



# *Council Agenda*

**Council Chambers  
Windsor Town Hall  
April 1, 2019**



## **7:00 PM Public Hearing**

To hear public comment on the FY 2019-2020 budget as proposed by the Town Manager

## **7:30 PM Regular Council Meeting**

1. ROLL CALL
2. PRAYER – Deputy Mayor Terranova
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Terranova
4. PROCLAMATIONS/AWARDS
  - a) Proclamation recognizing April 2019 as Fair Housing Awareness Month
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS<sup>19</sup>
  - a) Board of Education
  - b) Conservation Commission
  - c) Metropolitan District Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
  - a) Presentation of FY 2019-2020 budget as proposed by the Town Manager (Town Manager)
  - b) \*Introduce draft FY 2020 - FY 2025 Capital Improvements Plan (Town Manager)



- c) \*Approve amendments to Accountant and Assistant Finance Director position descriptions (Town Manager)
- d) \*Approve amendments to Community Development Coordinator position description (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the March 18, 2019 Public Hearing
- b) \*Minutes of the March 18, 2019 Regular Town Council Meeting

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

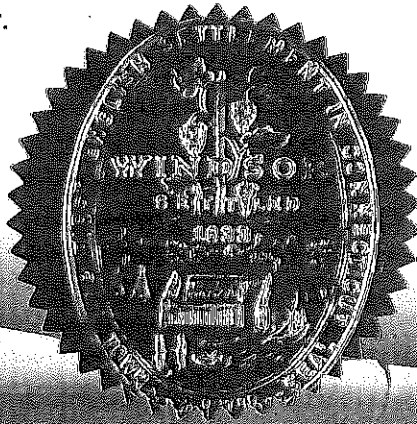
# PROCLAMATION


## *Declaring April, 2019 as Fair Housing Awareness Month*

- Whereas, April 2019 marks the 51<sup>st</sup> anniversary of the passage of the Federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended which enunciates a national policy of fair housing without regard to race, color, national origin, religion, sex, familial status or disability, and encourages fair housing opportunities for all citizens; and,
- Whereas, Connecticut has been a national leader by enacting a law to extend the Federal Fair Housing Act to include age, marital status, gender identity, ancestry and lawful source of income as protected classes; and,
- Whereas, the Town of Windsor supports fairness in all housing transactions and strives to be a welcoming community where opportunity is accessible to all, and where the safety and security of a home is not obstructed by discrimination; and,
- Whereas, despite progress, more work remains in the struggle to achieve equality and racial justice and discriminatory practices still exist in this country; and,
- Whereas, all Americans should be aware of their rights as set forth in the Fair Housing Act of 1968.

***NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:***

April, 2019 be declared as Fair Housing Awareness Month in the Town of Windsor.




  
Donald Trinks  
Mayor of Windsor  
April 1, 2019

## Agenda Item Summary

Date: April 1, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2020-2025

### Background

Staff has prepared the proposed Capital Improvement Program (CIP) for FY 2020-2025, which includes project descriptions and projected costs by fiscal year.

### 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 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% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Below are a few highlights of the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects for each year. The proposed 6-year CIP cycle includes two projects that would require voter approval due to their estimated costs. These projects are:
  - Town Facility Improvements – Outdoor Pool Facilities
  - BOE – Sage Park Middle School – Energy Efficiency Upgrades (Construction)
- The 6-year CIP includes approximately \$10.2 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6 year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$6.5 million. Of the total \$16.7 million included for the asset management of town roadways, \$5.4 million is expected to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$16.6 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance. The latter source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.

- Outdoor Pool Facilities project (Goslee and Welch) has design phase in FY 21 and construction phase in FY 23. Renovation to Veterans Pool is currently unscheduled. These projects may require voter referendum depending on the scope of work and phasing approach.
- An annual General Fund appropriation of \$500,000 is proposed to be dedicated to Public Safety projects to reduce long-term borrowing. Projects include replacement of fire apparatus and fire station HVAC system replacements.
- Several large projects at Sage Park Middle School totaling \$7.3 million are incorporated in the 6 year period and an additional \$2.8 million is in unscheduled. Projects range from roof replacement, heating and mechanical equipment replacements to installation of air-conditioning systems.
- A new BOE project is installing air conditioning in portions of JFK Elementary not included in the FY 18 project. Design funds for renovations to the Field House at Sage Park/O'Brien Field are also included in FY 25.

#### Financial Impact

The debt service ratios are inclusive of the voter approved Public Safety Complex project and the town-wide radio system, as well as the other potential referendum projects in the CIP. The financing assumptions used to calculate the debt service ratios include a combination of both long-term general obligation bonds and short-term notes. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

#### Other Board Action

The Capital Improvements Committee completed their review of the proposed CIP on March 13, 2019. The Committee voted to recommend to the Town Council that the proposed FY 2020-2025 CIP be approved with the Northwest Park parking lot improvements being planned for FY 23 instead of unscheduled.

As required by *Connecticut General Statutes* Section 8-24, the Town Planning and Zoning Commission will be requested to review the proposed FY 20-FY 2025 CIP at its regularly scheduled meeting in May.

#### Recommendations

It is recommended that the proposed FY 2020-2025 Capital Improvements Plan be referred to the Town Improvement Committee for review and recommendation prior to consideration by the full Town Council.

#### Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2020-2025 Capital Improvement Program online at:

[https://townofwindsorct.com/app/uploads/sites/12/2019/03/DRAFT\\_CIP\\_2020-2025.pdf](https://townofwindsorct.com/app/uploads/sites/12/2019/03/DRAFT_CIP_2020-2025.pdf)

	Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
	<b>FY 2020</b>							
pa	Pavement Management Program	1,034,300	850,000		184,300			
pa	Sidewalk and Curb Replacement Program	150,000	150,000					
sw	Stormwater Management Improvements	324,800		324,800				
c	Fleet and Public Works Equipment Replacement	680,000	680,000					
c	Tree Replacement Program	25,000					25,000	<sup>1</sup>
r	Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way)	268,600		268,600				moved from FY19
r	Island Road Street Reconstruction (Construction)	494,000		494,000				
r	Construct Sidewalks - Local Roads Within 1 Mile of School	137,200		137,200				
c	Historic Monument and Ancient Cemetery Preservation	50,000					50,000	<sup>1</sup>
c	Replace Stairway between Lenox Street and the Moorlands (Construction)	176,100		176,100				
r	Deerfield Avenue Rehabilitation (Construction)	892,800			892,800			moved from FY23, due to LOTCIP funding (100% state funds)
c	Electric Vehicle Charging Stations	28,100					28,100	<sup>1</sup> NEW - Capital Projects Assigned fund balance
c	Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Design)	62,400					62,400	<sup>1</sup>
c	Town Facility Improvements - DPW Restrooms, Office and Mtg. Rm. Window Replacements (Const.)	316,700		316,700				
c	Town Facility Improvements - Northwest Park Roof Replacements and Facility Repairs	373,500		373,500				
c	Town Facility Improvements - Poquonock Fire Station Roof Replacement (Design)	17,700					17,700	<sup>1</sup>
c	Town Facility Improvements - Wilson Fire Station HVAC Replacement (Design)	27,600					27,600	<sup>1</sup>
c	Town Facility Improvements - Roger Wolcott Oil Tank Removal & Boiler Conversion	100,000					100,000	<sup>2</sup> General Fund Reserve, NEW, tank must be removed in 2020
ps	Poquonock Fire Station - Engine 7 Replacement Vehicle	887,120	500,000	387,120				Estimate reduced based on new quotes
rec	Skate Park Improvements (Construction)	126,700		126,700				cost reduced from \$180k
r	Town Center Redevelopment Broad Street Diet (Design)	150,000	150,000					Design phased, phase 2 in FY21, construction in FY22
l	Landfill Leachate Management	83,200				83,200		
boe	BOE - Kennedy School - HVAC System Upgrades (Phase 2)	424,200		411,700			12,500	<sup>1</sup> NEW, includes elements eliminated from FY18 project
boe	BOE - Technology Equipment Upgrades	100,000	100,000					
boe	BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement (Construction)	2,087,600		2,087,600				
boe	BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Design)	97,000					97,000	<sup>1</sup>
boe	BOE - Poquonock School Parking Lot Improvements	525,720		525,720				
	<b>Subtotal FY 2020</b>	<b>9,640,340</b>	<b>2,430,000</b>	<b>5,629,740</b>	<b>1,077,100</b>	<b>83,200</b>	<b>420,300</b>	
	<b>FY 2020 Projects Anticipated to Require Voter Approval</b>							
	None	-	-	-	-	-	-	
	<b>Subtotal FY 2020</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>GRAND TOTAL FY 2020</b>	<b>9,640,340</b>	<b>2,430,000</b>	<b>5,629,740</b>	<b>1,077,100</b>	<b>83,200</b>	<b>420,300</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$320,300)

<sup>2</sup> General Fund Reserve (Total = \$100,000)

	Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
	<b>FY 2021</b>							
pc	Pavement Management Program	1,059,300	875,000		184,300			
pc	Sidewalk and Curb Replacement Program	150,000	150,000					
c	Fleet and Public Works Equipment Replacement	700,000	700,000					
pc	Pavement Resurfacing at Town Facilities & Schools	243,600		243,600				funding in odd years
r	Wilson Route 159 Corridor Enhancement Program (Phase I)	1,006,300			1,006,300			moved from FY20
c	Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Construction)	2,253,800		2,253,800				
c	Town Facility Improvements - Luddy House and Carriage House Windows and Doors Replacement	126,400					126,400	<sup>1</sup>
c	Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	250,000	250,000					
c	Town Facility Improvements - Wilson Fire Station HVAC Replacement (Construction)	250,000	250,000					
c	Town Facility Improvements - Data Centers Storage	120,000					120,000	<sup>1</sup> *Should be completed by Dec. 2021
ps	Wilson Fire Station - Engine 22 Replacement Vehicle	1,035,700		1,035,700				
r	Broad Street Signal Modifications and "Road Diet" (Design) Phase II (Phase I \$150,000 in FY20)	160,000	160,000					Design phased, phase 1 in FY20, construction in FY22
rec	Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Designs)	200,000		200,000				
rec	Athletic Field Improvements - Sage Park Middle School West Field Improvements (Design)	92,800					92,800	<sup>1</sup>
l	Landfill Leachate Management	1,406,100				1,406,100		
boe	BOE - Technology Equipment Upgrades	100,000	100,000					
	<b>Subtotal FY 2021</b>	<b>9,154,000</b>	<b>2,485,000</b>	<b>3,733,100</b>	<b>1,190,600</b>	<b>1,406,100</b>	<b>339,200</b>	
	<b>FY 2021 Projects Anticipated to Require Voter Approval</b>							
boe	BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction)	3,053,000	-	3,053,000	-	-	-	
	<b>Subtotal FY 2021</b>	<b>3,053,000</b>	<b>-</b>	<b>3,053,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>GRAND TOTAL FY 2021</b>	<b>12,207,000</b>	<b>2,485,000</b>	<b>6,786,100</b>	<b>1,190,600</b>	<b>1,406,100</b>	<b>339,200</b>	

<sup>1</sup> Capital Projects Fund Assigned Balance (Total = \$339,200)



	Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
	<b>FY 2022</b>							
pa	Pavement Management Program	1,084,300	900,000		184,300			
pa	Sidewalk and Curb Replacement Program	150,000	150,000					
sw	Stormwater Management Improvements	269,000		269,000				
c	Fleet and Public Works Equipment Replacement	725,000	725,000					
c	Tree Replacement Program	30,000					30,000	<sup>1</sup>
c	Historic Monument and Ancient Cemetery Preservation	50,000					50,000	<sup>2</sup> General Fund Reserve
	Wilson Route 159 Corridor Enhancement Program (Phase II)	1,049,800			1,049,800			moved from FY21
r	Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way)	232,800		232,800				moved from FY20
r	River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	618,300		618,300				
r	Construct Sidewalks - Local Roads Within 1 Mile of School	150,800		150,800				
r	Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	51,500					51,500	<sup>1</sup>
c	Town Facility Improvements - Small Facilities Heating Systems Upgrades	159,500		159,500				
r	Broad Street Signal Modifications and "Road Diet" (Construction)	4,252,000		850,400	3,401,600			
rec	Athletic Field Improvements - Sage Park Middle School West Field Improvements (Construction)	1,734,200		1,734,200				
ps	Public Safety Equipment Fund	500,000	500,000					
boe	BOE - Technology Equipment Upgrades	100,000	100,000					
boe	BOE - Clover Street School - ADA Code and Restroom Renovations (Design)	100,000	100,000					
boe	BOE - Clover Street School - Partial Roof Replacement (Design)	157,500					157,500	<sup>1</sup> scope slightly modified, construction moved from unsch. to FY25
	<b>Subtotal FY 2022</b>	<b>11,414,700</b>	<b>2,475,000</b>	<b>4,015,000</b>	<b>4,635,700</b>	<b>-</b>	<b>289,000</b>	
	<b>FY 2022 Projects Anticipated to Require Voter Approval</b>							
	None	-	-	-	-	-	-	
	<b>Subtotal FY 2022</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>GRAND TOTAL FY 2022</b>	<b>11,414,700</b>	<b>2,475,000</b>	<b>4,015,000</b>	<b>4,635,700</b>	<b>-</b>	<b>289,000</b>	
	<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$239,000)							
	<sup>2</sup> General Fund Reserve (Total = \$50,000)							



	Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
	<b>FY 2023</b>							
pa	Pavement Management Program	1,084,300	900,000		184,300			
pa	Sidewalk and Curb Replacement Program	175,000	175,000					
sw	Stormwater Management Improvements	274,000		274,000				
c	Fleet and Public Works Equipment Replacement	725,000	725,000					
pa	Pavement Resurfacing at Town Facilities & Schools	261,900		261,900				funding in odd years
r	Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	664,300		664,300				
r	Day Hill Road Capacity Improvements - Lane Widening from Addison Road to I-91 (Design)	368,500		368,500				construction remains unscheduled
c	Town Facility Improvements - LP Wilson Boiler Replacement (Design)	102,900	75,000				27,900 <sup>2</sup>	
c	Town Facility Improvements - Install Security System Cameras	163,900		163,900				
c	Town Facility Improvements - Northwest Park Parking Lot Renovations	192,300		192,300				
r	Palisado Avenue Corridor Improvements and Wall Repairs (Design)	132,800		132,800				
rec	Athletic Field Improvements - Sharshon Park Improvements (Design)	96,400					96,400 <sup>1</sup>	
ps	Wilson Fire Station - Replace Brush Truck	210,000	210,000					
ps	Public Safety Equipment Fund	290,000	290,000					
boe	BOE - Technology Equipment Upgrades	100,000	100,000					
boe	BOE - Sage Park Middle School - Classroom Air Conditioning	1,916,400		1,916,400				NEW, first floor
boe	BOE - Windsor High School - Roof Restoration (Design)	122,800					122,800 <sup>1</sup>	
	<b>Subtotal FY 2023</b>	<b>6,880,500</b>	<b>2,475,000</b>	<b>3,974,100</b>	<b>184,300</b>	<b>-</b>	<b>247,100</b>	
	<b>FY 2023 Projects Anticipated to Require Voter Approval</b>							
rec	Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Renovations, Const.)	3,654,000	-	3,654,000	-	-	-	
	<b>Subtotal FY 2023</b>	<b>3,654,000</b>	<b>-</b>	<b>3,654,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>GRAND TOTAL FY 2023</b>	<b>10,534,500</b>	<b>2,475,000</b>	<b>7,628,100</b>	<b>184,300</b>	<b>-</b>	<b>247,100</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$219,200)

<sup>2</sup> LPW Building Fund (Total = \$27,900)

	Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
	<b><u>FY 2024</u></b>							
pa	Pavement Management Program	1,084,300	900,000		184,300			
pa	Sidewalk and Curb Replacement Program	200,000	200,000					
sw	Stormwater Management Improvements	324,000		324,000				
c	Fleet and Public Works Equipment Replacement	750,000	750,000					
c	Tree Replacement Program	35,000					35,000	<sup>1</sup>
r	Construct Sidewalks - Local Roads Within 1 Mile of School	164,400		164,400				
	Historic Monument and Ancient Cemetery Preservation	100,000					100,000	<sup>1</sup> new phase to incl. remaining work from consultant recommendations moved from FY23, const. unscheduled
r	Street Reconstruction - Basswood Road (Design)	170,300		170,300				
c	Town Facility Improvements - LP Wilson Boiler Replacement (Construction)	1,333,200		1,333,200				
c	Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Design)	24,300					24,300	<sup>1</sup> NEW, construction unscheduled
rec	Athletic Field Improvements - Clover Street School Field Improvements (Design)	77,700					77,700	<sup>1</sup> Construction unscheduled
ps	Public Safety Equipment Fund	500,000	500,000					
boe	BOE - Technology Equipment Upgrades	125,000	125,000					
boe	BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,320,500		1,320,500				
boe	BOE - Sage Park Middle School - Heating Systems Replacement (Design)	146,000		146,000				<sup>1</sup> NEW, construction unscheduled
boe	BOE - Windsor High School - HVAC Roof Top Unit Replacements (Design)	66,500					66,500	<sup>1</sup> construction unscheduled
boe	BOE - L.P. Wilson - ADA Code and Restroom Renovations (Design)	36,500					36,500	<sup>1</sup> construction unscheduled
	<b>Subtotal FY 2024</b>	<b>6,457,700</b>	<b>2,475,000</b>	<b>3,458,400</b>	<b>184,300</b>	<b>-</b>	<b>340,000</b>	
	<b><u>FY 2024 Projects Anticipated to Require Voter Approval</u></b>							
	None	-	-	-	-	-	-	
	<b>Subtotal FY 2024</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>GRAND TOTAL FY 2024</b>	<b>6,457,700</b>	<b>2,475,000</b>	<b>3,458,400</b>	<b>184,300</b>	<b>-</b>	<b>340,000</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$340,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
<b><u>FY 2025</u></b>							
pa Pavement Management Program	1,084,300	900,000		184,300			GF increased by \$25k
pa Sidewalk and Curb Replacement Program	200,000	200,000					GF increased by \$25k
rec Athletic Field Master Plan Implementation - Sharshon Park Improvements (Construction)	657,700		657,700				moved from FY 23
r Construct Sidewalks Along Arterial Roads (Design)	63,000					63,000 <sup>1</sup>	moved from FY 23
c Fleet and Public Works Equipment Replacement	750,000	750,000					GF increased by \$25k
pa Pavement Resurfacing at Town Facilities & Schools	280,100		280,100				funding in odd years
r Street Rehabilitation - International Drive (Construction)	1,048,000		1,048,000				moved from FY24
I91 Ramp Modification at I-91 & Route 75/Day Hill Road	74,406,000			74,406,000			moved from FY24
c Town Facility Improvements - Town Hall Roof Preservation	128,500		115,800			12,700 <sup>1</sup>	NEW
ps Public Safety Equipment Fund	500,000	500,000					
boe BOE - WHS Field House Renovation (Design)	31,600					31,600 <sup>1</sup>	NEW, construction unscheduled
boe BOE - Technology Equipment Upgrades	150,000	150,000					
boe BOE - Clover Street School - Partial Roof Replacement (Construction)	2,196,500		2,196,500				scope revised slightly, const. previously unscheduled
<b>Subtotal FY 2025</b>	<b>81,495,700</b>	<b>2,500,000</b>	<b>4,298,100</b>	<b>74,590,300</b>	<b>-</b>	<b>107,300</b>	
<b><u>FY 2025 Projects Anticipated to Require Voter Approval</u></b>							
None	-	-	-	-	-	-	
<b>Subtotal FY 2025</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL FY 2025</b>	<b>81,495,700</b>	<b>2,500,000</b>	<b>4,298,100</b>	<b>74,590,300</b>	<b>-</b>	<b>107,300</b>	
<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$107,300)							
	<b>131,749,940</b>	<b>14,840,000</b>	<b>31,815,440</b>	<b>81,862,300</b>	<b>1,489,300</b>	<b>1,742,900</b>	

**List of Unscheduled Projects FY20-25 CIP**

	<u>Estimated Cost*</u>	
<b>Road Reconstruction/Transportation System Projects</b>		
Archer Road Safety Improvements	656,500	
Audible Pedestrian Crosswalk Signals	30,000	
Baker Hollow Road - Street Reconstruction	1,563,700	
Basswood Road - Street Reconstruction (Construction)	1,697,300	
Construct Sidewalks Along Arterial Roads	4,450,400	
Construct Sidewalks Along Collector Roads	4,643,400	
Construct Sidewalks Within 1 Mile of Schools	25,817,400	
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	4,313,500	
Day Hill Road Capacity - Right Turn Lanes	271,000	
Day Hill Road Pedestrian Circulation Enhancements	37,900	
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,112,200	
Intersection Improvements at Capen Street and Sage Park Road	278,900	
Palisado Avenue Corridor Improvements and Wall Repair (Construction)	1,844,200	
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,179,000	
Pond Road/Indian Hill Road - Street Reconstruction	2,285,000	
Rainbow Road - Street Reconstruction	4,307,500	
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	852,700	
Route 305 Corridor Improvements	8,117,400	
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr)	233,700	
Traffic Signal at Windsor Avenue and Corey Street	515,700	moved from FY20
<b>Subtotal</b>	<b>69,207,400</b>	
<b>Community Facilities and Assets</b>		
Reconstruct Pleasant Street Boat Launch	475,000	
Silver Birch Pond Improvements	145,800	
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	2,907,100	
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Const.)	97,200	NEW, design in FY24
Town Facility Improvements - Chaffee House Roof Replacement	213,200	
Town Facility Improvements - Clover Street School Field Improvements (Construction)	499,500	
Town Facility Improvements - L.P. Wilson Kitchen Renovation	50,000	NEW
Town Facility Improvements - L.P. Wilson Gymnasium Air Conditioning	436,500	NEW
Town Facility Improvements - Luddy House Fire Protection Installation	116,900	
Town Facility Improvements - Milo Peck Lighting Retrofit Upgrades	164,400	
Town Facility Improvements - Milo Peck Restroom Renovations	579,800	
Town Facility Improvements - Outdoor Pool Improvements (Veterans Pool Renovation)	3,114,400	
Town Facility Improvements - Poquonock Fire Station HVAC Replacement	259,900	
Town Facility Improvements - Roger Wolcott HVAC, Restrooms & Windows Repl.	2,725,200	
Town Facility Improvements - Roger Wolcott Partial Roof Replacement (Construction)	240,200	NEW
Town Facility Improvements - Roger Wolcott Roof Replacement	1,607,800	
Town Facility Improvements - Windsor Volunteer Ambulance Windows Repl.	36,000	
Town Center Parking Garage	13,833,400	
Veterans Memorial Cemetery Expansion & Enhancements	148,700	
Windsor High School - Tennis Courts Restoration	870,900	NEW
Wilson Firehouse Renovations	61,800	
<b>Subtotal</b>	<b>28,583,700</b>	

	<u>Estimated Cost*</u>	
<b>Pavement Management</b>		
Ongoing	-	
<b>Subtotal</b>	<b>-</b>	
<b>Public Safety</b>		
Additional Fire Hydrants	965,400	
Poquonock Fire Station - Replace Ladder Truck	1,413,500	
Poquonock Fire Station - Rescue Pumper 8	976,200	
Public Safety Complex - Engine 1 Replacement Vehicle	990,800	
Hayden Station Fire House - Utility/Mobile Cascade Vehicle	186,200	
Rainbow Fire Station - Engine Tanker Replacement	975,900	
<b>Subtotal</b>	<b>5,508,000</b>	
<b>Park Improvements</b>		
Northwest Park Activity Pavilion	273,700	
Athletic Field Improvements - Clover Street (Construction)	499,500	
Athletic Field Improvements - Fitch Park	534,700	
Athletic Field Improvements - Northwest Park	247,900	
Athletic Field Improvements - Welch Park	188,100	
Riverfront Trail Project - Windsor Center to E. Barber	2,953,600	
Windsor-Bloomfield Landfill Future Use Planning	201,000	
<b>Subtotal</b>	<b>4,898,500</b>	
<b>Stormwater Management Improvements</b>		
Repair Culvert and Stream Bed at River Street (Const.)	535,600	design in FY24
<b>Subtotal</b>	<b>535,600</b>	
<b>Board of Education</b>		
Windsor High School - HVAC Improvements (Construction)	320,600	
Oliver Ellsworth School - Code Compliance Upgrades	263,500	NEW, design in FY24
Sage Park Middle School - Heating Systems Repl. (Const.)	2,801,600	
Windsor High School - Roof Restoration (Construction)	1,614,300	Design in FY24
Windsor High School - Field House (Construction)	488,400	Design in FY25
L.P. Wilson - ADA Code and Restroom Renovations (Const.)	663,400	
School Windows Replacement	963,400	
<b>Subtotal</b>	<b>7,115,200</b>	


\* Estimate in current dollars; includes 20% contingency and 1.5% bonding costs

## Agenda Item Summary

Date: April 1, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendments to Finance Department Job Descriptions

### Background

The Finance and Accounting Division of the Administrative Services Department includes the unaffiliated full-time positions of a Finance Director, Assistant Finance Director, Accountant, and Payroll and Benefits Assistant. The Accountant position has recently become vacant. It is customary for town staff to review the job description when a position is vacated to ensure the duties, education and experience requirements reflected in the job description align with the town's needs. The job descriptions for Accountant and Assistant Finance Director were reviewed by the Finance Director and the Human Resources Director. Changes are proposed to each to ensure the duties and reporting relationships reflected in the job descriptions align with the town's needs.

### Discussion/Analysis

#### *Accountant*

The section related to "Reports To" has been changed from Finance Director to Assistant Finance Director to better align with the functions the Assistant Finance Director is responsible for overseeing. The Assistant Finance Director position oversees the maintenance of the comprehensive general and subsidiary ledgers including the posting of journal entries, reconciliations and internal controls related to these processes. The position also oversees the chart of accounts. The Accountant position performs the general and subsidiary ledger journal entries and maintains the chart of accounts on a regular basis, so it is more efficient for the Assistant Finance Director, who is responsible for the oversight of these functions, to supervise the employee responsible for performing them.

The section related to "Essential Duties and Responsibilities" has been updated for clarification and additional responsibilities. The most significant proposed changes are:

- Changing the direct supervisor from Finance Director to Assistant Finance Director
- Specifying the position is responsible for maintaining the Uniform Chart of Accounts (UCOA) in compliance with the State of Connecticut regulations
- Clarifying the position is responsible for reviewing and posting purchasing card activity rather than managing the program
- Adding the responsibility for backing up payroll, accounts payable and accounts receivable as needed.

*Assistant Finance Director*

The only proposed change to the Assistant Finance Director job description is to add supervisory responsibility over the Accountant position.

Red-lined draft versions showing the specific changes are attached.

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 Accountant and Assistant Finance Director positions be amended and approved as presented.”**

Attachments

Red-lined version of existing job descriptions

Current position descriptions

Accountant

Red-Lined  
Job Description



## TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Accountant  
**Department:** Administrative Services  
**Reports To:** ~~Director of Finance~~ [Assistant Finance Director](#)  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** ~~July 2016~~ [March 2019](#)  
**Approved By:** Town Council  
**Approved Date:** ~~August 1, 2016~~ [April 2019](#)

### GENERAL PURPOSE

Performs responsible technical governmental accounting and administrative 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

Maintains comprehensive general and subsidiary ledgers; prepares and posts journal entries to the financial system, [including researching and resolving discrepancies; and prepares interfund transfers for various town funds](#); in accordance with generally accepted accounting principles.

Maintains chart of accounts for all town funds [as well as Uniform Chart of Accounts \(UCOA\) in compliance with State of Connecticut regulations](#).

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.

Assists 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/benefit analysis and assists in monitoring department's compliance with budgetary limits.

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

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

Compiles and provides reports summarizing financial activity and performs internal auditing functions as required.

Reviews and maintains purchase orders and ensures adherence to Town procurement policy.

Performs periodic petty cash audits. ~~Manages purchasing card program.~~

Review and post the town's purchasing card activity to the general ledger.

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 or finance director as needed to facilitate resolutions in an effective, efficient and timely manner.

Works with operating departments to ~~identify and~~ provide accounting data in order to identify 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.

May serve as backup to other finance staff positions such as payroll, accounts payable, and accounts receivables.

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; Manages multiple tasks concurrently with the ability to reprioritize as needed and on short notice; stays aware of various department deadlines and manages work load to meet them.

Individual Behavior – Demonstrates and encourages high standards of integrity, trust and respect of others. Demonstrates a commitment to quality public service. Is accountable and takes responsibility for personal actions. Makes decisions using best information available.

Dependability - Follows instructions and responds to management direction.

## **MINIMUM QUALIFICATIONS**

### *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.

### *Necessary Knowledge, Skills and Abilities*

- Knowledge of accounting software and financial management systems.
- 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.
- Ability to analyze accounting and financial issues; ability to prepare 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 other employees, town officials and the general public; ability to effectively communicate orally and in writing.
- 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.

### *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.*

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 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.*

# Assistant Finance Director

## Red-Lined Job Description

## TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Assistant Finance Director  
**Department:** Administrative Services  
**Reports To:** Director of Finance  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** ~~July 2016~~ [March 2019](#)  
**Approved By:** Town Council  
**Approved Date:** ~~August 1, 2016~~ [April 2019](#)

### GENERAL PURPOSE

Performs responsible technical governmental accounting, finance, 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, [accounting](#) and payroll staff. Coordinates 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 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 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.

Assists with preparing 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.

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.

Prepares and reviews financial reports and analysis; provides financial information to finance director, 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.

Stays up to date with current best practices and makes recommendations to improve efficiencies and financial performance.

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

Reviews purchase orders and 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 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.

Oversees the maintenance of the financial management system.

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

Prepares and maintains records and reports for the town's defined benefit, defined contribution, and other post-employment benefit programs. 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

### *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) or Certified Public Finance Officer (CPFO) designation preferred.

### *Necessary Knowledge, Skills and Abilities*

- Knowledge of accounting software and financial management systems. .
- Knowledge of governmental accounting principles and practices including GAAP, GAAS, 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.

- Ability to conduct complex analysis concerning accounting and financial issues; ability to prepare 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 other employees, town officials and the general public; ability to effectively communicate orally and in writing.
- 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.

### *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.*

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 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.*

Accountant

Current  
Job Description

## **TOWN OF WINDSOR POSITION DESCRIPTION**

**Job Title:** Accountant  
**Department:** Administrative Services  
**Reports To:** Director of Finance  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** July 2016  
**Approved By:** Town Council  
**Approved Date:** 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 to the financial system; and prepares interfund transfers for various town funds in accordance with generally accepted accounting principles.

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.

Reconciles town's banking activity to the general ledger monthly to ensure accuracy of financial transactions.

Assists 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.

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

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

Compiles and provides reports summarizing financial activity and 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 assistant finance director 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**

### *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.

### *Necessary Knowledge, Skills and Abilities*

- Knowledge of accounting software and financial management systems. ;
- 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.
- Ability to analyze accounting and financial issues; ability to prepare 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 other employees, town officials and the general public; ability to effectively communicate orally and in writing.
- 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.

### *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.*

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 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.*



# Assistant Finance Director

## Current Job Description

## **TOWN OF WINDSOR POSITION DESCRIPTION**

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

### **GENERAL PURPOSE**

Performs responsible technical governmental accounting, finance, 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, and payroll staff. Coordinates 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 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 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.

Assists with preparing 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.

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.

Prepares and reviews financial reports and analysis; provides financial information to finance director, 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.

Stays up to date with current best practices and makes recommendations to improve efficiencies and financial performance.

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

Reviews purchase orders and 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 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.

Oversees the maintenance of the financial management system.

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

Prepares and maintains records and reports for the town's defined benefit, defined contribution, and other post-employment benefit programs. 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**

### *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) or Certified Public Finance Officer (CPFO) designation preferred.

### *Necessary Knowledge, Skills and Abilities*

- Knowledge of accounting software and financial management systems. .
- 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.
- Ability to conduct complex analysis concerning accounting and financial issues; ability to prepare 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 other employees, town officials and the general public; ability to effectively communicate orally and in writing.
- 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.

### *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.*

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 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.*

## Agenda Item Summary

Date: April 1, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director  
Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to Job Description

### Background

The Community Development Office includes the unaffiliated, full-time position of a Community Development Coordinator. The Community Development Coordinator position is vacant due to a retirement. 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 Community Development Coordinator job description was last updated in 2000. It was reviewed by the Economic Development Director and the Human Resources Director. Some changes are necessary for it to reflect a shift in duties and minimum qualifications of the position.

The job title has been changed from Community Development Coordinator to Community Development Specialist to reflect a shift away from management and supervisory responsibilities. More technical support duties have been added both for community development and economic development activities.

Sections related to "Essential Duties and Responsibilities" and "Minimum Qualifications" have been updated to better align with the requirements of the position and "Competencies" have been added to conform to the town's current format. The "Physical Demands and Work Environment" sections have been updated. Some terminology and duties have been updated to align with changes that have occurred over the years.

### Discussion/Analysis

The primary duties of the Community Development Specialist position include administration of the town's community development activities including loan programs, grant preparation and compliance and technical and professional support for the town's economic development program.

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

- Changing the title to reflect the elimination of supervisory and management responsibilities
- Removing supervisory and management duties
- Adding duties supporting the economic development program, including maintaining records, assisting with business development and redevelopment efforts.

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 description for the position of Community Development Specialist be approved as presented.”**

Attachments

Red-lined version of proposed position description

Current position description



# Red-Lined Job Description

## TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Community Development ~~Coordinator~~ Specialist  
**Department:** Development Services  
**Reports To:** Economic Development Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2000~~ April 2019

### GENERAL PURPOSE

Performs a variety of ~~supervisory, technical,~~ -administrative and professional work in support of the Town's Community and Economic Development programs. ~~the development and implementation of community development plans, programs and services.~~

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~Coordinates all aspects of the Town's Community Development Block Grant program; manages and supervises community development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.~~
- ~~Assures that assigned areas of responsibility are performed within budget; performs cost control activities; 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.~~
- Prepares and writes applications for state and Federal grants; ~~negotiates,~~ coordinates and manages professional service contracts.
- ~~Provides support leadership and direction~~ in the development of short and long range plans and projects; gathers, interprets and prepares data for grants, studies, reports and recommendations; coordinates activities with other Town departments as needed.
- Coordinates and administers housing rehabilitation program and small business loan program.
- Prepares required environmental review forms for federally funded projects.
- ~~serves as Town Fair Housing Officer and~~ Administers Town Fair Housing Plan; serves as liaison to Town Human Relations Commission in area of housing and community development.
- Coordinates citizen participation activities related to community development; serves as liaison to Wilson-Deerfield Advisory Committee.
- Maintains inventory of existing businesses and available locations in the town for prospective new businesses.
- Assists Economic Development Director with business visitation and small business development efforts.
- Monitors project compliance with approved agreement terms and conditions.
- Assists the town's redevelopment efforts by researching background information, preparing written materials including project timelines and budgets, and coordinating necessary meetings and activities.



- Drafts a variety of documents including requests for qualifications and proposals, agreements, loan documents, and related documents.
- Analyzes regulations impacting department programs and projects and performs basic real estate analysis of development opportunities.
- Provides professional community development advice to staff, department director, Town Manager, ~~Town Council and other officials~~; may makes private and public presentations to staff, Town Council, boards, commissions, civic groups and the general public; communicates official plans, programs, policies and procedures to staff and the general public.
- Resolves ~~complex and sensitive~~ customer service issues and disputes, either personally, by telephone or in writing; responds to local citizens inquiring about community and economic development.
- Monitors inter-governmental decisions and legislation affecting community development operations and recommends~~takes~~ appropriate action.

## **ADDITIONAL DUTIES**

~~Assists Town staff in the enforcement of local ordinances and in interpreting Town codes and master plans.~~

- Participates in meetings, seminars and training sessions; serves on various employee or other committees as assigned.
- 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 and has 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.
- Technical – Utilizes current and developing technologies to effectively accomplish work assignments.
- Individual Behavior – Demonstrates and encourages high standards of integrity, trust and respect of others. Demonstrates a commitment to quality public service. Is accountable and takes responsibility for personal actions. Makes decisions using best information available.
- Planning – Uses strategic planning to outline attainable and sustainable goals. Effectively analyzes and interprets data. Develops consensus in defining and achieving objectives.
- 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.

- Quality Management - Demonstrates accuracy and thoroughness.
- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction.
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently; Manages multiple tasks concurrently with the ability to reprioritize as needed and on short notice; stays aware of various department deadlines and manages work load to meet them.-

## DESIRED MINIMUM QUALIFICATIONS

### *Education and Experience*

- ~~Bachelor~~Master's degree in public administration, urban planning, business or a related field, with ~~three~~ one years of relevant experience in community and economic development Community Development Block Grant management; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- ~~Considerable k~~Knowledge of HUD Community Development Block Grant and other urban development programs and practices; knowledge of state and Federal regulations pertaining to Community Development Block Grant program; knowledge of citizen participation techniques and neighborhood organization.
- ~~Skill~~ Ability to in the effectively use spreadsheet and other software applications to create reports and manage and present information~~operation of listed tools and equipment.~~ Knowledge and proficiency with Microsoft Office applications.
- Skill in researching and acquiring resources to accomplish program objectives.
- ~~Good a~~Ability to prepare, analyze and present comprehensive and technical reports and data; good ability to prepare grant applications; good ability to communicate effectively orally and in writing;
- ~~Good a~~Ability to establish effective working relationships with community groups, developers, contractors, property owners, business owners, other employees and the general public.

### *Special Requirements*

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

## TOOLS AND EQUIPMENT USED

Personal computer, tablet; ~~including word processing, spreadsheet and presentation software~~; motor vehicle; calculator; phone; copy and fax 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 and the employee must have mobility sufficient to travel to and perform in the inspections of various land use developments and job construction sites. ~~Hand-eye coordination is necessary~~ Must have ability to operate computers, ~~and various pieces of~~ office equipment and other required tools.
- While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, and through email. ~~talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.~~
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office and moderate 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 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.*

# Current Job Description

## **TOWN OF WINDSOR POSITION DESCRIPTION**

**Job Title:** Community Development Coordinator  
**Department:** Development Services  
**Reports To:** Economic Development Director  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** September 5, 2000

### **GENERAL PURPOSE**

Performs a variety of supervisory, administrative and professional work in the development and implementation of community development plans, programs and services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates all aspects of the Town's Community Development Block Grant program; manages and supervises community development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; 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.
- Prepares and writes applications for state and Federal grants; negotiates, coordinates and manages professional service contracts.
- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets and prepares data for grants, studies, reports and recommendations; coordinates activities with other Town departments as needed.
- Coordinates and administers housing rehabilitation program; serves as Town Fair Housing Officer and administers Town Fair Housing Plan; serves as liaison to Town Human Relations Commission in area of housing and community development.
- Coordinates citizen participation activities related to community development; serves as liaison to Wilson-Deerfield Advisory Committee.
- Provides professional community development advice to staff, Town Manager, Town Council and other officials; makes private and public presentations to staff, Town Council, boards, commissions, civic groups and the general public; communicates official plans, programs, policies and procedures to staff and the general public.
- Resolves complex and sensitive customer service issues and disputes, either personally, by telephone or in writing; responds to local citizens inquiring about community development.
- Monitors inter-governmental decisions and legislation affecting community development operations and takes appropriate action.

### **ADDITIONAL DUTIES**

- Assists Town staff in the enforcement of local ordinances and in interpreting Town codes and master plans.
- Participates in meetings, seminars and training sessions; serves on various employee or other committees as assigned.
- Performs related work as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Master's degree in public administration, urban planning or a related field, with one year of experience in Community Development Block Grant management; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- Considerable knowledge of HUD Community Development Block Grant and other urban development programs and practices; knowledge of state and Federal regulations pertaining to Community Development Block Grant program; knowledge of citizen participation techniques and neighborhood organization.
- Skill in the operation of listed tools and equipment.
- Good ability to prepare, analyze and present comprehensive and technical reports and data; good ability to prepare grant applications; good ability to communicate effectively orally and in writing; good ability to establish effective working relationships with community groups, developers, contractors, property owners, other employees and the general public.

### *Special Requirements*

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

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and presentation software; motor vehicle; calculator; phone; copy and fax 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 and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.



- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office and moderate 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 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 Council**  
**Resignations/Appointments/Reappointments**  
**April 1, 2019**

**Resignations**

- A. To accept the resignation of Donna Grossman from the Commission on Aging & Persons with Disabilities

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

None

**Names submitted for consideration of appointment**

None

**TOWN OF WINDSOR  
TOWN COUNCIL  
Council Chambers  
Windsor Town Hall  
MARCH 18, 2019  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:22 p.m. by Mayor Trinks.

Present were: Mayor Donald Trinks, Deputy Mayor Terranova, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos. Councilor Nuchette Black-Burke was absent.

Mayor Trinks read aloud the notice of the public hearing to hear public comment on the following ordinance:

AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE NORTHWEST PARK NATURE CENTER, LANG HOUSE, AND ARCHIVE BUILDING; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.

**2) PUBLIC COMMENT – None.**

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:25 p.m.

Respectfully Submitted,

Erin Rand  
Clerk of the Town Council

**TOWN OF WINDSOR  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
March 18, 2019  
Regular Town Council Meeting**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:30 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

**2) PRAYER**

Councilor O'Reilly offered a moment of silence for victims of the mass shooting in Christchurch, New Zealand. He also observed the passing of Howard Jubrey, Jr. on March 8<sup>th</sup>. Mr. Jubrey was actively involved with the youth in Windsor and served on the Board of Education. He will be remembered for his passion and avocation for all children in Windsor. Councilor O'Reilly offered his condolences to Mr. Jubrey's family and friends.

**3) PLEDGE OF ALLEGIANCE**

Councilor O'Reilly led the group in the pledge of allegiance.

**4) PROCLAMATIONS AND AWARDS – None.**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Yvonne Mitto, 21 Rood Avenue, 28 year resident of Windsor, spoke on behalf of homeowners residing at 21, 25, 31, 37, 39, and 41 Rood Avenue. These six homes have stairs leading up from Rood Avenue and driving access via a gravel road. The gravel road is listed as 19 Rood Avenue, owned by Oakland Realty but has a nonprofit status and taxes are not paid on the property and it is not being maintained. Ms. Mitto has been calling and meeting with individuals in various town departments but so far, no plan of action has been formed. Residents fear that if something happens on the property such as a tree falling across the driveway, residents would essentially be trapped as it is the only access road for their homes. Residents are also concerned about who would be responsible if a serious incident did occur. David and Leona Holley, an elderly couple who live at 41 Rood Ave, are unable to get necessary transportation services such as dial-a-ride to get to doctor appointments, the pharmacy and the grocery store.

The residents on Rood Avenue are pleading with the town to take action quickly and be proactive before something bad happens.

## **6) REPORT OF APPOINTED BOARDS AND COMMISSION**

### **a) Public Building Commission (PBC)**

Rick Hazelton, Chair of Public Building Commission, reported the following:

#### **Safety Complex - Police and Fire Station Design**

The project architect and town staff held a meeting last week to review the information technologies and security systems integration into the design drawings. The PBC will receive a project update from the architect at the next meeting.

#### **JFK Elementary School Replacement HVAC Systems**

The new air-conditioning systems are now completely installed. The air-conditioning systems will be energized and tested during the week of April 8<sup>th</sup>. In the following weeks, the system will be commissioned. The contractor will turn the project over to town staff on May 1st.

#### **Town Hall Portico Restoration Project**

Town staff, the architect, and contractor have been reviewing project submittals. The replacement cast stone components of the portico are in production. The contractor is expected to mobilize and start the project this week.

#### **Fire Security Systems**

The only buildings left to be upgraded is Milo Peck School and 330 Windsor Avenue Community Center. The Fire Marshal's office is continuing with their inspections of the installed systems. The PBC expects the next two buildings to be completed by the end of April.

#### **Poquonock School Air Conditioning Project**

The PBC has signed a contract with Sav-Mor cooling of Southington, CT. Sav-Mor Cooling was the contractor for the JFK project. Submittals are being processed and approved. The longest lead time item (main electrical switchgear) has been ordered. The contractor is scheduled to start project work in May. All of the 30 classroom air-conditioning systems will be installed and operating for the beginning of the fall school session.

#### **WHS Pool House Replacement HVAC Unit**

This project is now scheduled to begin on July 2<sup>nd</sup> and to be completed in mid-August.

#### **Sage Park Middle School Roof Design**

The architect, Hibbard & Rosa, is in the process of completing the design drawings. Once the drawings are completed, the PBC will review them with the architect. After the PBC approves the design, they will then be forwarded to the state for their approval of the design. The PBC now expects this project be scheduled for the summer of 2020.

#### **DPW Building Renovation Design**

The architect, Capital Studio, met on site last week with town staff to review the progress drawings. This design work is expected to be completed by early spring 2019.

### **Clover Street School Partial Roof Design**

The architect presented the completed drawings to the PBC at its last meeting. The PBC reviewed the drawings and approved them. The architect will proceed to register this project with the State of Connecticut for their review. Once the state applies a project number, and it is approved for reimbursement, we can proceed to bid this project. We expect this work to be scheduled for this summer.

Councilor Wilkos asked what the approximate completion date is for the portico. Mr. Hazelton responded that it will be hopefully finished in June. There is limited access through the front of the town hall. In the meantime, visitors are encouraged to use rear entrances.

Councilor O'Reilly asked if the two remaining fire systems being implemented were to code. Mr. Hazelton and Town Manager Souza agreed that the systems were previously up to code. The systems are just being updated to more modern systems.

#### **b) Commission on Aging & Persons with Disabilities**

Town Manager Souza reported that nobody was available to come tonight, but they will reschedule.

### **7) TOWN MANAGER'S REPORT**

Town Manager Souza stated that he would reach out to the citizens of Rood Avenue who spoke during the public comment section in the next few days after doing some research about the area in order to offer some solutions.

#### **"Adulthood 101" Youth Summit**

The Youth Services Bureau is hosting an "Adulthood 101" Youth Summit for Windsor teens ages 14-18 on Saturday, March 23, 2019 from 10:00 AM to 3:00 PM at the 330 Windsor Avenue Community Center. Adulthood 101 will focus on life skills not taught in the class room, like the importance of voting, managing money and life hacks such as dorm etiquette and living frugally. The keynote speaker will be Representative Brandon McGee who will speak about the importance of community engagement. This conference will include a light breakfast, door prizes, lunch, and many take home lessons about how to become an active and thriving adult. This program is free and registration is limited to the first 75 people. Participants must be a Windsor resident. For more information call 860-285-1946.

#### **March 28 Budget Workshop for Windsor Residents**

Residents are invited to a budget workshop on Thursday, March 28th from 6:30 PM to 8:30 PM here at town hall. The meeting is an informal and interactive gathering that will provide residents with an opportunity to hear an overview on the proposed fiscal year 2020 budget.

A public hearing on the FY 2019-2020 budget will be held on April 1<sup>st</sup> at 7:00 PM.

On April 25<sup>th</sup>, May 1<sup>st</sup> and May 9<sup>th</sup>, community budget forums will be held throughout town sponsored by the League of Women Voters and CTVotes.

A detailed schedule of budget hearings, workshops and community forums can be found on the town's website. For more information call 860-285-1835.

### **Friends of Northwest Park (NWP) Pancake Breakfast**

Wake up and head over to NWP for their annual pancake breakfast on March 23<sup>rd</sup> from 8:00 AM to 11:00 AM in the warming shed. There will be pancakes smothered with 100% pure maple syrup (made at NWP), sausages, juice, tea and coffee. \$6.00 for adults, \$4.00 for kids. Children ages 3 and under free. For more information and to register, call 860-285-1886.

### **2019 Neighborhood Assistance Act Proposals Welcomed**

The Town of Windsor Office of Community Development is soliciting program proposals from community non-profit organizations and municipal agencies for funding consideration under the State's Neighborhood Assistance Act (NAA) program.

This program allows businesses to claim a State tax credit for cash contributions made to qualifying community programs conducted by tax exempt or municipal agencies. The minimum contribution on which a tax credit may be granted is \$250, and the maximum contribution is \$150,000.

For further information about the Neighborhood Assistance Act Program or to receive an application packet, please contact the Office of Community Development at (860) 285-1984 or go to the DRS website at [www.ct.gov/drs](http://www.ct.gov/drs). All applications must be received by close of business (5 p.m.) on May 24, 2019 in order to be considered.

### **Portico Work at Town Hall**

Work has begun on the renovation of the town hall portico. Work is expected to last through the month of May. During this time, access to the front entrance of town hall will be limited. Visitors are asked to use the entrance to the rear of the building at the parking lot area.

### **Update on Reuse of the former Mill Brook Clubhouse**

Staff is in the process of finalizing a marketing and request for proposals package for the reuse of the former clubhouse building at the Mill Brook golf course. We have conferred with a commercial real estate broker who has experience with retail and restaurant properties. The goal is to have the outreach initiated by the first of April.

We are in the process of identifying marketing and outreach efforts. The initial plan includes:

- Direct contact to local and regional commercial brokers with experience in leasing restaurant space
- Direct outreach to various restaurant ownership groups and associations in the region
- Place information on internet sites such as CERC Site-finder; Loop.net, CoStar, and Craigslist

We will also utilize the town's various social media platforms as well as websites of other local and regional partners.

Councilor Wilkos thanked Town Manager Souza for the comprehensive report and noted that there are many new businesses and opportunities in Windsor as well as a lot of information about how to get started.

## **8) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor O'Reilly stated that this coming Saturday, March 23<sup>rd</sup>, is the 29<sup>th</sup> annual Northwest Park Pancake Breakfast from 8 a.m. – 11 a.m.

Councilor Wilkos thanked folks who came out and spoke about the issues on Rood Avenue. He also thanked Town Manager Souza for the transparency and heads up about the situation. Councilor Wilkos noted that the situation is incredibly complex and noted that the tax-exempt status is baffling. He stated that he feels for the residents because they are in a difficult situation and definitely should be helped. Then he thanked Ms. Mitto for being incredibly well-spoken about the situation. Councilor Wilkos noted that one of the appointed members of the Commission on Aging and Persons with Disabilities made a threat against a senator at a state hearing on gun control and was removed from the state capitol. He wondered if the commission has had an opportunity to meet about it and wished to discuss it as a council as well.

Councilor Black-Burke stated that regarding the residents on Rood Avenue, it's clear they have been doing their research for a while and whatever is decided, it should be done with expedience and urgency in order to assist them so nothing tragic happens.

Councilor Govoni noted that other streets in Windsor may have similar situations to Rood Avenue, but not to this extent. As the current tree warden, he went there recently to assess the situation and went in with a four-wheel drive and wasn't even able to back up and turn around. Regarding the hazardous trees, he noted a property maintenance ordinance where you can't have dead dangerous trees. He went to the enforcement officer and started the process to figure out whose trees they are and they were put on notice. He stated that there have been cases where the town will take the trees down because the town does have a responsibility for emergency services to be able to pass through and access these homes. He advised that the noticeably dead trees be removed and the road at least be graded while a solution is created because the road is horrific and he feels sorry for the residents.

Councilor McAuliffe, regarding Rood Avenue, stated that he agrees that it would be incredibly difficult to get an ambulance in there and something should be done quickly. He also noted that in New Zealand, Sunday School attendance at local mosques was half of what it had been prior to the shooting. He was happy to hear that there were police and reinforcements there and nothing happened. He also stated that it was great to hear that Windsor Police were at local mosques to make people feel safe and reinforced the idea that everyone should feel safe to go to their mosque or other place of worship in this community.

Councilor Tustin – None.

Deputy Mayor Terranova – None.



Councilor Jepsen asked for further discussion or possible action regarding the incident at the state capitol last week. He stated that the incident made national press and feels that this type of behavior should not be condoned.

Mayor Trinks agreed with Councilor Jepsen regarding the state capitol incident, but did clarify that it was a private conversation via text message that was overseen.

## **9) REPORTS OF STANDING COMMITTEES**

Personnel Committee – Councilor O'Reilly reported that the committee met on February 28<sup>th</sup> and it will be discussed during agenda item 13.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – None.

## **10) ORDINANCES – None.**

## **11) UNFINISHED BUSINESS**

- a) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE NORTHWEST PARK NATURE CENTER, LANG HOUSE, AND ARCHIVE BUILDING; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE NORTHWEST PARK NATURE CENTER, LANG HOUSE, AND ARCHIVE BUILDING; AND AUTHORIZING THE ISSUE OF \$290,000 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 being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE NORTHWEST PARK NATURE CENTER, LANG HOUSE, AND ARCHIVE BUILDING; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 9-0-0

## 12) NEW BUSINESS

- a) Approve amendments to Public Building Commission attendance policy

MOVED by Deputy Mayor Terranova, seconded by Councilor McAuliffe that the proposed amendments to the attendance policy for the Public Building Commission be approved as presented.

Town Manager Souza stated the following:

During its March 12, 2019 meeting, the Public Building Commission reviewed its attendance policy and is requesting the Town Council make the following amendments.

Regular Member:

1. All members must attend a minimum of 75% of regular, scheduled meetings during a calendar year 12 month period.
2. A missed special meeting will not be counted as a missed meeting.

Alternate Member:

1. ~~Must attend a minimum of 60% of regular, scheduled meetings during a calendar year.~~
2. ~~A missed special meeting will not be counted as a missed meeting.~~

Hypothetically, if the commission held 20 regularly scheduled meetings in a twelve month period, the recommended policy calls for an alternate member to attend 15 meetings (same as a regular member) versus 12 meetings under the present policy. This allows more flexibility and more uniformity for all members.

Councilor Govoni asked if there are guidelines on board and commission policies and suggested that if there aren't, it would be worth looking into. Town Manager Souza responded that each board and commission has their own staff liaison and it is mostly up to them to establish the policies, but there are clear expectations regarding the role, ethics, and attendance for each one.

Councilor McAuliffe asked if there is a standard rule regarding attendance across the commission and boards and Town Manager Souza responded that each board and commission has its own policies that differ among them.

Motion Passed 9-0-0

## 13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to:

- REAPPOINT Veronica DeBetham-Taylor as an Unaffiliated member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2022 or until a successor is appointed.

- REAPPOINT Michael Bivans as a Democratic Alternate member (homeowner) to the Fair Rent Commission for a three year term to expire March 31, 2021 or until a successor is appointed.
- REAPPOINT Max Kuziak as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2021 or until a successor is appointed.
- REAPPOINT Noel Osowiecki as a Democratic member to the Insurance Commission for a four year term to expire October 31, 2022 or until a successor is appointed.
- APPOINT George Roebelen as a Republican Alternate member to the Public Building Commission for a three year term to expire November 30, 2020 or until a successor is appointed.
- APPOINT Alexander Correia as a Republican member to the Town Planning & Zoning Commission for a five year term to expire November 10, 2024 or until a successor is appointed.
- REAPPOINT Jill Levine as a Democratic member to the Town Planning & Zoning Commission for a five year term to expire November 10, 2023 or until a successor is appointed.
- REAPPOINT Andrea Barton-Reeves as a Democratic member to the Youth Commission for a three year term to expire September 30, 2021 or until a successor is appointed.
- REAPPOINT Pamela Cook as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2022 or until a successor is appointed.

Motion Passed 9-0-0

#### **14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the March 4, 2019 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the March 4, 2019 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the March 4, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the March 4, 2019 Regular Town Council meeting as presented.

Motion Passed 9-0-0

#### **15) PUBLIC COMMUNICATIONS AND PETITIONS – None.**

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:22 p.m. for the purpose of:

- a) Discussion and the selection of a site or a lease, sale or purchase of real estate (cell tower leases)

Motion Passed 9-0-0

## **16) EXECUTIVE SESSION**

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly and Councilor Kenneth Wilkos

Staff: Peter Souza, Town Manager; Jim Bourke, Finance Director; Paul Goldberg, Fire Administrator

MOVED by Deputy Mayor Terranova, seconded by Councilor Wilkos to exit Executive Session at 9:09 p.m. and to re-enter the Regular Town Council session.

Motion Passed 9-0-0

## **17) ADJOURNMENT**

MOVED by Deputy Mayor Terranova, seconded by Councilor Wilkos to adjourn the meeting at 9:10 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand  
Clerk of the Council