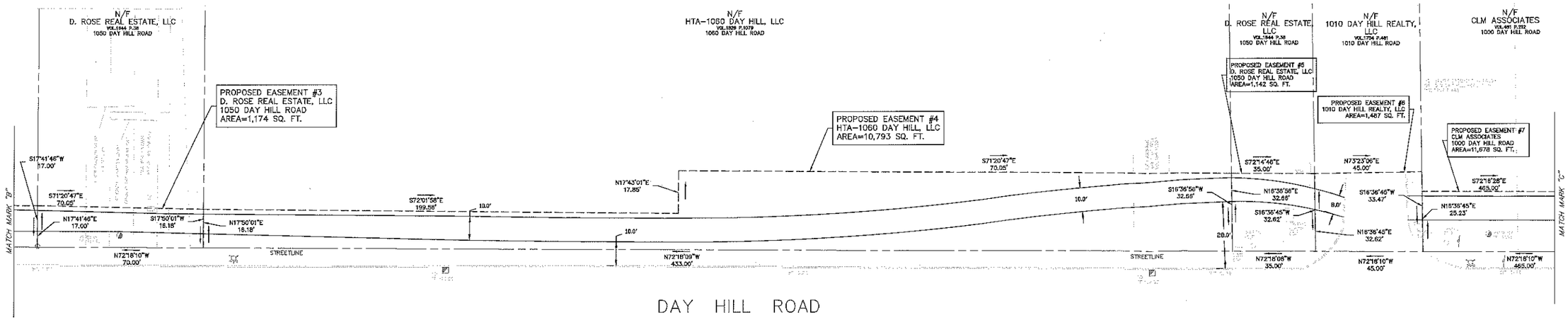
SIDEWALK EASEMENTS
TO BE CONVEYED TO
THE TOWN OF WINDSOR

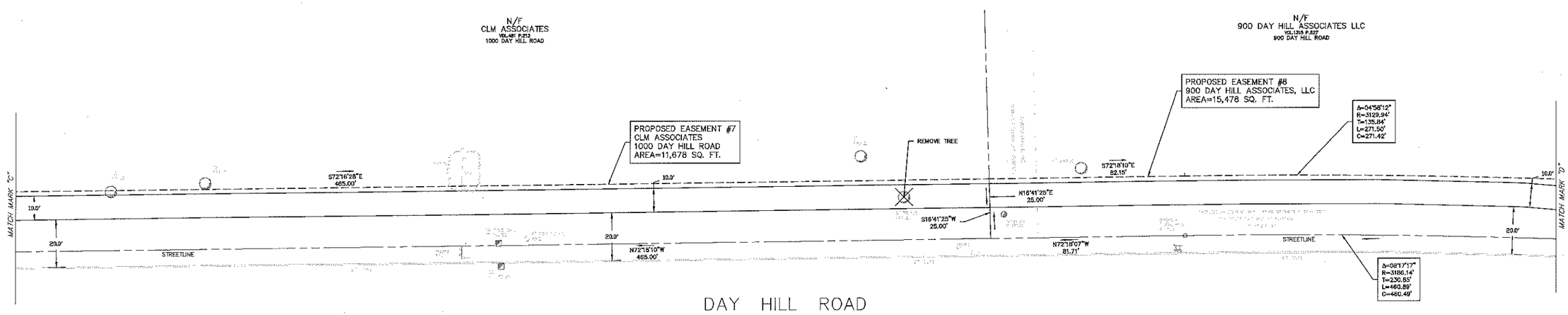
SCALE: HOR. 1"=20' VER. DATE: 05-28-16

	BY	DATE
SURVEYED		
PLOTTED		
DESIGN	JEE	06/16
DRAWN	JEE	06/16
CHECKED		

REVISION	DATE

SHEET 1 OF 3 FLD BK. NO.





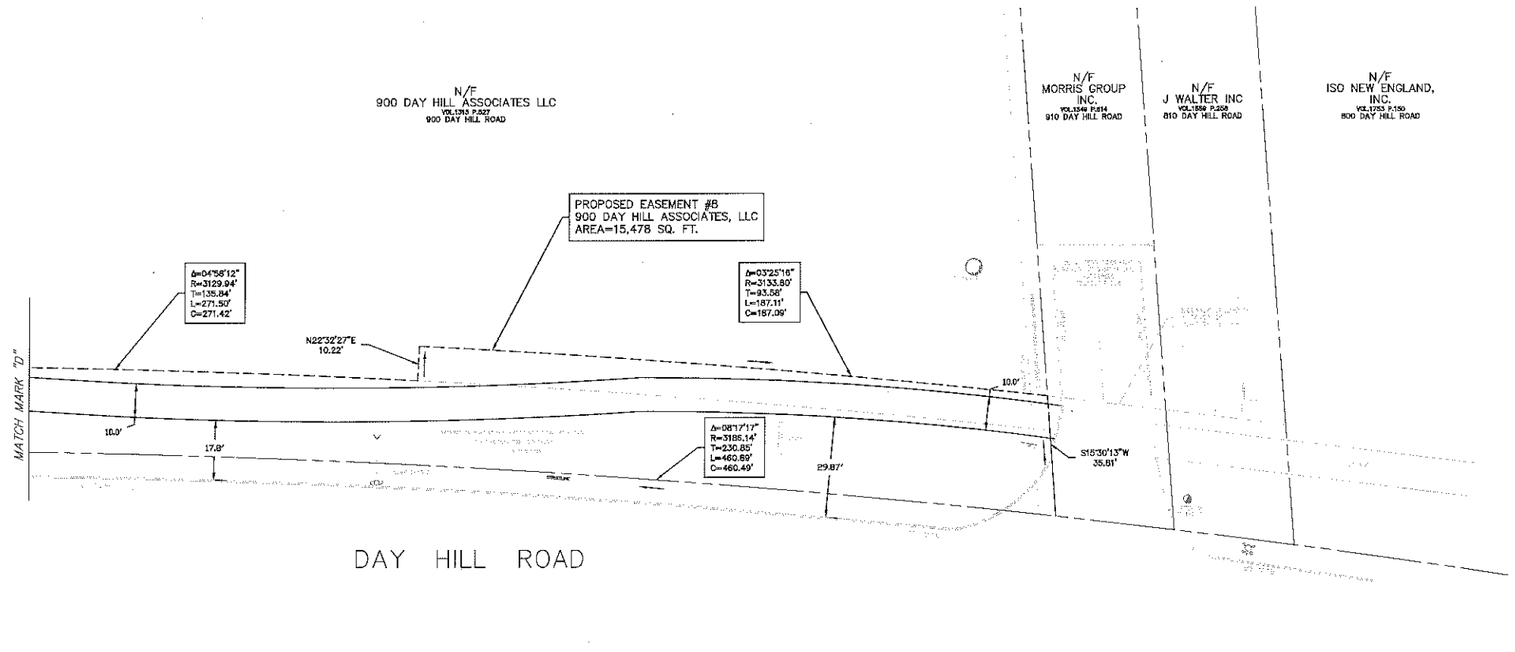
TOWN OF WINDSOR
Engineering Department

SIDEWALK EASEMENTS
TO BE CONVEYED TO
THE TOWN OF WINDSOR

SCALE: HOR. 1"=20' VER. DATE: 06-28-16

	BY	DATE
SURVEYED		
PLOTTED		
DESIGN	JEE	06/16
DRAWN	JEE	06/16
CHECKED		
REVISION		DATE

SHEET 2 OF 3 FLD BK. NO.



TOWN OF WINDSOR
Engineering Department

SIDEWALK EASEMENTS
TO BE CONVEYED TO
THE TOWN OF WINDSOR

SCALE: HOR. 1"=20' VER. DATE: 06-28-16

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DESIGN	JEE	06/16
DRAWN	JEE	06/16
CHECKED		

REVISION	DATE

SHEET 3 OF 3 FLD BK. NO.

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert Jarvis, Town Engineer

Reviewed By: Peter Souza, Town Manager

Subject: LoCIP Request – 2016 Projects

Background

The Local Capital Improvement Program (LoCIP) is an entitlement grant allocated to each municipality in the State for certain types of Town Capital Improvement projects. The procedure to secure this funding from the State is to complete a qualifying project and then apply for reimbursement from the State. The State typically provides the reimbursement(s) within a 60-day period.

Discussion/Analysis

Staff respectfully requests that the Town Council authorize the following road rehabilitation projects be submitted for reimbursement to the Local Capital Improvement Program:

- Pierson Lane
- Bellflower Road
- Tanglewood Drive

There are a number of other streets which are scheduled for work under the pavement management program in calendar year 2016 including Lyndale, Briarwood, Clover Street, Sleepy Hollow, Locksmith, Taylor, Taylor Court, Warham, Eno, and Buckland, Valley View Drive, Amanda Circle and Seymour. Work on these roads will be funded from the General Fund and the State Town Aid Roads grant.

Financial Impact

The LoCIP grant amount for this year is $181,757, which is approximately the same amount as previous years.

Other Board Action

None

Recommendations

If the Town Council is in agreement, the following resolution is recommended for approval:

"RESOLVED that an application be executed for the State of Connecticut for a Local Capital Improvement Program (LoCIP) grant to perform pavement management and other eligible work, and that when received, the LoCIP funds will reimburse Capital Project Account No. 9041 "LoCIP Program."

Attachments

None

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager

Subject: Application for Fixed Assessment - Fabcon Precast, LLC

Background

Fabcon Precast, LLC, is a privately held company that designs, manufactures, and installs precast concrete wall panels for commercial and industrial buildings. The company is headquartered in Savage, Minnesota and has additional manufacturing facilities in Ohio, Pennsylvania, and Kansas. In 2015, the company provided panels for more than 350 projects in the U.S. and Canada.

Fabcon's business plan calls for further expansion into the Northeast to serve the construction market. To meet this goal, the company will work with a third party developer to construct a build-to-suit manufacturing facility. It has investigated potential sites in a number of communities in Massachusetts, Connecticut and New York. Windsor is one of two Connecticut sites now under review.

The proposed project includes construction of a manufacturing plant containing 82,000 square feet of floor space at a cost of approximately $12 million. The new facility will incorporate manufacturing equipment at a cost of more than $11.3 million, which is not assessable for property tax purposes and $300,000 in taxable office equipment and vehicles.

The company will create 70 new jobs in Windsor within the first five years. These positions include entry level, semi-skilled and skilled production workers as well as technical, management and other personnel. The projected annual payroll for these employees is $2.9 million. In addition to wages, the company provides a benefits package which includes health, dental, disability and life insurance, 401(k) match, profit sharing and tuition reimbursement. A recap of wages and benefits is provided in the attached Project Info Sheet.

Discussion/Analysis

The Fabcon project qualifies for consideration under the town's economic incentive policies as a Manufacturing Firm under the Manufacturing Assistance Act. The taxable real property improvements proposed by the company total $12 million. Per the assessment abatement policy, this level of investment by a new business would permit the Town Council to set an abatement schedule with an abatement of 40% over four years, subject to upward adjustment of the abatement by an additional ten percent if certain criteria are met. These criteria include wages that exceed the median wages for similar positions in Hartford County, inclusion on the town's targeted industries list, and use of high quality building materials and/or sustainable technologies in building design.

The company has requested a four-year, 50% abatement. It cites higher wages and use of sustainable technologies as the basis for the ten percent adjustment. For the wages, they have provided the attached spreadsheet comparing the company's wage schedule with median wages for similar positions in the Hartford Labor Market Area for the first quarter of 2015 (most recent available). The spreadsheet shows that wages for all of the Fabcon positions exceed the Hartford median wages by varying degrees. Wages for the largest group of Fabcon workers are 119.6% higher.

For sustainable technologies, the company states the facility is likely to incorporate use of cogeneration power. This would entail using equipment needed to create steam for the manufacturing process to also generate electricity for the plant and for use by others.

Financial Impact

Attached is a summary of revenues over the four-year fixed assessment period based on a 31.52 mill rate and 40% and 50% abatement of new real property assessment. This analysis shows that over the fixed assessment period, the company will receive a total tax savings benefit of $476,582 at a 40% abatement or $595,728 at a 50% abatement. Over this same period, the town will receive $1,039,947 in net new real property tax and building permit fee revenues at a 40% abatement or $920,801 at 50% abatement.

The property at 775 Marshall Phelps Road is classified as farm land under PA 490 and has a current assessed value of $31,800.

Other Board Action

The Economic Development Commission reviewed the Fabcon application at a regular meeting held on July 20. The Commission found that the project is eligible under the town's economic incentive policies and voted unanimously to recommend to the Town Council favorable consideration of the proposed assessment abatement.

Recommendation

It is recommended that the Town Council refer the Fabcon Precast fixed assessment application to the Town Finance Committee for review and report in anticipation of action by the Town Council at its meeting of September 6. A draft fixed assessment agreement is presently under review by the applicant and it is expected to be available prior to the meeting.

Attachments

Fabcon Project Info Sheet
Fabcon Wage Comparison Spreadsheet
Fabcon Fixed Assessment Application
Fabcon Project Incentive Spreadsheet 40%
Fabcon Project Incentive Spreadsheet 50%
Fixed Assessment Policy
Draft Fixed Assessment Agreement – to be posted prior to 8-1-16 mtg

FABCON PROJECT INFO SHEET
July 20, 2016

Type of Project
Fabcon provides unmatched design-to-installation services for the world's lightest and strongest precast concrete wall panels. Fabcon's vision: By increasing quality, decreasing costs, expanding our capabilities, and strengthening customer relationships, Fabcon will provide unsurpassed customer value, becoming the only logical choice for precast concrete wall panels. Fabcon takes great pride in knowing that the panels we produce are pushing the technology curve. We deliver a high-performance product that can be adapted to almost any need. We've even created new products based on the unique needs and desires of our clients.

Fabcon prides itself on providing working class employment opportunities, paying significantly above average wages, to the local population.

This project would be a build-to-suit for Fabcon's manufacturing process. There will be significant investment in equipment, facilities, and employees.

Site/Building Info
- Square footage of building: 82,000 +/- sq. ft.
- Land area of site: Approximately 30 acres
- Location: 775 Marshall Phelps Road, Windsor, CT

Planned Investment

Land	$ 1,500,000
Building	12,000,000
Inventory	700,000
Office Equip. & Vehicles	300,000
Equipment	11,300,000
Total	$ 25,800,000

Employment Info
Company plans to create at least 70 new full-time jobs within 5 years. *See* following page for additional employment information provided by Fabcon.

Project Timing
- Complete land purchase by: Q3 2016
- Start construction in: Q3 or early Q4 2016
- Certificate of occupancy by: Q3 2017
- Operational by: Q3 2017

Competing Locations
Fabcon went through a comprehensive site selection process, including vetting real estate options and requesting proposals from facilities in: Southington, CT; New Britain, CT;

Killingly, CT; East Longmeadow, MA; Springfield, MA; Westfield, MA; Orange, MA; Wilbraham, MA; and Springfield, MA.

Traffic Info.

- Number of truck trips per day: 50 - 70
- Number of auto trips per day: 60 - 80
- Does the company utilize a flex time or compressed time schedule: Approximately 90% of the truck traffic will be at off-peak hours (prior to 6AM or between 6-9 PM). Employees will be at the facility from approximately: (a) first shift 5AM – 1PM; and (b) second shift 1PM – 9PM.

State Assistance Requested

Fabcon has requested a direct loan from the State, with an amount to be forgiven upon job creation and capital investment goals.

Local Assistance Requested

Due to the capital and employment commitments of this project, Fabcon respectfully requests a four year, fifty percent tax abatement. Pursuant to the Windsor Assessment Abatement Policy, section IV.C, Fabcon believes there should be a 10% increase in the abatement table guidelines for the following:

- 5% for paying employees "wages that exceed the median wages for similar positions in Hartford County". Per the Connecticut Department of Economic and Community Development income data (see reference below), the following are the income levels for Hartford County: $29,430 median household income; $42,468 mean household income; and $16,619 per capita income. Fabcon pays its employees (with little to no formal educational background) significantly more than these income levels.
    - (http://www.ct.gov/ecd/cwp/view.asp?a=1106&q=250652)

- 5% for "use of high quality materials on the building exterior and/or the use of sustainable technologies". Fabcon is committed to great energy improvements. The facility will likely use cogeneration power (400 – 500 KW at peak) and incorporate LED lighting in the entire facility. Additionally, the manufacturing process uses significant amounts of recycled product (e.g., expanded polystyrene) and the wall panels (produced by Fabcon and used for this facility) qualify for LEED points on green building construction.

The abatement would allow Fabcon to further invest in the facility and employment in the community. Manufacturing companies have a large economic impact, especially in relation to employment and purchases from suppliers. It is envisioned that all of the employees will be from the surrounding area. Construction of the facility will also likely employ contractors and employees in the surrounding area.

Category	Initial Headcount	Projected Headcount	Projected Average Wages (w/ Bonus)	Avg. Initial W2 Wages per Hr.	Est. Total Annual Payroll
Management	3	3	$80,500 - $126,500	$38.7 - $60.8	$310,500
Other Office Professionals	2	2	$43,056 - $55,016	$20.7 - $26.4	$98,072
Engineering	1	1	$63,250 - $97,750	$30.4 - $46.9	$80,500
Maintenance/Technical	3	3	$47,840 - $58,240	$23 - $28	$159,120
Operations					
Skilled	18	19	$31,200 - $43,680	$15 - $21	$673,920
Semi-Skilled	25	28	$31,200 - $43,680	$15 - $21	$936,000
Entry Level / Apprentice	18	19	$31,200 - $43,680	$15 - $21	$673,920
Initial Total	70	75			$2,932,032

The value of Fabcon's benefits package is approximately 40% of project average wages (health & dental insurance, 401(k) match, profit sharing, disability, life insurance, tuition reimbursement, PTO, etc.).

Fabcon Titles	Fabcon Mean Starting Wages	Bonus Likely?	Benefits Value	Fabcon SOC	SOC Title	Closest Hartford Comp.	Hartford SOC Title	Hartford Median		Hartford Mean		Hartford Entry Level		Hartford Wage Range Percentile 10th		Hartford Wage Range Percentile 90th		Fabcon vs. Hartford Mean
Management	49.76	Yes	+40%	11-3051	Industrial Production Manager	11-9021	Construction Managers	46.94	97615.00	47.16	98081.00	33.54	69771.00	30.45	63332.00	67.04	139441.00	106.01%
Other Office Prof.	23.58	Yes	+40%	43-6010	Secretaries & Admin. Assistants	43-4171	Receptionists and Information Clerks	15.88	33042	15.98	33245	12.04	25035	10.95	22772	21.71	45149	148.46%
Engineering	38.70	Yes	+40%	17-2131	Materials Engineers	17-3026	Industrial Engineering Technicians	32.92	68483	31.92	66385	24.27	50496	21.97	45700	39.25	81645	117.56%
Maintenance / Technical	25.50	No	+40%	49-9071	Maintenance & Repair Workers, General	49-9071	Maintenance and Repair Workers, General	19.43	40422	20.42	42491	13.59	28273	12.33	25657	29.76	61911	131.24%
Operations - Skilled	18.00	No	+40%	51-9199	Production Workers, All Other	51-9199	Production Workers, All Other	15.05	31319	17.95	37344	11.16	23206	10.46	21761	33.62	69925	119.60%
Operations - SemiSkilled	18.00	No	+40%	51-9199	Production Workers, All Other	51-9199	Production Workers, All Other	15.05	31319	17.95	37344	11.16	23206	10.46	21761	33.62	69925	119.60%
Operations - Entry Level	18.00	No	+40%	51-9199	Production Workers, All Other	51-9199	Production Workers, All Other	15.05	31319	17.95	37344	11.16	23206	10.46	21761	33.62	69925	119.60%

Town of Windsor, Connecticut

Fixed Assessment Application

The purpose of this application is to present the Town of Windsor a reasonably comprehensive outline of the project for which an economic development incentive is sought. The applicant shall provide all required information in sufficient detail to allow the Town to determine costs and benefits associated with the implementation of a requested tax incentive. The Town may require additional information as it reviews the application.

Each application shall be accompanied by a filing fee of five hundred ($500.00) dollars.

SECTION A. COMPANY NAME AND CONTACT INFORMATION

1. Official Name and Address of Company: **Fabcon Precast, LLC**
6111 W. Hwy. 13
Savage, MN 55378

2. Name of Contact Person: **Ryan Ksiazek, Corporate Project Manager**

Phone: **952-882-4793** Email: Ryan.Ksiazek@fabcon-use.com

3. Nature of Business: **Manufacturer**

SIC Code: **3272 (concrete product, except block & brick)**

Type of Product or Service: **Fabcon provides unmatched design-to-installation services for the world's lightest and strongest precast concrete wall panels.**

4. Federal Employer ID: **45-5442888**

5. Officers/Owners Name	Title	% Ownership
Fabcon Companies, LLC		**100%**
Mike Le Jeune	**President & CEO**	
Mark Pederson	**CFO**	
Richard Wesen	**SVP**	
Mark Hansen	**VP, Preconstruction Services**	
Jim Houtman	**VP, Sales & Marketing**	
Tom Kuckhahn	**VP, Mfg. & Engineering**	
Jeffrey Prewitt	**VP, Project Mgmt. & Field Ops.**	

6. Is the company current with all taxes or charges due to the Town of Windsor? **Yes**

SECTION B. PROJECT INFORMATION

1. Project Location: **775 Marshall Phelps Road, Windsor, CT**

2. Provide an approximate number of FULL-TIME permanent jobs to be created in the next five years: **70 – 75 positions**

Attach a table showing the five year hiring projections with annual average wage and salary estimates by position category.

[illegible]	[illegible]	[illegible]	[illegible]
Management	3	3	$90,000-$110,000
Other Office Professionals	2	2	$30,000-$50,000
Engineering	1	1	$50,000-$75,000
Maintenance/Technical	3	3	$40,000-$60,000
Operations			
Skilled	18	19	$20-$25 per hour
Semi-Skilled	25	28	$15-$20 per hour
Lower Skilled/Apprentice	18	19	$14-$15 per hour
Initial Total	70+/-	75+/-	

Opportunities for future growth

3. Estimate of the costs of the proposed improvements.

Real property improvements (exclude land cost and soft costs)

- **Land ($1,500,000)**
- **Construction ($12,000,000)**

Personal property:

- **Machinery & Equipment ($11,300,000 - $12,300,000)**
  - **Approximately 40% for purchase, 60% for installation**
- **Inventory ($700,000)**

4. Project schedule.

- **Decision on Site: Q2 2016**
- **Construction Start: Sept. / Oct. 2016**
- **Occupancy: June 2017**

5. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.

Town Policy Note:

A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.

B. Wages. The Town expects projects that pay at or above the median wage for similar positions in Hartford County.

SECTION C. PROPOSED ASSESSMENT ABATEMENT

1. Please identify the fixed assessment schedule requested.

   Percent of assessment abatement: **50%**
   Term of fixed assessment: **5 years**

2. Please identify any other state or local incentives, financial or otherwise which are included in the project financing.

   - **The State has potentially offered a Direct Loan of $4,000,000, with an amount to be forgiven upon job creation and capital investment**

3. Please provide a calculation of the taxes foregone based on the requested fixed assessment period.

775 Marshall Phelps Rd, Windsor, CT

	Yr. 0	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total
Building Basis	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	
Tax Basis	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	
Millage Rate		211,820	211,820	211,820	211,820	211,820	2,118,200
RE Tax		211,820	211,820	211,820	211,820	211,820	2,118,200
Est. Abatement		105,910	105,910	105,910	105,910	105,910	529,550

4. Please provide a statement of the benefits to the Town for granting the requested tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of any planned corporate community involvement.

    - **The abatement would allow Fabcon to further invest in the facility and employment in the community. Manufacturing companies have a large economic impact, especially in relation to employment and purchases from suppliers. It is envisioned that all of the employees will be from the surrounding area. Construction of the facility will also likely employ contractors and employees in the greater area. Additionally, Fabcon is committed to green energy improvements. The facility will likely use cogeneration power (400 – 500 kw at peak). The manufacturing process uses significant amounts of recycled product and the wall panels qualify for LEED points on green building construction.**

APPLICATION SUBMISSION

The completed fixed assessment application and filing fee should be submitted to:

Economic Development Director
Town of Windsor
275 Broad Street
Windsor, CT 06095
860-285-1877
burke@townofwindsorct.com

40% INCENTIVE

FABCON INCENTIVE ANALYSIS											
40%, 4 years											
SEPT	FY	BUILDING ASSESSED VALUE	LAND ASSESSED VALUE	MILL RATE	BEFORE ABATEMENT	AFTER ABATEMENT	ABATEMENT %	ANNUAL TAX BENEFIT to FIRM	BLDG PERMIT	PERSONAL PROPERTY	ANNUAL REVENUE *with abate*
	2017								$302,900		$302,900
											$ -
2017	2019	$8,400,000	$1,050,000	0.03152	$297,864	$178,718	40	$119,146		$6,288	$185,006
2018	2020	$8,400,000	$1,050,000	0.03152	$297,864	$178,718	40	$119,146		$5,957	$184,675
2019	2021	$8,400,000	$1,050,000	0.03152	$297,864	$178,718	40	$119,146		$5,295	$184,013
2020	2022	$8,400,000	$1,050,000	0.03152	$297,864	$178,718	40	$119,146		$4,633	$183,351
						$714,874		$476,582	$302,900	$22,173	$1,039,947
AFTER ABATEMENT ENDS											
2021	2023	$8,400,000	$1,050,000	0.03152	$297,864	$297,864		$0		$3,972	$301,836

BENEFIT TO COMPANY		**REVENUE TO TOWN**	
Tax abatement	**$ 476,582**	**Tax revenue**	**$ 737,047**
		Bldg Permit fee	**$ 302,900**
	$ 476,582		**$ 1,039,947**

NOTES

1) Assumes $12M bldg investment FMV & $ 300K taxable personal property, Land @$1.5 M

2) Fixed assessment on building improvements & land value begins in FY 2019 and runs through FY 2022

3) Projections do not account for changes in mill rate, property revaluation, or reinvestment in equipment

4) Building permit fee above is on bldg (assume $12M value) and machinery/equipment ($11.3M cost)

5) Total Town Revenues include revenues from constructing and equiping the project + increased land value.

6) Proposed site currently in AG tax program with market value of $31,800 and assessed value of $22,260

50% INCENTIVE

FABCON INCENTIVE ANALYSIS											
50% 4 years											
SEPT	FY	BUILDING ASSESSED VALUE	LAND ASSESSED VALUE	MILL RATE	BEFORE ABATEMENT	AFTER ABATEMENT	ABATEMENT %	ANNUAL TAX BENEFIT to FIRM	BLDG PERMIT	PERSONAL PROPERTY	ANNUAL REVENUE *with abate*
	2017								$302,900		$302,900
											$ -
2017	2019	$8,400,000	$1,050,000	0.03152	$297,864	$148,932	50	$148,932		$6,288	$155,220
2018	2020	$8,400,000	$1,050,000	0.03152	$297,864	$148,932	50	$148,932		$5,957	$154,889
2019	2021	$8,400,000	$1,050,000	0.03152	$297,864	$148,932	50	$148,932		$5,295	$154,227
2020	2022	$8,400,000	$1,050,000	0.03152	$297,864	$148,932	50	$148,932		$4,633	$153,565
						$595,728		$595,728	$302,900	$22,173	$920,801
AFTER ABATEMENT ENDS											
2021	2023	$8,400,000	$1,050,000	0.03152	$297,864	$297,864		$0		$3,972	$301,836

BENEFIT TO COMPANY		**REVENUE TO TOWN**	
Tax abatement	**$ 595,728**	**Tax revenue**	**$ 617,901**
		Bldg Permit fee	**$ 302,900**
	$ 595,728		**$ 920,801**

NOTES

1) Assumes $12M bldg investment FMV & $ 300K taxable personal property, Land @$1.5 M

2) Fixed assessment on building improvements & land value begins in FY 2019 and runs through FY 2022

3) Projections do not account for changes in mill rate, property revaluation, or reinvestment in equipment

4) Building permit fee above is on bldg (assume $12M value) and machinery/equipment ($11.3M cost)

5) Total Town Revenues include revenues from constructing and equiping the project + increased land value.

6) Proposed site currently in AG tax program with market value of $31,800 and assessed value of $22,260

Adopted 02/17/2004
Revised 01/17/2006
Revised 02/06/2012
Revised 01/21/2014

Town of Windsor, Connecticut
Assessment Abatement Policy

I. Objectives

1. Fiscal impact – to increase the non-residential tax base to preserve and enhance the town's capacity to provide necessary infrastructure and services and to maintain the commercial and industrial development at not less than 30% of the town's grand list.
2. Quality employment opportunities – to provide employment opportunities with good wages and benefits for town residents.
3. Stable and growing economy – to support existing business retention and expansion and attraction of new businesses in particular from targeted business clusters so as to strengthen the local economy.
4. Sustainable and quality development – to encourage the use of quality materials and design and incorporation of green technology.

To achieve these objectives, the Town may provide a temporary abatement of increased assessed value for the real property portion of a project if the project meets the criteria listed below. Economic development projects shall not have a negative financial impact on the Town at the conclusion of the abatement term. The Town reserves the right to approve the cost-benefit analysis model used to determine the financial impact.

Any and all decisions to grant and to establish terms of an incentive pursuant to this policy shall be within the sole and absolute discretion of the Windsor Town Council.

II. Precedents to Granting Incentive

The Town Council shall consider the following conditions as precedents to granting property tax incentives:

A. Existence of economic benefit. The project must add to the Windsor economy. Evaluation criteria to be used in determining benefit to the community shall include but no be limited to: the amount of capital investment, whether the project produces value-added products and services, and whether the project provides a positive fiscal impact and economic impact.

B. Types of business. The project shall be of a nature that has been identified by the Town Council as desirable to stimulate the local economy and improve the quality of life for its citizens. To meet this objective, the project must involve one of the following:

1. Manufacturing firms, as per the Manufacturing Assistance Act,
2. Class "A" office space,
3. Offices for advanced medical procedures,

4. Significant Fiscal Impact Project. A Significant Fiscal Impact Project shall mean any eligible use, as per Connecticut General Statutes Section 12-65b (b), which makes a capital investment in taxable personal property and improvements to real property equal to or greater than $60 million dollars, and
5. Permanent multi-family residential projects located in Windsor Center Design Development Area (section II B 5 sunsets January 31, 2017, therefore applications for this eligible use must be approved prior to said sunset date).

C. Maintain existing tax base. Assistance will be given to businesses that invest in new buildings or building expansions. Property taxes on the existing land and facilities shall not be reduced for new development projects.

D. Definition of businesses. The following definitions will be used in determining the term of abatement and the level of capital investment required.

1. Existing business is a business that shall have had facilities and operations in the Town for a period of not less than one year.

2. New business is a business that is new to Town or has not had facilities and operations in Town for a period of at least one year.

E. General requirements. Applications for assessment abatement must conform to the following requirements:

1. Applicant must not be delinquent in any taxes or charges due to the Town of Windsor.
2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant, during the period of its participation in this program: a. relocates its business from Windsor,
   b. becomes delinquent in taxes or fees,
   c. closes its operation, or
   d. declares bankruptcy, then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation shall extend for three years beyond the term of the abatement.

III. Abatement Criteria and Adjustments
All projects receiving an abatement shall meet the criteria detailed below.

A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.

B. Wages. The Town expects projects that pay at or above the median wage for similar positions in Hartford County.

C. Building Design. Projects must be in compliance with the Town of Windsor Plan of Conservation and Development and must utilize construction materials that meet or exceed the town's requirements.

IV. Abatement Schedule

A. For New Business, in setting an abatement schedule as part of a Fixed Assessment Agreement, the Town Council will use the following table as a guide. The minimum required investment shall be based upon the actual capital investment in taxable real property improvements, excluding land cost and personal property. The percentage abatement may vary from year to year provided that the average percentage abatement shall not exceed the maximum average percentage over the entire term.

Minimum Taxable Real Property Improvement (Market Value)	Maximum Average % Abated Over Term	Maximum Term
$500 K -10M	30%	3 years
$11-20M	40%	4 years
$21-30M	50%	5 years
$31-50M	60%	5 years
$51-80M	70%	5 years
Over $80M	100%	7 years

B. For Existing Business, in setting an abatement schedule as part of a Fixed Assessment Agreement, the Town Council will use the following table as a guide. The minimum required investment shall be based upon the actual capital investment in taxable real property improvements, excluding land cost and personal property. The percentage abatement may vary from year to year provided that the average percentage abatement shall not exceed the maximum average percentage over the entire term.

Minimum Taxable Real Property Improvement (Market Value)	Maximum Average % Abated Over Term	Maximum Term
$350 K -3M	40%	3 years
$4M- 10M	40%	4 years
$11-20M	40%	4 years
$21-30M	50%	5 years
$31-50M	60%	5 years
$51-80M	70%	5 years
Over $80M	100%	7 years

C. Adjustment to Abatement Schedule. The Town Council may adjust the abatement schedule as set forth in Section IV, A. by increasing the average percentage abatement by not more than 10% based on the following criteria:

1. Wages. An increase in the average percentage abatement of up to 5 % may be considered when the project includes wages that exceed the median wages for similar positions in Hartford County.
2. Targeted Industries. An increase in the average percentage abatement of up to 5% may be considered for projects that are targeted industries per the town's target industry list.
3. Building Design. An increase in the average percentage abatement of up to 5% may be considered for use of high quality materials on the building exterior and/or the use of sustainable technologies including photovoltaic power sources.

V. Application Procedure

A. Any eligible owner and/or lessee may apply under this Policy to the Town of Windsor on application forms provided by the Economic Development Director. The applicant shall provide all required information in sufficient detail to allow the Town to determine costs and benefits associated with the implementation of a requested tax incentive. This information should include when appropriate the following:

1. Description of the project including an estimate of the number of jobs to be created and their wages.
2. Description of the applicant and its products or services and including a listing of its officers.
3. An estimate of the costs of the proposed improvements.
4. A construction schedule.
5. Identification of the assessment abatement schedule requested and specific justification for any adjustments per Section IV, C.
6. Identification of any other public incentives, financial or otherwise which are included in the project financing.
7. A calculation of the taxes foregone.
8. A statement of the benefits to the Town for granting a tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of planned corporate community involvement.
9. Other information as requested by the Town.

B. Each application shall be accompanied by a filing fee of five hundred ($500.00) dollars.

C. Upon receipt of the completed application and fee, the Economic Development Director shall refer the application to the Town Manager and Economic Development Commission for review and recommendation. Each application shall be reviewed on a case-by-case basis. The Town Manager and Economic Development Commission shall each forward recommendations in writing to the Town Council.

D. The Town Council, in its sole discretion, shall approve, approve with modifications and conditions or deny the application.

VI. Agreement

A. Pursuant to the Town Council decision, the applicant shall enter into a written agreement with the Town fixing the assessment of the real property in accordance with the assessment abatement schedule that was approved.

B. Said agreement shall incorporate appropriate provisions of the Policy, in particular, the following:

1. Applicant must not be delinquent in any taxes or charges due to the Town.

2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.

3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.

4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.

5. In the event that the applicant during the period of its participation in this program:
   a. Relocates its business from Windsor,
   b. Becomes delinquent in any taxes or fees,
   c. Closes its operation in Windsor, or
   d. Declares bankruptcy,

   then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation shall extend for three years beyond the term of the abatement.

6. Applicant shall provide a report annually regarding its compliance with the employment and wage provisions of this Policy. Said report shall be in writing upon such forms as are provided for this purpose by the Town.

7. Failure to comply with any of the conditions associated with a fixed assessment project including but not limited to provisions of the fixed assessment agreement and any requirements specified by any of Windsor's land use commissions may result in the Town Council's review of, and possible modification to, said fixed assessment agreement.

Town of Windsor, Connecticut
Assessment Abatement Policy

Targeted Business List
February, 2004

The following businesses qualify as a targeted business under the Town of Windsor Assessment Abatement Policy. The ultimate determination as to whether a specific applicant is a targeted business shall be with the Town Council.

1. Class A office space - Class "A" office space must include the following features:

    a. Two or more stories
    b. Minimum of 50,000 SF of floor area
    c. Incorporates broadband communications technology throughout
    d. High-speed elevators
    e. Life-safety and security programs
    f. On-site management
    g. Energy management system

2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

D-R-A-F-T

FIXED ASSESSMENT AGREEMENT

THIS AGREEMENT made effective as of _____, 2016, by and between Town of Windsor, Connecticut, a governmental body organized under the laws of the State of Connecticut ("Town"), and Fabcon Precast, LLC., a Minnesota Limited Liability Company ("Company").

RECITALS

A. Company has under consideration the lease of an approximately 82,000 square foot manufacturing plant proposed to be developed and constructed at 775 Marshall Phelps Road, Windsor, Connecticut, from a third party landlord ("Landlord").

B. Town has adopted an Assessment Abatement Policy in accordance with Section 12-65b of the Connecticut General Statutes, as amended, (the "Policy"), which provides for the abatement or reduction of certain ad valorem real estate tax.

C. Town has determined that said development qualifies as a manufacturing firm under the Policy and desires to offer the abatement of certain ad valorem real estate taxes hereafter to be assessed on said development as an inducement for Company and/or Landlord to develop and construct a manufacturing plant within Town.

D. Company has provided Town information verifying that the tax benefits created by said abatement shall accrue to Company and that Company's lease for the property shall be at least for the term of the abatement period as required by Policy.

E. Town Council has adopted a resolution authorizing Town to enter into this Agreement.

F. Town and Company now desire to enter into this Agreement to effect a Fixed Assessment of certain ad valorem real estate taxes which may be levied on said development.

NOW, THEREFORE, in consideration of the mutual promises contained herein, Town and Company hereby agree as follows:

ARTICLE I– – DEFINITIONS

Capitalized terms used and not defined herein shall have the definitions ascribed to them as set forth below:

Section 1.1 – Commencement Date. The term "Commencement Date" shall mean the date the Grand List is executed and confirmed by Town Assessor immediately following the date of

the final certificate of occupancy for the Facility and completion of the conditions included in Sections 3.1 and 3.2 of this Agreement.

Section 1.2 – Facility. The term "Facility" shall mean all taxable improvements on or about the Land including all buildings, structures, foundations, curbing, light standards, walkways, access drives, parking areas but otherwise exclusive of Personal Property and Land.

Section 1.3 – Investment In The Facility. The term "Investment In The Facility" shall mean all hard costs capitalized as part of the Facility incurred by Company in expansion of the Facility, including the cost of materials, labor, fixtures, leasing of equipment, and all other hard costs capitalized as part of the Facility excluding land cost.

Section 1.4 – Investment In Personal Property. The term "Investment in Personal Property" shall mean all hard costs incurred or invested by Company in the fabrication, purchase, transportation and installation of all Personal Property located on or about the Land, including all manufacturing and vendor costs, sales taxes, and all other hard costs capitalized as part of the Personal Property at the Facility.

Section 1.5 – Personal Property. The term "Personal Property" shall mean all personal property of Company located on or about the Land or used as a part of the Project, including all equipment, furnishings, and computers.

Section 1.6 – Project. The term "Project" shall mean collectively the Facility, Personal Property and the Land.

Section 1.7 – Land. The term "Land" shall mean the premises generally known as 545 Marshall Phelps Road, Windsor, Connecticut.

Section 1.8 - Fixed Assessment - The term "Fixed Assessment" shall refer to Town's conferral, under Connecticut General Statutes 12-65 b, of a fixed assessment on the Facility and Land which is equal to the portion of the assessed value, for a given year of the Fixed Assessment Period, as set forth in Section 2.1.

Section 1.9- Fixed Assessment Period - The term "Fixed Assessment Period" shall refer to a full four (4) assessment year period which shall begin upon the occurrence of the Commencement Date and continue until the full four (4) years of assessment periods has been completed. Upon the passage of said four (4) year period, the fixed assessment period automatically shall expire subject to the provisions of Section 2.1.

ARTICLE II-TAX MATTERS

Section 2.1 – Fixed Assessment. Town and Company agree that the Fixed Assessment for the Facility and the Land shall be fully effective during the Fixed Assessment Period. Furthermore, in the event that Town cannot confer the Fixed Assessment at any time during the Fixed Assessment Period pursuant to a court order or change in law applicable to fixed assessment agreements entered into and effective prior to the date of such change in law, then the term of the Fixed Assessment Period shall automatically be extended by such time period in order to provide a full four (4) year period in which the Fixed Assessment is effective to the extent

permitted by applicable local and State law, and Town shall undertake all reasonable efforts to effect said extension.

During the Fixed Assessment Period, Town shall establish the assessment of the Land and the Facility at the Fixed Assessment amount equal to sixty (60%) per cent of the assessed value of Land and Facility, provided that the Fixed Assessment amount shall be equal to fifty(50%) per cent of the assessed value of Land and Facility in the event that prior to the Commencement Date: 1) the Company has established a cogeneration system for electricity and process heat at the Facility, and 2) Company has demonstrated to Town satisfaction that the median wages to be paid to operations employees is not less than 105% of the median wages for similar occupation classes in the Hartford Area Labor Market based on the then most recent published data.

Section 2.2– Minimum Real Estate Tax Payment. During the Fixed Assessment Period, Company agrees to pay (or cause Landlord to pay) for each tax year a minimum ad valorem real estate tax payment for the Facility and the Land equal to the Fixed Assessment for each such year as set forth in Section 2.1 at the then-existing mill rate adopted by Town, subject to the provisions of this Agreement. Company (or Landlord) shall make such payment no later than the applicable due dates of the tax billing or otherwise shall be subject to penalty interest for late payment. Effective upon the expiration or termination of the Fixed Assessment Period, Company shall have no further obligations under this Section 2.2.

Section 2.3– Personal Property Tax Payment. Company agrees to pay all taxes levied on the Personal Property by Town during the Fixed Assessment Period. Company shall make such payment no later than the applicable due dates of the tax billing or otherwise shall be subject to penalty interest for late payment.

Section 2.4 - Assessment and Revaluation. The Company shall have the right to appeal any increase in assessment due to a town-wide property revaluation pursuant to Connecticut General Statutes, sections 12-117A and 12-119, as amended. The assessment of the Land and Facility for the period prior to the Commencement Date shall be determined in the normal course pursuant to state and local laws.

ARTICLE III– MINIMUM INVESTMENTS

Section 3.1 – Minimum Investment In The Facility. Company shall commence or cause Landlord commence construction of Facility within six months after approval of a site plan by the Town Planning and Zoning Commission. Company agrees to expend or cause Landlord to expend Investment In The Facility in accordance with the approved site plan of not less than twelve ($12,000,000) million dollars no later than twenty-four months after approval of the site plan, which deadline may be extended by the Town Council for up to one (1) six (6) month period provided that Town finds Company and/or Landlord is diligently and continuously pursuing the completion of the Project.

Section 3.2 – Investment In Personal Property. Company agrees that the taxable portion of Investment In Personal Property shall be not less than $300,000 which taxable portion shall be located on Land no later than twenty-four months after approval of the site plan, which deadline

may be extended by the Town Council for up to one (1) six (6) month period provided that Town finds Company is diligently and continuously pursuing the completion of the Project.

Section 3.3 – Schedule. No later than twenty-four months following approval of the site plan or at the end of any approved extension period as provided in Section 3.1 and Section 3.2, Company shall furnish Town with a certificate confirming Company's satisfaction of the obligations contained in Sections 3.1 and 3.2 hereof. Company, at the request of Town, further shall furnish Town with general information substantiating the expenditure of such investment. Town acknowledges that any certification from a third party architect, managing contractor, engineer, general contractor, vendor or manufacturer, which certifies such investment will satisfy any request by Town for additional evidence verifying the expenditure of such investment.

Section 3.4 – Failure to Comply. In the event the Company has not expended Investment in the Facility of not less than $12,000,000 or located on the Land the $300,000 taxable portion of Investment in Personal Property within twenty-four months of site plan approval or at the end of any approved extension periods as provided in Section 3.1 and Section 3.2, Town shall be entitled to terminate this Agreement. In the event of such termination by Town, then Town and Company shall not have any further obligation under this Agreement.

ARTICLE IV– EMPLOYMENT MATTERS

Section 4.1 – Town Residents. During the Fixed Assessment Period, Company shall exercise good faith efforts to recruit qualified residents of Town to fill part and full-time positions used for the Project; provided, however, that Company is under no legal obligation to hire any resident of Town for such purposes, it being understood that Company, in its sole discretion, will make the ultimate determination on whether or not a resident is qualified to fill a position or to hire such person. The Company's good faith efforts shall include at a minimum conducting two local job fairs, and may include, by way of example, providing notice of job openings to a designated representative of the Town for dissemination, organizing recruiting events, advertising and coordinating hiring efforts with the Town and local workforce organizations.

Section 4.2 – Wages. During the Fixed Assessment Period, Company shall exercise good faith efforts to pay its employees wages that are at or above the median wage for similar positions in Hartford County, provided that if the Company has received an increased percentage abatement per Section 2.1 then Company must maintain the median wages to be paid to operations employees at not less than 105% of the median wages for similar occupation classes in the Hartford Area Labor Market based on the then most recent published data.

Section 4.3 – Annual Report. During the Fixed Assessment Period, Company shall provide to Town a report annually regarding Company efforts to recruit qualified residents of Town to fill positions as provided in Section 4.1 and Company wages as provided in Section 4.2. Said report shall be in writing upon the form attached hereto as Exhibit A – Annual Report.

ARTICLE V – – OPERATION OF PROJECT

Section 5.1 – Operation. During the Fixed Assessment Period and for a period of three (3) consecutive years thereafter, the Company agrees that it shall not:

5.1.1 Relocate the operations of Company associated with Facility outside of the Town of Windsor:

5.1.2 Permanently cease operations in the Town of Windsor for a cumulative period greater than one (1) year;

5.1.3 Fail to pay the taxes contemplated under this Agreement (subject to exercising Company's rights under applicable law); or

5.1.4 Declare bankruptcy.

Section 5.2– Remedies. In the event that Company is in Material Default (as defined in Article VII) under Sections 5.1.1 through 5.1.4 and such Material Default continues following notice by the Town as provided under Article VII, Town shall have the right to, as the sole and exclusive remedies for a Material Default, (i) terminate the Fixed Assessment for the balance of the Fixed Assessment Period, and (ii) recover all tax benefits provided to Company during the Fixed Assessment Period (i.e. the taxes that would have been payable by Company that were not paid as a result of the Fixed Assessment). In the event that Company has instituted appropriate administrative or legal proceedings challenging the amount of the statutory assessment of the Facility and Property, payment of any and all taxes shall be in accordance with Connecticut General Statute section 12-117 and other applicable law.

ARTICLE VI– REPRESENTATIONS AND WARRANTIES

Section 6.1 – Town Representations and Warranties. Town hereby represents and warrants to Company as follows:

6.1.1 This Agreement is in material compliance with Town Charter and ordinances and with the Connecticut General Statutes, et seq. and all other applicable local and State law.

6.1.2 Town is a municipality duly organized and operating under the laws of the State.

6.1.3 Town has the power to enter into this Agreement and to carry out its obligations hereunder.

6.1.4 The execution and delivery of this Agreement, the conferral of the Fixed Assessment to Company, the performance of its other obligations contained in this Agreement, the consummation of the other transactions contemplated hereby, and the fulfillment of the compliance with the terms and conditions of this Agreement, by Town are not prevented by or result in a breach of, the terms, conditions or provisions of Town Charter, any statute, law, ordinance or regulation by which Town is bound, or any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which Town is now a party or by which it is bound, nor do they constitute a default under any of the foregoing.

6.1.5 This Agreement has been duly authorized by Town Council, and is a valid and binding obligation of Town, and is enforceable in accordance with its terms against Town.

6.1.6 The representative of Town executing this Agreement is in good standing with Town, and is authorized to execute and deliver this Agreement, in such capacity.

6.1.7 There is no claim or litigation, or to the best of Town's knowledge, threat of any claim or litigation, against Town with respect to its execution and delivery of this Agreement or otherwise pertaining to the conferral of the Fixed Assessment or any other matter contained in this Agreement.

6.1.8 There are no actions, suits or administrative or legal proceedings pending, to the best of its knowledge, threatened against or affect Town or before any arbitrator or any governmental body in which there is a reasonable possibility of an adverse decision which could materially affect the financial condition of Town or which in any manner raises any question about the ability of Town to perform its obligations under this Agreement.

Section 6.2 – Company Representations and Warranties. Company hereby represents and warrants to Town as follows:

6.2.1 Company is a corporation organized under the laws of the State of Delaware and is in good standing with the Secretary of State of Delaware and is qualified to transact business in the State of Connecticut.

6.2.2 Company has the power to enter into this Agreement to carry out its obligations hereunder.

6.2.3 The execution and delivery of this Agreement, the performance of the obligations of Company contained in this Agreement, the consummation of the other transactions contemplated hereby, and the fulfillment of the compliance with the terms and conditions of this Agreement by Company are not prevented by or result in a breach of, the terms, conditions or provisions of any statute, law, ordinance or regulation by which Company is bound, or any contractual restriction, financing, agreement or instrument of whatever nature to which Company is now a party by which it is bound, nor do they constitute default under any of the foregoing.

6.2.4 This Agreement has been duly authorized by Company, and is a valid and binding obligation of Company and is enforceable in accordance with its terms against Company.

6.2.5 The officer of Company executing this Agreement is in good standing with Company and is authorized to execute and deliver this Agreement, in such capacity.

6.2.6 There is no claim or litigation, to the best of Company's knowledge, threat of any claim or litigation, against Company with respect to its execution and delivery of this Agreement, the conferral of the Fixed Assessment or any other matter contained in this Agreement.

6.2.7 There are no actions, suits or proceedings pending or, to the best of its knowledge, threat against or effect to Company or before any arbitrator or any governmental body in which there is a reasonable possibility of an adverse decision which could materially affect the ability of Company to perform its obligations under this Agreement.

ARTICLE VII - DEFAULT

Section 7.1 – Town Default. In the event that Town fails to perform a material covenant or agreement, or to observe a material term or condition, contained in this Agreement and Company furnishes notice to that effect to Town, and Town fails substantially to rectify the same within thirty (30) days after receipt of notice, and such an additional reasonable time period as is necessary to rectify the matter if the nature of such non-compliance cannot be reasonably cured within said thirty (30) day period, so long as Town initiates the curing thereof within said thirty (30) day period and thereafter diligently prosecutes such curing, then Town shall be deemed to be in material default of this Agreement (such default after delivery of notice and failure to cure, a "Material Default"). In the event of Town's Material Default under this Agreement beyond applicable cure periods, Company shall be entitled to all rights and remedies at law or in equity.

Section 7.2 – Company Default. In the event of a Material Default by Company (after Town has provided notice and the opportunity to cure, in the manner described in Section 7.1), then Town, as its sole and exclusive remedy (except for Material Defaults under Sections 5.1.1 through 5.1.4 remedies for which are covered in Section 5.2), shall be entitled to terminate this Agreement, including without limitation, the Fixed Assessment, provided, however, that if a Material Default occurs as a result of Company's failure to pay ad valorem real estate or personal property taxes assessed by Town with respect to the Project, subject to the limitations and qualifications expressly contained in this Agreement, Town shall be entitled to assess all penalties and to exercise all rights accorded to it as a taxing authority under the Connecticut General Statutes.

ARTICLE VIII– MISCELLANEOUS

Section 8.1 – Notices. All notices and requests required pursuant to this Agreement shall be sent by personal delivery, overnight courier, or certified mail as follows:

To Town:

Town of Windsor
Windsor Town Hall
275 Broad Street
Windsor, CT 06095
Attention: Town Manager

To Company: Fabcon Precast, LLC
6111 W. Hwy. 13
Savage, MN 55378
Attention: President and CEO

or at such other addresses as the parties may indicate in writing to the other by personal delivery, overnight courier, or certified or registered mail, return receipt requested, with proof of delivery thereof. Notices and requirements shall be deemed delivered to the address set forth above (a) when delivered in person on a business day, (b) on the same business day received if delivered by overnight courier, or (c) on the third business day after being deposited in any main or branch United States Post Office when sent by registered mail, return receipt requested.

Section 8.2– Successors and Assigns; Assignment. Company may not assign its rights and obligations under this Agreement except with permission of the Windsor Town Council which permission shall not be unreasonably denied. Notwithstanding the foregoing, the Town and the Company agree that the Company may assign its rights and interests in this Agreement without the permission of the Windsor Town Council (i) to any parent, grandparent, subsidiary or affiliate of the Company, (ii) to any company into which the Company or its parent or grandparent is merged or which results from the merger of the Company, or its parent, grandparent with any other entity, or (iii) to any purchaser of the Project in connection with a sale/leaseback or other financing arrangement including but not limited to the holder of any mortgage on the Project. All of the terms and provisions of this Agreement shall be binding on and inure to the benefit of all of the successors and assigns of the parties hereto.

Section 8.3– Amendment. This Agreement sets forth all the promises, inducements, agreements, conditions, and understandings between Company and Town relative to the fixing the assessments on the Facility and the Property and there are no promises, agreements, conditions, or understandings, either oral or written, express or implied, between them related thereto, other than as herein set forth. No subsequent alteration, amendment, change, or addition to this Agreement shall be binding on the parties hereto unless authorized in accordance with law and reduced in writing and signed by them.

Section 8.4-Counterparts. This Agreement (or any exhibit or addendum to it) may be executed by facsimile or using an e-signature format such as DocuSign, and in counterparts, each of which (including signature pages) will be deemed an original, but all of which together will constitute one and the same instrument.

Section 8.5- Severability. The invalidity of any provision of this Agreement shall not affect the validity of the remaining provisions, which shall remain in full force and effect to govern the parties' relationship.

IN WITNESS WHEREOF, this Agreement has been executed by authorized representatives of the parties hereto and is effective as of the aforesaid date.

TOWN OF WINDSOR

_____ By: _____

_____ Name: _____

Title: _____

FABCON PRECAST, LLC

_____ By: _____

_____ Name: _____

Title: _____

ACKNOWLEDGMENTS

STATE OF CONNECTICUT)
) ss.:
TOWN OF WINDSOR)

The foregoing instrument was acknowledged before me on _____, 2016 by Peter P. Souza, as the Town Manager of Town of Windsor, on behalf of said Town.

My commission expires: _____

(SEAL)

_____
Notary Public

STATE OF MINNESOTA)
) ss.:
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me on _____, 2016 by _____, as the _____ of Fabcon Precast, LLC.

My commission expires: _____

(SEAL)

_____
Notary Public

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager

Subject: Approve Director of Public Works / Town Engineer Job Description and Public Works Operations Manager Job Description

Background

The position classification and pay plan for unaffiliated employees includes positions entitled Director of Public Works (pay grade 3), Town Engineer (pay grade 2) and Public Works Operations Manager (pay grade 2).

Earlier this year the Director of Public Works position became vacant and at this time it is proposed to create a new position description to include the duties and responsibilities of the Director of Public Works and Town Engineer into a combined position of Director of Public Works / Town Engineer. This action would allow for the future reorganization of both the Public Works' and Design Services/Engineering's managerial and administrative structure.

The Public Works Operations Manager position will become vacant in early 2017 due to the retirement of the incumbent. It is customary for town staff to review the job description when a position is vacated to ensure that the duties, education and experience requirements reflected in the job description align with the town's needs. The Town Manager, interim Public Works Director and Human Resources Director reviewed the job description and found that some changes were necessary to reflect the current duties and minimum qualifications of the position. This job description was last updated in 2000.

Discussion/Analysis

Director of Public Works/Town Engineer

The main duties of the Director of Public Works position include performing a variety of complex supervisory, administrative and professional work in planning, coordinating, directing and supervising the activities of the Public Works Department. The main duties of the Town Engineer position include performing a variety of complex supervisory and professional engineering work for public works, capital improvement and environmental projects and programs.

The proposed amendments are intended to reflect the incorporation of the Town Engineer's duties and responsibilities into the Director of Public Works position description. In addition, the new description includes changes that have occurred over the years in the duties and expectations of

the position. In addition to incorporating the Town Engineer responsibilities, the most significant changes proposed to the job description are:

- Adding responsibility for supervising the transfer station and recycling services.
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Sections related to "Supervisory Responsibilities" and "Competencies" have been added to conform to the format the town currently uses for job descriptions. The "Physical Demands and Work Environment" section has been updated to better align with the requirements of the position. Copies of the current and proposed job descriptions are attached. It is proposed that the new position be placed in Grade 3 of the Administrative Pay Plan.

Public Works Operations Manager

The main duties of the Public Works Operations Manager position include performing a variety of supervisory, administrative, and professional public works related duties including planning, coordinating, and supervising the construction, maintenance and repair of town streets, drainage systems, sidewalks, parks and grounds, and related infrastructure.

The proposed changes are intended to more accurately reflect the duties and minimum qualifications and changes in expectations of the position over the last fifteen years. A red-lined draft showing the specific changes is attached. The most significant changes proposed to the job description are:

- Reducing the minimum educational requirements from a Bachelor's degree to an Associate's degree; clarifying that the six years experience in public works must be in construction management versus construction, and adding supervisory experience as a requirement.
- Adding responsibility for recommending equipment purchases and developing specifications for the purchase of fleet vehicles and equipment.
- Adding responsibility for developing, coordinating, and implementing training and cross training programs for employees.
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Sections related to "Competencies" have been added to conform to the format the town currently uses for job descriptions. The "Physical Demands and Work Environment" section has been updated to better align with the requirements of the position. Copies of the current and proposed job descriptions are attached.

<u>Financial Impact</u>

The new Director of Public Works/Town Engineer position would be in Grade 3 of the Administrative Pay Plan.

The changes to the Public Works Operations Manager job description have no financial impact.

Other Board Action
None

Recommendations
If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE that the job description for the position of Director of Public Works / Town Engineer be approved as presented and incorporated in Grade 3 of the administrative pay plan, that the job titles of Director of Public Works and Town Engineer be deleted from the administrative pay plan and that the amended Public Works Operations Manager job description be approved as presented."

Attachments
Red-lined version – DPW Director & Public Works Operations Manager job descriptions
Current job descriptions - DPW Director, Public Works Operations Manager, Town Engineer

Director of Public Works / Town Engineer

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title:	Director of Public Works~~/~~ / Town Engineer
Department:	Public Works
Reports To:	Town Manager
FLSA Status:	Exempt
Prepared By:	Human Resources
Approved By:	Town Council
Approved Date:	~~September 5~~, ~~2000~~ August 1, 2016

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work in planning, coordinating, directing, and supervising the operations of the Department of Public Works and Design Services / Engineering including design, construction, maintenance and repair of Town streets and related infrastructure; park and recreation maintenance; ~~litter collection and disposal~~; landfill and transfer station operations; vehicle and equipment repair and building maintenance ~~and~~ ,repair and construction~~.~~ Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, coordinates, supervises, and evaluates all public works and engineering activities, including streets and roads, parks and grounds, traffic safety, stormwater drainage, storm control, landfill, transfer station and recycling services, vehicle and equipment repair, and building maintenance; ~~evaluates public works needs and provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations.~~

Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget and capital improvement requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

~~Facilitates staff~~ Coordinates preparation of work procedures, assignments, schedules and levels of service; studies and standardizes procedures to improve efficiency and effectiveness of operations; trains, motivates and evaluates assigned staff; reviews work progress and directs changes as needed.

Provides advice to Town Manager concerning public works and engineering needs; makes presentations to staff and Town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.

Evaluates public works and engineering needs and provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations.

Issues written and oral instructions; examines work for exactness, neatness and conformance to policies and procedures; encourages effective labor relations and intervenes to avoid grievances; maintains harmony among workers and quickly addresses and resolves grievances; ~~adjusts errors and complaints;~~ maintains regular contact and coordinates activities with other town departments, consultants, construction project engineers, State and Federal agencies, and the general public.

Assists with the development of subdivision regulations, and the review of private project development plans for compliance with codes, regulations and standards.

Coordinates management of municipal public works projects; conducts public meetings to solicit input regarding proposed projects, oversees the preparation of plans and specifications, cost estimates, bidding, competency of contractors and vendors, and contractor selection criteria; ensures contractor compliance with project time and budget parameters.

~~Assists in~~ Oversees the preparation of materials and equipment specifications and makes recommendations on the purchase of major vehicles and equipment.

Supervises technical staff in design and inspection of construction and maintenance projects.

Coordinates the development and preparation of various asset management plans and the Capital Improvement Program.

ADDITIONAL DUTIES

Monitors inter-governmental actions and legislation affecting public works; assists with coordination of department's safety program; ~~serves as a member of various employee committees; participates in meetings, seminars and training sessions;~~ performs the duties of subordinate personnel as needed; performs related work as required.

Participates in labor negotiations; administers collective bargaining agreements in assigned areas of responsibility.

Serves as a member of various employee committees; participates in meetings, seminars and training sessions.

SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of the department including full-time, part-time and seasonal employees. Primarily provides direction through division managers and other department supervisors. Provides leadership and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Is responsible for hiring and training, directing and monitoring work; appraising performance; motivating, rewarding, and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.

Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts of engineering and public works and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.

Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills – Tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, local businesses, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for differences.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.

Budget/Financial – Develops, prepares, presents and monitors annual department budget. Presents fee, expenditure and revenue projections and recommendations to the town manager.

~~DESIRED~~ MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree with Master's degree preferred in civil engineering, construction management, public administration or a closely related field, with five years progressively responsible supervisory experience in planning, designing and coordinating municipal public works projects and activities; or

- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- ~~Thorough k~~Knowledge of the materials, equipment and engineering principles and practices related to road and drainage construction and maintenance, and to parks and grounds maintenance; ~~thorough~~ working knowledge of the operation and repair of heavy trucks and construction equipment; ~~thorough~~ knowledge of occupational hazards and safety precautions related to public works; working knowledge of traffic safety; knowledge of modern techniques of the collection and disposal of solid waste.
- Skill in operation of listed tools and equipment.
- ~~Good a~~Ability to apply the principles and practices of organization, management, personnel and financial administration in the operation of public works activities; ~~good~~ ability to develop long-term plans and programs; ~~good~~ ability to coordinate and facilitate the work of a large and diverse staff; ~~good~~ ability to inspect and evaluate work of assigned staff; ~~good~~ ability to read and interpret sketches and plans; ~~good~~ ability to establish and maintain effective working relationships with other employees, Town officials, contractors, vendors and general public; ~~good~~ ability to effectively communicate orally and in writing.
- Ability to exercise good judgment and make sound decisions.
- Ability to initiate, coordinate, and implement service improvements.
- Ability to train and supervise subordinate staff.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Special Requirements

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- Connecticut Certification as Professional Engineer (PE) ~~preferred~~.

TOOLS AND EQUIPMENT USED

Personal computer, tablet ~~including word processing, spreadsheet, and database;~~ motor vehicle,~~;~~ phone~~;~~, radio~~;~~, fax and copy machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. . Must be able to travel to various job sites. Must have physical ability to perform all necessary inspections including navigating various terrain and the ability to climb, stoop, kneel, and crouch. While performing the duties of this job, the employee is required to use hands to handle documents and materials, feel or operate objects, tools or controls; and reach with hands and arms. Must be able to enter

information into the computer and operate various office equipment. Must have ability to communicate with others in person and over the telephone.

~~While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.~~ The employee must occasionally lift and/or move up to 25 pounds. Occasionally work is performed near moving mechanical parts and in high, precarious places. Occasional exposure to cold, wet, hot, or humid conditions, fumes and airborne particles. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus in order to read blueprints, perform inspections, and verify data in various formats.

The noise level in the office work environment is usually quiet~~-~~, with background sounds from customers, coworkers, and office machines. ~~to moderate.~~ The noise levels may be moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title: Director of Public Works
Department: Public Works
Reports To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work in planning, coordinating, directing, and supervising the operations of the Department of Public Works including construction, maintenance and repair of Town streets and related infrastructure; park and recreation maintenance; litter collection and disposal; landfill operations; vehicle and equipment repair and building maintenance and repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, supervises, and evaluates all public works activities, including streets and roads, parks and grounds, traffic safety, stormwater drainage, storm control, landfill services, vehicle and equipment repair, and building maintenance; evaluates public works needs and provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget and capital improvement requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Facilitates staff preparation of work, assignments, schedules and levels of service; studies and standardizes procedures to improve efficiency and effectiveness of operations; trains, motivates and evaluates assigned staff; reviews work progress and directs changes as needed.
- Provides advice to Town Manager concerning public works needs; makes presentations to staff and Town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Issues written and oral instructions; examines work for exactness, neatness and conformance to policies and procedures; maintains harmony among workers and resolves grievances; adjusts errors and complaints; maintains regular contact and coordinates activities with other town departments, consultants, construction project engineers, State and Federal agencies, and the general public.
- Assists with the development of subdivision regulations, and the review of private project development plans for compliance with codes, regulations and standards.
- Coordinates management of municipal public works projects; oversees the preparation of plans and specifications, cost estimates, bidding, competency of contractors and vendors, and contractor selection criteria; ensures contractor compliance with project time and budget parameters.
- Assists in the preparation of materials and equipment specifications and makes recommendations on the purchase of major vehicles and equipment.

ADDITIONAL DUTIES

- Monitors inter-governmental actions and legislation affecting public works; assists with coordination of department's safety program; serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.
- Participates in labor negotiations; administers collective bargaining agreements in assigned areas of responsibility.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree with Master's degree preferred in civil engineering, construction management, public administration or a closely related field, with five years progressively responsible supervisory experience in planning and coordinating municipal public works activities; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the materials, equipment and engineering principles and practices related to road and drainage construction and maintenance, and to parks and grounds maintenance; thorough knowledge of the operation and repair of heavy trucks and construction equipment; thorough knowledge of occupational hazards and safety precautions related to public works; working knowledge of traffic safety; knowledge of modern techniques of the collection and disposal of solid waste.
- Skill in operation of listed tools and equipment.
- Good ability to apply the principles and practices of organization, management, personnel and financial administration in the operation of public works activities; good ability to develop long-term plans and programs; good ability to coordinate and facilitate the work of a large and diverse staff; good ability to inspect and evaluate work of assigned staff; good ability to read and interpret sketches and plans; good ability to establish and maintain effective working relationships with other employees, Town officials, contractors, vendors and general public; good ability to effectively communicate orally and in writing.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.
- Certification as Professional Engineer (PE) preferred.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative

of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

DPW Operations Manager

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title: Public Works Operations Manager
Department: Public Works
Reports To: Director of Public Works
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: Town Council
Approved Date: ~~September 5, 2000~~ August 1, 2016

GENERAL PURPOSE

Performs a variety of complex supervisory, administrative, and professional work in public works including planning, coordinating, and supervising the construction, maintenance and repair of t~~T~~own streets, drainage systems ~~culverts~~, sidewalks, parks and grounds, and related infrastructure. Responsibilities also include oversight of fleet and equipment management and procurement. ~~, and in the general maintenance and repair of mechanical equipment.~~ Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, and supervises all elements ~~activities~~ of ~~P~~public ~~W~~works, including streets ~~and roads~~, parks and grounds, traffic safety, stormwater drainage, storm control, and equipment repair~~; evaluates public works needs~~.

Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparation of ~~prepares~~ annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines and sets work priorities, prepares and coordinates work schedules and staffing to expedite workflow, and provide a high level of service. ~~Facilitates staff preparation of work, assignments, schedules and workloads; s~~

Studies and standardizes procedures to improve efficiency and effectiveness of operations; stays informed of current best practices and encourages innovation; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and outside agencies as needed.

Provides advice to the ~~D~~department ~~D~~director concerning public works needs; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.

Recommends equipment purchases for assigned areas of responsibility and assist~~s~~ in developing specifications for purchase of fleet vehicles and equipment.

Develops, coordinates, and implements training and cross training programs for employees, concluding safety procedures, equipment operations, construction techniques, general work methods, and other related training.

Issues written and oral instructions; examines work for exactness, neatness and conformance to policies and procedures; encourages effective labor relations and intervenes to avoid grievances; maintains harmony among workers and quickly addresses and resolves grievances; ~~adjusts errors and complaints~~.

Participates in ~~Coordinates~~ the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Serves as a critical resource for the oversight and management of the town's winter storm operations. Plans and coordinates preparations for snow removal and ice control, including equipment and material preparation; evaluates potential snow emergencies, including weather and road conditions; manages town forces; supervises operations through clean up.

Coordinates project management for municipal public works projects; oversees cost estimates, bidding, competency of contractors and vendors, and contractor selection criteria; ensures contractor compliance with project time and budget parameters.

Participates in the selection process for job applicants for full-time, part-time, and seasonal vacancies, recommends employment, and takes other related actions.

Maintains regular contact with Town, State and Federal agencies and the general public regarding department activities and services.

ADDITIONAL DUTIES

Participates in labor negotiations; administers collective bargaining agreements in assigned areas of responsibility.

Responsible for ensuring the conservation and maintenance of trees on town land, in accordance with state statutes. May serve as Tree Warden.

Serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.

COMPETENCIES

Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.

Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts of public works and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.

Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills – Tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, local businesses, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for differences.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.

~~DESIRED~~ MINIMUM QUALIFICATIONS

Education and Experience

- ~~Bachelor's~~ Associate's degree in civil engineering, construction management, ~~public administration~~ or a closely related field, with six years experience in public works construction~~,~~ management -and maintenance activities~~;~~ including supervisory experience.
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- ~~Thorough k~~Knowledge of the materials, equipment, methods and practices related to road and drainage facilities construction and maintenance, and parks and grounds maintenance; ~~thorough~~ knowledge of ~~the operation and repair of~~ heavy and light construction equipment and dump trucks ~~and construction equipment~~; ~~thorough~~ knowledge of traffic safety, occupational hazards

and safety precautions related to public works., ~~working knowledge of traffic safety~~.

- Knowledge of operation of parks and grounds maintenance programs; knowledge of fertilization, soils, turf management, chemicals, irrigation, and snow removal operations; knowledge of construction of parks and recreation facilities; knowledge of mechanical aspects of parks maintenance equipment; knowledge of athletic field maintenance; and knowledge of trees, plants, flowers and shrubs.
- Ability to work well independently and as part of a team. Ability to work cooperatively with the public, subordinates, co-workers, department heads, union officials, vendors, and city officials among other stakeholders.
- Ability to plan, organize and supervise seasonal maintenance and emergency response programs; ability to plan and schedule park maintenance activities; ability to develop maintenance standards; ability to establish employee training and safety programs; ability to prepare and manage a detailed and complex divisional budget.
- Ability to prepare and analyze complex reports; ability to keep accurate records.
- Ability to carry out assigned projects to their completion; ability to coordinate and facilitate the work of staff consistent with department and town goals and service expectations. Ability to train, supervise, and motivate staff.
- Ability to exercise good judgment and make sound decisions.
- Ability to initiate, coordinate, and implement service improvements.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), the Internet, financial management software, and work order management software.
- ~~Ability to coordinate and facilitate the work of a large staff; good ability to prepare work schedules, making efficient use of labor and materials; good ability to read and interpret sketches and plans; good ability to inspect and evaluate work of assigned staff; good ability to establish and maintain effective working relationships with other employees, Town officials, contractors, vendors and general public; good ability to effectively communicate orally and in writing.~~

Special Requirements

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- Position is on-call on a 24-hour basis, often in extreme weather conditions, and is required to carry a cell phone and report as needed.

TOOLS AND EQUIPMENT USED

Personal computer, tablet ~~including word processing, spreadsheet, and database~~, motor vehicle~~;~~, phone~~;~~, radio~~;~~, fax and copy machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~While performing the duties of this job, the employee is occasionally required to stand; walk;~~

~~use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 75 pounds.~~

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. Must be able to travel to various job sites. Must have physical ability to perform all necessary inspections including navigating various terrain and the ability to climb, stoop, kneel, and crouch. While performing the duties of this job, the employee is required to use hands to handle documents and materials, feel or operate objects, tools or controls; and reach with hands and arms. Must be able to enter information into the computer and operate various office equipment. Must have ability to communicate with others in person and over the telephone. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus in order to read blueprints, perform inspections, and verify data in various formats.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to cold, wet, hot, ~~and~~ or humid conditions, fumes or airborne particles.~~, risk of electrical shock, and vibration~~. Occasionally required to drive to other town offices and job sites under possible adverse weather conditions, including extreme heat and cold.

- ~~Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.~~
- ~~The noise level in the work environment is usually quiet while in the office and moderately noisy when in the field.~~ The noise level in the office work environment is usually quiet, with background sounds from customers, coworkers, and office machines. The noise levels may be moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title: Public Works Operations Manager
Department: Public Works
Reports To: Director of Public Works
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of complex supervisory, administrative, and professional work in planning, coordinating, and supervising the construction, maintenance and repair of Town streets, culverts, sidewalks and related infrastructure, and in the general maintenance and repair of mechanical equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and supervises all activities of Public Works, including streets and roads, parks and grounds, traffic safety, stormwater drainage, storm control, and equipment repair; evaluates public works needs.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Facilitates staff preparation of work, assignments, schedules and workloads; studies and standardizes procedures to improve efficiency and effectiveness of operations; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and outside agencies as needed.
- Provides advice to the Department Director concerning public works needs; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Issues written and oral instructions; examines work for exactness, neatness and conformance to policies and procedures; maintains harmony among workers and resolves grievances; adjusts errors and complaints.
- Coordinates the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Coordinates project management for municipal public works projects; oversees cost estimates, bidding, competency of contractors and vendors, and contractor selection criteria; ensures contractor compliance with project time and budget parameters.
- Maintains regular contact with Town, State and Federal agencies and the general public regarding department activities and services.

ADDITIONAL DUTIES

- Participates in labor negotiations; administers collective bargaining agreements in assigned areas of responsibility.
- Serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in civil engineering, construction management, public administration or a closely related field, with six years experience in public works construction and maintenance activities;
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the materials, equipment, methods and practices related to road and drainage facilities construction and maintenance, and parks and grounds maintenance; thorough knowledge of the operation and repair of heavy trucks and construction equipment; thorough knowledge of occupational hazards and safety precautions related to public works, working knowledge of traffic safety.
- Ability to coordinate and facilitate the work of a large staff; good ability to prepare work schedules, making efficient use of labor and materials; good ability to read and interpret sketches and plans; good ability to inspect and evaluate work of assigned staff; good ability to establish and maintain effective working relationships with other employees, Town officials, contractors, vendors and general public; good ability to effectively communicate orally and in writing.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or

crawl; talk or hear; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 75 pounds.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and vibration.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually quiet while in the office and moderately noisy when in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Town Engineer

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title: Town Engineer
Department: Development Services
Reports To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of complex supervisory and professional engineering work for public works, capital improvement and environmental projects and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates all aspects of assigned projects; evaluates public works and capital improvements needs and makes recommendations to Town Manager; formulates short and long range plans to meet needs in all areas of responsibility.
- Develops or coordinates the preparation of engineering plans and specifications; develops project cost estimates and prepares purchase requisitions for contractor services, supplies, materials and equipment.
- Supervises technical staff in design and inspection of construction and maintenance projects.
- Conducts public hearings to solicit input regarding proposed projects; writes requests for proposals and coordinates required advertising for bids; reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and other selection criteria.
- Oversees assigned projects to ensure contractor compliance with time and budget parameters; maintains regular contact with consulting and construction project engineers, Town staff, state and Federal agencies, and affected Town residents and property owners.
- Prepares and submits project status reports to Town Manager, Town Council and other Town officials; responds to and resolves public inquiries and complaints regarding assigned projects.
- Assists in the development and preparation of the capital improvement program and flood plain management program.
- Assists in the preparation of storm drainage and street system maps, databases and comprehensive plans; assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc.
- Reviews utility permits, street use permits, franchise utility permits, etc.; reviews private project development plans for compliance with codes, regulations and standards; reviews adequacy of applications for permits and compliance with approved plans.

ADDITIONAL DUTIES

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in civil engineering or a closely related field, with six to eight years progressively responsible civil engineering experience including some supervisory experience; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; considerable knowledge of project management practices and techniques; working knowledge of Town, state and Federal policies, laws and regulations related to project activities.
- Considerable skill in arriving at cost estimates on complex projects; skill in operating listed tools and equipment.
- Good ability to design and direct the preparation of project designs and specifications; good ability to conduct necessary engineering research; good ability to compile and analyze technical reports, plans and cost estimates; good ability to effectively communicate orally and in writing; good ability to establish and maintain effective working relationships with other employees, Town officials, consultants, contractors, vendors, other governmental agencies and the general public.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.
- Connecticut Certification as Professional Engineer (PE).

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base and computer-aided-design software; standard drafting tools; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands

and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- The noise level in the work environment is quiet in the office and moderately noisy in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager PETER

Subject: Amendment to job descriptions

Background

The Finance Department includes the unaffiliated positions of Finance Director, Assistant Finance Director, and Accountant. The Assistant Finance Director was recently promoted to the vacant Finance Director position leaving the Assistant Finance Director position vacant. It is customary for town staff to review the job description when a position is vacated to ensure that the duties, education and experience requirements reflected in the job description align with the town's needs. Currently, the Human Resources department is coordinating the review of all unaffiliated, administrative pay plan job descriptions; therefore, the Finance Department job descriptions were reviewed by the Finance Director and the Human Resources Director. Some changes are necessary for them to reflect the current duties and minimum qualifications of the positions.

Sections related to "Supervisory Responsibilities" and "Competencies" have been added to each job description to conform to the town's current format. The "Physical Demands and Work Environment" section has been updated to better align with the requirements of the position.

Discussion/Analysis

Finance Director

The main duties of the Finance Director position include performing complex supervisory, administrative, professional, and technical accounting and finance functions in maintaining the fiscal records and systems of the Town. The Finance Director supervises all municipal finance services, including accounting, billing, internal auditing, risk management, tax assessment, tax collection, payroll and budgeting activities.

The proposed changes are intended to more accurately reflect the duties of the position. A redlined draft showing the specific changes is attached. The most significant changes proposed to the job description are:

- Clarifying responsibility for tax collection and payroll
- Clarifying responsibility for administering the town pension plans
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Assistant Finance Director
The main duties of the Assistant Finance Director include performing responsible technical governmental accounting, finance, administrative and supervisory functions in maintaining the fiscal records and systems of the town. The Assistant Finance Director supervises the accounts payable, accounts receivable, and payroll staff.

The proposed changes are intended to more accurately reflect the duties of the position and are primarily edits for clarification purposes. A redlined draft showing the specific changes is attached. The most significant changes proposed to the job description are:

- Adding responsibility for assisting with preparation of the five-year forecast
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Accountant
The main duties of the Accountant include performing responsible technical governmental accounting and administrative functions in maintaining the fiscal records and systems of the town. The accountant maintains comprehensive general and subsidiary ledgers; prepares and posts journal entries to the financial system, and prepares inter-fund transfers for various town funds ensuring compliance with various accounting principles and practices.

The proposed changes are intended to more accurately reflect the duties of the position. A redlined draft showing the specific changes is attached. The most significant changes proposed to the job description are:

- Adding responsibility for reconciling the Board of Education general fund expenditures and grant fund.
- Adding responsibility for reviewing purchase orders and managing the purchase card program.
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Financial Impact
None

Other Board Action
None

Recommendations
If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE that the job descriptions for the positions of Finance Director, Assistant Finance Director, and Accountant be amended and approved as presented."

Attachments
Red-lined version of existing job descriptions
Current position descriptions

Finance Director

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title: Finance Director
Department: ~~Finance~~ Administrative Services
Reports To: Town Manager
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: Town Council
Approved Date: ~~September 5, 2000~~ August 1, 2016

GENERAL PURPOSE

Performs complex supervisory, administrative, professional, and technical accounting and finance functions in maintaining the fiscal records and systems of the Town. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, coordinates, and supervises all municipal finance services, including accounting, billing, internal auditing, risk management, tax assessment, tax collection, payroll, ~~and~~ budgeting and debt management activities~~;~~. ~~evaluates service needs and formulates short and long range plans to meet needs in all areas of responsibility.~~

Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

~~Facilitates staff~~ Coordinates preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; maintains harmony among workers and resolves grievances.

Serves as chief financial advisor to the ~~T~~town ~~M~~manager; makes presentations to staff and ~~T~~town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.

~~Performs or assists assigned staff in performing duties;~~ Evaluates service needs and formulates short and long range plans to meet needs in all areas of responsibility; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets, and prepares data for studies, reports and recommendations.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained; coordinates the assessment and collection of taxes, fees and other receipts in accordance with laws and regulations; maintains financial records.

Forecasts, estimates and monitors the financial condition of the Town to assure its fiscal well-being; develops and prepares financial statements, reports and plans; directs the preparation of state and ~~F~~federal reports, including tax reports.

Implements internal audit of receipts and expenditures, cost distribution and other fiscal functions; maintains property records and tax rolls; devises and installs improvements in accounting systems, methods and procedures; signs all checks against Town government funds or special funds as authorized.

Coordinates the posting and reconciliation of ledgers and accounts, and the processing of payroll and accounts payable; administers debt management and investment programs.

Administers defined benefit and defined contribution pension plans, and optional deferred compensation and other employee retirement savings programs. Prepares and maintains financial records related to pension plans and other-post employment benefit programs.

Reviews bank accounts daily, monitors cash positions and makes transfers to optimize cash flow and investment performance.

Coordinates the preparation of the ~~Town~~ annual town budget and ~~c~~Comprehensive ~~a~~Annual ~~f~~Financial ~~r~~Report (CAFR); oversees the ~~T~~town's ~~central computerized~~ financial ~~and~~ management ~~information~~ system.

Develops finance-related ordinances and resolutions; participates in the Town labor relations program; monitors inter-governmental actions and legislation affecting finance operations.

ADDITIONAL DUTIES

~~Develops finance-related ordinances and resolutions; participates in the Town labor relations program; monitors inter-governmental actions and legislation affecting finance operations.~~

Serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.

SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of the tax collector, tax assessor, risk management, and finance offices. Primarily provides direction through supervisors. Provides leadership and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Is responsible for hiring and training, directing and monitoring work, appraising performance; motivating, rewarding, and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.

Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts of public finance and budgeting and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.

Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills – Tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, local businesses, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for differences.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.

Budget/Financial – Develops, prepares, presents and monitors annual department budget. Presents fee, expenditure and revenue projections and recommendations to the town manager.

~~DESIRED~~ MINIMUM QUALIFICATIONS

Education and Experience
Bachelor's degree with Master's degree preferred in accounting, finance, business, public administration or a closely related field, with five years of progressively responsible municipal finance work including some supervisory experience; or any equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities

- ~~Considerable k~~Knowledge of modern governmental accounting theory, principles, and practices~~;~~, public finance and fiscal planning, budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- ~~considerable k~~Knowledge of internal control procedures, ~~and~~ management information systems~~;~~, ~~considerable knowledge of office automation~~ and computerized financial

applications~~;~~.

- ~~considerable k~~Knowledge of ~~public finance and fiscal planning; considerable knowledge of~~ payroll and accounts payable functions.~~; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB~~.

- Skill in operation of listed tools and equipment..
- ~~Good executive a~~Ability to carry out assigned projects to their completion; ability to coordinate and facilitate the work of staff consistent with department and town goals and service expectations.
- ~~good a~~Ability to prepare and analyze complex financial reports~~;~~, ~~good~~ and ability to maintain efficient and effective financial systems and procedures~~;~~.
- ~~good a~~Ability to establish and maintain effective working relationships with other employees, Town officials and general public; ability to communicate effective orally and in writing.
- Ability to exercise good judgment and make sound decisions.
- Ability to initiate, coordinate, and implement service improvements.
- Ability to train and supervise subordinate staff.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Special Requirements
Valid ~~Connecticut~~ driver's license or ability to obtain one.
Certified Public Accountant (CPA) designation or Certified Public Finance Officer (CPFO) designation preferred.~~CPA preferred.~~

TOOLS AND EQUIPMENT USED

Personal computer, ~~including word processing and spreadsheet software; mainframe computer system~~; 10-key calculator; phone; copy machine; fax machine, tablet. ~~and motor vehicle~~.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit at work station for extended periods of time. While performing the duties of this job, the employee is frequently required to communicate with others in person and over the telephone. Must have ability to bend and reach to retrieve and replace files in filing cabinets. Must be able to enter information accurately into the computer and maintain manual records. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus in order to inspect documents, read written instructions, and verify data.

~~While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.~~

Work is performed in an office setting. The noise level in the work environment is usually quiet, with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title: Finance Director
Department: Finance
Reports To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs complex supervisory, administrative, professional, and technical accounting and finance functions in maintaining the fiscal records and systems of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, and supervises all municipal finance services, including accounting, billing, internal auditing, risk management, tax assessment and budgeting activities; evaluates service needs and formulates short and long range plans to meet needs in all areas of responsibility.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Facilitates staff preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; maintains harmony among workers and resolves grievances.
- Serves as chief financial advisor to Town Manager; makes presentations to staff and Town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Performs or assists assigned staff in performing duties; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets, and prepares data for studies, reports and recommendations.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained; coordinates the collection of taxes, fees and other receipts in accordance with laws and regulations; maintains financial records.
- Forecasts, estimates and monitors the financial condition of the Town to assure its fiscal well being; develops and prepares financial statements, reports and plans; directs the preparation of state and Federal reports, including tax reports.
- Implements internal audit of receipts and expenditures, cost distribution and other fiscal functions; maintains property records and tax rolls; devises and installs improvements in accounting systems, methods and procedures; signs all checks against Town government funds or special funds as authorized.
- Coordinates the posting and reconciliation of ledgers and accounts, and the processing of payroll and accounts payable; administers debt service and investment programs.
- Coordinates the preparation of the Town annual budget and comprehensive annual financial report; oversees the Town's central computerized financial and management information system.

ADDITIONAL DUTIES

- Develops finance-related ordinances and resolutions; participates in the Town labor relations program; monitors inter-governmental actions and legislation affecting finance operations.
- Serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree with Master's degree preferred in accounting, finance, business, public administration or a closely related field, with five years of progressively responsible municipal finance work including some supervisory experience; or
- Any equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Skill in operation of listed tools and equipment.
- Good executive ability to carry out assigned projects to their completion; good ability to prepare and analyze complex financial reports; good ability to maintain efficient and effective financial systems and procedures; good ability to establish and maintain effective working relationships with other employees, Town officials and general public; ability to communicate effective orally and in writing.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.
- CPA preferred.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine and motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually quiet.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Assistant Finance Director

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title:	Assistant Finance Director
Department:	~~Finance~~ Administrative Services
Reports To:	Director of Finance
FLSA Status:	Exempt
Prepared By:	Human Resources
Prepared Date:	~~May, 2008~~ July 2016
Approved By:	Town Council
Approved Date:	~~June 2, 2008~~ August 1, 2016

GENERAL PURPOSE

Performs responsible technical governmental accounting, finance, ~~and~~ administrative and supervisory functions in maintaining the fiscal records and systems of the Town. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises the ~~A~~accounts ~~P~~payable, ~~A~~accounts ~~R~~receivable, and payroll staff. ~~Facilitates~~ Coordinates staff work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Oversees ~~F~~finance ~~D~~department in the absence of the finance director.

Oversees ~~and maintains~~ the maintenance of comprehensive general and subsidiary ledgers; journal entries, and interfund transfers in accordance with generally accepted accounting principles for municipalities; implements and maintains internal accounting controls to ensure accuracy and integrity of financial records of the town.

Oversees ~~and maintains~~ the ~~C~~chart of ~~A~~accounts for all town funds.

Oversees and routinely reviews entries of accounts payable, accounts receivable, payroll records, and related financial forms and data to ensure accuracy and conformance with established policies and procedures. Oversees account reconciliations.

Reviews and approves documentation of cash disbursements for payroll and vendor warrants.

~~Provides direct a~~Assists~~ance~~ ~~for the~~ with preparing~~ation~~ of the town budget; prepares elements of the budget document; attends various meetings, including departmental and town council meetings; reviews accounts, prepares various comprehensive analysis and reports, and performs costs/benefit analysis.

Prepares financial statements and year end reports for audit purposes; performs internal audits as required.

~~Prepares and~~ ~~e~~Coordinates the preparation of the Comprehensive Annual Financial Report (CAFR) in accordance with statutory and administrative timeliness. Works with and responds to the auditors to ensure completion in a timely manner.

~~Regularly p~~Prepares and reviews financial ~~and budgetary~~ reports and analysis; provides financial ~~and budgetary~~ information ~~for~~ to finance director, ~~and~~ town manager, grantor agencies, and others as needed.

Ensures financial practices are in compliance with Government Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) guide.

~~Prepares annual operating budget for the Accounting and Reporting division for review by the Finance Director.~~

~~Prepares financial and other periodic reports for grantor agencies; performs periodic financial studies and analysis~~.

~~Keeps informed as to~~ Stays up to date with current best practices and makes recommendations ~~and assists with implementation~~ to improve efficiencies and financial performance.

Assists in annual debt management program, including preparation of debt financings and rating agency ~~bond issue~~ documentations.

~~Attends to cash management and investment activities to ensure accuracy and timeliness of transactions and data entry.~~

Reviews purchase orders and ~~oversees maintenance of fixed asset recording system.~~ ensures town procurement policy is being followed.

Oversees maintenance of fixed asset system.

Oversees Community Development Block Grant (CDBG) accounting and reconciliation to ensure adherence with federal and state accounting and auditing requirements and procedures.

Assists the ~~F~~finance ~~D~~director in establishing and maintaining procedures and controls for custody of all town funds to assure security and proper utilization and reporting of funds.

Provides financial information and advice to department directors.

Assists in preparation of federal and state financial reports.

~~Assists the finance director in the operation and~~ Oversees the maintenance of the ~~town's central~~ financial management ~~computer~~ system.

~~Appropriately~~ ~~e~~Communicates ~~any~~ problems, issues, or concerns ~~that rise to the level of requiring assistance~~ to the finance director as needed ~~in a timely manner~~ to facilitate resolution in an ~~the most~~ effective, efficient, and timely manner.

~~May assist with reconciliation and oversight of~~ Prepares and maintains records and reports for the town's defined benefit, defined contibution, and other post-employment benefit programs. ~~pension plan activity.~~ Oversees the retirement process.

Participates in meetings, seminars, and training sessions; serves as a member of various employee committees.

Assists in development of finance related ordinances and resolutions.

Performs related work as required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS

~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or~~

~~ability required.~~

Education and Experience
Bachelor's degree from four-year accredited college or university in Accounting; and at least five years related experience in governmental accounting and auditing including experience with fund accounting and/or training; one year of which must be in a supervisory capacity; or, any equivalent combination of education and experience that provides a demonstrated ability to perform the duties of the position. Certified Public Accountant (CPA) ~~designation~~ or Certified Public Finance Officer (CPFO) designation preferred.

~~**OTHER SKILLS, ABILITIES, QUALIFICATIONS**~~

Necessary Knowledge, Skills and Abilities

- ~~To perform this job successfully, an individual should have k~~Knowledge of accounting software and financial management systems.~~; database software; Internet software; spreadsheet software and word processing software~~.
- ~~Thorough k~~Knowledge of governmental accounting principles and practices including GAAFR, GAAP, and GASB; knowledge of municipal budgeting and municipal finance; knowledge of accounts receivable, accounts payable and payroll functions.
- Skill in operation of listed tools and equipment~~;~~.
- ~~skill in~~ Ability to conduct~~ing~~ ~~analytical~~ complex analysis concerning accounting and financial issues; ~~skill~~ ability to ~~in~~ prepare~~ing~~ proposals and implementation plans that address identified problems and issues.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures.~~;~~
- ~~a~~Ability to work collaboratively and maintain effective working relationships with ~~coworkers~~other employees, town officials and the general public; ability to effectively communicate orally and in writing~~;~~.
- ~~a~~Ability to undertake a broad range of assignments and self-initiated activity.
- Ability to train and supervise subordinate staff.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

~~**CERTIFICATES, LICENSES, REGISTRATIONS**~~
Special Requirements
A valid driver's license or ability to obtain one and a good driving record desirable.

TOOLS AND EQUIPMENT USED

Personal computer, 10-key calculator, phone, copy machine, fax machine, tablet.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~While performing the duties of this job, the employee is regularly required to sit at work station for extended periods, use hands and fingers to operate the computer, file and handle paperwork and perform other required job duties. The employee must have the ability to speak and hear to effectively communicate with others in person and over the telephone.~~
Must be able to sit at work station for extended periods of time. While performing the duties of this job, the employee is frequently required to communicate with others in person and over the telephone. Must have ability to bend and reach to retrieve and replace files in filing cabinets. Must be able to enter information accurately into the computer and maintain manual records. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus in order to inspect documents, read written instructions, and verify data.

~~**WORK ENVIRONMENT**~~

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.~~

Work is performed in an office setting. The noise level in the work environment is ~~moderately~~ usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title:	Assistant Finance Director
Department:	Finance
Reports To:	Director of Finance
FLSA Status:	Exempt
Prepared By:	Human Resources
Prepared Date:	May, 2008
Approved By:	Town Council
Approved Date:	June 2, 2008

GENERAL PURPOSE

Performs responsible technical governmental accounting, finance, and administrative and supervisory functions in maintaining the fiscal records and systems of the Town. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises the Accounts Payable, Accounts Receivable, payroll staff. Facilitates staff work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Oversees Finance Department in the absence of the finance director.

Oversees and maintains the maintenance of comprehensive general and subsidiary ledgers; journal entries, and interfund transfers in accordance with generally accepted accounting principles for municipalities; implements and maintains internal accounting controls to ensure accuracy and integrity of financial records of the town.

Oversees and maintains the Chart of Accounts for all town funds.

Oversees and routinely reviews entries of accounts payable, accounts receivable, payroll records, and related financial forms and data to ensure accuracy and conformance with established policies and procedures. Oversees account reconciliations.

Reviews and approves documentation of cash disbursements for payroll and vendor warrants.

Provides direct assistance for the preparation of the town budget; prepares elements of the budget document; attends various meetings, including departmental and town council meetings; reviews accounts, prepares various comprehensive analysis and reports, and costs/benefit analysis.

Prepares financial statements and year end reports for audit purposes; performs internal audits as required.

Prepares and coordinates the preparation of the Comprehensive Annual Financial Report (CAFR) in accordance with statutory and administrative timeliness. Works with and responds to the auditors to ensure completion in a timely manner.

Regularly prepares and reviews financial and budgetary reports; provides financial and budgetary information for finance director and town manager.

Ensures compliance with Government Accepted Accounting Principles, Government Accounting Standards Board, and the Governmental Accounting, Auditing, and Financial Reporting guide.

Prepares annual operating budget for the Accounting and Reporting division for review by the Finance Director.

Prepares financial and other periodic reports for grantor agencies; performs periodic financial studies and analysis.

Keeps informed as to best practices and makes recommendations and assists with implementation to improve efficiencies and financial performance.

Assists in preparation of bond issue documents.

Attends to cash management and investment activities to ensure accuracy and timeliness of transactions and data entry.

Reviews purchase orders and oversees maintenance of fixed asset recording system.

Oversees Community Development Block Grant (CDBG) accounting and reconciliation to ensure adherence with federal and state accounting and auditing requirements and procedures.

Assists the Finance Director in establishing and maintaining procedures and controls for custody of all town funds to assure security and proper utilization and reporting of funds.

Provides financial information and advice to department directors.

Assists in preparation of federal and state financial reports.

Assists the finance director in the operation and maintenance of the town's central financial computer system.

Appropriately communicates any problems, issues, or concerns that rise to the level of requiring assistance to the finance director in a timely manner to facilitate resolution in the most effective, efficient, and timely manner.

May assist with reconciliation and oversight of the town's pension plan activity.

Participates in meetings, seminars, and training sessions; serves as a member of various employee committees.

Assists in development of finance related ordinances and resolutions.

Performs related work as required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from four-year accredited college or university in Accounting; and at least five years related experience in governmental accounting, auditing including experience with fund accounting and/or training, one year of which must be in a supervisory capacity or, any equivalent combination of education and experience that provides a demonstrated ability to perform the duties of the position. Certified Public Accountant (CPA) designation preferred.

OTHER SKILLS, ABILITIES, QUALIFICATIONS

To perform this job successfully, an individual should have knowledge of accounting software; database software; Internet software; spreadsheet software and word processing software.

Thorough knowledge of governmental accounting principles and practices including GAAFR, GAAP, and GASB; knowledge of municipal budgeting and municipal finance; knowledge of accounts receivable, accounts payable and payroll functions.

Skill in operation of listed tools and equipment; skill in conducting analytical analysis concerning accounting and financial issues; skill in preparing proposals and implementation plans that address identified problems and issues.

Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to work collaboratively and maintain effective working relationships with coworkers; ability to effectively communicate orally and in writing; ability to undertake a broad range of assignments and self-initiated activity.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license or ability to obtain one and a good driving record desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at work station for extended periods, use hands and fingers to operate the computer, file and handle paperwork and perform other required job duties. The employee must have the ability to speak and hear to effectively communicate with others in person and over the telephone.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an office setting. The noise level in the work environment is moderately quiet.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Accountant

TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title:	Accountant
Department:	~~Finance~~ Administrative Services
Reports To:	Director of Finance
FLSA Status:	Exempt
Prepared By:	Human Resources
Prepared Date:	~~August 27, 2007~~ July 2016
Approved By:	Town Council
Approved Date:	~~September 4, 2007~~ August 1, 2016

GENERAL PURPOSE:

Performs responsible technical governmental accounting and administrative functions in maintaining the fiscal records and systems of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains comprehensive general and subsidiary ledgers; prepares and posts journal entries ~~in~~to the financial system; and prepares interfund transfers for various town funds in accordance with generally accepted accounting principles. ~~for municipalities~~.

Maintains c~~C~~hart of ~~A~~accounts for all town funds.

Routinely reviews entries of accounts payable, accounts receivable, payroll records and related financial forms and data to ensure accuracy and conformance with established policies and procedures.

Reconciles town's banking activity to the general ledger monthly to ensure accuracy of financial transactions. ~~Conducts account reconciliations with various departments to the general ledger.~~

~~Review of documentation for approval of cash disbursements of payroll and vendor warrants.~~

~~Provides a~~Assists~~ance~~ with the preparation of the town budget; prepares elements of the budget document as assigned; attends various meetings, including departmental and town council meetings; reviews accounts, prepares various comprehensive analysis and reports; and performs cost/benefits analysis and assists in monitoring department's compliance with budgetary limits.

~~Reviews, investigates and corrects errors.~~

Prepares financial statements, year-end reports, and other information required for the ~~town audit, and preparation of the~~ Comprehensive annual Financial Report (CAFR).

Reconciles Board of Education general fund expenditures and grant fund monthly and at year-end.

~~Regularly e~~Compiles and provides reports summarizing financial activity~~.~~ and ~~P~~performs internal auditing functions as required.

~~Maintains the fixed asset accounts of the town.~~

~~Performs internal auditing functions as required.~~

Reviews purchase orders and ensures adherence to Town procurement policy.

Performs petty cash audits. Manages purchasing card program.

Maintains the financial management system including program upgrades and year-end closing process.

Ensures financial practices are in compliance with Generally Accepted Accounting Principles (GAAP), Government Account Standards Board (GASB) pronouncements, and the Governmental Accounting, Auditing and Financial Reporting guide (GAAFR).

Stays informed of best practices, makes recommendations to improve financial performance and efficiencies.

Communicates problems, issues or concerns to the finance director or assistant finance director as needed to facilitate resolutions in an effective, efficient and timely manner.

Works with operating departments to identify and provide accounting data and solve departmental accounting issues.

Consults with ~~A~~assistant ~~F~~finance ~~D~~d~~i~~rector in planning and organizing department workload.

Participates in meetings as required; attends productive seminars and training sessions.

May supervise part time staff.

Performs related work as required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values~~.~~ and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS

~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.~~

Education and Experience
Bachelor's degree from four-year accredited college or university in Accounting; and two years related experience in governmental accounting, auditing including experience with fund accounting and/or training; or, any equivalent combination of education and experience which provides a demonstrated ability to perform the duties of the position.

~~**OTHER SKILLS, ABILITIES, QUALIFICATIONS**~~
Necessary Knowledge, Skills and Abilities

- ~~To perform this job successfully, an individual should have k~~Knowledge of a~~A~~ccounting software and financial management systems. ~~; Database software~~; ~~Internet software; Spreadsheet software and Word Processing software.~~

- ~~Thorough k~~Knowledge of governmental accounting principles and practices including GAAFR, GAAP, and GASB; knowledge of municipal budgeting and municipal finance; knowledge of accounts receivable, accounts payable and payroll functions.

- Skill in operation of listed tools and equipment~~;~~.
  ~~skill in~~ Ability to ~~conducting~~ ~~analytical~~ analyzes~~is~~ ~~concerning~~ accounting and financial issues; ~~skill in~~ Ability to prepare~~ing~~ proposals and implementation plans that address identified problems and issues.
- Ability to prepare and analyze complex financial reports~~;~~.
- ~~a~~Ability to maintain efficient and effective financial systems and procedures.~~;~~
- ~~a~~Ability to work collaboratively and maintain effective working relationships with ~~coworkers~~ other employees, town officials and the general public; ability to effectively communicate orally and in writing~~;~~.
- ~~a~~Ability to undertake a broad range of assignments and self-initiated activity.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

~~**CERTIFICATES, LICENSES, REGISTRATIONS**~~

Special Requirements

A valid driver's license or ability to obtain one and a good driving record.

TOOLS AND EQUIPMENT USED

Personal computer, 10-key calculator, phone, copy machine, fax machine, tablet.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~While performing the duties of this job, the employee is regularly required to sit at work station for extended periods, use hands and fingers to operate the computer, file and handle paperwork and perform other required job duties. The employee must have the ability to speak and hear to effectively communicate with others in person and over the telephone.~~

Must be able to sit at work station for extended periods of time. While performing the duties of this job, the employee is frequently required to communicate with others in person and over the telephone. Must have ability to bend and reach to retrieve and replace files in filing cabinets. Must be able to enter information accurately into the computer and maintain manual records. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus in order to inspect documents, read written instructions, and verify data.

~~**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.~~

Work is performed in an office setting. The noise level in the work environment is usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

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TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title:	Accountant
Department:	Finance
Reports To:	Director of Finance
FLSA Status:	Exempt
Prepared By:	Human Resources
Prepared Date:	August 27, 2007
Approved By:	Town Council
Approved Date:	September 4, 2007

GENERAL PURPOSE:

Performs responsible technical governmental accounting and administrative functions in maintaining the fiscal records and systems of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains comprehensive general and subsidiary ledgers; prepares and posts journal entries into the financial system; and prepares interfund transfers for various town funds in accordance with generally accepted accounting principles for municipalities.

Maintains Chart of Accounts for all town funds.

Routinely reviews entries of accounts payable, accounts receivable, payroll records and related financial forms and data to ensure accuracy and conformance with established policies and procedures.

Conducts account reconciliations with various departments to the general ledger.

Review of documentation for approval of cash disbursements of payroll and vendor warrants.

Provides assistance with the preparation of the town budget and assists in monitoring department's compliance with budgetary limits.

Reviews, investigates and corrects errors.

Prepares financial statements, year-end reports, and other information required for the town audit and preparation of the Comprehensive Annual Financial Report (CAFR).

Regularly compiles and provides reports summarizing financial activity.

Maintains the fixed asset accounts of the town.

Performs internal auditing functions as required.

Works with operating departments to identify and provide accounting data and solve departmental accounting issues.

Consults with Assistant Finance Director in planning and organizing department workload. Participates in meetings as required; attends productive seminars and training sessions.

Performs related work as required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from four-year college or university in Accounting; and two years related experience in governmental accounting, auditing including experience with fund accounting and/or training; or, any equivalent combination of education and experience which provides a demonstrated ability to perform the duties of the position.

OTHER SKILLS, ABILITIES, QUALIFICATIONS

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Spreadsheet software and Word Processing software.

Thorough knowledge of governmental accounting principles and practices including GAAFR, GAAP, and GASB; knowledge of municipal budgeting and municipal finance; knowledge of accounts receivable, accounts payable and payroll functions.

Skill in operation of listed tools and equipment; skill in conducting analytical analysis concerning accounting and financial issues; skill in preparing proposals and implementation plans that address identified problems and issues.

Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to work collaboratively and maintain effective working relationships with coworkers; ability to effectively communicate orally and in writing; ability to undertake a broad range of assignments and self-initiated activity.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license or ability to obtain one and a good driving record desirable.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at work station for extended periods, use hands and fingers to operate the computer, file and handle paperwork and perform other required job duties. The employee must have the ability to speak and hear to effectively communicate with others in person and over the telephone.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an office setting. The noise level in the work environment is usually quiet.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager PETER

Subject: Authorization to fund analysis of the town's radio system

Background

The town currently operates a radio system which allows for emergency services, town government and the school system to communicate within their organizations. The radio system also allows for communications between departments to allow for "interoperability" during emergency and non-emergency situations. The current radio system was installed in 2003 and is nearing the end of its life cycle. Technological changes and manufacturer changes (elimination of support) have created the need to plan for an update of the radio system and user equipment.

Discussion/Analysis

Two way communications using radios has changed greatly in the last twenty years. In the past communications were limited to one channel per department with no ability to communicate with other town departments. Equipment upgrades and improvements were rare, allowing for our radio equipment to remain in service for more than twenty years. With today's technology changes, the need to coordinate communications with town departments and the growth in the number of users on the radio system have created the need to have a communication consultant evaluate our present system and help develop a road map for the future needs of the town's radio system. The consultant would perform the following:

- Review the existing radio system for functionality and life cycle.
- Based on the review, identify short term needs and any corrections to the existing system.
- Determine the length of service we can expect with our current communication equipment.
- Review and analyze how each department operates using radio communications.
- Recommend how the town should operate using radio communications for the future. These recommendations would include type of radio system, type of user equipment and estimated costs for acquisition of equipment and installation.
- Create a bid document for the acquisition of equipment and services needed for an upgraded radio system.

Financial Impact

The budget for this project is $50,000 based on solicitation of proposals earlier this year. The funds for this project are requested to come from the Police Private Duty Account. The estimated balance in the account as of June 30, 2016 is $548,000.

Other Board Action
None

Recommendations
If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE to approve an appropriation of up to $50,000 from the Police Private Duty Account for the Public Safety Radio System Evaluation and Study."

Attachments
None

Certification

I hereby certify that $50,000 is available in the Police Private Duty Account to fund the above project.

James Bourke

James Bourke
Assistant Finance Director

Agenda Item Summary

Date: August 1, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager PETER

Subject: Purchase and Sales Agreement – 100 Addison Road

Background

Over the past couple of years the Town Council, Public Building Commission and staff have been reviewing options to meet the building and space needs for the three emergency service departments located at the Public Safety Complex on Bloomfield Avenue as well as the Department of Public Work operations housed at 99 Day Hill Road and in a leased space.

The Public Safety Complex at 340 Bloomfield Avenue consists of the Windsor Center Fire Station, the Police Station and the separate EMS facility on a 6.2 acre parcel. The present building for the Police and Fire departments is 26,140 square feet and was constructed in 1963 with additional space added on in 1988. The Windsor Volunteer Ambulance is located on the same parcel in a separate 7,000 square foot building.

Department of Public Works' main facility is at 99 Day Hill Road and includes a primary building approximately 36,500 square feet in size, a salt storage building and a roughly 2,500 square foot equipment /storage structure. The town also is leasing 15,300 square feet of space at 147 Addison Road for parks & grounds related operations and equipment storage.

This agenda item requests the Town Council to authorize the Town Manager to negotiate and enter into a purchase and sales agreement for the purchase of the land and building at 100 Addison Road. The property, if acquired by the town, would be used for DPW operations and the potential future relocation of the Police Department.

Discussion/Analysis

The present configuration of the Public Safety facility is no longer adequate for current and future equipment and staffing requirements. Both the Police and Fire Departments require additional space, improved public restrooms and lobby space. Police Department space needs include a larger female locker room, additional training facilities to help meet state-mandated training requirements, improved evidence management space, improved detention facilities and additional storage space. The Fire Department's needs include larger apparatus bays, improved parking/circulation, storage space, future sleeping quarters, office and training space, compliant bathrooms and an upgraded kitchen, watch room, and lounge area to facilitate firefighter recruitment and retention. The ambulance association has also identified the need for additional apparatus area, storage, office and training space.

The police / fire building is structurally sound, but in need of a new roofing system. Various elements of its plumbing and mechanical systems are at or approaching the end of their service life expectancy. The ambulance facility is generally in good condition with the recent installation of a new roof and HVAC units.

In terms of public works space needs, the town is also faced with a decision as to the long-term location of the parks & grounds related operations and seasonal equipment storage. As previously noted, the town is currently leasing a portion of a privately owned building. While the current leased space has met our short-term needs, the long-term cost of leasing and operational efficiencies need to be taken into consideration. A second topic to address relates to diminished ability of large vehicles and equipment to safely enter and exit the DPW facility on Day Hill Road as a result of the increased development in the Day Hill corridor. The CIP includes a project that contemplates purchasing roughly 15+ acres of land for the construction of a new building for parks and grounds operations and future relocation of the town's DPW facility.

The Public Building Commission engaged the architectural firm of Kaestle Boos to complete a concept design plan with alternatives. The scope of work included a programming needs assessment; a review of square footage needs related to present day and future municipal standards; HVAC, lighting, electrical distribution, plumbing, telecommunications and security systems needs; and a safety, building, fire codes and ADA compliance requirements.

Multiple concept design for renovating and expanding the Safety Complex on the existing town-owned Bloomfield Road parcel have been reviewed. Due to the parcel configuration and size, the preferred design layouts required the acquisition of adjacent land. Efforts to negotiate the purchase of adjacent land have not been successful. Therefore relocation of the police functions off-site was explored, as the Bloomfield Ave location is the preferred site to host Fire Department operations due to emergency response times.

The property at 100 Addison Road is immediately adjacent to the current Public Works' facility and contains an approximately 65,000 square foot building on 7.2 acres. The building layout lends itself to both equipment storage as well as office use. Its adjacency to the present DPW facility provides the opportunity to significantly enhance vehicle safety through the construction of an access drive from 99 Day Hill to 100 Addison Road.

The property is on the market with a list price of $2.35M. Based on positive initial discussions with the property owner and their representatives, it is requested that the Town Council authorize staff to negotiate and enter into a purchase and sales agreement that contains various contingency clauses relative to the results of property and building inspections to the town's satisfaction, Town Council approval / recommendation of funding authorization and Special Town Meeting approval (per Windsor's Town Charter).

It is also requested that $15,000 be authorized to conduct the needed inspection and professional services as part of the town's due diligence efforts. Services would include but not be limited to: roof inspection, HVAC inspection, hazardous materials inspection/testing, and review of environmental reports.

If a purchase and sales agreement were to be successfully negotiated, the next major milestones in the process would include:

- Conduct due diligence efforts including inspections
- Introduce a funding request for property acquisition
- Introduce a request to call a Special Town Meeting

Financial Impact
The estimated cost for inspections related to the due diligence efforts is $15,000. It is recommended the funding source be the Capital Projects Fund Assigned Fund Balance.

The proposed CIP for FY 2017 to FY 2022 allocates a total of $32.7 M for both the Public Safety Complex and parks garage facility.

Other Board Action
None at this time.

Recommendations
If the Town Council is in agreement, the following motion is recommended for approval:

"MOVE to authorize the Town Manager to negotiate and enter into a purchase and sales agreement relative to acquiring 100 Addison Road and to approve a $15,000 appropriation from the Capital Projects Fund Assigned Fund Balance for inspection and professional services."

Attachments
Area Map

Certification

I hereby certify that $15,000 is available in the Capital Projects Assigned Fund Balance to fund the above appropriation.

James Bourke

James Bourke
Finance Director

100 Addison Road & 99 Day Hill Road

1 inch = 100 feet

REVISED

Town Council
August 1, 2016

Resignations

A. Accept the resignation of Robert Gustafson from the Public Building Commission effective November 30, 2016

B. Accept the resignation of Helene Shay from the Zoning Board of Appeals

C. Accept the resignation of Michael O'Brien from the Town Planning & Zoning Commission

Appointments / Reappointments **(to be acted upon at tonight's meeting)**

A. One ***Republican*** Member
Great Pond Improvement District Board
Four Year term to expire July 20, 2020 or until a successor is appointed
(Warren Johnson – reappointment)

"MOVE to REAPPOINT Warren Johnson as a Republican member to the Great Pond Improvement District Board for a four year term to expire July 20, 2020 or until a successor is appointed."

Names submitted for consideration of appointment

None

TOWN OF WINDSOR
TOWN COUNCIL
PUBLIC HEARING
JULY 5, 2016
COUNCIL CHAMBERS
UNAPPROVED MINUTES

1. CALL TO ORDER

Mayor Donald Trinks called the public hearing to order at 7:20 p.m.

Present were: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Randy McKenney, Councilor Alan Simon, Councilor Donald Jepsen, Councilor Jim Govoni, Councilor Kenneth Wilkos, and Councilor Bernard Petkis. Councilor Jill Jenkins was absent.

Mayor Trinks read aloud the public notice for tonight's meeting that was published in the local newspaper.

2. PUBLIC COMMENT ON AN ORDINANCE ENTITLED, "AN ORDINANCE APPROPRIATING $345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF $345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mayor Trinks invited the public to comment on the proposed lease agreement.

There was no public comment.

3. ADJOURMENT

Mayor Trinks declared the Public Hearing closed at 7:22 p.m.

Respectfully submitted by,

Jonathan Luiz
Assistant Town Manager

Town Council
Council Chambers
Windsor Town Hall
July 5, 2016
Regular Council Meeting

UNAPPROVED MINUTES

1. ROLL CALL

Mayor Trinks called the meeting to order at 7:30 p.m. Present were: Mayor Donald Trinks, Councilor Randy McKenney, Councilor Alan Simon, Councilor Jill Jenkins, Deputy Mayor Jody Terranova, Councilor Donald Jepsen, Councilor Kenneth Wilkos, Councilor James Govoni, and Councilor Bernard Petkis.

2. PRAYER – Councilor Jepsen prayed.

3. PLEDGE OF ALLEGIANCE – Councilor Jepsen led in the Pledge of Allegiance.

4. PROCLAMATIONS/AWARDS – None

5. PUBLIC COMMUNICATIONS AND PETITIONS

Bradshaw Smith of 23 Ludlow Road expressed his opinions about shopping carts in town and planters in the Wilson median. He raised the issue of a report having to be made to the Town Council by the Windsor representative to the Metropolitan District Commission.

6. REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education (BOE) - None

b) Human Relations Commission (HRC)

HRC Chairman Kevin Washington provided an overview of the HRC's mission, membership and FY16 activities. Chairman Washington shared changes for the upcoming Town of Windsor International Peace Festival and the FY17 Bridge Builder awards. Chairman Washington said the HRC is planning a group trip to Cuba as well as an examination of demographic trends impacting Windsor. Chairman Washington went on to summarize activities held with the Windsor Police Department, community organizations and other groups.

Councilor Jenkins asked what the time frame is for a trip to Cuba. Chairman Washington said the planning began in January of this year and the trip would last 5-7 days and be held in March or April.

Councilor Govoni praised Chairman Washington's report and the HRC's activities.

Councilor McKenney praised the recent HRC program on the subject of Lesbian Gay Bisexual Transgender Questioning.

Councilor Jenkins expressed her appreciation for the HRC reaching out to the Muslim community. Chairman Washington said the HRC regularly extends invitations to the Muslim community to participate in events.

Mayor Trinks thanked Mr. Washington and Mr. Knickerbocker for their service.

7. TOWN MANAGER'S REPORT

Goslee Pool Update

The motor for Goslee pool is expected to be received and installed on Wednesday. The pool will be prepared for a scheduled health department inspection this Thursday. Assuming health inspections are successful, Goslee pool will be open to the public on Saturday, July 9.

Swim lessons this week have been moved from Goslee to Veteran's pool. The second portion of the session will be held at Goslee pool from July 11-July 14. Other programs, such as lap and family swim will be accommodated at Welch Pool. The revised schedule and other information are available on the town's website at townofwindsorct.com/recreation or by calling 860-285-1990.

Concerts on the Green

The annual summer concerts on the Town Green series kicks off this Thursday, July 7th at 6:30 PM. The First Company Governor's Foot Guard Band will be performing. The annual series is organized and produced by the Chamber of Commerce and First Town Downtown with the generous support of many Windsor businesses. Concerts are scheduled for every Thursday evening through August 18th. A complete list of dates and performers can be found on the Chamber of Commerce website at windsorcc.org.

Taxes Due By August 1st

A reminder that taxes on the Grand List of October 1, 2015 were due in full on July 1, 2016, and payable until August 1, 2016 without penalty. Unpaid taxes will be considered delinquent on August 2, 2016. On that date, interest will be charged from the original due date of July 1, 2016 in accordance with State statutes with a minimum of $2.00.

Credit card payments are now accepted at the tax office and residents also have the option of paying either online through the Town of Windsor website or directly at www.officialpayments.com or by calling 1-800-272-9829 using Jurisdiction Code 1771.

Payments can also be made by mail or in person at the tax collector's office, located on the first floor of the town hall, Monday through Friday, from 8:00 AM to 5:00 PM. Tax payment drop-off boxes are also available at the Windsor and Wilson libraries and the L.P. Wilson Community Center during the month of July. The drop-off box located in the center section of the town hall parking lot is available year-round.

Windsor Ranked 5th by Yale

Yale researchers have released a series of scorecards that rate Connecticut municipalities based on their support for residential solar photovoltaic (PV) deployment. The scorecards, produced by the Yale Data-Driven Environmental Solutions Group — also known as Data-Driven Yale — reveal how municipalities stack up in terms of installed solar capacity, permitting processes, community engagement, and information availability. Windsor's overall score was 80 out of 100 which ranks us as 4th place in the Capitol Region and 5th statewide out of 169 communities. Windsor's full scorecard is available here: http://www.ctsolarscoreboard.com/static/data/pdfs/Windsor_WEB.pdf

Mayor Trinks inquired about tree clearing completed on Archer Road. Town Manager Souza said clearing has occurred on a private parcel on Archer Road, just to the northeast of Archer Memorial cemetery. He said staff has reached out to the owner of the parcel to inquire of his plans with the property. No plans have been submitted to Planning and Zoning. It is zoned "Warehouse" and is approximately a 14 acre parcel of land.

Councilor Simon asked that the MDC report to the Town Council be placed on the next agenda. Town Manager Souza said he would reach out to MDC Representative Curtis.

Councilor Jepsen asked if the owner of the parcel on Archer Road would be developing in the Bradley Area Development Zone. Town Manager Souza said he believes the development would not take place in that area.

8. COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney - Nothing tonight.

Councilor Simon - Nothing tonight.

Councilor Govoni - Nothing tonight.

Councilor Jenkins - Nothing tonight.

Deputy Mayor Terranova - Nothing tonight.

Councilor Jepsen - Nothing tonight.

Councilor Petkis - Nothing tonight.

Mayor Trinks said on Friday night between 6 and 7 p.m., Windsor High School alum Chris Baker will be at 55 Palisado Avenue for a meet and greet with the public. Mayor Trinks said Mr. Baker is in the NFL and he is having a football camp for the youth. Mayor Trinks spoke of Mr. Baker's book donations to youth.

9. REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Simon said the Town Improvements Committee is scheduled to meet on July 11th at 6:30 p.m for purposes of reviewing the proposed Capital Improvement Plan and recommending funding of projects to the full Town Council.

Health & Safety Committee – None.

Joint Town Council/Board of Education Committee – None.

Personnel Committee – None.

Special Projects Committee – None.

Finance Committee – None.

10. ORDINANCES – None

11. UNFINISHED BUSINESS

a) Approve an ordinance entitled, "AN ORDINANCE APPROPRIATING $345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF $345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING $345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF $345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Councilor Wilkos seconded to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING $345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF $345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 9-0-0

12. NEW BUSINESS

a) Approve closing the FY16 Stone Road Rehabilitation project and transferring the project balance into the Capital Projects Assigned Fund Balance

Councilor Simon MOVED and Councilor Jepsen seconded that FY16 Stone Road Rehabilitation project (#9406) be closed and that the remaining funds in the amount of $206,283.97 be transferred into the Capital Projects Assigned Fund Balance.

Councilor Simon briefly explained that the motion allows for the funding of road rehabilitation to take place at specific roads.

Motion Passed 9-0-0

b) Approve an appropriation of $275,000 from the Capital Projects Assigned Fund Balance for the FY 2017 Stone Road Area Roadway Rehabilitation project

Councilor Simon MOVED and Councilor Jepsen seconded that $275,000 be appropriated and transferred from the Capital Projects Assigned Fund Balance to the Stone Road Rehabilitation project from the vicinity of Birchwood Road to Winterwood, including improvements to Karen Circle, Webber Road, and Loren Circle.

Councilor Simon said the motion allows for more roads to be rehabilitated.

Motion Passed 9-0-0

c) Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Council Jepsen MOVED and Deputy Mayor Terranova seconded that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND

AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Town Manager Souza asked Town Engineer Bob Jarvis to speak about the project itself and the requirement for a public hearing. Town Engineer Jarvis described the vision for the pedestrian walkway along the Day Hill Road corridor. He went on to explain the work performed to date as well as the proposed work. Town Engineer Jarvis explained that easements are required within the project area to provide for construction and maintenance of the proposed walkway. He said that staff has already discussed the easements with the affected businesses. Town Engineer Jarvis said that a proposed bus shelter is included in the project. He provided a breakdown of how the project would be funded by the town.

Councilor Petkis thanked Town Engineer Jarvis for the proposed plan. He described significant pedestrian activity going on from the commuter lot on Route 75 and then across a busy intersection and then up to Day Hill Road on the one way section of walkway. He asked if there are plans to address this issue. Town Engineer Jarvis said that plans for future years, which will require cooperation from the state, would address the issue.

Councilor Wilkos asked why there are different types of concrete used in the proposed walkway. Town Engineer Jarvis explained that the type of concrete to be used is determined by the intended use of the path. He said the intent is for the ten foot wide walkway on Day Hill Road to accommodate walkers and recreational users, while the smaller sections of walkway on side streets are designed to accommodate walkers.

Councilor Wilkos asked if it is less expensive to use bituminous concrete compared to traditional concrete. Town Engineer Jarvis answered yes.

Councilor Wilkos asked if the town will maintain the sidewalks. Town Manager Souza said the town is responsible for structural maintenance and that the abutting property owner would provide snow removal. Town Manager Souza said the town has historically provided snow removal in one or two sections of town where the walkways abut vacant parcels. He said that property owners in this section of the walkway have been receptive to providing snow removal.

Councilor Govoni spoke favorably of the use of bituminous concrete, provided the base of the walkway is good.

Councilor Jepsen spoke favorably of the proposed bus shelter. He asked if the plan is for a bus shelter to be constructed at each bus stop on Day Hill Road. Town Manager Souza said the goal is to provide bus shelters at the busiest stops. He explained that the expansion of bus stops and the walkway may encourage CT Transit to consolidate the number of bus stops on Day Hill Road.

Motion Passed 9-0-0

d) Set a Public Hearing for August 1, 2016 at 7:20 p.m. (prevailing time) for an ordinance entitled, "AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION

WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded that a Public Hearing be held at the Windsor Town Hall on Monday, August 1, 2016 at 7:20 p.m. (prevailing time) to approve or disapprove the foregoing ordinance entitled, "AN ORDINANCE APPROPRIATING $190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF $190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and be it FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

e) Set a Public Hearing for August 1, 2016 at 7:20 p.m. (prevailing time) regarding proposed sidewalk/multi-use path along segments of Day Hill Road per Sec 15-33 of the Windsor Code of Ordinances

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded that a Public Hearing be held at the Windsor Town Hall on Monday, August 1, 2016 at 7:20 p.m. (prevailing time) regarding the proposed multi-use path segment locations in the Day Hill Road Corridor pursuant to Section 15-33 of the *Town of Windsor Code of Ordinances* and be it FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing."

Councilor Jepsen explained that a public hearing is required when the town wants to construct a new sidewalk.

Motion Passed 9-0-0

f) Approve a resolution to incorporate town owned land into the Old Iron Road right-of-way

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to incorporate the 0.177 acre five-foot strip of town-owned land adjacent to Old Iron Ore Road into the Old Iron Ore Road right-of-way.

Town Manager Souza asked Town Planner Eric Barz to provide an overview of the agenda item.

Town Planner Barz explained the need to incorporate the town owned land into the Old Iron Ore Road right-of-way. He explained that the five foot wide right-of-way was never incorporated into the recently constructed Old Iron Ore Road. He explained that the motion before the Town Council tonight would result in two parcels gaining right-of-way access to Old Iron Ore Road.

Councilor Simon asked if the 60 foot wide right-of-way that the town thought it owned was not actually the town's right-of-way. Mr. Barz answered yes. Councilor Simon asked if the town

only has a five foot wide right-of-way. Mr. Barz answered no and said that the town thought the five foot wide right-of-way would be added to a fifty five foot wide right-of-way to create a sixty foot wide road that would be owned by the town and be up to commercial/industrial standards. Mr. Barz said that after the road was constructed, a title search revealed that Old Iron Ore Road was not built on a town right-of-way, but instead built on property that was owned by Griffin Land.

Councilor Simon asked if the town only has a five foot wide right-of-way. Town Planner Barz explained that Griffin Land created a road using its own land and that the road was approved through subdivision and accepted by the Town Council. He said Griffin Land was unable to add our five foot wide right-of-way into the road. Councilor Simon asked if a private land owner has the right to create a public right-of-way. Mr. Barz explained that Griffin Land created the public right-of-way through subdivision approval. Town Manager Souza said the road was ultimately accepted by the Town Council.

Motion Passed 9-0-0

13. RESIGNATIONS AND APPOINTMENTS

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to accept the resignation of Richard Armstrong from the Human Relations Commission.

Motion Passed 9-0-0

14. MINUTES OF PRECEDING MEETINGS

a) Minutes of the June 20, 2016 Regular Town Council Meeting.

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the June 20, 2016 Regular Town Council meeting.

Motion Passed 9-0-0

15. PUBLIC COMMUNICATIONS AND PETITIONS

None

16. EXECUTIVE SESSION

a) Strategy and Negotiations with respect to collective bargaining (WPDEA, UPSEU)

b) Discussion of the selection of a site or a lease, sale or purchase of real estate

Councilor Jepsen MOVED and Councilor Simon seconded to enter into executive session at 8:19 p.m. for the purposes of strategy and negotiations with respect to collective bargaining (WPDEA, UPSEU), and to discuss the selection of a site or a lease, sale or purchase of real estate.

Motion Passed 9-0-0

All members of the Town Council, except Councilor Petkis, entered the Ludlow Room for Executive Session. Joining members of the Council were Town Manager Souza, Director of Human Resources Amelia Bliss, Police Chief Donald Melanson, and Assistant Town Manager Jonathan Luiz.

At 9:06 p.m., Police Chief Donald Melanson and Human Resources Director Amelia Bliss exited Executive Session. Councilor Petkis then entered Executive Session.

Councilor McKenney MOVED and Councilor Govoni seconded to end Executive Session at 9:43 p.m.

Motion Passed 9-0-0

17. ADJOURNMENT

Councilor McKenney MOVED and Councilor Govoni seconded to adjourn the meeting at 9:44 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Jonathan Luiz
Assistant Town Manager