



Council Agenda

**Council Chambers
Windsor Town Hall
December 16, 2002**



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Broxterman
3. PLEDGE OF ALLEGIANCE – Councilor Broxterman
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Youth Commission
 - b) Zoning Board of Appeals
 - c) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve Budget Format for FY 2003-2004 (Councilor Simon)
 - b) *Approve Tax Increment Finance Policy (Councilor Simon)
12. NEW BUSINESS
 - a) *Small Pox Vaccination Presentation (Town Manager)
 - b) *Approve appropriation for \$10,500 for design services related to the O'Brien Field Lighting Project (Deputy Mayor Curtis)
 - c) *Approve appropriation of \$1,300 to WIN-TV Government Channel (Town Manager)



- d) *Approve appropriation of \$6,000 to fund local match of Heritage Tourism Plan (Town Manager)
- e) *Introduce a bond ordinance for Sage Park Athletic Fields (Town Manager)
- f) *Set a Public Hearing for a bond ordinance for Sage Park Athletic Fields on January 6, 2002 at 7:00 p.m. (prevailing time) (Town Manager)
- g) *Introduce a bond ordinance for L.P. Wilson Roof Replacement (Town Manager)
- h) *Set a Public Hearing for a bond ordinance for L.P. Wilson Roof Replacement on January 6, 2002 at 7:05 p.m. (prevailing time) (Town Manager)
- i) *Introduce a bond ordinance for Clover Street School Window Replacement (Town Manager)
- j) *Set a Public Hearing for a bond ordinance for Clover Street Window Replacement on January 6, 2002 at 7:10 p.m. (prevailing time) (Town Manager)
- k) *Introduce a bond ordinance for Public Safety Radio System (Town Manager)
- l) *Set a Public Hearing for a bond ordinance for Public Safety Radio System on January 6, 2002 at 7:15 p.m. (prevailing time) (Town Manager)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 2, 2002 Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS


(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation or health or dismissal of a public officer or employee.
- b) Discussion of the selection of a lease, sale or purchase of real estate.
- c) Strategy and negotiations with respect to pending claims and litigation.

17. ADJOURNMENT

★Back-up included

Date: December 16, 2002
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Assistant Town Manager
Reviewed By: Leon Churchill, Town Manager 
Subject: FY 2004 Budget Format

Background

The Town Charter requires the Town Council to determine the budget format to be utilized in presenting the annual budget format by January 15 of each year.

Discussion/Analysis

Currently the town utilizes a budget format, which incorporates best practices as suggested by the Government Finance Officers Association.(GOFA) The budget document meets GOFA criteria as a policy document, financial plan, operations guide and communications device.

The budget is presented by both fund type and on a department basis. Revenues and expenditures are shown on a budgeted, estimated and proposed basis for the current fiscal year and proposed fiscal year. The previous fiscal year's actual revenues and expenditures are also included in the document.

Last winter the Town Council approved changes to the format of the Personnel Requirements section of the budget. The basic features of the format include:

- The columns referred to as FY 2002 Budget and FY 2003 Proposed represent the level of staffing that is funded.
- The columns referred to as FY 2001 Actual and FY 2002 Estimate represent the actual level of staffing in place over the course of the year (i.e. the figures reflect any vacancies).
- Part Time staff and Temporary/Seasonal staff are itemized separately.
- An additional line depicts the total number of positions in the department, regardless of the number of Full Time Equivalent (FTEs).

Some councilors have recently expressed interest in disclosing or knowing more about the nature of vacancies in town government. Vacancies have the largest impact on cost savings and the organization's ability to deliver services. The Council's Finance Committee unanimously recommends that supplemental information be provided in the Town's Financial Plan. This information should include why a position is vacant, its budgetary impact, and impact on service delivery.

Financial Impact

There is no direct financial impact to the items discussed above.

Other Board Action

None

Recommendations

This item was referred to the Finance Committee for review. The Finance Committee recommends the following motion:

“MOVE that budget format for FY 2004 be the same as that utilized for the presentation of FY 2003 budget with the addition of explanatory information pertaining to staff vacancies and their impact on the budget & services.”

Attachments

Example of department budget format

BUILDING SAFETY

Building Safety provides plan review, testing and inspection services for new and existing buildings, fire safety education and customer support in an on-going effort to enhance the value and character of the community, while ensuring the safety of each citizen.

Expenditures

Expenditures by Category *	FY 2002		FY 2003	
	Budget	Estimate	Proposed	Adopted
Personal Services	374,320	366,760	394,520	394,520
Supplies	4,540	4,540	3,500	3,500
Services	6,500	6,500	17,950	17,950
Maintenance & Repair	2,300	2,300	2,500	2,500
Grants & Contributions	-	-	-	-
Capital Outlay	2,000	2,000	-	-
Energy & Utility	6,560	6,540	6,540	6,540
Total	396,220	388,640	425,010	425,010

* Please see Appendix D for a breakdown of each expenditure category.

Funding Sources

While the Building Safety program is funded solely by the General Fund, it generates considerable non-tax revenues in the form of building permit fees each year (please see revenue section of this document).

Funding Source	FY 2002		FY 2003	
	Budget	Estimate	Proposed	Adopted
General Fund	396,220	388,640	425,010	425,010
Grants	-	-	-	-
Donations	-	-	-	-
Charges to Landfill Enterprise Fund	-	-	-	-
Total	396,220	388,640	425,010	425,010

Personnel Requirements

Full Time Equivalents	FY 2002		FY 2003	
	Budget	Estimate	Proposed	Adopted
Regular Full Time Employees	6.00	5.50	6.00	6.00
Regular Part Time Employees	-	-	-	-
Temporary/Seasonal Employees	-	1.00	-	-
Total	6.00	6.50	6.00	6.00

Budget Commentary

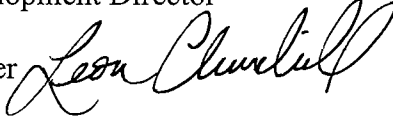
Expenditures in Building Safety are expected to be slightly below the allocated amount for FY 2002. This is the result of a half year vacancy in one Building Inspector position. The savings are partially offset by the hiring of a temporary employee to carry out building inspection duties. Additional temporary help was utilized to assist in covering telephones during the busy part of the construction season and to set up databases for the permit tracking software and other building and fire marshal applications. The implementation of the GEOTMS system in FY 2003 increases expenditures in Services by \$11,000 but eliminates the need for additional part time staff.

Agenda Item Summary

Date: December 16, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Tax Increment Finance Policy

Background

This memorandum presents a recommendation from the Town Economic Development Commission and the Town Finance Committee for the adoption of a Tax Increment Finance (TIF) Policy for the Town of Windsor. In September of 2000, the Economic Development Commission established a list of twenty properties that should be priority redevelopment sites. These properties include, along with others, the Plaza Theater, Rappaport Building, former Tobacco Valley Inn property, and the Wilson Redevelopment Parcel.

The Commission has explored a number of tools the Town could use to achieve redevelopment of these key properties. A real estate tax incentive was presented to and approved by the Council in January of 2001. The Council also included in the Town's investment policy the potential use of a linked deposit program as an incentive for redevelopment, although the specific policies for its use have not been presented for Council consideration.

Discussion

Another redevelopment tool that the Commission has studied is tax increment finance. TIF is a financing mechanism that is used to "capture" the increased property taxes that will be generated from new development in a particular area. These new tax revenues are temporarily allocated to fund infrastructure improvements or other incentives that are needed to induce a particular private development or that will be needed to facilitate additional development in an area being developed or redeveloped. After the costs of the project are paid, the increased taxes become part of the town's general revenues.

In Connecticut, towns are authorized to use TIF for redevelopment projects (Conn. Gen. Stat. Ch. 130, Part I), development projects (Conn. Gen. Stat. Ch. 132), and business and municipal development projects (Conn. Gen. Stat. Ch. 5881). In addition, the State has recently approved a "Brownfields and Information Technology Program" which authorizes the Connecticut Development Authority to use TIF to fund remediation of impacted sites.

In developing a proposed policy for Windsor, the Economic Development Commission used the policy that the City of Hartford has adopted as a guide. Hartford adopted its policy in 1999 and is using it for the first time to help finance the Thomas Cadillac/University of Hartford project.

Attached to this memorandum is a proposed TIF policy for the Town of Windsor. The policy sets the requirements for eligibility and the underwriting guidelines to be used to review each eligible project.

The essential eligibility requirements provide that:

1. The property must be one of the Town's priority redevelopment sites and in a project area for which the Town Council has adopted a Development Plan.
2. The developer must show that the TIF assistance is necessary and reasonable and that he/she has the capacity to complete the project if assistance is provided.
3. The Town must determine that there will be adequate taxes generated to provide the financing without adversely impacting the Town.

The chief underwriting guidelines include:

1. The Town will not use all of the new tax revenues generated by a project to pay TIF bonds. The amount of new taxes from a project to be available for paying TIF bonds will be limited to 85% of new revenues if the bonds have a 10 year term or 50% of new revenues if the bond term is more than 10 years. This allows the Town to realize some of the benefits of a project immediately and to encourage shorter-term obligations.
2. Overall, the maximum term of any bond is twenty years.
3. The TIF proceeds should be expended after or at the same time as the developer's other funds. This is to help assure a balance of funding and the project's viability.
4. A development agreement and deed restrictions will be utilized to effect the objectives of the town's development plan for the project.

Financial Impact

The purpose of the TIF policy is to stimulate the redevelopment of properties that are currently vacant or underutilized and so the ultimate impact will be to strengthen the Town's financial condition with a growth in the Grand List. Each project proposed for TIF assistance will be reviewed for its specific impact. The proposed guidelines state that the developer should pay all costs incurred by the town in determining the feasibility of the project.

Other Board Action

The Town Economic Development Commission has approved and is recommending Council approval of the proposed TIF policy.

The Town Finance Committee reviewed the proposed TIF policy at its meeting on October 29. The Committee voted to recommend Town Council approval of the policy with a change to Section III. 4., to clarify that the developer is to use best efforts to provide job creation priority for Windsor residents. The Committee also requested that the redevelopment properties list be officially adopted by the Council and that a procedure be established to review and update the list at least annually and otherwise when needed.

On December 2, the Town Council adopted a Priority Redevelopment Properties List and Policy in response to Council Members' concern for an official and up-to-date list.

Recommendation

It is recommended the Town Council approve the Town of Windsor Tax Increment Financing Policy attached as Exhibit A. This document contains the modifications as approved by the Finance Committee. It also incorporates by reference the Priority Redevelopment Properties List and Policy adopted on December 2.

The following motion would be in order if the Town Council concurs with this recommendation:

RESOLVED, The Town Council hereby approves the Town of Windsor Tax Increment Financing Policy attached as Exhibit A.

TOWN OF WINDSOR
TAX INCREMENT FINANCING POLICY

I. Introduction

This Tax Increment Policy has been approved by the Town Council of the Town of Windsor to serve as a guide to the use of tax increment financing. The Town of Windsor will evaluate requests for TIF on a case by case basis.

II. Requirements

The Town of Windsor will consider a project for assistance through Tax Increment Financing ("TIF") only if all of the following requirements are met:

1. The TIF project must provide for the improvement of a property included in the Town of Windsor's Priority Redevelopment Properties List and Policy adopted December 2, 2002, as amended.
2. The developer is able to demonstrate that "but for" the TIF assistance requested, the project in question could not reasonably be expected to move forward.
3. The Town Council has approved a Development Plan for the project area in question.
4. TIF assistance is provided to the proposed development only to the degree necessary to accomplish the proposed development and only in a prudent and fiscally responsible manner.
5. The Tax Assessor reviews and opines as to the tax increment projected to be realized from the proposed development.
6. Neither the developer nor any related or affiliated persons or entities (including all partners and corporate stockholders with a 25% or greater interest in the developer, directly or indirectly) are delinquent on Town taxes or any other obligations to the Town.
7. In determining the amount of TIF assistance to be provided to any specific project, consideration is given to the amount of TIF bonding already outstanding for all projects.
8. Unless otherwise specifically approved by the Town Council, the Town's commitment to provide TIF assistance is contingent upon commencement of the project within a period not to exceed two (2) years from the date it is approved by the Town Council.

9. The developer demonstrates to the satisfaction of the Town the capacity to undertake and complete the proposed project.
10. The developer and the Town execute a legally binding development agreement.

III. Underwriting Guidelines

In addition to ensuring that each TIF project satisfies the requirements of Section II above, the Economic Development Commission and Town Council shall review each application for TIF assistance against the following guidelines.

1. The amount of money needed to pay the annual debt service of the TIF bonds should not exceed
 - a. 85% of the projected annual tax increment to be generated by a project with a term of ten (10) years or less, or
 - b. 50% of the projected annual tax increment to be generated by a project with a term of eleven (11) or more years.
2. The amortization period for any TIF bonds should not exceed twenty (20) years.
3. The proceeds of TIF bonds should be used for permanent financing and thus should be expended only after a project is substantially complete; it being the intent of this guideline that the Town's agreement to provide any TIF funds should be contingent upon the prior or simultaneous funding of all private permanent financing necessary to assure the project's viability.
4. Where possible and appropriate, the TIF development agreement should contain provisions requiring that the developer use best efforts to create job opportunities for Windsor residents.
5. Appropriate deed restrictions should be placed on the TIF project to effect the policy objectives of the Development Plan.
6. The developer should provide a letter of credit, bond insurance, or other credit enhancements as may be recommended by the Town Manager to mitigate the financial risk to the Town and its bondholders.
7. The developer should pay all costs incurred by the Town in determining the financial feasibility (due diligence costs) of the proposed TIF.


Approved by the Town Council of the Town of Windsor, Connecticut, on December 16, 2002.

Agenda Item Summary

Date: December 16, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Charles Petrillo, Health Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Presentation on Smallpox Mass Vaccination Clinic Plan

Background

President Bush will make the smallpox vaccination available to all Americans as a precaution against a possible bioterror attack. The President will order the vaccination of about 500,000 military personnel and set the stage for the inoculation of another 500,000 front-line health care workers - the public health teams who would investigate smallpox cases and the doctors, nurses and hospital support personnel who probably would be the first to treat patients. The general public will be offered the vaccine on a voluntary basis as soon as large stockpiles are licensed, probably early in 2004.

Discussion/Analysis

Everyone who wants a smallpox vaccination eventually would be able to get one under a three-stage plan drafted by Connecticut health officials. Wednesday, state health officials discussed with the media their smallpox response plan, which all states are required to supply to the federal government. About 6,300 health care workers in special smallpox teams will be the first to be vaccinated in Connecticut. The second stage of the plan calls for the vaccination of some 125,000 health care workers, emergency department staff and police and fire personnel who might come in contact with the highly contagious and deadly virus during an outbreak. The second stage would begin after the first stage is completed and would take at least six months, officials estimated.

The third stage falls principally with various regions for the administering of the smallpox vaccine to the general public. Windsor is paired with South Windsor because the combined population is near 50,000 – the desired service area for a vaccination clinic as prescribed by the Connecticut Department of Health. The towns have to pursue an aggressive timetable for crafting a plan for a vaccination clinic. A list of clinic sites has to be submitted to the DPH on December 15, 2002; a list of first responders has to be developed the first week of January 2003; and the town council could be asked to adopt the plan in mid-February 2003. The clinic plan has to include items such as parking management, transportation, vaccine distribution, and communications. The attached outline captures all the information that will likely be included in a clinic plan. A clinic site is estimated to require 234 volunteers (117 for two shifts). The projected difficulty in staffing two clinics prompted the decision to have one clinic for Windsor and South Windsor. The superior location appears to be at South Windsor's high school complex, which has ample parking and support facilities, including the police station.

Financial Impact

The Federal Government will pay for the smallpox vaccine as part of this mobilization. However, localities will likely have to bear the cost of the administration, logistics, and general

management of the mass vaccinations. It is too early to assemble a credible estimate, but costs will be direct in the form of care workers, and indirect in the form of overtime for public safety workers and time away from traditional municipal functions.

Other Board Action

None.

Recommendations

There are no recommendations at this time, but the Town Council will eventually be asked to approve the Clinic Plan perhaps in February 2003.

Attachments

Connecticut Smallpox Mass Vaccination Regions

Schemata of Model Vaccination Clinic

Outline for the Smallpox Mass Vaccination Clinic Plan

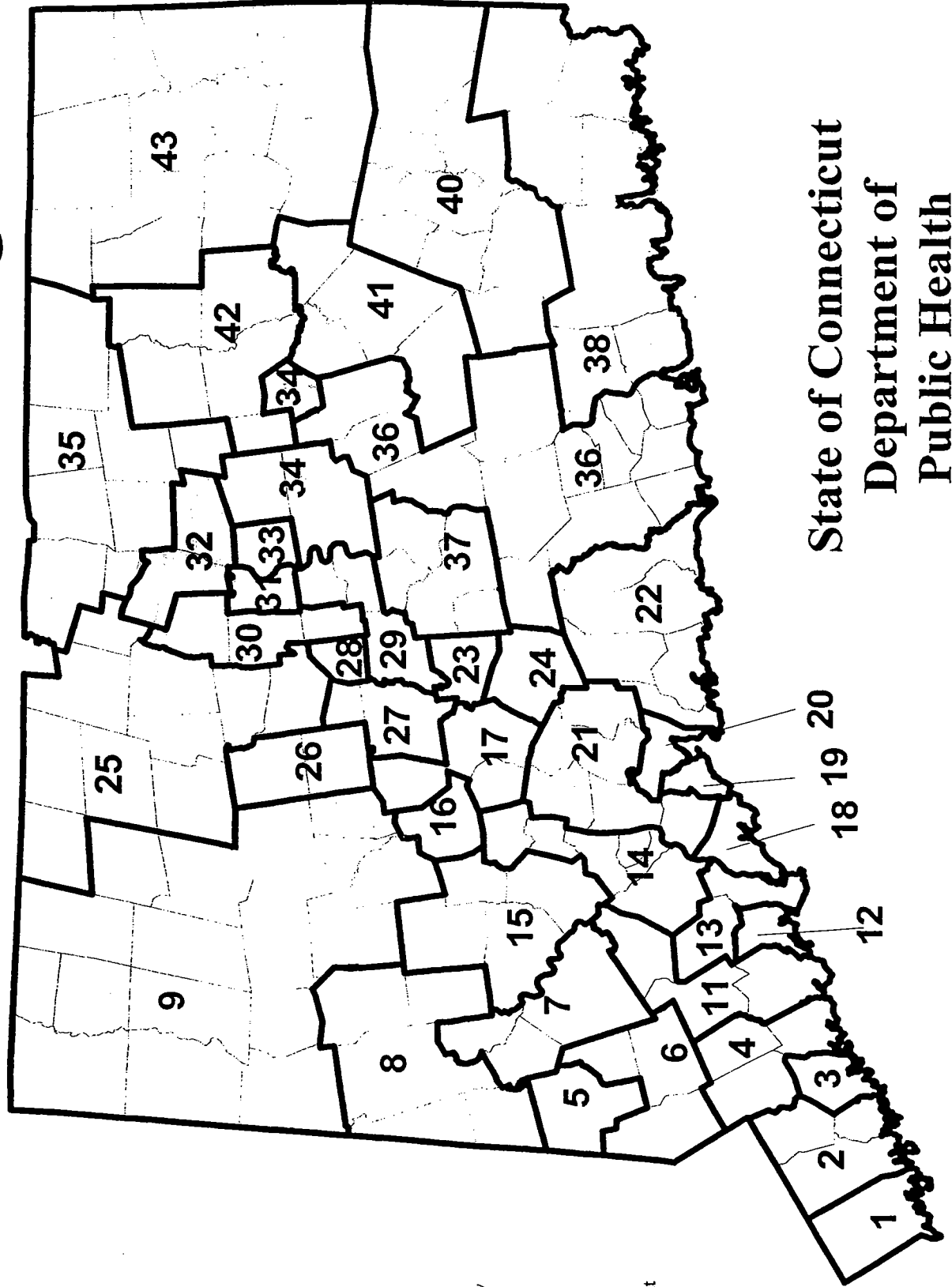
Planning Timeframe for Mass Vaccination Clinic Region #32

DRAFT

Connecticut Smallpox Mass Vaccination Regions

Region Lead Health
Number Department

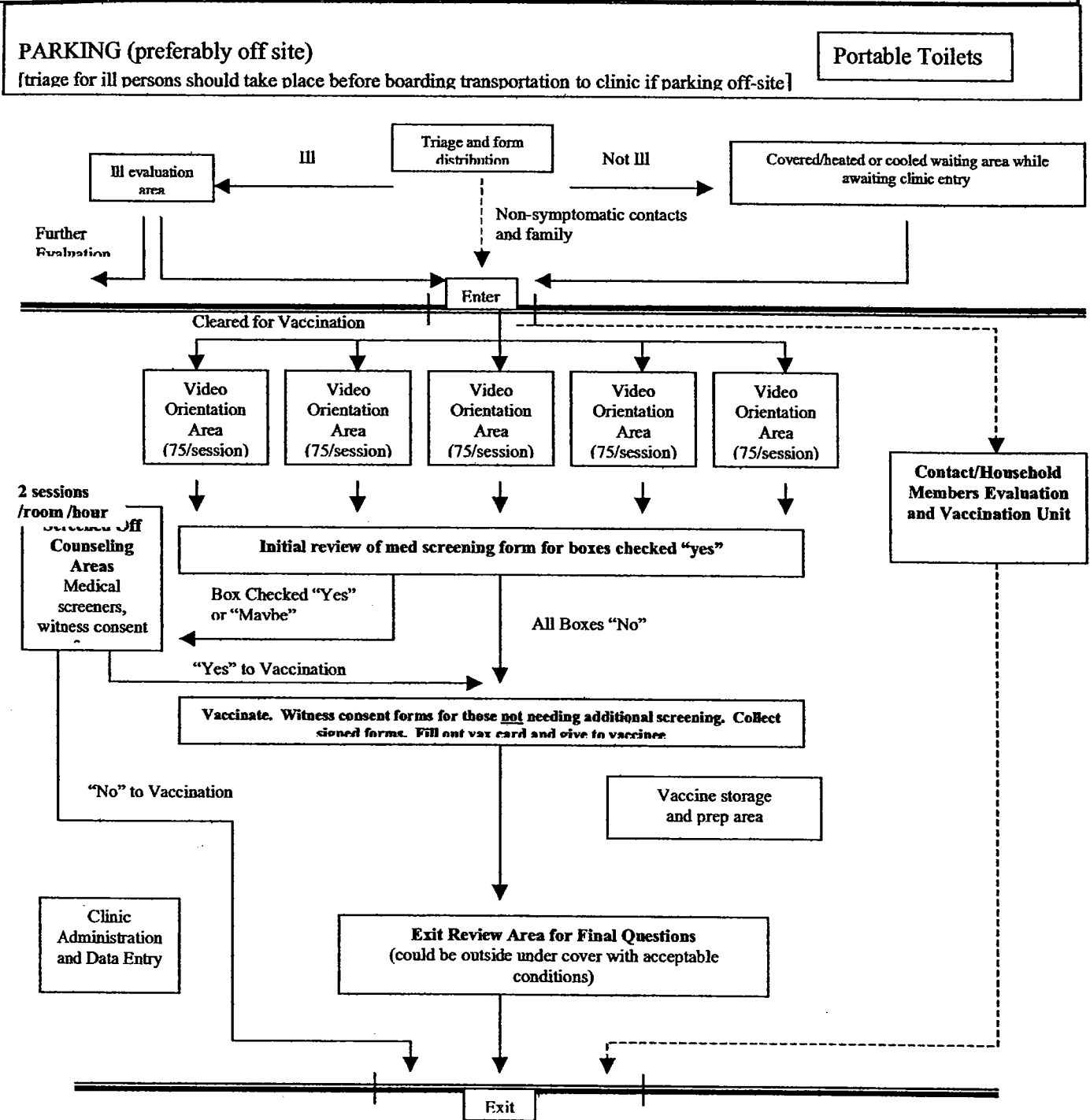
- 1 Greenwich
- 2 Stamford
- 3 Norwalk
- 4 Westport
- 5 Danbury
- 6 Bethel
- 7 Newtown
- 8 New Milford
- 9 Torrington Area
- 11 Fairfield
- 12 Bridgeport
- 13 Stratford
- 14 Naugatuck
- 15 Pomperaug
- 16 Waterbury
- 17 Chesprocott
- 18 Milford
- 19 West Haven
- 20 New Haven
- 21 Quinniack Valley
- 22 Guilford
- 23 Meriden
- 24 Wallingford
- 25 Farmington Valley
- 26 Bristol-Burlington
- 27 Southington
- 28 New Britain
- 29 Central Connecticut
- 30 West Hartford
- 31 Hartford
- 32 Windsor
- 33 East Hartford
- 34 Manchester
- 35 North Central
- 36 East Hampton
- 37 Middletown
- 38 New London
- 40 Ledge Light
- 41 Uncas
- 42 Colchester
- 43 Eastern Highlands
Northeast



State of Connecticut
Department of
Public Health

- Consider ways to organize the population to attend VC on a day-by-day schedule, such as the use of the last 3 digits of the household head's Social Security number (e.g., Day 1: 000-099; Day 2: 100-199...Day 9: 800-899) or use of other neighborhood designations, worksite designations, zip codes, school districts.
- Advise population to bring identification (e.g., Social Security card, driver's license, passport, or other ID)

FIG. 1 SCHEMATA OF MODEL VACCINATION CLINIC



SMALLPOX MASS VACCINATION CLINIC PLAN

for the towns of

WINDSOR AND SOUTH WINDSOR

Plan Outline

Introduction

Background

Organization

Clinic Site

Parking

Transportation

Clinic Management and Organization

Vaccine Distribution, Storage, Security

Supplies

Communications

Security

Volunteer Recruitment

Training

Testing of Plan

Appendix A -- Windsor Clinic Site

Appendix B -- South Windsor Clinic Site

MASS SMALLPOX VACCINATION CLINIC
REGION #32 WINDSOR AND SOUTH WINDSOR


PLANNING TIMEFRAME

<u>Date</u>	<u>Activity</u>
12/6/02	Meeting -- Windsor/South Windsor <ul style="list-style-type: none">• Determine number of clinic sites• Propose sites• List potential clinic coordinators• Develop time frame• Discuss planning time frame
12/15/02	Submit list of clinic sites to State Department of Public Health (DPH) Submit list of clinic managers/coordinators to (DPH)
12/16/02	Attend mandatory SHD Clinic Workshop Session
week of 12/16/02	Region Planning Committee meeting (clinic managers/coordinators)
12/6/02 thru 1/6/03	Develop list of "First Responders" to be offered pre-vaccination
1/10/03	Complete first draft of Smallpox Mass Vaccination Clinic Plan
1/24/03	Finalize Clinic Plan
1/27/03	Submit Draft Plan to Town Councils for review and approval
2/14/03	Town Councils approve Clinic Plan
By 3/1/03	Conduct Functional exercise to test plan

NOTE: Time frames and activities will be dependent on memo expected from State Department of Public Health spelling out Municipality/Local Health Department/Planning Region requirements. This memo is expected momentarily.

DRAFT: 12/6/02

Agenda Item Summary

Date: December 16, 2002
To: Honorable Mayor and Members of the Town Council
Prepared By: Tom Lenehan, Town Engineer
Reviewed By: Leon Churchill, Town Manager 
Subject: O'Brien Field Lighting

Background

Staff and the Town Council are pursuing the installation of sports lighting at O'Brien Field at Sage Park Middle School. The project needs sufficient design work in order to proceed with permitting and cost estimation. Funding is needed for unique work outside of the portfolio of the Town Engineer's Office.

Discussion/Analysis

The design of the sports lighting system will include the design of the field lighting, the evaluation of the lighting levels of the seating areas, adjacent parking area and walkways, and the determination and reduction of light spillage in the surrounding neighborhood.

Financial Impact

The estimated cost of the design is \$10,500. Funds are available from the proceeds of the \$75,000 private donation.

Other Board Action

None. The Town Planning and Zoning Commission will be requested to approve the site plan, §8-24 Review, Special Use and Pole Height Waiver.

Recommendations

It is recommended that if the Town Council is in agreement that the following appropriation be approved:


"MOVE that \$10,500 be appropriated from the Capital Projects fund – O'Brien Field Renovations Project (Account #02540400-43180-9315) to fund the design of the sports lighting system at O'Brien Field."

Attachments

Letter from Mr. Misky Providing Appropriation Permission

Certification of Available Funds

I hereby certify that there are sufficient funds in the Capital Projects Fund-O'Brien Field Renovations Project (02540400-43180-9315) to cover a \$10,500 expenditure


Gregg Pavitt
Finance Director

Joseph Misky Sr.
71 Berrios Road
Windsor, CT 06095
860-285-0211

December 11, 2002

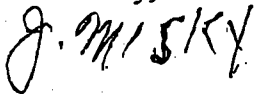
Mr. Leon Churchill
Town Manager
275 Broad Street
Windsor, CT 06095

Dear Mr. Churchill;

I give my permission to the Town of Windsor to appropriate \$10,500 from my gift of \$75,000 for design services. These services are for the eventual installation of the O'Brien Stadium lights. This permission comes with the understanding that I will be fully reimbursed these funds if the project is not implemented as stated in my letter of November 1, 2002..

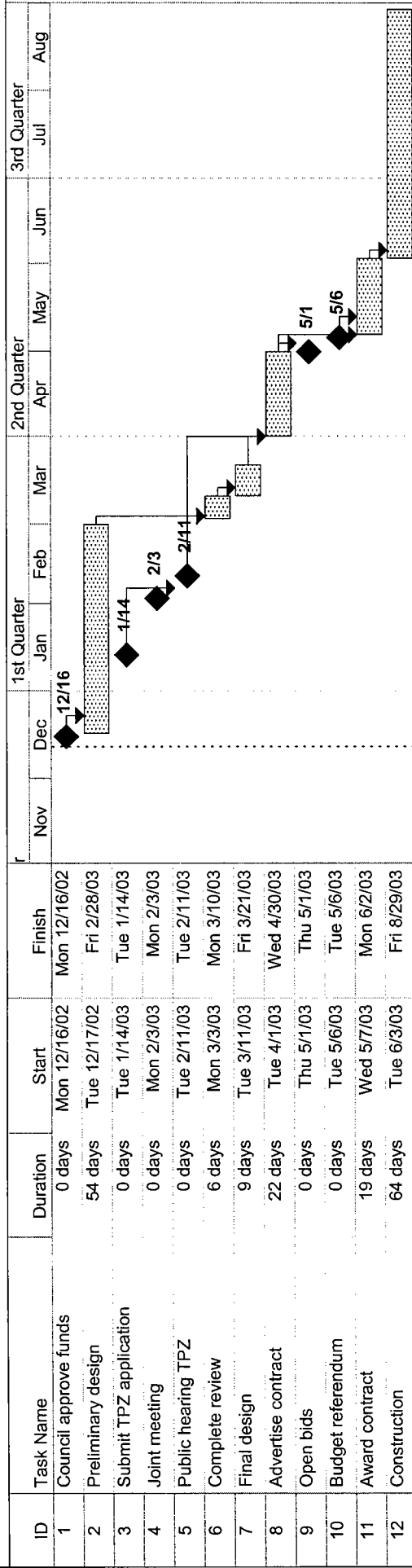
Sincerely,

Joe Misky, Sr.



COPY

Install Lights, O'Brien Field



	Task		Milestone
	Split		External Milestone
	Progress		Deadline

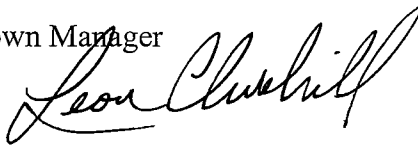
Project: Project2
Date: Thu 12/12/02

Agenda Item Summary

Date: December 16, 2002

To: Honorable Mayor Trinks and members of the Town Council

Prepared By: Enita Jubrey, Assistant to the Town Manager

Reviewed By: Leon Churchill, Town Manager 

Subject: \$1,300 Payment to WIN-TV

Background

The Community Services portion of the adopted FY 2003 budget (page O-11) included a contribution to WIN-TV of \$8,700. This amount represented two-thirds of the previous year's contribution of \$13,000 due to the fact that the Town of Windsor would be responsible for the operation of one of Windsor's three local access channels, the Government Channel 21. The difference between the FY 2002 and FY 2003 budget contributions of \$4,300 was placed in account 01-1-10-132 (Information Services – Public Relations).

As part of the negotiation process for the Town's operation of the Government Channel 21, \$1,300 was agreed to be added to the total amount of the annual contribution payment made to WIN-TV, making \$10,000 the total amount received by WIN-TV in FY 2003 only. The Town Council recently authorized the town manager to sign the delegation agreement and this adjustment to the town's contribution to WIN-TV is necessary to consummate the agreement.

Discussion/Analysis

In the early negotiations between the town and WIN-TV to develop a delegation agreement for the operation of Channel 21, the WIN-TV Board of Directors noted that they budgeted \$3,000 for the contractual services of Gary Dowgewicz to produce live Town Council, Board of Education and TP&Z meetings. As part of the negotiations, they requested the remaining \$1,300 be returned to the total amount of WIN-TV's contribution from the town for a total of \$10,000 for Fiscal Year 2003.

Because the town would be assuming one-third of the responsibilities by operating Channel 21, the town manager originally thought taking one-third of the appropriation would be a fair distribution of the funds. The authorization of an additional \$1,300 to WIN-TV as part of negotiating a delegation agreement was necessary to obtain the long-term benefits of municipal control.

Financial Impact

This appropriation would transfer \$1,300 from the Town of Windsor's current budget to WIN-TV.

Other Board Action

None.

Recommendations

It is recommended that if the Town Council approve this additional appropriation in order to actualize the authority given the town manager. If the Town Council is in agreement, the following motion is recommended for approval:

“Move, to appropriate the amount of \$1,300 from account 01-1-10-132 (Information Services/Public Relations) to WIN-TV as part of the Government Channel 21 Delegation Agreement.”

Attachments

None.

CERTIFICATION OF AVAILABLE FUNDS

I hereby certify that \$1,300 is available in account 01-1-10-132 (Information Services/Public Relations) for the purpose of the WIN-TV delegation agreement to be finalized.



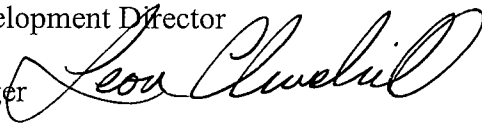
Gregg Pavitt
Finance Director

Agenda Item Summary

Date: December 16, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Hallisey, Community Development Coordinator
James Burke, Economic Development Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Heritage Tourism Plan Update and Authorization of Matching Funds

Introduction

The Town Council is requested to authorize utilization of \$6,000 of Community Development Block Grant program income as the local match for a grant provided by the Connecticut Historical Commission to update Windsor's Heritage Tourism Plan.

Discussion/Analysis

In October of 2001 the Town Council approved submission of an application to the Connecticut Historical Commission for a grant to update Windsor's 1991 Heritage Tourism Plan. The proposed update is intended to respond to new developments (such as the Huntington House Museum and the addition of a substantial number of new hotel rooms) and to create a marketing action plan for the Town's historic resources.

Following submission of the application, the Historical Commission notified staff that the grant was approved in the amount of \$9,000 based on an estimated total project cost of \$15,000. A committee composed of representatives of the Chamber of Commerce, Windsor Historical Society, First Town Downtown and town staff then prepared a scope of services and solicited proposals for consultant services. After a competitive process, the committee selected a consultant, Fitzgerald and Halliday, Inc with Dorothy Chen-Courtin as a sub-consultant. The Connecticut Historical Commission has approved this vendor selection.

The Historical Commission's grant program is funded through the National Park Service under the Certified Local Government Program and requires a 40% local match. Staff has solicited private support for the match as proposed in the October 21, 2001 memorandum to the Town Council. Requests were made to the North Central Connecticut Tourism District and the Windsor Chamber of Commerce. Both organizations declined to provide funds for the match, although the Chamber has provided assistance in the consultant selection process and will assist throughout the project.

Financial Impact

It is proposed that the local match of \$6,000.00 be provided from Fund #8100. This fund is comprised of program income generated by activities originally funded through the Community Development Block Grant Program. Any and all expenditures of these funds should be for an eligible activity under the Community Development Block Grant – Small Cities Program.

Historic preservation is specifically identified as an eligible activity under the applicable federal guidelines.

Recommendation

It is recommended that the Town Council approve the appropriation of \$6,000 from Fund 8100 to be used as local match for the grant from the Connecticut Historical Commission to update Windsor's Heritage Tourism Plan. If the Council is in agreement with this recommendation the action step would be to adopt the following resolution:

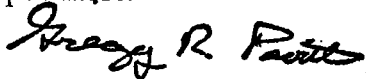
“RESOLVED, That the Town Council hereby authorizes the expenditure of \$6,000.00 from Fund 8100 to be used as the town's match for a grant provided by the Connecticut Historical Commission to update Windsor's Heritage Tourism Plan.”

Attachment

None.

Certification of Available Funds

I hereby certify that there are sufficient funds in Project Fund #8100 to cover a \$6,000 expenditure.



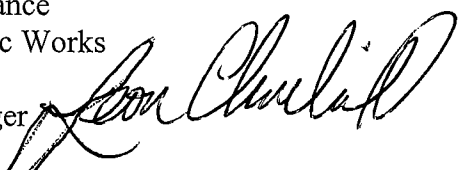
Gregg Pavitt
Finance Director

Agenda Item Summary

Date: December 16, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Gregg Pavitt, Director of Finance
Brian Funk, Director of Public Works

Reviewed By: Leon Churchill, Town Manager 

Subject: Improvements to Sage Park Athletic Fields Bond Ordinance

Background

The athletic fields at Sage Park are the most heavily used in the Town of Windsor. These facilities include O'Brien Field which is used by Windsor High School for football and lacrosse games, track and field meets, as well as by the Windsor Giants for football games. The remainder of Sage Park is used for High School and Recreation baseball games and practices, High School soccer and lacrosse practices and games, High School football practice, Windsor Giants football games and practices, gym classes for Sage Park Middle School, as well as for a developing athletic program at the Middle School.

Discussion/Analysis

The turf at Sage Park is being worn out by current use. In addition, the layout of the fields at Sage Park could be more efficient if modified. This project would entail installing an irrigation system at Sage Park, improving the effectiveness of the existing irrigation system at O'Brien Field; replacing the "crown" at O'Brien Field to improve drainage, followed by the re-sodding of the field; moving of certain drainage structures at O'Brien Field to allow for its potential use for soccer games; moving of the baseball field at Sage Park from the center of the park to the southwest corner in order to provide for a more efficient layout of fields in the park; improving drainage in Sage Park; as well as replacing some of the fencing at the park, especially along the property lines.

Financial Impact

The total anticipated cost of this project is \$319,000; which includes \$262,000 of new bonding, \$7,000 in bonding costs, and \$50,000 from capital project account 9313 for field improvements to O'Brien Field. This figure is \$77,000 more than the original estimate of \$180,000. The annual debt service to pay back the bond will be determined by the interest rate that is in effect at the time of bond issuance (anticipated to be March, 2003). Annual debt repayment is expected to be approximately \$25,000 in the first year of the twenty year bond. It is unknown whether any portion of these costs are eligible for reimbursement (estimated at 23%) from the State of CT.

Other Board Action

This project is included in the Capital Improvements Program for the current fiscal year (FY 2003). In addition, this last spring, the Town Council approved moving \$50,000 from the Public Works General Fund budget to create capital project account 9313 for field improvements for O'Brien Field. As stated above, it is proposed that this amount be incorporated into this project.

Recommendations

It is recommended that the following actions be taken:

- 1) Waiving of Full Reading

RESOLVED, that the reading into the minutes of the text of the ordinance entitled “**AN ORDINANCE APPROPRIATING \$319,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$319,000 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.

- 2) Introduction of Ordinance

I move to introduce the following ordinance: “AN ORDINANCE APPROPRIATING \$319,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$319,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

- 3) Set Public Hearing

RESOLVED, that Public Hearings be held at the Windsor Town Hall on Monday, January 6, 2003 at 7:00 p.m. (prevailing time) on the following ordinance entitled:

“AN ORDINANCE APPROPRIATING \$319,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$319,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

and be it FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$319,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$319,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate THREE HUNDRED NINETEEN THOUSAND DOLLARS (\$319,000) for improvements to the Sage Park Middle School and Windsor High School athletic fields, including the installation of an irrigation system at the Sage Park Middle School athletic fields, moving of the baseball field from the center to the southwest corner of the area; drainage improvements, and replacement of portions of the fencing; improvements to O'Brien Stadium at Windsor High School including improvements to the existing irrigation system, replacement of the field crown to improve drainage, re-sodding, and moving of various drainage structures to allow for potential use for soccer games; and related improvements and work. The appropriation may be spent for design, construction, purchase and installation costs, related improvements, repairs or renovations, equipment, materials, engineering fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project. The Public Building Commission is authorized to determine the scope and particulars of the project.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED NINETEEN THOUSAND DOLLARS (\$319,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED NINETEEN THOUSAND DOLLARS (\$319,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

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

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


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

Agenda Item Summary

Date: December 16, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Gregg Pavitt, Director of Finance
Brian Funk, Director of Public Works

Reviewed By: Leon Churchill, Town Manager 

Subject: L.P. Wilson Roof Replacement Bond Ordinance

Background

The roof on the north end of the L.P. Wilson Center is a 4-ply asphalt and gravel fiberglass built-up roof which was last replaced in 1985. Although this roof carries a 20-year warranty, several leaks have developed and much of the insulation has become wet. These failures of the roofing system are to a large extent due to a lack of expansion joints in the design, and therefore are not covered by warranty.

Discussion/Analysis

This project would replace the roof on the north section of the facility. The roof on the south side of L.P. Wilson does not require replacement at this time. A section of the south side was replaced approximately 5 years ago. This section should last for about 15 more years. The remainder of the south roof would normally be scheduled for replacement in approximately 5 to 6 years. The Town monitors the condition of the roof on an annual basis.

Financial Impact

The total anticipated cost of this project is \$800,000, including \$15,000 in bonding costs. The annual debt service to pay back the bond will be determined by the interest rate that is in effect at the time of bond issuance (anticipated to be March, 2003). First year debt repayment is expected to be approximately \$76,000 for the first year of the twenty year bond.

Other Board Action

This project is included in the Capital Improvements Program (CIP) for the current fiscal year. In addition, during fiscal year 2002, the Town Council approved moving \$40,000 from the Education Department General Fund budget to create capital project account 9317 to provide design funding for this work. Further, at its meeting of March 4, 2002, the Council appointed the Public Building Commission to oversee the project, as well as authorized the Board of Education to file applications with the State of Connecticut for possible reimbursement for the costs of the project.

Recommendations

It is recommended that the following actions be taken:

1) Waiving of Full Reading

RESOLVED, that the reading into the minutes of the text of the ordinance entitled “AN ORDINANCE APPROPRIATING \$800,000 FOR REPLACEMENT OF THE ROOF ON THE NORTH SECTION OF THE L.P. WILSON BUILDING, AND AUTHORIZING THE ISSUE OF \$800,000 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.

2) Introduction of Ordinance

AN ORDINANCE APPROPRIATING \$800,000 FOR REPLACEMENT OF THE ROOF ON THE NORTH SECTION OF THE L.P. WILSON BUILDING, AND AUTHORIZING THE ISSUE OF \$800,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.

3) Set Public Hearing

RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Monday, January 6, 2003 at 7:05 p.m. (prevailing time) on the following ordinance entitled:

AN ORDINANCE APPROPRIATING \$800,000 FOR REPLACEMENT OF THE ROOF ON THE NORTH SECTION OF THE L.P. WILSON BUILDING, AND AUTHORIZING THE ISSUE OF \$800,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Attachment
Bond Ordinance

AN ORDINANCE APPROPRIATING \$800,000 FOR REPLACEMENT OF THE ROOF ON THE NORTH SECTION OF THE L.P. WILSON BUILDING, AND AUTHORIZING THE ISSUE OF \$800,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate EIGHT HUNDRED THOUSAND DOLLARS (\$800,000) for replacement of the roof on the north section of the L.P. Wilson Building at 599-601 Matianuck Avenue in Windsor and related work and improvements. The appropriation may be spent for design and installation costs, related improvements, repairs or renovations, equipment, materials, engineering fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project. The Public Building Commission is authorized to determine the scope and particulars of the project.

Section 2. That the Town issue bonds or notes in an amount not to exceed EIGHT HUNDRED THOUSAND DOLLARS (\$800,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed EIGHT HUNDRED THOUSAND DOLLARS (\$800,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal

amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

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


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

Agenda Item Summary

Date: December 16, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Gregg Pavitt, Director of Finance
Brian Funk, Director of Public Works

Reviewed By: Leon Churchill, Town Manager 

Subject: Clover Street School Window Replacement Bond Ordinance

Background

Approximately half of the windows in the original portion of the Clover Street School's Main Building, Library Building, and Buildings #1, #2, #5 and #6 are of the full height, single pane, store front type. Due to the considerable heat loss from these windows, condensation accumulates, and uncomfortable and distracting drafts result.

Discussion/Analysis

Replacement of these windows will significantly improve the comfort level for both students and staff, enhance the appearance of the facility's exterior, and reduce fuel consumption. In addition, certain doors to the school require replacement because they cannot close properly. This action will also reduce fuel consumption.

Financial Impact

The total anticipated cost of this project is \$335,000, including \$10,000 in bonding costs. This estimate is \$502,000 below original estimates. The annual debt service to pay back the bond will be determined by the interest rate that is in effect at the time of bond issuance (anticipated to be March 2003). First year debt repayment is expected be approximately \$31,825 for the first year of the twenty year bond.

Other Board Action

This project is included in the Capital Improvements Program (CIP) for the current fiscal year. In addition, at its meeting of March 4, 2002, the Town Council appointed the Public Building Commission to oversee the project.

Recommendations

It is recommended that the following actions be taken:

- 1) Waiving of Full Reading

RESOLVED, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$335,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$335,000 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.

2) Introduction of Ordinance

AN ORDINANCE APPROPRIATING \$335,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$335,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

3) Set a Public Hearing

RESOLVED, that Public Hearings be held at the Windsor Town Hall on Monday, January 6, 2003 at 7:10 p.m. (prevailing time) on the following ordinance entitled:

AN ORDINANCE APPROPRIATING \$335,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$335,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Attachment
Bond Ordinance

AN ORDINANCE APPROPRIATING \$335,000 FOR WINDOW REPLACEMENT AT CLOVER STREET SCHOOL, AND AUTHORIZING THE ISSUE OF \$335,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate THREE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$335,000) for costs of window replacement at Clover Street School and related work and improvements. The appropriation may be spent for design and installation costs, related improvements, repairs or renovations, equipment, materials, engineering fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project. The Public Building Commission is authorized to determine the scope and particulars of the project.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$335,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$335,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal

amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

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


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

Agenda Item Summary

Date: December 16, 2002

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Assistant Town Manager

Reviewed By: Leon Churchill, Town Manager 

Subject: Public Safety Communications System Bond Ordinance

Background

The public safety radio system is scheduled to be replaced over a two year period with phase I being initiated in the current fiscal year. The current system is over fifteen years old and there are significant issues and concerns regarding equipment reliability and geographic coverage, which directly relate to firefighter and police officer safety. The overall project entails replacing the current dispatch console, purchasing "backbone" equipment for the system, software, as well as mobile and portable radios.

Discussion/Analysis

This project aims to replace a fifteen year old radio communications system and will address a range of issues including radio coverage, system capacity, and reliability of equipment. When these existing issues are addressed in a comprehensive manner safety conditions for police officers and volunteer firefighters will be significantly improved.

In order to address a decline in actual and projected revenue for this fiscal year we are requesting the Town Council alter the funding source for Phase I. The Council appropriated \$300,000 last May, but in light of recent cuts in State Aid and the likelihood of additional cuts after January 1st, we are asking the Town Council to consider bond financing \$275,000 for Phase I. If the Council concurs this will allow \$270,000 in cash to help offset the cuts in state aid and lower investment earnings.

Staff continues initial research as to the potential of creating a regional public safety dispatch center. It is anticipated that a regional effort will take two to three years to be formulated plus an additional one to two years for implementation. This timeframe is too long to meet the town's more immediate needs relative to the safety and reliability of our existing equipment and working conditions for public safety dispatchers.

In addition to meeting the time sensitive needs the investment in the dispatch center would also position the town to act as the emergency back up dispatch center if a regional dispatch effort materializes in the future. Also, if Windsor was not selected a secondary dispatch center a portion of the modular workstations, computer hardware and screens may be utilized in a regional center.

Financial Impact

The anticipated cost for Phase I of this project is \$300,000. Staff recommends that \$275,000 (including \$5,000 bonding costs) of Phase I costs be financed over a ten year term. The annual

debt service on this amount is projected to be \$40,000 depending on the interest rate that is in effect at the time of bond issuance.

Other Board Action

None.

Recommendations

It is recommended that the following actions be taken:

- 1) Waiving of Full Reading

“RESOLVED, that the reading into the minutes of the text of the Ordinance entitled “AN ORDINANCE APPROPRIATING \$275,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES, AND AUTHORIZING THE ISSUE OF \$275,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Town 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.”

- 2) Introduction of Ordinance

I move that the following ordinance be introduced; “AN ORDINANCE APPROPRIATING \$275,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES, AND AUTHORIZING THE ISSUE OF \$275,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION”

- 3) Set Public Hearing

RESOLVED that a Public Hearing be held at the Windsor Town Hall on Monday, January 6, 2003, at 7:15p.m.(prevailing time) on the following ordinance entitled:

“AN ORDINANCE APPROPRIATING \$275,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES AND AUTHORIZING THE ISSUE OF \$275,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION”

and be it FURTHER RESOLVED, that the Town Clerk is authorized to post and publish notice of said Public Hearing.

Attachment

Bond Ordinance

AN ORDINANCE APPROPRIATING \$275,000 FOR PUBLIC SAFETY COMMUNICATIONS SYSTEM UPGRADES, AND AUTHORIZING THE ISSUE OF \$275,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$275,000) for upgrades to the public safety communications system, including the acquisition and installation of a dispatch console, communication equipment and computer hardware and software, and related work and improvements including renovations and/or alterations to the current dispatch center, as to be determined by the Public Building Commission, and the acquisition of modular furniture/work stations. The appropriation may be spent for acquisition and installation costs, related equipment, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$275,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$275,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

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

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

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

XII. Resignations and Appointments

December 16, 2002

- A. One *Republican* Alternate Member
Board of Assessment Appeals
Four Year Unexpired Term to expire November 30, 2005 or until a successor is appointed
(Michael McDonald – resigned - VACANT)
- B. One *Republican Alternate* Member
Commission on Aging & Handicapped
Two Year Term to expire November 8, 2004 or until a successor is appointed
(John Purcell – change of status from an alternate to a regular member - VACANT)
- C. One *Democratic Alternate* Member
Commission on Aging & Handicapped
Two Year Unexpired Term to expire November 10, 2003 or until a successor is appointed
(Linda Rickard – change of status from an alternate to a regular member - VACANT)
- D. One *Democratic Alternate* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2003 or until a successor is appointed
(Valerie Allgrove – change of status from an alternate to a regular member - VACANT)
- E. One *Republican* Member
Economic Development Commission
Five Year Unexpired Term to expire January 31, 2005 or until a successor is appointed
(Kerry Ruiz – resigned - VACANT)
- F. One *Republican* Member
Hartford Area Cable Television Advisory Council
Two Year Term to expire December 31, 2003 or until a successor is appointed
(Katie Chiodo – resigned - VACANT)
- G. One *Democratic Residential* Member
Historic District Commission
Five Year Term to expire October 14, 2007 or until a successor is appointed
(Anelia Machernis – reappointment)
- H. One *Democratic* Member
Historic District Study Committee
One Year Term to expire September 17, 2003 or until a successor is appointed
(David Bierut - reappointment)
- I. One *Democratic* Member
Historic District Study Committee
One Year Term to expire September 17, 2003 or until a successor is appointed
(Mary Ann Pleva - reappointment)
- J. One *Republican* Member
Historic District Study Committee
One Year Term to expire September 17, 2003 or until a successor is appointed
(Colette Yeich - reappointment)
- K. One *Republican* Member
Historic District Study Committee

XII. Resignations and Appointments

December 16, 2002

One Year Term to expire September 17, 2003 or until a successor is appointed
(Anthony Zeolla - reappointment)

- L. One *Democratic Alternate* Member
Historic District Study Committee
One Year Term to expire September 17, 2003 or until a successor is appointed
(Agnes Pier – resigned – VACANT)
- M. One *Republican* Member
Housing Code Board of Appeals
Five Year Unexpired Term to expire October 31, 2004 or until a successor is appointed
(Michael McDonald – resigned – VACANT)
- N. One *Republican Alternate* Member
Inland Wetlands & Watercourses Commission
Four Year Unexpired Term to expire March 31, 2006 or until a successor is appointed
(Robert Rispoli – change of status from an alternate to regular member - VACANT)
- O. One *Republican* Member
Insurance Commission
Four Year Term to expire October 31, 2006 or until a successor is appointed
(David Curley - reappointment)
- P. One *Republican* Member
Insurance Commission
Four Year Term to expire October 31, 2006 or until a successor is appointed
(Charles Erickson - reappointment)
- Q. One *Democratic* Member
Metropolitan District Commission
Six Year Unexpired Term to expire December 31, 2004 or until a successor is appointed
(Jack Waters – resigned - VACANT)
- R. One *Republican* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2004 or until a successor is appointed
(vacant since 11/01 - VACANT)
- S. One *Republican* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2005 or until a successor is appointed
(R. Gus Hallgren - reappointment)
- T. One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2005 or until a successor is appointed
(Kenneth R. Herman - reappointment)
- U. One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2005 or until a successor is appointed
(Mary Turley - reappointment)

XII. Resignations and Appointments

December 16, 2002

- V. One *Democratic* Member
Windsor Housing Authority
Five Year Term to expire July 31, 2007 or until a successor is appointed
(Harold DePianta - reappointment)

- W. One *Democratic* Member
Youth Commission
Three Year Term to expire September 30, 2005 or until a successor is appointed
(Jeanette Cave - reappointment)

- X. One *Democratic* Member
Youth Commission
Three Year Term to expire September 30, 2005 or until a successor is appointed
(Scott Suty - reappointment)

**Windsor Town Council
Council Chambers – Town Hall
December 2, 2002
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:45 p.m.

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Albano (arrived at 7:50), Councilor Jepsen, Councilor Mulligan, Councilor Pacino, Councilor Simon and Councilor Walker

Absent: Councilor Broxterman

2. Prayer – Councilor Mulligan
3. Pledge of Allegiance – Councilor Mulligan
4. Proclamations/Awards

None.

5. Public Communications and Petitions

Ms. Jane Garibay, 409 Broad Street, addressed the Council on behalf of the Chamber of Commerce. In The Hartford Magazine, pages 16-17, there is a section for activities in Windsor. Ms. Garibay noted that the gift certificate program kicked off today. Thirty-two businesses in town are participating in the promotion in which you can purchase gift certificates from \$5 and up. These gift certificates can be used at any of the 32 businesses.

Mr. Doug Kerr, 141 Fieldstone Drive, spoke to the Council regarding the field sports complex. It has come to his attention that there are some citizens who have concerns of potential traffic problems. He is going to meet with individuals to inform them of any impact traffic will have in the area once he receives the results of the traffic study.

6. Report of Appointed Boards and Commissions

- A. Youth Commission

None.

- B. Board of Education

Ms. Jane Garibay, BOE President, reported to the Council. The BOE voted to move forward in looking at the options for all day kindergarten. It has gone to the joint

committee. The BOE is looking for staff recommendations for higher eligibility standards for all extracurricular activities. Last week "Conversations on Education" were held at the Marriott, with about 100 people attending. There will be a follow-up meeting in January.

Councilor Pacino congratulated the BOE on their goal of setting a higher standards policy for students participating in extracurricular activities.

Councilor Jepsen mentioned that he attended the "Conversations on Education". He thanked the BOE for providing financial information packets to the Council.

7. Town Manager's Report

The MDC Budget for 2003

The management of the Metropolitan District Commission recently presented their FY 2003 Proposed Budget to area town managers. The results are ominous for Windsor. As in past years, the MDC budget is reasonable. The overall budget increase is \$3,297,250, or 3.84%. The Water Budget, a subset of the overall budget, increases \$1.4 million, or 2.76%; and Sewer Budget increases \$1.8 million, or 4.35%. The latter directly effects town budgets in the form of the sewer assessment. Mounting debt service costs (\$1.9 million), salary increases (\$1 million), and an extra payroll period in 2003 (\$684,000) drive these costs. The increases are mitigated by contributions from MDC's fund balance (\$3 million) and cuts to outside agencies such as CPEC, CRCOG, etc. (\$230,600).

The eight towns that make up the MDC have to share a sewer assessment increase of \$583,400. Another \$417,000 increase will be paid directly by large industrial users. Windsor has the highest percentage change (6.5%) when compared to the other communities, and has the third highest increases in terms of dollars (\$120,866).

Fees for First School Society

In response to Councilor Albano's inquiry regarding a \$45.00 fee charged to the First School Society for a sign, I would like to report the following update: The First School Society is a private organization that manages the Riverside cemetery. They also recently paid approximately \$1,900 for a wetland permit. Both fees apply to this organization because of its private nature. The town's policy of waiving fees only applies to other government agencies (i.e.: Fire District and MDC). Unless representatives of the First School Society provide information that substantiates First School Society as a governmental agency, the fees still apply.

Windsor's Traditional Carol Sing

Windsor's Carol Sing is a wonderful way to get in the holiday spirit! Join in the cheers as the switch is flipped to light the town center. After the carols, enjoy hot chocolate and free pictures with Santa at Windsor Federal Savings and Loan. It all starts at 7:00 p.m. on the town green. Call 688-5165 or 285-1990 for information.

Fire Truck Parade

The fire truck torchlight parade will light up Windsor center on Saturday, December 14. The parade will begin at Remington Road at 6:30 p.m. and proceed through downtown Windsor. Fire departments from throughout Connecticut will show off their festively decorated trucks. Following the parade, a bon fire will be held at the pond by the commuter parking lot. Hot chocolate & donuts will be served. For more information, call 688-5165.

Recommendations for Requested Modification to Flood Plain Management Ordinance

You may recall that I reported at the last Town Council meeting that the Inland Wetlands & Watercourses Commission (IWWC) discussed a change in the ordinance recently requested by a resident to better address unique situations. Those unique situations were mostly described as those with main uses on large tracts of land. The Commissioners recommend eliminating section 3-42(A), which would allow variances to be considered by the Floodplain Ordinance Manager and then the IWWC. They recommend that Section 3-42(E) should also be eliminated from the ordinance, which eliminates extensions to the variances given prior to September 25, 1978. The Commissioners also recommend that Section 3-41 should remain intact, which governs performance requirements for special exceptions.

The Town Attorney commented on the proposed changes, as requested, with particular caution that any change conforms to other laws, regulations, and precedence. I was also concerned that any change to the regulation might jeopardize the town's federal flood insurance program. The Town Attorney determined only the site in question would be subject to higher flood insurance. The Town Attorney also recommended that if the IWWC wants to permit more building, that only a waiver be given under hardship circumstances that would have to be defined.

Although the town has the ability to make changes and may identify individual cases where a waiver could be useful, I find no compelling reason to overhaul an ordinance that has served the community well, and should continue to do so as development pressure increases in the future. In fact, the town needs to be more vigilant in protecting the natural resources that have a big voice in Windsor's quality of life.

I am sensitive to the development needs of this community and strongly advocate a pro-growth policy for the town – for obvious reasons. You may also recall I recommended an amendment to the flood plain management ordinance two years ago to consider the aggregate of the square footage when allowing encroachment into nearby wetlands. However, the wholesale opportunity for variances puts too much at risk for Windsor's natural resources. In sum, I'm reluctant to introduce any *wholesale* ordinance changes unless the Town Council has different ideas. I will also confer with the Conservation Commission on this issue with particular emphasis on appropriate limits of variances, if any.

Open Space Fund Creation

Several members of the town council provided positive feedback at the November 18 meeting to the idea of establishing an open space fund. The Town of Windsor has the ability to respond to such desires in two relatively short steps.

The town does not currently require developers to donate land as part of conventional subdivisions. We would need to adopt a zoning regulation requiring a percentage of a development to be donated for open space. The town could also adopt a separate regulation (per CGS §8-25b) giving the TP&Z the ability to accept money in lieu of land and/or giving a developer the option to making a financial donation rather than land. The Town Council would only have to authorize the establishment of the Open Space Fund to receive such gifts.

A draft ordinance has been under consideration by members of the Conservation Commission, some recommendations have stemmed from their participation in the Plan of Conservation and Development Update. They and like-minded citizens may introduce regulations to the TP&Z near the beginning of the New Year. The TP&Z's acceptance to this idea may be dependent on how current density issues are resolved.

I will continue to update the Town Council and the public on this matter, especially if the TP&Z considers a subdivision regulation amendment.

Councilor Simon asked for clarification of specific actions the Council can take on the creation of an open space fund. Town Manager Churchill responded that the Council would need to actually establish the Open Space Fund Account.

8. Communication from Council Members

Councilor Albano – None.

Councilor Jepsen – also encouraged residents to take advantage of the Gift Certificate Program. Wednesday night, local vendors will be selling goods at Oliver Ellsworth School with proceeds benefiting the PTO. He thanked town staff for their quick response in the lighting situation in the parking lot at Windsor High School as it was reported to him by some Water Rat parents.

Councilor Mulligan – congratulated the WHS football team and invited all members of the town to support the team tomorrow night.

Councilor Pacino – traveled to Glastonbury on Thanksgiving Day for the WHS football game. It was nice to see Windsor residents at the football game. It brought back memories of being able to see friends and family watching a good game of football. Good luck to the Varsity team for the State playoffs.

Councilor Simon – None.

Councilor Walker – congratulated the Warriors on their standings so far. He has been in communication with Senator Coleman regarding the traffic problems at Rt. 218 and Columbia Avenue. Senator Coleman has assured him that he will help out with the issue.

Deputy Mayor Curtis – congratulated the WHS football team. He also supports the Chamber of Commerce Gift Certificate program and encouraged all residents to take advantage of the program. He mentioned the survey packet that Councilors received regarding the upcoming soccer complex. Deputy Mayor Curtis would like to have a meeting to answer the concerns that were raised. He thanked all the voters who attended the Special Town Meeting tonight.

Mayor Trinks – thanked the Public Works Department for their efficient snow removal efforts and thanked the clergy association for the Thanksgiving Day interfaith service that he attended. The WHS football game is Tuesday, December 3rd. Mayor Trinks congratulated Kevin Moylan, police explorer advisor, who was recently honored for over 2500 hours of volunteer service. The Jaycees held their annual Coffee Stop. He thanked Coffee Break, Bart's, and all volunteers. He also thanked the Jandrok Family who brought a large pot of chicken noodle soup.

9. Reports of Standing Committees

A. Finance Committee – None.

B. Town Improvements Committee – None.

C. Health and Safety – None.

D. Special Projects – None.

E. Joint Board of Education and Town Council Committee – discussed the BOE potential plans for full day kindergarten. They also talked about support of lights at the O'Brien field. It wasn't a priority of the BOE; however, they would support the lights if funding didn't reduce their capital or operating budgets.

Councilor Pacino asked what the policy for recreational activities held at schools after 5 p.m. were. Town Manager Churchill said that he will research it.

Moved by Councilor Jepsen, seconded by Deputy Mayor Curtis to add item 12B. Purpose of Discussing the Town Staff Role in Preparing Design Specifications for Lights at O'Brien Field.

Motion Passed 8-0-0

10. Ordinances

