



Council Agenda

Council Chambers
Windsor Town Hall
May 20, 2019



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
4. PROCLAMATIONS/AWARDS
 - a) Declaring May 19, 2019 – May 25, 2019 as National Public Works week
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Public Building Commission
 - c) Economic Development 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) *Set mill rate for FY 2020 (Town Manager)
 - b) *Approve amendments to Clerk Typist II position description and approve Police Records Clerk position description (Town Manager)
 - c) *Approve amendments to Assessor and Assistant Assessor position descriptions (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS



14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the May 6, 2019 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

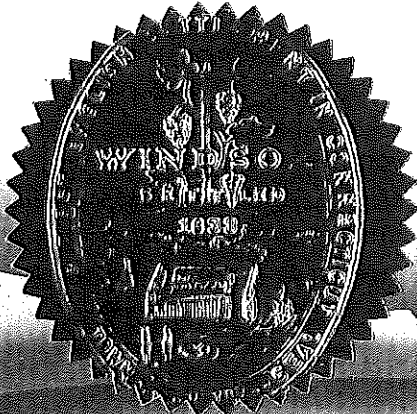
PROCLAMATION

**Designating May 19, 2019 through May 25, 2019
as National Public Works Week**

- WHEREAS,** the public works services provided in our community are an integral part of our citizens' everyday lives; and
- WHEREAS,** support, understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as street maintenance, the operation of a landfill, public building maintenance, public grounds beautification and snow removal; and
- WHEREAS,** the health, safety and comfort of this community greatly depends on these facilities and services; and
- WHEREAS,** the quality and effectiveness of these facilities, as well as their planning, design and construction, is dependent upon the efforts and skill of public works officials; and
- WHEREAS,** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's attitude and understanding of the importance of the work they perform.

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


May 19, 2019 through May 25, 2019 be declared as National Public Works Week in the Town of Windsor and that the citizens and organizations of the Town of Windsor acquaint themselves with the issues involved in providing our public works support and to recognize the contributions which public works personnel make every day to our health, safety, comfort and quality of life.



A handwritten signature in black ink, which appears to read 'Donald S. Trinks', is written over the printed name and date.

Donald S. Trinks
Mayor of Windsor
May 20, 2019

Agenda Item Summary

Date: May 20, 2019
To: Honorable Mayor and Members of the Town Council
Prepared By: Jim Bourke, Finance Director
Approved By: Peter Souza, Town Manager 
Subject: Set Mill Rate for FY 2020

Discussion/Analysis

The voters adopted the FY 2020 General Fund budget of \$118,719,040 on May 14, 2019. The mill rate needed to fund this budget is 32.38 mills.

Financial Impact

Each individual property is uniquely impacted by the state-mandated property revaluation process as determined by the Town Assessor's Office per the October 1, 2018 valuation. The budgetary tax impact, which reflects changes in expenditures, non-tax revenue, and growth is 1.88%.

Other Board Action

None

Recommendations

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

“MOVE that the tax rate for the fiscal year beginning July 1, 2019 be set at 32.38 mills which reflects the October 2018 property valuation with a total estimated taxable grand list for FY 2020 of \$3,085,190,000.”

Attachments


None

Agenda Item Summary

Date: May 20, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Approval of Records Clerk Related Job Descriptions

Background

The position classification and pay plan for the Public Works and Clerical bargaining unit includes the position of Clerk Typist II. The position title of Police Records Clerk was added to this pay plan during the last negotiations in recognition of the specific nature of the position. These positions are classified in the same pay grade. Two bargaining unit employees working in the police department records division are currently classified in the Clerk Typist II position. Additionally, the recently created full-time position in the Town Clerk's office will also be classified as Clerk Typist II. Staff is proposing a new job description be created for Police Records Clerk to reflect the specific job duties related to police records. The Clerk Typist II job description has been reviewed and changes are being proposed to update the duties, competencies and terminology as they have changed over time. A change in the title from Clerk Typist II to Records and Information Clerk is also being recommended.

“Competencies” and “Physical Demands and Work Environment” have been added to both job descriptions to conform to the town's current format.

Discussion/Analysis

Police Records Clerk

The main duties of the Police Records Clerk position includes preparing, screening, filing, and distributing law enforcement and public safety reports and records, entering information in the database, performing administrative duties and assisting customers on the phone and in person.

The proposed new job description is intended to more accurately reflect the specific duties of the position in the police department. The most significant changes proposed to the job description as compared to the existing Clerk Typist II description are:

- Adding the duties related to entering, storing, and retrieving police related records and reports
- Handling and recording property records
- Releasing information and documents in accordance with the Freedom of Information Act (FOIA)

Records and Information Clerk

The main duties of the Records and Information Clerk include providing clerical support to a department or division under general supervision following established procedures including maintaining and managing records, files, and information, as well as assisting customers.

The proposed changes are intended to more accurately reflect the duties of the position. The most significant changes are:

- Updating the job title and other terminology for clarification and to reflect changes over the years
- Adding required “Competencies” and “Physical Demands and Work Environment” sections to conform with the town’s current job description format
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook) and the internet

The proposed job descriptions and the current Clerk Typist II job description are attached.

Financial Impact

The proposed action does not result in a change of pay grade or classification therefore there is no financial impact.

Other Board Action

None

Recommendations

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

“MOVE that the job descriptions for the positions of Police Records Clerk and Records and Information Clerk be approved as presented and the title of Records and Information Clerk be added to the bargaining unit pay plan and Clerk Typist II be removed.”

Attachments

Existing job description

Proposed job descriptions

Records and Information Clerk

Job Description

**Town of Windsor
Job Description**

Job Title: Records and Information Clerk
Department: As Assigned
Prepared By: Human Resources
FLSA Status: Non-exempt
Reports To: Department Director or Manager
Approved By: Town Council
Approved Date: May 2019

GENERAL PURPOSE:

Provides clerical support to a department or division under general supervision following established procedures including maintaining and managing records, files, and information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Greets visitors, takes incoming phone calls, promptly responds to requests; refers matters to the appropriate person for further assistance as needed. Reviews incoming mail, handles routine correspondence and routes mail.

Provides information relating to the department and to various town services and resources including information regarding regulations, policies and procedures.

Assists customers in completing applications and various forms; verifies accuracy of records and information; records, scans, and indexes documents. Retrieves information from, and enters information into various data bases.

Receives payments and records fees. Reconciles cash receipts.

Composes and types routine correspondence.

Organizes and maintains both manual and computer file systems in accordance with public record retention requirements; files correspondence and other records. Generates routine computer reports.

Maintains an inventory of supplies and orders materials and office supplies.

Performs other related duties and routine administrative tasks as assigned.

ADDITIONAL DUTIES

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Runs errands, travels to other town departments, picks up supplies as needed.
- Notarizes official documents as required by the assigned department.

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.
- Quality Management - Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS:

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

Education and/or Experience

High school diploma or general education degree (GED) with course work related to office management, business, or computer software applications; and two years of related clerical experience, OR, any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

Necessary Knowledge, Skills and Abilities

- Knowledge of modern office practices and recordkeeping; knowledge of computers and electronic data processing.
- Ability to read and interpret documents such as policy and procedure manuals, regulations, safety rules, and operating and maintenance instructions.
- Ability to communicate effectively with customers and employees, verbally and in writing, and maintain effective working relationships with coworkers and the public.
- Accurate typing and data entry skills; strong attention to detail.
- Ability to organize data, information, and record systems; ability to multitask, handle frequent interruptions, specific deadlines, and adjustments to priorities throughout the day.
- Ability to understand and follow written and oral instructions; ability to learn related laws, regulations and procedures; ability to maintain confidential information.

- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook, PowerPoint), and the Internet. Ability to learn and work with various software programs.
- Thorough knowledge of and skill in records management techniques and office administration procedures and practices.
- Skill in operation of listed tools and equipment and standard office equipment.

Special Requirements

- Valid driver's license or ability to obtain one.
- May be required to become a certified Notary Public.

TOOLS AND EQUIPMENT USED

Personal computer, calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

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.

Police Records Clerk Job Description

**Town of Windsor
Job Description**

Job Title: Police Records Clerk
Department: Police Department
Prepared By: Human Resources
FLSA Status: Non-exempt
Reports To: Police Records Division Manager
Approved By: Town Council
Approved Date: May 2019

GENERAL PURPOSE:

Prepares, screens, routes, files, and distributes law enforcement and public safety reports and records. Enters information in the database, performs administrative duties and assists customers on the phone and in person.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Enters data from incident reports, citations and dispositions into computer database following appropriate procedures.

Stores and retrieves incident reports, citations and dispositions or the information contained in these documents as necessary and in accordance with appropriate procedures.

Assigns and affixes file numbers for property and associated records. Enters this information into database or other recordkeeping system.

Catalogs, stores and retrieves property as necessary.

Prepares routine correspondence to respond to requests for information and requests for return or disposal of property.

Handles cash and processes permits, and other related transactions.

Performs routine administrative duties and serves as receptionist answering basic questions, over the phone and in person, about departmental services and procedures.

Searches and retrieves information from files, computer records, and other documents in response to specific requests.

Releases information and documents in accordance with the Freedom of Information Act and other applicable laws and procedures.

Maintains logs and other records controls to assure tracking of case files.

Categorizes statistics according to a variety of guidelines and criteria.

Performs other related duties and routine administrative tasks as assigned.

ADDITIONAL DUTIES

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

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. Maintains confidentiality.
- **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.
- **Quality Management** - Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS:

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

Education and/or Experience

High school diploma or general education degree (GED) with course work related to office management, business, or computer software applications; and two years of related clerical experience OR, any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

Necessary Knowledge, Skills and Abilities

- Knowledge of modern office practices and recordkeeping; knowledge of computers and electronic data processing.
- Ability to read and interpret documents such as policy and procedure manuals, regulations, safety rules, and operating and maintenance instructions. Ability
- Ability to communicate effectively with customers and employees, verbally and in writing, and maintain effective working relationships with coworkers and the public.
- Accurate typing of 40 wpm and data entry skills; strong attention to detail.
- Ability to organize data, information, and record systems; ability to multitask, handle frequent interruptions, specific deadlines, and adjustments to priorities throughout the day.
- Ability to understand and follow written and oral instructions; ability to learn related laws, regulations and procedures; ability to maintain confidential and sensitive information.
- Ability to learn specialized software including systems administered by the Criminal Justice Information System, locally and nationally.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), databases and the Internet.
- Thorough knowledge of and skill in records management techniques and office administration procedures and practices.
- Skill in operation of listed tools and equipment and standard office equipment.

Special Requirements

- Ability to pass an extensive background check as required to be employed by the police department.
- Ability to obtain credentials to access state and federal law enforcement databases.

TOOLS AND EQUIPMENT USED

Personal computer, calculator; copy and fax machine; phone.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

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 20 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.

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.

Clerk Typist II

Current

Job Description

TOWN OF WINDSOR

CLASS TITLE: CLERK TYPIST II

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs clerical and typing work of moderate difficulty for the purpose of maintaining office records and files.

EXAMPLES OF DUTIES:

Carries out routine administrative procedures in the assigned department, as directed. Types a variety of materials including correspondence, forms and departmental records from written drafts using an electric typewriter or word processor. Maintains files in the assigned department and responds to requests for information and materials from files. Checks forms, reports and records to verify the accuracy of information. Operates a CRT unit or micro-computer to enter and retrieve data and perform related data processing functions. Handles cash for permits, bonds and other related purposes. Composes routine correspondence and performs similar tasks requiring initiative and independent judgement. Maintains schedules of equipment and facilities use in the assigned department. Serves as receptionist and answers basic questions about departmental services and procedures. Performs specialized tasks within the assigned department, as directed. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of office management and recordkeeping. Good knowledge of a variety of standard office machines, including a CRT unit and a microcomputer. Skill in typing at the net rate of 40 words per minute. Good ability in oral and written communications. Good ability to understand and follow written and oral instructions. Good ability to maintain a complex system of records. Good ability to learn the operations of the assigned department. Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

QUALIFICATIONS:


A high school diploma or the equivalent including or supplemented by courses in business plus two years of typing and clerical experience, OR, any combination of training and experience which provides a demonstrated potential to perform the duties of the class.

Agenda Item Summary

Date: May 20, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Joshua Steele Kelly, Management Analyst

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to Assessor's Office Position Descriptions

Background

The Assessor's Office includes the unaffiliated, full-time positions of Assessor and Assistant Assessor. The Assistant Assessor position will become vacant later this year due to a retirement. 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. Both positions have been reviewed by the Finance Director, Assessor and the Human Resources Director. Some changes are necessary for them to reflect the current duties and competencies of the positions.

"Essential Duties and Responsibilities" and "General Purpose" of both positions have been updated and made more specific to ensure that each description accurately articulates the modern demands of the job. Some terminology has been updated to align with changes that have occurred over the years. Required "Competencies" have been added and the "Physical Demands and Work Environment" have been updated to conform to the town's current format.

Discussion/Analysis

Assessor

The main duties of the Assessor include planning, supervising, and evaluating town assessment activities; selecting and applying a combination of complex appraisal techniques necessary to the accurate and defensible determination of fair market value of all property; performing accounting and auditing procedures relating to those assessments.

The proposed changes are intended to more accurately reflect the duties of the position and are primarily edits for clarification purposes. The most significant changes proposed to the job description are:

- Amending the General Purpose to reflect the role as certifier of the town's Grand List.
- Clarifying that the position is responsible for supervising, recruiting, hiring, training, motivating, and evaluating staff and preparing the division budget.
- Noting that the income approach to appraisal may be utilized.
- Adding the responsibilities of coordinating periodic revaluation of all taxable property, administering state and local exemption programs, and managing assessment records and documents.
- Specifies the type of Assessor Certification that should be held by the Assessor (CCMA II).

- Adding the required number of years of experience
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook) and the internet
- Adding required “Competencies” and updating the “Physical Demands and Work Environment” to conform with the town’s current job description format

Assistant Assessor

The main duties of the Assistant Assessor include inspecting and appraising real property under the direction of the Assessor; coordinating appraisal reviews and appeals before the Board of Assessment Appeals; interpreting state assessment statutes, local tax ordinance, and department rules and regulations for property taxpayers and the public.

The proposed changes are intended to more accurately reflect the duties of the position. The most significant changes are:

- Amending the General Purpose to specify extent of the overall responsibilities.
- Making clear the position is responsible for interpreting state assessment statutes, local tax ordinance, and department rules and regulations for property taxpayers and the general public.
- Adding the responsibility of assisting with training and assigning work to clerical staff.
- Moved the statement that Connecticut Municipal Assessor Certification is preferred from “Special Requirements” to “Education and Experience.”
- Adding required “Competencies” and updating the “Physical Demands and Work Environment” to conform with the town’s current job description format.

The proposed, amended and current job descriptions 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 positions of Assessor and Assistant Assessor be approved as presented.”

Attachments

Red-lined version of existing job descriptions
Current position descriptions

Assessor Red-Lined Job Description

TOWN OF WINDSOR

POSITION DESCRIPTION

Job Title: Assessor
Department: Administrative Services
Reports To: Finance Director
FLSA Status: Exempt
Approved By: Town Council
Approved Date: ~~September 5, 2000~~ May 2019

GENERAL PURPOSE

Performs highly responsible work planning, supervising and administering an equitable real and personal property assessment program. Compiles and certifies the annual Grand List.~~a variety of routine and complex technical field and office work in the appraisal and assessment of all real estate, personal property and motor vehicles.~~ Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, supervises, and evaluates all assessment activities of the Town; inspects and appraises all categories of commercial, industrial, residential and personal property, including motor vehicles, new construction and improvements to real estate.
- Selects and applies any combination of complex appraisal techniques applicable and necessary to the accurate and defensible determination of fair market value of all property. Appraises by sales comparison approach, and replacement cost, new, less an appropriate amount of physical, functional, and economic depreciation.and the income approach where applicable.
- Supervises the Assessor's office staff. Provides daily supervision, completes performance reviews, and makes recommendations to the Department Director regarding performance of staff. Assists with recruitment, hiring, training, motivating and evaluating staff; reviews progress and directs changes as needed. Assists staff in the performance of duties as needed.
- Prepares annual division budget; monitors expenditures in the division to ensure sound fiscal control; ensures effective and efficient use of budgeted funds, personnel, materials, and time.
- Performs accounting and auditing procedures relating to assessments; performs on-site inspection of personal property; assesses appropriateness of depreciation schedule used for tax assessment purposes.
- Responsible for coordinating the periodic revaluation of all taxable property; administers all state and local exemption programs; and manages all assessment records and documentation.
- Correlates data and completes report of final appraisal judgments; prepares activity and progress reports relative to the work assignment.
- Oversees the maintenance of current records of property ownership including sale prices, construction improvements and demolition, all new approved subdivisions and land splits, records and maps; coordinates the preparation of the annual Grand List of all taxable and non-taxable property.
- Testifies at court proceedings and other hearings to present data documenting and substantiating assessments; appraises and evaluates all Town-owned real property for municipal purposes.
- Coordinates appraisal reviews and appeals before the Board of Assessment Appeals.
- Carries out a variety of routine administrative procedures; maintains records; answers in-

coming calls and routes callers or provides information; responds to inquiries from the public regarding appraisal procedures and legislation; receives public and provides customer assistance.

- Coordinates all assessment related information technology functions, including the maintenance of the Geographic Information System (GIS) database.

ADDITIONAL DUTIES

- Explains appraisal methods and techniques and trains other personnel in their use; assists other staff with questions and problems relating to various appraisal methods and techniques.
- Participates in meetings, seminars and training sessions; serves as a member of various employee committees.
- Performs related work as required.

COMPETENCIES:

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

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

Leadership/Supervisory – Is able to motivate people to want to follow his/her lead. Capacity to articulate concepts related to the assessor's office and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.

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

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

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

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

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

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

~~DESIRED~~ MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in business administration or related degree, with a minimum of four years extensive experience in appraisal of real estate and other property; supervisory experience preferred; or any equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of real estate appraisal principles, techniques, procedures, laws and regulations; considerable knowledge of real estate values and trends; knowledge of statistical concepts and accounting and auditing practices relative to property appraisal; knowledge of research techniques and sources of information related to appraisal and assessment; knowledge of Town land records and recording procedures; knowledge of building, zoning and construction codes; familiarity with Computer Assisted Mass Appraisal (CAMA) software; familiarity with Geographic Information Systems (GIS) principles, practices and applications.
- Skill in operation of listed tools and equipment.
- Good aAbility to read, understand and accurately apply appraisal techniques; good ability to establish courteous and successful working relationships with other employees and the general public; ability to read and understand legal descriptions and appraisal manuals; ability to communicate effectively verbally and in writing; ability to prepare factual reports and to make reasonable conclusions and recommendations; ability to work in inclement weather.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Special Requirements

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- Connecticut Municipal Assessor Certification (CCMA II).

TOOLS AND EQUIPMENT USED

Tape measure, ~~pencil or microcomputing device~~, calculator, ~~portable or mobile radio~~, phone, copy machine, motor vehicle, personal computer, tablet, computerized property appraisal system and geographic information systems.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, and through email, ~~occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.~~ The employee must have mobility sufficient to travel to appraisal sites in town and inspect properties for appraisal purposes. Must be able to operate automobile, computers office machines and equipment; enter information into the computer and maintain manual records. The employee must occasionally lift and/or move up to ~~20~~5 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision 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. The noise level in the work environment is usually moderately quiet in the office with background sounds from customers, coworkers, and office machines, and moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The 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
Assessor
Red-Lined
Job Description**

TOWN OF WINDSOR POSITION DESCRIPTION

Class/Job Title: Assistant Assessor
Group/Department: Administrative ~~Services, Clerical and Fiscal~~
Reports To: Assessor
FLSA: Exempt
Approved By: Town Council
Date: ~~September 5, 2000~~ May 2019

GENERAL PURPOSE

~~Performs a variety of routine and complex technical and administrative work in the appraisal and assessment of all real estate, personal property and motor vehicles.~~

Under the direction of the Assessor, performs advanced technical work to appraise real property, personal property, and motor vehicles. Work is performed in accordance with accepted appraisal techniques, state assessment statutes, and local ordinances. Assumes responsibilities of the Assessor in his/her absence. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~Assists in the planning and development of the assessment activities of the Town.~~
- Inspects and appraises all categories of residential and personal property, including motor vehicles, new construction and improvements. Updates the Computer Assisted Mass Appraisal (CAMA) database as necessary.
- Selects and applies any combination of complex appraisal techniques applicable and necessary to the most accurate and defensible determination of fair market value of all property. Appraises by sales comparison approach, and replacement cost new, less an appropriate amount of physical, functional and economic depreciation.
- Performs accounting and auditing procedures relating to assessments; performs on-site inspection of personal property; assesses appropriateness of depreciation schedule used for tax assessment purposes.
- Correlates data and completes report of final appraisal judgments; prepares activity and progress reports relative to the work assignment.
- Assists in the maintenance of current records of property ownership including sale prices, construction improvements and demolition, all new approved subdivisions and land splits, records and maps; supports and assists in the preparation of the annual Grand List of all taxable and non-taxable property.
- ~~Appraises and evaluates all Town-owned real property for municipal purposes.~~
- Coordinates appraisal reviews and appeals before the Board of Assessment Appeals.
- Carries out a variety of routine administrative procedures; maintains records; answers in-coming calls and routes callers or provides information; responds to inquiries from the public regarding appraisal procedures and legislation; receives public and provides customer assistance.
- Assists and supports the coordination of all assessment related information technology functions, including the maintenance of the Geographic Information System (GIS) database.
- Interprets state assessment statutes, local tax ordinances, and department rules and regulations for property taxpayers and the public in general.
- Assists in training and assigning work to clerical staff, checks work for completeness and accuracy.

ADDITIONAL DUTIES

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

~~DESIRED~~ MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in business administration or related degree, with some experience in the appraisal of real estate and other property
- Connecticut Municipal Assessor Certification
- Any equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of real estate appraisal principles, techniques, procedures, laws and regulations; considerable knowledge of real estate values and trends; knowledge of statistical concepts and accounting and auditing practices relative to property appraisal; knowledge of research techniques and sources of

information related to appraisal and assessment; working knowledge of building, zoning and construction codes; familiarity with Computer Assisted Mass Appraisal (CAMA) software; familiarity with Geographic Information Systems (GIS) principles, practices and applications.

- Skill in operation of the listed tools and equipment. [Knowledge and skill in the use of MS Office applications \(Excel, Word, Outlook\), and the Internet.](#)
- Ability to read, understand and accurately apply appraisal techniques; ability to read and understand legal descriptions and appraisal manuals; ability to communicate effectively verbally and in writing; ability to prepare factual reports and to make reasonable conclusions and recommendations; ability to establish courteous and successful working relationships with other employees and the general public; ability to work in inclement weather.

Special Requirements

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- ~~Connecticut Municipal Assessor Certification preferred.~~

TOOLS AND EQUIPMENT USED

Tape measure, ~~pencil or microcomputing device~~, calculator, ~~portable or mobile radio~~, phone, motor vehicle, copy machine, personal computer, [tablet](#), computerized property appraisal system, and geographic information systems.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is [frequently required to communicate with others in person, over the phone, and through email.](#) ~~occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.~~ [The employee must have mobility sufficient to travel to appraisal sites in town and inspect properties for appraisal purposes. Must be able to operate automobile, computers office machines and equipment; enter information into the computer and maintain manual records.](#) The employee must occasionally lift and/or move up to ~~20~~5 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision 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. The noise level in the work environment is usually quiet in the office, [with background sounds from customers, coworkers, and office machines](#), and moderate to loud in the field.

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

Assessor Current Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

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

GENERAL PURPOSE

Performs a variety of routine and complex technical field and office work in the appraisal and assessment of all real estate, personal property and motor vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, supervises, and evaluates all assessment activities of the Town; inspects and appraises all categories of commercial, industrial, residential and personal property, including motor vehicles, new construction and improvements to real estate.
- Selects and applies any combination of complex appraisal techniques applicable and necessary to the accurate and defensible determination of fair market value of all property. Appraises by sales comparison approach, and replacement cost, new, less an appropriate amount of physical, functional, and economic depreciation.
- Performs accounting and auditing procedures relating to assessments; performs on-site inspection of personal property; assesses appropriateness of depreciation schedule used for tax assessment purposes.
- Correlates data and completes report of final appraisal judgments; prepares activity and progress reports relative to the work assignment.
- Oversees the maintenance of current records of property ownership including sale prices, construction improvements and demolition, all new approved subdivisions and land splits, records and maps; coordinates the preparation of the annual Grand List of all taxable and non-taxable property.
- Testifies at court proceedings and other hearings to present data documenting and substantiating assessments; appraises and evaluates all Town-owned real property for municipal purposes.
- Coordinates appraisal reviews and appeals before the Board of Assessment Appeals.
- Carries out a variety of routine administrative procedures; maintains records; answers incoming calls and routes callers or provides information; responds to inquiries from the public regarding appraisal procedures and legislation; receives public and provides customer assistance.
- Coordinates all assessment related information technology functions, including the maintenance of the Geographic Information System (GIS) database.

ADDITIONAL DUTIES

- Explains appraisal methods and techniques and trains other personnel in their use; assists other staff with questions and problems relating to various appraisal methods and techniques.
- Participates in meetings, seminars and training sessions; serves as a member of various

- employee committees.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in business administration or related degree, with extensive experience in appraisal of real estate and other property; or any equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of real estate appraisal principles, techniques, procedures, laws and regulations; considerable knowledge of real estate values and trends; knowledge of statistical concepts and accounting and auditing practices relative to property appraisal; knowledge of research techniques and sources of information related to appraisal and assessment; knowledge of Town land records and recording procedures; knowledge of building, zoning and construction codes; familiarity with Computer Assisted Mass Appraisal (CAMA) software; familiarity with Geographic Information Systems (GIS) principles, practices and applications.
- Skill in operation of listed tools and equipment.
- Good ability to read, understand and accurately apply appraisal techniques; good ability to establish courteous and successful working relationships with other employees and the general public; ability to read and understand legal descriptions and appraisal manuals; ability to communicate effectively verbally and in writing; ability to prepare factual reports and to make reasonable conclusions and recommendations; ability to work in inclement weather.

Special Requirements

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

TOOLS AND EQUIPMENT USED

Tape measure, pencil or microcomputing device, calculator, portable or mobile radio, phone, copy machine, motor vehicle, personal computer, computerized property appraisal system and geographic information systems.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. 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 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.
- The noise level in the work environment is usually moderately quiet in the office and moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The 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
Assessor
Current
Job Description**

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Assistant Assessor
Department: Administrative Services
Reports To: Assessor
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of routine and complex technical and administrative work in the appraisal and assessment of all real estate, personal property and motor vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the planning and development of the assessment activities of the Town.
- Inspects and appraises all categories of residential and personal property, including motor vehicles, new construction and improvements.
- Selects and applies any combination of complex appraisal techniques applicable and necessary to the most accurate and defensible determination of fair market value of all property. Appraises by sales comparison approach, and replacement cost new, less an appropriate amount of physical, functional and economic depreciation.
- Performs accounting and auditing procedures relating to assessments; performs on-site inspection of personal property; assesses appropriateness of depreciation schedule used for tax assessment purposes.
- Correlates data and completes report of final appraisal judgments; prepares activity and progress reports relative to the work assignment.
- Assists in the maintenance of current records of property ownership including sale prices, construction improvements and demolition, all new approved subdivisions and land splits, records and maps; supports and assist in the preparation of the annual Grand List of all taxable and non-taxable property.
- Appraises and evaluates all Town-owned real property for municipal purposes.
- Coordinates appraisal reviews and appeals before the Board of Assessment Appeals.
- Carries out a variety of routine administrative procedures; maintains records; answers incoming calls and routes callers or provides information; responds to inquiries from the public regarding appraisal procedures and legislation; receives public and provides customer assistance.
- Assist and supports the coordination of all assessment related information technology functions, including the maintenance of the Geographic Information System (GIS) database.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions; serves as a member of various employee committees.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in business administration or related degree, with some experience in the appraisal of real estate and other property; or
- Any equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities

- Knowledge of real estate appraisal principles, techniques, procedures, laws and regulations; considerable knowledge of real estate values and trends; knowledge of statistical concepts and accounting and auditing practices relative to property appraisal; knowledge of research techniques and sources of information related to appraisal and assessment; working knowledge of building, zoning and construction codes; familiarity with Computer Assisted Mass Appraisal (CAMA) software; familiarity with Geographic Information Systems (GIS) principles, practices and applications.
- Skill in operation of the listed tools and equipment.
- Ability to read, understand and accurately apply appraisal techniques; ability to read and understand legal descriptions and appraisal manuals; ability to communicate effectively verbally and in writing; ability to prepare factual reports and to make reasonable conclusions and recommendations; ability to establish courteous and successful working relationships with other employees and the general public; ability to work in inclement weather.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.
- Connecticut Municipal Assessor Certification preferred.

TOOLS AND EQUIPMENT USED

Tape measure, pencil or microcomputing device, calculator, portable or mobile radio, phone, motor vehicle copy machine, personal computer, computerized property appraisal system, and geographic information systems.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- 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 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.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The 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
May 20, 2019

Resignations

None

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

None

Names submitted for consideration of appointment

A. One Democratic Member

Commission on Aging & Persons with Disabilities

Three Year Unexpired Term to expire January 31, 2020 or until a successor is appointed
(Donna Grossman – resigned – VACANT)

“MOVE to appoint Kathryn Roby as a Democratic member to the Commission on Aging & Persons with Disabilities for a three year unexpired term to expire January 31, 2020 or until a successor is appointed.”

B. One Republican Member

Conservation Commission

Five Year Term to expire November 30, 2024 or until a successor is appointed
(Samuel Hinckley – resigned – VACANT)

“MOVE to appoint Brian Canoni as a Republican member to the Conservation Commission for a five year term to expire November 30, 2024 or until a successor is appointed.”

C. One Republican Member

Hartford Area Cable Television Advisory Council

Two Year Term to expire June 30, 2020 or until a successor is appointed
(Charles Jackson)

“MOVE to reappoint Charles Jackson as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2020 or until a successor is appointed.”

D. One *Republican* Member

Inland Wetlands and Watercourses Commission

Four Year Term to expire March 31, 2023 or until a successor is appointed

(Marlene Towers)

“MOVE to reappoint Marlene Towers as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2023 or until a successor is appointed.”

E. One *Democratic* Member

Youth Commission

Three Year Unexpired Term to expire September 30, 2020 or until a successor is appointed

(Kelly Hosein – resigned – VACANT)

“MOVE to appoint Melissa Richards as a Democratic member to the Youth Commission for a three year unexpired term to expire September 30, 2020 or until a successor is appointed.”

F. One *Democratic* Member

Youth Commission

Three Year Term to expire January 30, 2022 or until a successor is appointed

(Russell Sills)

“MOVE to reappoint Russell Sills as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2022 or until a successor is appointed.”



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
May 6, 2019
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 p.m.

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

Absent: Councilor Joseph McAuliffe

2) PRAYER

Councilor Tustin led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Tustin led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation Declaring May 5, 2019 – May 11, 2019 as National Small Business Week

Deputy Mayor Terranova read the proclamation declaring May 5, 2019 – May 11, 2019 as National Small Business Week.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Coralee Jones, 1171 Matianuck Avenue, asked the Council to consider sponsoring a non-binding resolution stating that Windsor is against tolls as other local towns have done. Ms. Jones feels that tolls will have a direct negative impact on border towns. She also anticipates that since Connecticut residents get all of their goods and services via trucks and small vans, the cost for goods and services will go up.

Rick LeMay, 318 Schoolmaster, recommended that the new baseball field at Windsor High School be named after Barry Chasen. Mr. Chasen was recently inducted into the American Baseball Coaches Hall of Fame and spent years as an educator and baseball coach in Windsor.

Dr. Linda Alexander, 155 Fieldstone Drive, stated that it's hard to seriously support small businesses if you don't consider the impact of tolls on small business. Plumbers, electricians, visiting nurses, and anyone else who comes to your house to provide services will be charged. Citizens who oppose the tolls recently came together on the town green to greet people and wave to cars. Dr. Alexander asked the Council to let the legislature know that as a town, we feel that tolls will hurt our town and the people in it.

Randy McKenney, 66 Victoria Street, spoke to the resolution on tonight's agenda concerning an act to require including African American studies in the public school curriculum. Mr. McKenney is not for or against it, but wanted to note that he finds it strange that this is coming from the republican side when there has been no previous discussion. He made the point that if there is a need, the Council should work toward it and become involved. So far, no information has been put out there, so he is asking why now?

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Assessment Appeals

Milo Peck, Chair, reported the following:

- In 2017, there were 38 appeals.
- In 2019 there were 52 commercial appeals, the largest amount of commercial appeals ever.
- The residential appeals resulted in an assessment change of \$79,730.
- The commercial appeals resulted in an assessment change of \$3,287,000; \$1,416,000 of which came from a nursing home property, and two other significant properties were 500 Day Hill Road and 1001 Day Hill Road.
- This marks the year that Bill Sandwell, Assistant Assessor, will retire after 22 years with the town.

Councilor Wilkos thanked Mr. Peck for the report and acknowledged the amount of hours spent to achieve accurate, fair, and legal findings. Councilor Wilkos also thanked the assessor's office for their hard work.

7) TOWN MANAGER'S REPORT

Budget Referendum

Absentee ballots for the May 14th budget referendum are available at the Town Clerk's office from 8:00 AM – 5:00 PM, Monday – Friday. The referendum will be held on Tuesday, May 14th from 6:00 AM – 8:00 PM at the various polling locations.

Windsor Paving Program

The first phase of the Calendar Year 2019 paving program is set to begin Wednesday, May 15th. This year's paving program will be completed in three phases scheduled through the fall. Contractors will also be repaving several parking areas at town facilities, including town hall.

Town hall work may be done either on a weekend or overnight to mitigate impacts on town hall and post office patrons.

Town staff is replacing deteriorated catch basin tops before Phase I of milling and overlay begins. The streets included in Phase I are: Faneuil St., Barber St., Broadview Place, Allen St., East Wolcott Ave., East Service Rd., Norman Ave., Matianuck from Bina Ave. to W. Wolcott Ave., and Rood Ave. from Matianuck to the east side of Green Manor. Milling begins on Wednesday, May 15th and paving begins Monday, May 20th.

Win Wag Photo Contest Begins May 9th

June is dog licensing month and you're invited to participate in the Win Wag Photo Contest sponsored by the Town Clerk's Office to raise awareness of dog licensing month in June. The photo contest is free and open to Windsor residents. The entry period for the contest begins at 8:00 AM on May 9th and ends at noon on May 22nd. The winning entry, determined by online public voting, will be awarded with the #1 dog license tag for the current year and a PETCO gift card. See contest details on the town's website at townofwindsorct.com.

Windsor Police Cadets – Best Overall Post

Congratulations to all of our police cadet members and the adult volunteer advisors for being awarded 1st place for "**Best Overall Post**" at Law Enforcement Stations Day, a competition held at the Municipal Police Academy in Meriden, CT on Saturday, May 4, 2019.

A number of our cadets also earned individual recognition in a range of events.

Over thirty posts from Connecticut, Massachusetts, and New York competed in this year's event.

Wide Variety of Shad Derby Events in May

There have been many events already held associated with the Shad Derby. There are several additional events planned including:

May 18th:

Shad Derby Festival and Parade

The annual Shad Derby Parade and festivities are scheduled for Saturday, May 18th. Activities on the town green include games, crafts, food, drink and informational booths beginning at 10:00 AM and concluding by 4:00 PM. The parade will step off from Windsor High School at 11:30 AM and arrive on the town green at approximately 12 noon. Motorists can expect detours around the center of town during the celebration and along the parade route. For detailed information visit windsorshadderby.org.

May 10th:

The Windsor Jaycees will present their annual **Sheila Schmidt Family Fishing Derby** for kids at Washington Park at 18 Lennox Avenue from 6:00 PM to 8:00 PM. Fishing poles and bait provided. For more information visit the Jaycees website at windsorjaycees.com.



May 11th:

The **Windsor Lions Spring Arts & Crafts Fair** will be in full swing on the town green featuring 110 artisans from all over New England from 9:00 AM to 4:00 PM. It's a great place to find the ideal Mother's Day gift. Free admission and food and refreshments available for sale. Application for a booth space is available at: e-clubhouse.org/sites/windsorct/index.php or windsorshadderby.org.

May 12th:

The **Kiwanis Shad Derby Golf Tournament** will be held from 1:00 PM – 4:00 PM at the Keney Park Golf Club in Hartford. The event is a best ball scramble tournament and check in opens at 12 noon. For more information or to register for this event, please visit windsorkiwanis.org and click on the Golf Tournament button. The cost is \$135 per golfer.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly reminded citizens that next week, on May 14th, is the budget referendum. He also noted that getting an absentee ballot is a very easy process if anyone will be out of town.

Councilor Wilkos – None.

Councilor Black-Burke spoke about attending the recent jazz ensemble concerts at Windsor High School and Sage Park and said they were amazing. She also noted that the Sage Park and Windsor High School orchestras will be having a concert at 7:00 p.m. on May 23rd at the high school.

Councilor Govoni – None.

Councilor McAuliffe - Absent.

Councilor Tustin – None.

Deputy Mayor Terranova – None.

Councilor Jepsen – None.

Mayor Trinks announced that the Channel 3 News "20 Towns in 20 Days" event tomorrow has been moved to Windsor High School at 4 p.m. instead of the town green due to the forecasted weather. They will be going live during the 5:00 p.m. news and citizens are encouraged to attend.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly stated that the committee will be meeting on May 8th at 5:30 p.m.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – None.

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Approve amendments to case worker, social worker, and social services coordinator position descriptions

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the job descriptions for the position as Social Services Coordinator, Social Worker and Caseworker be approved as presented.

Amelia Bliss, Director of Human Resources and Anne Wakelin, Director of Human Services presented the following:

The Social Services Coordinator position will become vacant at the beginning of August due to a retirement. 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. While the Caseworker position is currently filled, the position of Social Worker is not, as the job functions are not currently needed. All three positions have been reviewed by the Human Services Director and the Human Resources Director. Several changes are necessary for them to reflect the current duties and competencies of the positions.

Social Services Coordinator

The main duties of the Social Services Coordinator position include performing a variety of routine and complex supervisory, administrative, and professional work in the planning, coordinating, and directing of the Town's social services programs for adults, seniors, families, and individuals with disabilities.

The proposed changes are intended to more accurately reflect the duties of the position and are primarily edits for clarification purposes.

Social Worker

The main duties of the Social Worker position include performing routine and complex social work services for adults, seniors, families and individuals with disabilities.

Caseworker

The main duties of the Caseworker position include performing a range of routine to complex case work services as required to support and assist individual clients and families with personal, social, health, and economic needs.

Deputy Mayor Terranova requested that “maintains confidentiality” be added into the third job description as it appears in the other two. Ms. Bliss responded that it was just an oversight and that it can be added.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

- b) Set a Public Hearing for June 3, 2019 at 7:20 p.m. (prevailing time) to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit program

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a Public Hearing be set for June 3, 2019 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit program administered by the Connecticut Department of Revenue Services.

Jim Burke, Economic Development Director, presented the following:

The Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn a 100% tax credit.

A municipality’s role in the program is limited to: 1) marketing the program, 2) holding a public hearing to allow for comment on all applications, 3) having the town’s governing body act upon all applications, and 4) submitting all approved applications to the Department of Revenue Services.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct email and press releases. Projects for the 2019 application round must be submitted to the Office of Community Development by close of business day on May 24, 2019.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

- c) Introduce policy regarding naming of town property, buildings and parks

The draft policy outlines basic principles, a process by which the Town Council would designate by resolution the names of town facilities, naming of particular features of a building or park, along with parameters for renaming facilities and corporate sponsorships or naming rights.

As drafted, the Town Council would approve the naming of all municipal property, buildings and parks. The Board of Education would be responsible for approving the naming of all public school buildings and facilities.

Several elements of the proposed policy were discussed and ultimately, Mayor Trinks stated that oversight of the policy will be referred to the Town Improvements Committee.

d) Approve resolution regarding State legislative proposals

RESOLVED by Councilor Jepsen, seconded by Councilor Tustin that the Town Council asks the following of State Legislators representing portions of Windsor:

- Vote against the proposed shift of financial burden of the Teachers' Retirement System (TRS) onto towns as outlined in HB 7148
- Vote against Raised Bill 7280, an act concerning the support for transportation infrastructure and the creation of the Connecticut Transportation Finance Authority.
- Vote for Raised Bill 7082, an act concerning the inclusion of African-American Studies in the public school curriculum.

Councilor Jepsen requested the Town Council discuss and consider adopting a resolution supporting legislative initiative HB 7082, an act concerning the inclusion of African-American studies in the public school curriculum; and to oppose legislative proposals HB 7280, an act concerning support for transportation infrastructure and the creation of the Connecticut Transportation Finance Authority, and HB 7148, the proposed shift of financial burden of the Teachers' Retirement System (TRS) onto towns.

Councilor O'Reilly requested that each bill be voted on individually so that the Council has a choice to support/oppose each of them. Councilor Jepsen then withdrew the previous motion and presented each one individually.

RESOLVED by Councilor Jepsen, seconded by Councilor Govoni to ask the following state legislators representing Windsor to vote against House Bill 7148, the proposed shift of financial burden of the Teachers' Retirement System (TRS) onto towns.

Motion Failed 4-0-4 (Mayor Trinks, Deputy Mayor Terranova, Councilors O'Reilly and Black-Burke abstained, Councilor McAuliffe absent)

RESOLVED by Councilor Jepsen, seconded by Councilor Tustin, to ask the following state legislators representing Windsor to vote against raised bill 7280, an act concerning support for transportation infrastructure and the creation of the Connecticut Transportation Finance Authority.

Motion Failed 4-1-3 (Councilor O'Reilly opposed; Mayor Trinks, Deputy Mayor Terranova, and Councilor Black-Burke abstained, Councilor McAuliffe absent)

RESOLVED by Councilor Jepsen, seconded by Councilor Tustin to ask the following state legislators representing Windsor to vote for House Bill 7082, an act concerning the inclusion of African-American studies in the public school curriculum.

Motion Passed 6-0-2 (Mayor Trinks and Deputy Mayor Terranova abstained, Councilor McAuliffe absent)

- e) Consider approving settlement in Jordon vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to move item 12 (e) and 12 (f) to appear after item 16 (c) on the agenda.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

- f) Consider approving settlement in SCA Pharmaceuticals vs Town of Windsor

See motion on item 12 (e).

13) RESIGNATIONS AND APPOINTMENTS – None

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the April 1, 2019 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the April 1, 2019 Public Hearing as presented.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

- b) Minutes of the April 1, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the April 1, 2019 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

- c) Minutes of the April 3, 2019 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the April 3, 2019 Special Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

- d) Minutes of the April 15, 2019 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the April 15, 2019 Special Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

- e) Minutes of the April 17, 2019 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the April 17, 2019 Special Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

- f) Minutes of the April 24, 2019 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the April 24, 2019 Special Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

MOVED by Councilor Tustin, seconded by Deputy Mayor Terranova to enter Executive Session at 8:52 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (SCA Pharmaceuticals vs Town of Windsor)
- b) Strategy and negotiations with respect to pending claims and litigation (Jordan vs Town of Windsor)
- c) Strategy and negotiations in respect to collective bargaining (Windsor Police Department Employees Association)

Motion Passed 8-0-0 (Councilor McAuliffe absent)

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; Marty Maynard, Risk Manager; Larry Labarbera; Donald Melanson, Chief of Police; Amelia Bliss, Director of Human Resources

Guests: Kevin Deneen, Town Attorney; Patrick Allen, Attorney

Councilor Tustin recused himself from items b and c.

Attorney Deneen and Larry Labarbera left Executive Session at 8:58 p.m.

Attorney Allen and Marty Maynard entered Executive Session at 8:58 p.m.



Marty Maynard and Attorney Allen left Executive Session at 9:10 p.m.

Donald Melanson and Amelia Bliss entered Executive Session at 9:10 p.m.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to exit Executive Session at 9:50 p.m. and to re-enter the regular Town Council meeting.

Motion Passed 7-0-0 (Councilor McAuliffe absent, Councilor Tustin recused)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to accept the settlement of SCA Pharmaceuticals vs Town of Windsor as discussed during Executive Session.

Motion Passed 7-0-0 (Councilor McAuliffe absent, Councilor Tustin recused)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to accept the settlement of Jordan vs Town of Windsor as discussed in Executive Session.

Motion Passed 7-0-0 (Councilor McAuliffe absent, Councilor Tustin recused)

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to adjourn the meeting at 9:53 p.m.

Motion Passed 8-0-0 (Councilor McAuliffe absent)

Respectfully Submitted,

Erin Rand
Clerk of the Council