



# *Council Agenda*

**Council Chambers  
Windsor Town Hall  
December 15, 2003**



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

1. ROLL CALL
2. PRAYER – Councilor Walker
3. PLEDGE OF ALLEGIANCE – Councilor Walker
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building 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) \*Approve Historic District Study Committee Report and dissolve study committee (Town Manager)
  - b) \*Presentation on Revaluation (Councilor Simon)
  - c) \*Appropriation of \$180,000 to First Town Downtown for redevelopment purposes (Town Manager)
  - d) \*Introduce bond ordinance in the amount of \$338,000 for Public Infrastructure Improvements between Day Hill Road and Great Pond Drive (Town Manager)
  - e) Set a Public Hearing for Public Infrastructure Improvements between Day Hill Road and Great Pond Drive for January 5, 2004 at 7:00p.m. (Town Manager)



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- f) \*Introduce a bond ordinance in the amount of \$230,000 for reconstruction of Addison Road and Day Hill Road intersection (Town Manager)
  - g) \*Set a Special Town Meeting for Addison Road and Day Hill Road intersection bond ordinance for January 5, 2004 at 6:45 p.m.(Town Manager)
  - h) \*Introduce bond ordinance in the amount of \$280,000 for reconstruction and repair to Welch Pool (Town Manager)
  - i) \*Set a Public Hearing for Welch Pool bond ordinance for January 5, 2004 at 7:00 p.m. (Town Manager)
  - j) \*Introduce bond ordinance in the amount of \$350,000 for improvements to Sage Park Middle School and Windsor High School Athletic Fields (Town Manager)
  - k) \*Set a Public Hearing for Sage Park Middle School and Windsor High School Athletic Fields bond ordinance for January 5, 2004 at 7:00 p.m. (Town Manager)
  - l) \*Introduce bond ordinance in the amount of \$270,000 for the reconstruction of the Post Office / Town Hall entrance and parking lot (Town Manager)
  - m) \*Set a Public Hearing for reconstruction of the Post Office / Town Hall entrance and parking lot bond ordinance for January 5, 2004 at 7:00 p.m. (Town Manager)
  - n) \*Introduce bond ordinance in the amount of \$345,000 for Clover Street School window replacement (Town Manager)
  - o) \*Set a Public Hearing for Clover Street School bond ordinance for January 5, 2004 at 7:00 p.m. (Town Manager)
  - p) \*Introduce bond ordinance in the amount of \$505,000 for Poquonock School office modernization and relocation (Town Manager)
  - q) \*Set a Public Hearing for Poquonock School office modernization and relocation bond ordinance for January 5, 2004 at 7:00 p.m. (Town Manager)
  - r) \*Introduce bond ordinance in the amount of \$330,000 for John F. Kennedy School Code Compliance Project (Town Manager)
  - s) \*Set a Public Hearing for John F. Kennedy School Code Compliance Project bond ordinance for January 5, 2004 at 7:00 p.m. (Town Manager)
  - t) \*Resolution concerning the annual review of the Windsor Town Manager (Councilor Jepsen)




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13. \* RESIGNATIONS AND APPOINTMENTS
  14. MINUTES OF PRECEDING MEETINGS
    - a) \*Minutes of the December 1, 2003 Regular Town Council Meeting
    - b) \*Minutes of the December 1, 2003 Special Town Council Meeting
  15. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
  16. EXECUTIVE SESSION
  17. ADJOURNMENT
- ★Back-up included

## Agenda Item Summary

Date: December 15, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Jason Bachand, Assistant Town Planner

Reviewed By: Leon Churchill, Town Manager 

Subject: Historic District Study Committee Report

### Background

The Historic District Study Committee was first formed in September 2001 to survey residents to inquire if they were interested in expanding the Windsor historic district. The results of the survey mailing showed only about 40% of those respondents favored the plan. In fact, it was noted that some owners of historic properties did not support the plan, which would be particularly important for the plan to succeed. It is believed that the reason for owners of the historic properties not supporting the plan may be because they own land that they wish to subdivide in the future and that it may be difficult under the oversight of a Historic District Commission.

### Discussion/Analysis

State statutes require that two-thirds of the residents in a proposed historic district approve the plan in order for it to then go to the state and town for approval. The committee voted to mail a questionnaire to the residents in the proposed expansion area in the northern part of Palisado Avenue, which asked them if they supported the plan or not. The results of the non-binding referendum would allow the committee to see if there was enough support to justify more work on the plan. If there were not enough support, the plan would not be acted upon. The report resulted in about 40% support for the Palisado Avenue Historic District expansion plan, which is far less than the two-thirds that would be required by law.

Due to above factors, Mr. Christopher Watts, Chair, Historic District Study Committee, along with committee members agree that the committee should be abolished.

### Financial Impact

None.

### Other Board Action

None.

### Recommendations

The following motion is recommended if the Town Council is in agreement:

**Resolved, that the Windsor Town Council accepts the report of the Historic District Study Committee and the same committee be abolished.**

### Attachments


None.

## Agenda Item Summary

Date: December 15, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Steven Kosofsky, Town Assessor

Reviewed By: Leon Churchill, Town Manager 

Subject: Revaluation 2003

### Background

Revaluation is the process of determining what the Fair Market Value is for all properties in Windsor. (Generally speaking, Fair Market Value is the price one could expect to receive if his/her property sold on October 1, 2003 in its current condition.) The purpose of a revaluation is to insure that the value of property and that of its neighbors, its street, its neighborhood, and throughout the Town, is equalized and updated to reflect this current Fair Market Value.

Some preliminary information regarding the results of the Revaluation is available, specifically in terms of the shifting of the tax burden and anticipated changes in property taxes for FY05. Notices of Assessment Change were sent to all property owners advising them of their new property values on December 5, 2003. Vision, the Town's contractor for revaluation services, will be holding informal hearings for any property owner that wishes to discuss their new valuation. The hearings will be held from December 10-19, 2003 in the Ludlow Room on the lower level of Town Hall. These hearings will be by appointment only. Appointments will be accepted up through December 17, 2003. Printed lists of the new values will be placed at both the Windsor and Wilson Libraries for the convenience of residents. Also, for those with Internet access, the new values will be available on the Vision Appraisal web-site that can be accessed from the Town of Windsor's home page at [www.townofwindsorct.com](http://www.townofwindsorct.com) and following the links to Reval2003.

### Discussion/Analysis

State law now requires that a revaluation be done at least once every four years in all municipalities. The last revaluation in Windsor was in 1999. Since that time, changes have taken place in properties themselves, in neighborhoods (even from house to house on the same street), and in the economy as a whole that have made the old market values unequal and often unrealistic. For example, in 1999, the median price for a home in Windsor was \$131,000; by 2003 the median price had increased to approximately \$169,000, an increase of approximately 29%.

Revaluation affects a property owner's taxes by providing a Fair Market Value base against which an Assessed Value is computed. For example, if the Fair Market Value of your home has been established at \$169,000, the Assessed Value is 70% of this, or \$118,300. Your taxes will be based only on this \$118,300 Assessed Value. Remember that Assessed Value is 70% of the Fair Market Value as of the revaluation date of October 1, 2003. The Town's mill rate will decrease. The Fair Market Value and, automatically, the Assessed Value of most of the taxable properties in town will increase, the Mill rate, or percentage of tax, will have to be less to still produce the same amount of tax revenue as last year.

Motor vehicle tax bills will be **less** than they were last year. Motor vehicle assessments are determined each year at 70% of current values, rather than once every four years as real estate assessments are. The Mill rate to be lower due to revaluation, therefore the motor vehicle tax will be less.

The 2003 Revaluation process entails trends that contradict the 1999 Revaluation. These trends include a shift toward residential and values increasing for the vast majority of property. However, the 2003 Revaluation shares disruption and misinformation with the 1999 Revaluation. The process alone creates confusion for property owners that may impact opinions about local government spending. The revaluation process is legitimate in that it reflects the value of property in the marketplace, but the anguish caused by an infrequent process, although better than every 10 years, needs to be challenged.

#### Financial Impact

Below are the major conclusions that can be drawn from the 2003 Revaluation process when compared to the 1999 Revaluation process:

1. The burden on real estate versus motor vehicle and personal property is estimated to increase from 76% to 80%.
2. The burden on residential property owners versus non-residential property owners is estimated to increase from 67% to 70%.
3. The 2003 Grand List would require a 27.24 Mill Rate to generate the same revenues as the 2002 Grand List at 33.57 mills.
4. The Revaluation process is estimated to have a \$146 impact on the median valued property. Properties that increased less than 29.08% will have less of an impact and vice-versa.
5. Most industrial properties will experience a tax reduction and office uses will see a tax increase next year.

#### Other Board Action

None.

#### Recommendations

None.

#### Attachments

2003 Revaluation Timeline

2002 Grand List: Property Breakdown

2003 Grand List: Estimated Property Breakdown

2002 Grand List Real Estate Breakdown by Class

2003 Grand List: Estimated Real Estate Breakdown by Class

Real Estate Breakdown for New Britain, Granby, Glastonbury, and Newington

Estimated Mill Rate Calculation: 2003 Grand List

Mill Rate Calculation: 2002 Grand List

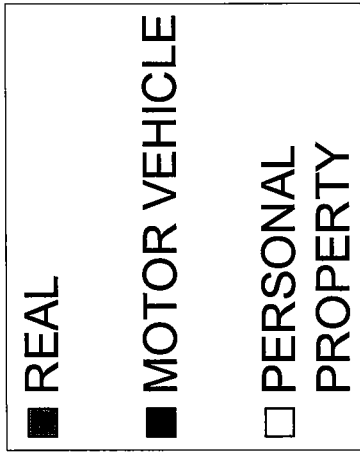
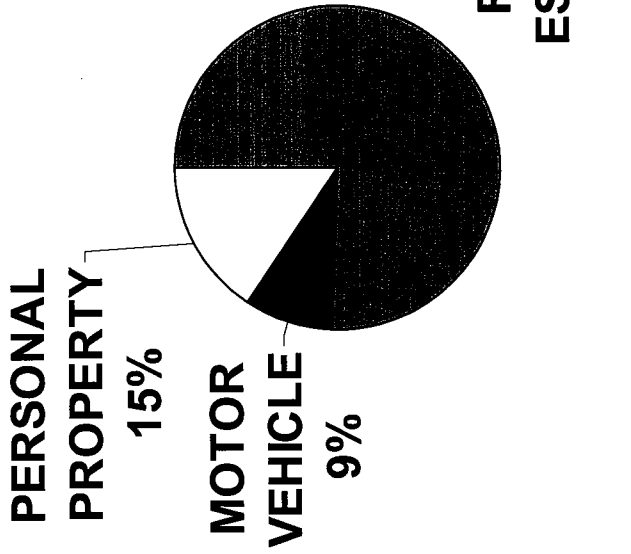
Estimated Property Analysis

*The attached documents are for illustration purposes only. There are several assumptions that were made in order to provide the necessary information. In no way should this information be taken as final. This information is based on preliminary results from the Revaluation that is still subject to change, as well as assumptions regarding Grand List growth. Any variation of these conditions will result in changes to the attached documents.*

## 2003 Revaluation Timeline

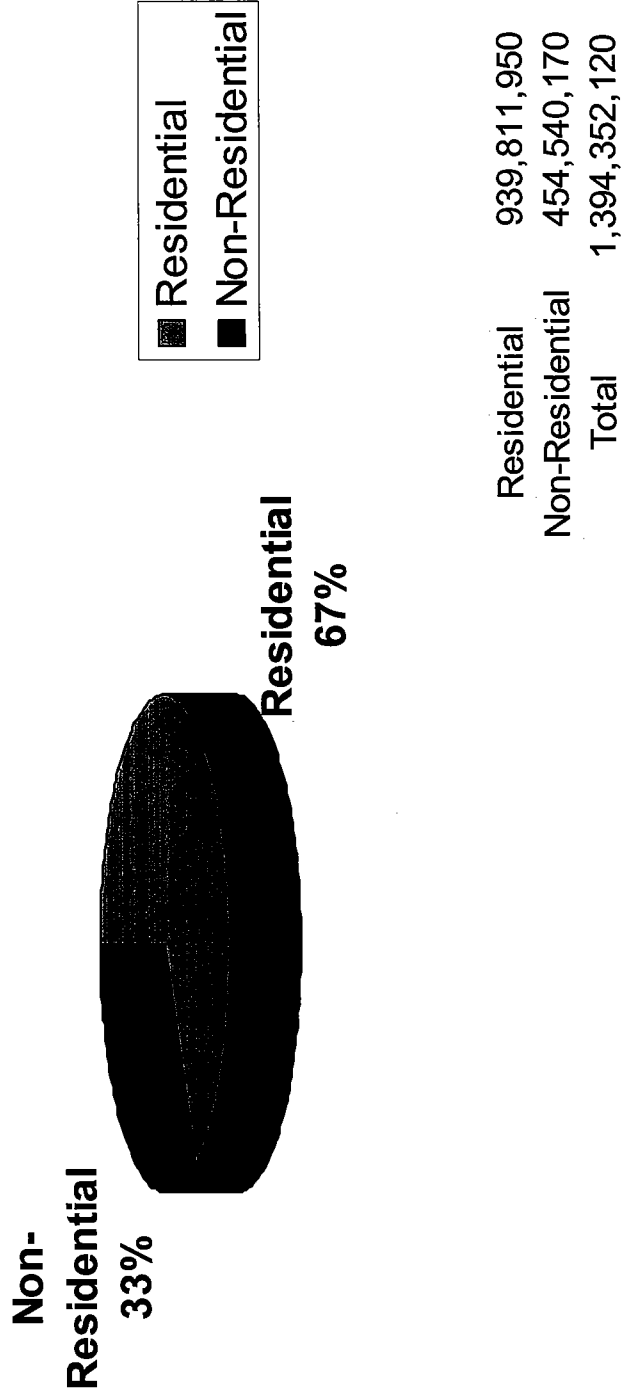
October 1, 2003	Effective date of revaluation
December 5, 2003	Notices of new values mailed to all property owners
December 10-19, 2003	Informal hearings scheduled with Vision Appraisal
January 31, 2004	Assessor signs the 2003 Grand List
February 1-20, 2004	Applications taken and Appointments scheduled with Board of Assessment Appeals
March 2004	Board of Assessment Appeals meets
April 2004	Board of Assessment Appeals decisions mailed out to all who appealed
May 2004	Budget referendum (Adjourned Town Meeting)
July 1, 2004	Tax bills based on new values due

## 2002 Grand List: Property Breakdown



REAL ESTATE	1,386,636,470
MOTOR VEHICLE	166,509,580
PERSONAL PROPERTY	283,404,710
TOTAL	1,836,550,760

## 2002 Grand List: Real Estate Breakdown by Class



Residential	939,811,950
Non-Residential	454,540,170
Total	1,394,352,120

**NEW BRITAIN**

**NON-RESIDENTIAL**  
**28%**

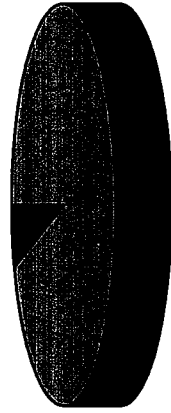


**RESIDENTIAL**  
**72%**

- RESIDENTIAL
- NON-RESIDENTIAL

# GRANBY

NON-RESIDENTIAL  
5%

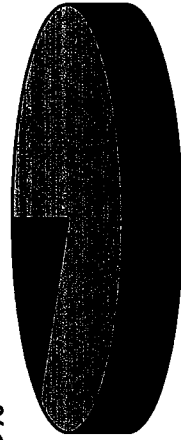


RESIDENTIAL  
95%



# GLASTONBURY

NON-RESIDENTIAL  
16%

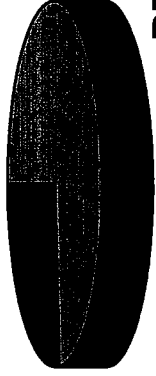


RESIDENTIAL  
84%



**NEWINGTON**

**NON-RESIDENTIAL**  
**26%**



**RESIDENTIAL**  
**74%**



**ESTIMATED MILL RATE CALCULATION  
2003 Grand List**

Total Expenditure:	\$77,323,970
Less: Other Revenues:	16,096,210
Less: Opening Cash:	401,200
Current Property Tax Collection:	60,826,560
Divided by Estimated Rate of Collection:	98.75%
Adjusted Tax Levy:	61,596,520
Less: Pro Rata Assessor's Addition:	75,000
Plus: Exemption for Volunteer Firefighters:	113,000
Gross Tax Levy:	61,634,520
Divided by Estimated Taxable Grand List:	2,263,000,000
<b>ESTIMATED MILL RATE:</b>	<b>27.24</b>

**ASSUMPTIONS:**

1. **NO INCREASE IN MOTOR VEHICLE AND PERSONAL PROPERTY GRAND LISTS FROM PRIOR YEAR.**
2. **SAME BUDGET LEVEL OF REVENUE & SPENDING AS FY04**

**ESTIMATED PROPERTY ANALYSIS**

<u>Address</u>	<u>2002Assessment</u>	<u>2003Assessment</u>	<u>% Increase</u>	<u>FY04Tax</u>	<u>FY05Tax</u>	<u>Change \$</u>
<b>MEDIAN HOME</b>	<b>91,700</b>	<b>118,370</b>	<b>29.08%</b>	<b>3,078</b>	<b>3,224</b>	<b>146</b>
17 Kendrick Ln	135,550	170,240	25.59%	4,550	4,637	87
33 Bradford Dr	98,840	140,700	42.35%	3,318	3,833	515
141 Grove St	88,620	114,590	29.30%	2,975	3,121	146
29 Box Turtle Ln	144,060	195,160	35.47%	4,836	5,316	480
20 Kendrick Ln	126,280	176,960	40.13%	4,239	4,820	581
70 Center St	98,840	136,010	37.61%	3,318	3,705	387
66 Wilton Rd	97,650	128,660	31.76%	3,278	3,505	227
495 Palisado Ave	186,130	239,260	28.54%	6,248	6,517	269
133 Fieldstone Dr	175,490	217,140	23.73%	5,891	5,915	24
138 Long Hill Rd	109,060	148,890	36.52%	3,661	4,056	395
15 Phelps Meadow	106,680	147,980	38.71%	3,581	4,031	450
<b>RESIDENTIAL</b>						
123 Day Hill Rd	7,833,350	8,975,470	14.58%	262,966	244,492	(18,474)
551 Marshall Phelps Rd	1,523,900	1,673,000	9.78%	51,157	45,573	(5,585)
600 Day Hill Rd	3,707,060	4,576,250	23.45%	124,446	124,657	211
651 Day Hill Rd	1,684,550	1,813,000	7.63%	56,550	49,386	(7,164)
625 Day Hill Rd	870,590	965,020	10.85%	29,226	26,287	(2,939)
701 Marshall Phelps Rd	1,283,730	1,474,270	14.84%	43,095	40,159	(2,936)
725 Marshall Phelps Rd	1,247,540	1,308,230	4.86%	41,880	35,636	(6,244)
22 Deerfield Rd	1,603,000	1,873,200	16.86%	53,813	51,026	(2,787)
92 Deerfield Rd	8,092,000	9,166,290	13.28%	271,648	249,690	(21,959)
45 Hayden Station Rd	1,025,780	1,181,180	15.15%	34,435	32,175	(2,260)
<b>INDUSTRIAL</b>						
200 Great Pond Dr	6,212,780	8,444,450	35.92%	208,563	230,027	21,464
100 Northfield Dr	6,184,780	8,813,910	42.51%	207,623	240,091	32,468
1 Waterside Crossing	4,080,510	5,580,050	36.75%	136,983	152,001	15,018
5 Waterside Crossing	3,806,950	5,326,300	39.91%	127,799	145,088	17,289
200 Day Hill Rd	2,690,310	3,473,400	29.11%	90,314	94,615	4,302
300 Day Hill Rd	3,448,830	4,429,950	28.45%	115,777	120,672	4,895
100 Corporate Dr	3,016,650	3,796,030	25.84%	101,269	103,404	2,135
415 Day Hill Rd	2,344,160	2,745,400	17.12%	78,693	74,785	(3,909)
425 Day Hill Rd	1,222,900	1,379,420	12.80%	41,053	37,575	(3,477)
500 Day Hill Rd	4,726,820	6,036,170	27.70%	158,679	164,425	5,746
1095 Day Hill Rd	1,723,750	2,181,130	26.53%	57,866	59,414	1,548
360 Bloomfield Ave	3,140,200	4,062,450	29.37%	105,417	110,661	5,245
184 Windsor Ave	2,751,280	3,861,690	40.36%	92,360	105,192	12,832
<b>OFFICE</b>						

**ASSUMPTIONS: NO INCREASE IN MOTOR VEHICLE AND PERSONAL PROPERTY GRAND LIST FROM PRIOR YEAR.**

**SAME BUDGET LEVEL OF REVENUE & EXPENDITURES AS FY04**

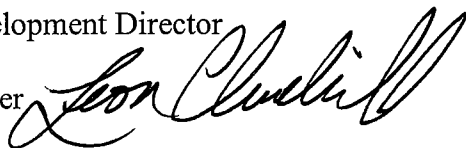
**MILL RATE = 27.24**

## Agenda Item Summary

Date: December 15, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Funding Agreement with First Town Downtown for Redevelopment Project

This memorandum transmits and recommends Town Council approval of a funding agreement with First Town Downtown (FTDT) for the redevelopment of 33 Mechanic Street. This is being presented at this time in response to a request from FTDT.

### Background

The following is a brief chronology of events related to the property at 33 Mechanic Street.

- 12/18/2001 Vintage Radio & Communications Museum of CT, Inc. (Museum) purchases building from John and Nancye Moynahan
- 3/2002 Consultant for the Connecticut Main Street Center and FTDT, Peter Beronio, recommends residential or mixed-use with a primary residential component as highest and best use for 33 Mechanic Street
- 6/14/2002 A Tri-Party Agreement is signed between the Moynahans, Museum and First Town Downtown (FTDT). The Agreement allows FTDT 60 days to review any offer the Museum accepts and to purchase the property for the amount of any bona-fide offer made by a third party. Consideration for the Agreement was \$5,000 that FTDT funded for an environmental study on the property.
- 6/30/2002 A Marketing Agreement is signed between the Town and the Museum to jointly market 33 Mechanic Street for housing with the intention of retaining space for the Museum. The Town provides \$35,000 in funds used to pay Museum expenses, in particular building insurance. The funds are to be repaid at the sale of the building or July 2005, whichever comes first.
- 10-12/2002 Town, Museum and FTDT participate in disseminating a Request for Proposals from housing developers. Several developers submit proposals, and the Connection Incorporated of Middletown, CT is eventually selected.
- 1-4/2003 An Exclusive Negotiation Agreement is worked out with the Connection Incorporated and the Museum. Terms of the agreement are negotiated for an extended period, but negotiations ceased on April 23, 2003.

- 5/2003 Town initiates contact with new & old developers to restart the RFP Process.
- 6-9/2003 Town and Museum work with Regan Development of Ardsley, NY to create a plan for redevelopment and finance.
- 9/23/2003 Museum sends letter notifying the Town that the Marketing Agreement has expired and that the Museum is working with Eugene and Wanda Siemiatowski on a sale of the building for development of an antiques mall.
- 10/17/2003 Fax copy of letter to FTDT advising FTDT of the sale to Siemiatowskis, which also advises FTDT that the 60-day clock has started on the Right of First Refusal.
- 12/2/2003 FTDT Board votes to exercise the Right of First Refusal subject to obtaining funding support from Town.

The attached letter from FTDT presents its request for up to \$180,000 in funding support. The decision to acquire the property is based on the goal of developing additional housing in Windsor Center. They note that efforts to reestablish a dialogue and partnership approach with the Museum have met with no response and the deadline for action has arrived.

#### Discussion/Analysis

In response to the request from FTDT, the Town Attorney to draft the attached agreement for consideration by the Town Council. The Agreement formalizes the proposed funding arrangement between the Town and FTDT regarding 33 Mechanic Street. In general, it states that the Town will provide up to \$180,000 to FTDT to help with the purchase and holding costs for the property. This will permit FTDT to solicit developers for the redevelopment of the building.

It is intended that FTDT will resell the property quickly and repay the Town. However, since an exact date is unknown at this time, the Agreement provides that the funds are to be repaid by September 30, 2004. There is no interest charged on funds repaid by that date. Any funds repaid after that date would carry an interest rate of 8%. A promissory note and mortgage are included as security for repayment.

Town support of this request is justified for a number of reasons:

1. Current Town policy calls for the redevelopment of the property. The Plan of Development states that the buildings located east of the railroad tracks should be rehabilitated and reused as residential or office buildings. The 33 Mechanic Street property is included in the Town's list of priority redevelopment sites adopted in 2002.
2. For the overall benefit to Windsor Center, the highest and best use of the property is for housing. As Peter Beronio noted, "No really successful downtown revitalization can take place without population density." More residents generate demand for retail, service and entertainment. They also help to create a more interesting and safer place after dark.
3. If greater density is to be achieved in the Center, then 33 Mechanic Street is the best location. It is the largest building in the Center. It is located close to transportation, convenience services and retail but away from lower density residential areas.

4. Unless something is done soon, there is the likelihood that the building will deteriorate rapidly and become much less feasible for redevelopment. The building is in good condition as the result of many years of occupancy by ABB. However, by their own admission the Museum has severely limited resources with which to address the maintenance needs of an 80,000 SF building.
5. There is strong interest from developers to take on this project. This is evidenced by the response to the RFP last year and the continuing interest of more recently identified developers.

Financial Impact

Funds are available for this Agreement from the General Fund, Unreserved and Undesignated balance. The General Fund balance is \$6.89 million, slightly below the Town's fund balance policy of 8%.

Recommendation

It is recommended the Town Council appropriate \$180,000 from the General Fund, Unreserved and Undesignated balance and authorize the Town Manager to sign the attached Agreement.

**Move, that \$180,000 be appropriated from the General Fund, Unreserved and Undesignated Fund balance and authorize the Town Manager to sign the attached Agreement.**

Attachments

Letter from First Town Downtown (will be delivered on Friday, December 12, 2003)  
Agreement (will be delivered on Friday, December 12, 2003)

**Certification of Funds**

I hereby certify there are sufficient funds in the General Fund, Unreserved and Undesignated Fund balance for the above appropriation.

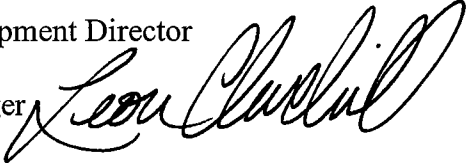
  
Gregg Pavitt  
Finance Director

## Agenda Item Summary

Date: December 15, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Burke, Economic Development Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Economic Development Incentive Program Request ADVO – 235  
Great Pond Drive

### Background

ADVO, Inc. has requested assistance from the Town's Economic Development Incentive Program (EDIP) to construct a fire lane, water line and sanitary sewer. The project will support the development of a 165,000 SF production and office facility at 235 Great Pond Drive. In reviewing this request, the Council should be guided by the attached Economic Development Policy. The EDIP guidelines are set forth in section III on page 2.

### Discussion/Analysis

ADVO, Inc. is headquartered in Windsor and this project will allow them to create a prototype production facility for research and development and showcasing to prospective clients. The company anticipates transferring 125 jobs from their existing facility in Hartford and creating an additional 60 to 100 new jobs. They have indicated that the EDIP plays a key role in justifying the capital investment and job creation. Other neighboring jurisdictions heavily recruited this project, but the EDIP and ADV0's relationship with the town enabled Windsor to prevail.

### Financial Impact

The total anticipated cost of this project is \$340,000; which includes \$7,000 in bonding costs. Annual debt repayment is expected to be approximately \$34,000 and declining thereafter. 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 2004). Under the EDIP guidelines, the town expects to recoup its investment in the form of new tax dollars within an appropriate time. The new annual real estate taxes from the proposed building are estimated to exceed \$280,000. This would permit the town to recover the project cost in 16 months.

### Other Board Action

The Economic Development Commission approved this request at their November 19, 2003 meeting.

### 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 \$340,000 FOR ADVO ECONOMIC DEVELOPMENT INCENTIVE PROGRAM REQUEST AT 235 GREAT POND ROAD, AND AUTHORIZING THE ISSUE OF \$340,000 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

**MOVE to introduce the following ordinance: “AN ORDINANCE APPROPRIATING \$340,000 FOR ADVO ECONOMIC DEVELOPMENT INCENTIVE PROGRAM REQUEST AT 235 GREAT POND ROAD, AND AUTHORIZING THE ISSUE OF \$340,000 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 5, 2004 at 7:00 p.m. (prevailing time) on the following ordinance entitled”**

**“AN ORDINANCE APPROPRIATING \$340,000 FOR ADVO ECONOMIC DEVELOPMENT INCENTIVE PROGRAM REQUEST AT 235 GREAT POND ROAD, AND AUTHORIZING THE ISSUE OF \$340,000 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

Town of Windsor Economic Development Incentive Program Guidelines

Area Plan of Proposed Improvements

Bond Ordinance (to be delivered on Friday, December 12, 2003)

# TOWN OF WINDSOR, CONNECTICUT

## ECONOMIC DEVELOPMENT POLICY

Adopted 4/5/93

The Town of Windsor is dedicated to maintaining a growing nonresidential tax base and a pool of job opportunities within the Town in order to provide an improved standard of living for all of its residents.

This goal can be realized by establishing a community environment which is conducive to attracting and retaining high quality business enterprises. Town initiatives will include periodic public recognition of all segments of the current business community and promoting the benefits of locating in Windsor to prospective new corporate customers.

The Town and the business and corporate community share a common goal to develop successful businesses which improve the quality of life for those people who live or work in Windsor. To realize this goal the Town has committed itself to working in partnership with current and prospective businesses and corporations.

### I. Town Services For Existing Businesses

The Economic Development Commission (EDC) and Town Staff will aid existing businesses by:

- providing information so the businesses can make optimum use of available municipal services;
- assisting the business to apply for government grants and aid;
- increasing awareness of available governmental assistance; and
- assisting businesses to secure private sector financing.

### II. Town Services For New Businesses

The EDC and Town Staff will aid businesses and corporations interested in locating in Windsor by:

- working with them and their consultants to pre-plan facilities and operations;
- helping them to find an appropriate site;
- assisting them to secure project financing through either governmental programs (Connecticut Department of Economic Development) or private sector financial institutions;
- providing support for their effort to obtain Town board and commission approvals;
- working with them and their consultants to design code compliant appropriate facilities;
- assisting them to obtain necessary permits; and

### III. Economic Development Incentive Program (EDIP)

To encourage quality economic development which will help the Town to attain its goals, the Town Council may choose to provide financial assistance for proposed development through its Economic Development Incentive Program (EDIP).

The EDIP is designed to encourage development by having the Town fund infrastructure improvements in the public right-of-way or public easements which benefit the requester. Town funded infrastructure improvements may include: public road improvements, utility lines, traffic control, street lighting, drainage, landscape buffers, signs and directories.

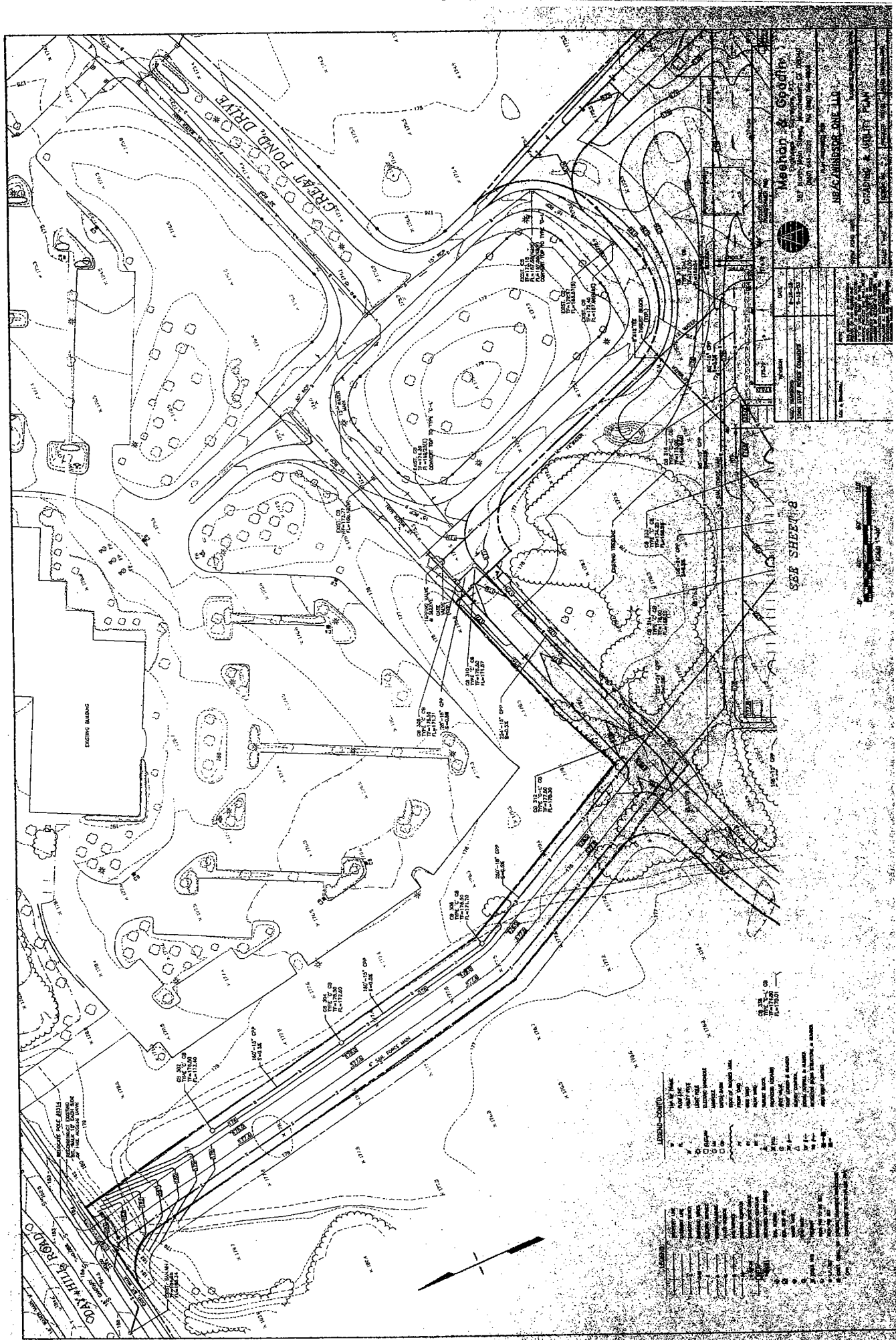
The general EDIP policy is that the Town is willing to assist with development costs for suitable projects when there is a need to bring public infrastructure to a site. In exchange for this funding, the Town expects to be able to recoup the EDIP expense from new tax revenue within an appropriate period of time.

When evaluating a request for EDIP funding the Town Council will consider the following factors:

- Site master plan;
- Development time table;
- Size of project and the number of jobs to be created;
- Amount of financial assistance requested;
- Background, experience and resources of the requester;
- Long-term commitment of the requester to the site;
- How long it will take the Town to recoup the EDIP expense through new tax revenue (generally two to three years); and
- Conformance of the project with all planning, zoning and other applicable regulations.

Each request for the Economic Development Incentive Program will be reviewed by the Economic Development Commission. The EDC will submit a written report on each project to the Town Manager who will then submit this report and his recommendations to the Town Council. The EDC report will outline the economic benefits to the Town and will identify the basis for the EDC's recommendation. The Town Council will make all final decisions about the awarding of EDIP funds. Following Council approval of a request for EDIP funds the Town Manager will enter into a contract with the requester to assure that all provisions of the Economic Development Incentive Program will be met.

- working with them to assure that they can open their facility as expeditiously as possible.



**Meerton & Goodin**  
 Civil Engineers  
 507 South Main Street, Northampton, Mass.  
 Phone 541-1111

DATE	1-2-52
PROJECT	MEADOWS SUBDIVISION
SCALE	AS SHOWN
BY	J.M.G.
CHECKED	J.M.G.
APPROVED	J.M.G.

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## Agenda Item Summary

Date: December 15, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Leon Churchill, Town Manager 

Subject: Intersection Improvements at Addison Road and Day Hill Road

### Background

The purpose of this project is to improve the intersection at Day Hill Road and Addison Road. This will improve sight distances for drivers, queuing space for cars on Day Hill Road turning left onto Addison Road, and reduce the number of accidents at this intersection.

### Discussion

The proposed improvements include reconstructing Day Hill Road, approximately 580 feet in the area of the intersection, matching the existing 26 foot pavement width in each direction and providing a left turn into Addison Road from westbound Day Hill Road. Granite curbing will be installed at the landscaped islands and along the radii of Addison Road. Approximately 380 feet of Addison Road will be realigned to provide an improved "T" intersection with Day Hill Road. The width of Addison Road will be increased at the intersection to provide for separate left and right turn lanes onto Day Hill Road. A traffic light will be installed at the intersection. The work includes drainage, curbing, landscaping and other related work items.

Part of the town's contribution to the project includes acquisition of additional rights of way. Approximately a .5 acre of land is needed for the project. Negotiations are currently underway with the property owner. The value of the land is greater than \$10,00 which requires Special Town Meeting approval. It is recommended that a Special Town Meeting be set for January 5, 2004 to consider approving or disapproving the land purchase and the bond ordinance.

### Financial Impact

The preliminary estimate of costs is \$912,000. As this is a project approved under the Surface Transportation Program, the split of the construction costs are expected to be 80/20, Federal/State funding. The Town will contribute the costs of the design, rights-of-way costs (90% reimbursable), and any costs exceeding 5% above the original project costs. The estimate of costs to the Town of Windsor is \$225,000. There is an additional \$5,000 to cover bonding costs, for a total bond ordinance of \$230,000.

### Recommendations

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

- 1) Waiving of full reading

**RESOLVED, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$230,000 FOR THE LOCAL SHARE OF COSTS OF RECONSTRUCTION AND REALIGNMENT OF DAY HILL ROAD AND ADDISON**

**ROAD AND RELATED IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$230,000 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 and action on Ordinance

**MOVE to introduce and adopt the following ordinance: “AN ORDINANCE APPROPRIATING \$230,000 FOR THE LOCAL SHARE OF COSTS OF RECONSTRUCTION AND REALIGNMENT OF DAY HILL ROAD AND ADDISON ROAD AND RELATED IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$230,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”**

3) Set Special Town Meeting

**RESOLVED, that a Special Town Meeting be held at the Windsor Town Hall on Monday, January 5, 2004 at 6:45 p.m. (prevailing time) to approve or disapprove the following ordinance entitled: “AN ORDINANCE APPROPRIATING \$230,000 FOR THE LOCAL SHARE OF COSTS OF RECONSTRUCTION AND REALIGNMENT OF DAY HILL ROAD AND ADDISON ROAD AND RELATED IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$230,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”, the Town Council recommends be approved.**

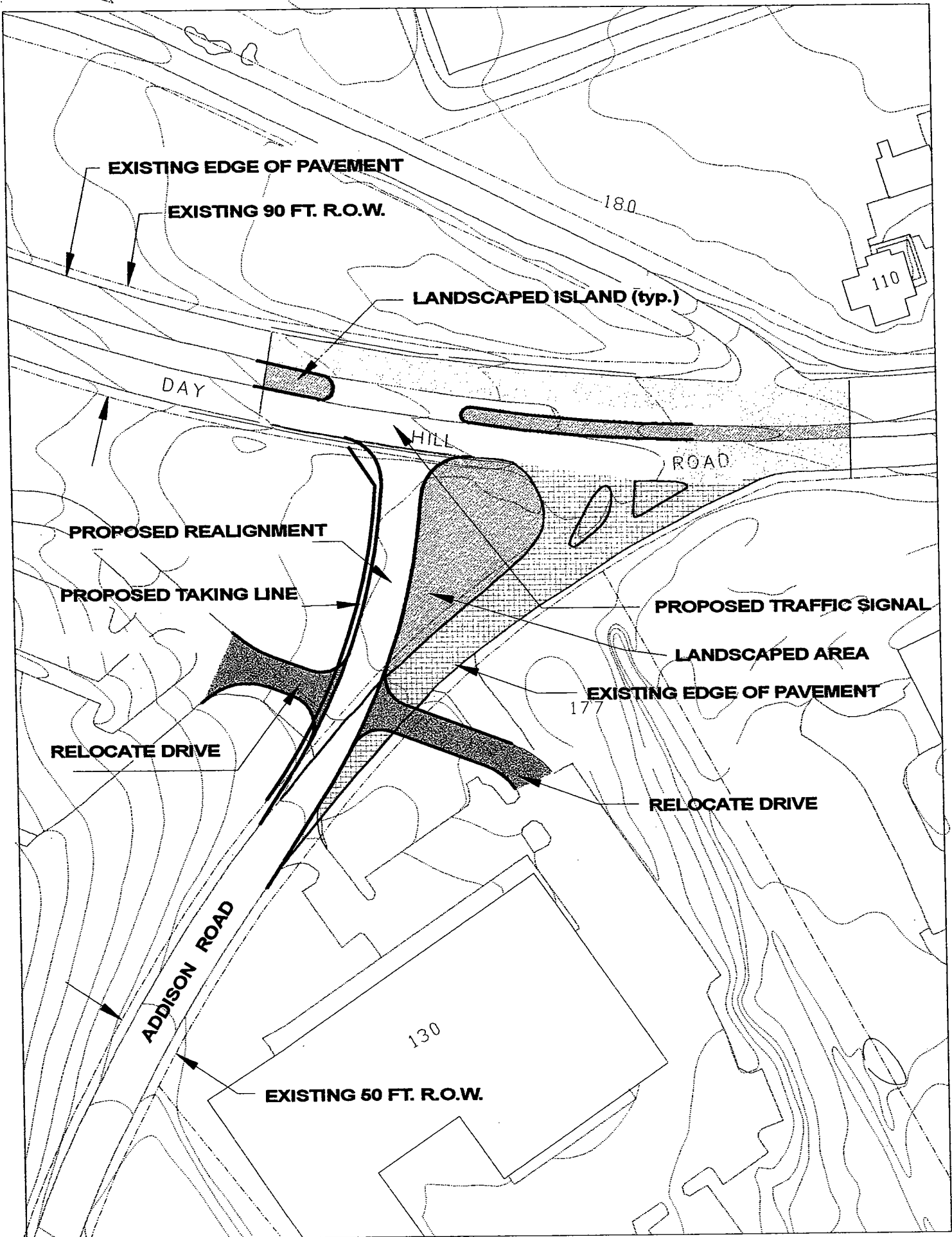
**And**

**Be it FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Special Town Meeting.**

Attachments

Area Map

Bond Ordinance



**AN ORDINANCE APPROPRIATING \$230,000 FOR THE LOCAL SHARE OF COSTS OF RECONSTRUCTION AND REALIGNMENT OF DAY HILL ROAD AND ADDISON ROAD AND RELATED IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF \$230,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED THIRTY THOUSAND DOLLARS (\$230,000) for the local share of costs of the State of Connecticut's reconstruction and realignment of Day Hill Road and Addison Road, and related work. The project is contemplated to include reconstruction and widening of approximately 580 linear feet of Day Hill Road in the vicinity of its intersection with Addison Road, including the provision of a left turn into Addison Road from westbound Day Hill Road; realignment of approximately 380 linear feet of Addison Road to provide a "T" intersection with Day Hill Road; increase of the width of Addison Road at its intersection with Day Hill Road to provide for separate left and right turn lanes; granite curbing installation at the landscaped islands and along the radii of Addison Road; installation of a traffic light at the intersection; drainage, curbing, landscaping and other work related to the project. Such local share of project costs includes design costs including but not limited to shop drawing and technical review, certain right-of-way acquisition costs, certain construction costs and various other costs of the project. The appropriation may be spent for design and construction costs, materials, engineering fees, administrative costs, printing, 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 THIRTY THOUSAND DOLLARS (\$230,000) 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 THIRTY THOUSAND DOLLARS (\$230,000). 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 Town Engineer 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.


Section 8. That the ordinance shall become effective upon its approval at a Special Town Meeting, in accordance with Section 9-3 of the Windsor Town Charter.

## Agenda Item Summary

Date: December 15, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Brian W. Funk, Director of Public Works

Reviewed By: Leon Churchill, Town Manager 

Subject: Improvements to Welch Pool Bond Ordinance

### Background

Welch Pool was built in 1975. It is currently being used for open swimming as well as for swimming lessons.

There are several concerns which need to be addressed at the facility. These are: 1) Water usage – we are losing water from the underground piping and skimmers leaking; 2) The valves for controlling the skimmers and bottom drain are not properly functioning; 3) The skimmer piping needs replacement as a result of deterioration; 4) The in-pool lights are not functioning and the tile along the pool edge is cracking; 5) Concrete adjacent to the pool is uneven, cracked and with tripping hazards; 6) In the “kiddie” pool, the piping serving this pool needs replacement, and its walls and bottom are deteriorating. This keeps this small pool from opening and operating; 7) From a mechanical and electrical standpoint, both pumps need replacement and additional filtering capacity is needed to improve water quality; and 8) The chemical containers outside are exposed to the sun and weather, and require a covering.

### Discussion/Analysis

To address these concerns, we recommend the following actions: 1) A stainless steel gutter system would be installed to replace the skimmer system. This will require the removal of the top 16” of the pool sides. Rather than piping from skimmer to skimmer, the gutter system provides that the entire top of the pool becomes the “skimmer”. This helps to keep the entire pool cleaner. Further, the underground piping around the pool is eliminated, and the only underground pipes that would remain at the facility would be those from the filters to the pool and back to the filters. A side benefit from installing a stainless steel gutter system is that it improves accessibility for children getting in and out of the pool by providing a “step” for this purpose. 2) This system also allows that the presently damaged concrete coping and tiles along the top of the pool are eliminated. 3) Sandblast the remainder of the pool structure to remove accumulated paint, and expose the surface for inspection and identification of locations for repair. 4) Improve accessibility at the facility. 5) Sandblast the “kiddie” pool to make it operational, and replace the piping serving this pool. 6) Replace the electrical service at the facility, replace the pump system with additional capacity for filtering, and install a roof structure over the chemical equipment to reduce the effects of sun and snow on the equipment.

### Financial Impact

The total anticipated cost of this project is \$280,000; which includes \$6,000 in bonding costs. Annual debt repayment is expected to be approximately \$28,000 for the first year, declining thereafter. 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 2004).

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 \$280,000 FOR WELCH POOL IMPROVEMENTS AND RENOVATIONS, AND AUTHORIZING THE ISSUE OF \$280,000 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

**MOVE to introduce the following ordinance: "AN ORDINANCE APPROPRIATING \$280,000 FOR WELCH POOL IMPROVEMENTS AND RENOVATIONS, AND AUTHORIZING THE ISSUE OF \$280,000 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 5, 2004 at 7:00 p.m. (prevailing time) on the following ordinance entitled:**

**"AN ORDINANCE APPROPRIATING \$280,000 FOR WELCH POOL IMPROVEMENTS AND RENOVATIONS, AND AUTHORIZING THE ISSUE OF \$280,000 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 \$280,000 FOR WELCH POOL IMPROVEMENTS AND RENOVATIONS, AND AUTHORIZING THE ISSUE OF \$280,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED EIGHTY THOUSAND DOLLARS (\$280,000) for improvements and renovations to Welch Pool in John R. Welch Park School and related work. The project is contemplated to include installation of a stainless steel gutter system, elimination of damaged concrete coping and tiles along the pool top, accessibility improvements, sandblast the pool and the "kiddie" pool, replacement of the piping serving the "kiddie" pool, replacement of the facility electrical system, pump system, installation of a roof structure over the chemical equipment, and related work and improvements. The appropriation may be spent for design, construction 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 TWO HUNDRED EIGHTY THOUSAND DOLLARS (\$280,000) 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 EIGHTY THOUSAND DOLLARS (\$280,000). 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 15, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Brian W. 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. In the Spring, the existing field layout and usage is for boys and girls lacrosse practices and games, as well as Middle School baseball and Recreation Baseball. This project contemplates 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. This baseball field layout also corresponds to the recommended layout of a baseball field in order to reduce the effect of sunlight in the eyes of the players. Having home plate in the southwest corner with second base in the northeast avoids glare and the possible safety concerns related to not being able to see the ball. The layout also reduces interference by lacrosse and baseball by providing enough space for all of the Spring sports. The Athletic Department is planning to move the varsity baseball team from the High School to this new field when completed.

In addition, drainage at Sage Park would be improved. The western end of the park is always wet during the Spring months. This means that this section of the park has not been usable. Sloping of this area will be revised so that this section can be used for girls lacrosse in the Spring, and Windsor Giants football practice and potentially games in the late Summer/Fall. Further, this area could be used for additional High School football practice in the Fall, in order to avoid overusing O'Brien Field for practices.

The relocation of fencing at Sage Park is also recommended. The backstop and dugouts for the baseball field would be moved from their present location to the new location. The green fencing along the south side of the park would be moved back to the property line, the backstop for the old softball field would be removed, and the fencing along other property lines would potentially be replaced.

One of the major components of this project would entail installing an irrigation system at Sage Park. This would have several benefits, including allowing the grass to "heal" better, especially during the dry summer months, and reduce the amount of bare spots in the fields; which has been an ongoing complaint by parents and users at Sage Park. Having an irrigation system also allows for the institution of proper turf management at Sage Park, including the ability to "overseed" the fields throughout the growing season. When the baseball field is moved from the center of the park to the southwest corner, the existing base paths in the present field will be removed. When this is done, topsoil will be put in place and sod will be installed. This will also occur at the old softball field in the northeast corner of the park. This will allow the fields to be used for Fall sports in 2003, including soccer and football.

The other major part of this project is field improvements at O'Brien Field. This includes replacing the "crown" at O'Brien Field to improve drainage. In order to assist with drainage, fields like O'Brien should have a high point in the middle with lower points being along the sidelines. Presently, the middle of the field is lower than the surrounding areas of the field, reducing the ability of the field to drain properly. At present, the middle of the field is about one foot lower than necessary. We look to augment the soil on the field to bring it up to a proper elevation, followed by the resodding of the field. This will allow the field to be used for the upcoming football season next Fall. Plans are also to increase the number of varsity sports played at O'Brien Field. The project includes moving of certain drainage structures at O'Brien Field to allow for its potential use for varsity soccer games. Soccer fields are wider than football fields, and adjusting the drainage at the field will create the space needed for soccer. Lastly, the project will improve the effectiveness of the existing irrigation system at O'Brien Field by installing a booster pump for the system. This will allow the irrigation to reach all of the grass areas of the field, keeping them green and healthy.

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. It is proposed that this amount be incorporated into this project. Bidding both the Sage Park and O'Brien Field work together should result in lower prices compared to bidding them separately.

#### Financial Impact

In 2002, 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. Further, the Council appropriated \$45,000 from old unexpended bond balances into capital account 9313 this past May. A majority of the \$45,000 amount was used for design work for this project. Currently there is a balance of \$55,000 in capital account 9313.

The total anticipated cost of this project is \$405,000 which includes \$350,000 of new bonding (includes \$4,500 in bonding costs) and \$55,000 from capital project account 9313 for field improvements to O'Brien Field. First year annual debt repayment is expected to be approximately \$35,000 for a twenty year bond, declining thereafter. 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 in late February or March.

#### Other Board Action

Review by the Inland Wetlands Commission will be required as well as CGS 8-24 review by the Town Planning and Zoning Commission.

Recommendations

If the Town Council is in agreement, that the following motions be introduced and read:

- 1) Waiving of full reading

**RESOLVED, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$350,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$350,000 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

**MOVE to introduce the following ordinance: "AN ORDINANCE APPROPRIATING \$350,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$350,000 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 5, 2004 at 7:00 p.m. (prevailing time) on the following ordinance entitled:**

**"AN ORDINANCE APPROPRIATING \$350,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$350,000 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

Map

Bond Ordinance



**Town of Windsor  
Sage Park Field Modifications  
Cost Breakdown. 12/15/03**

<b>O'Brien Field</b>				
	<b>Phase I</b>			
		Drainage	\$12,000	
		Site Work	\$8,000	
			<b>\$20,000</b>	
	<b>Phase II</b>	Earthwork	\$5,000	
		Site Work	\$19,000	
		Sod/Seed	\$52,500	
			<b>\$76,500</b>	
	<b>Total O'Brien Field</b>			<b>\$96,500</b>
<b>Sage Park</b>	<b>Phase II</b>			
		Earthwork	\$31,000	
		Site Work	\$40,500	
		Irrigation	\$75,000	
		Sod/Seed	\$74,500	
		Utilities	\$30,000	
	<b>Total Sage Park</b>			<b>\$251,000</b>
	<b>Total Construction</b>			<b>\$347,500</b>
		Contingency 10%		<b>\$34,000</b>
		General Requirements		<b>\$19,000</b>
		Bonds		<b>\$4,500</b>
	<b>Total Project Costs</b>			<b>\$405,000</b>

**AN ORDINANCE APPROPRIATING \$350,000 FOR IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL AND WINDSOR HIGH SCHOOL ATHLETIC FIELDS, AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000) for improvements to the Sage Park Middle School and Windsor High School athletic fields School and related work. The project is contemplated to include 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 FIFTY THOUSAND DOLLARS (\$350,000) 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 FIFTY THOUSAND DOLLARS (\$350,000). 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.

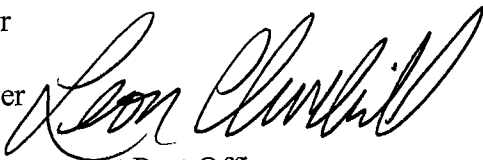
Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Public Building Commission, the Board of Education and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds,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

## Agenda Item Summary

Date: December 15, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Tom Lenehan, Town Engineer

Reviewed By: Leon Churchill, Town Manager 

Subject: Roadway and Parking Improvements at Post Office

### Background

The purpose of this project is to improve safety for both pedestrians and motorists in the roadway and parking area adjacent to the Post Office and town property.

### Discussion

The proposed improvements include constructing a median island that separates traffic flow in the east and west directions in the roadway between the Post Office and town property. Parking areas will be realigned allowing for angle parking. Other improvements include the realignment of sidewalks, additional drainage, curbing, lights, landscaping and pavement construction and striping. A queuing area for postal patrons to allow direct mail drop off will also be constructed. The town is performing the design in-house in coordination with the Postmaster.

### Financial Impact

The total project cost is estimated at \$270,000, including \$7,000 allocated for bond issuance costs. The anticipated annual debt service for a 20-year bond is approximately \$27,000 per year. The annual debt service to pay back the bond will be determined by the interest rate that is in effect at the time of issuance (expected to be March 2004).

### Other Board Action

Review by the Inland Wetlands Commission will be required as well as CGS 8-24 review by the Town Planning & Zoning Commission.

### Recommendations

If the Town Council is in agreement, that the following be introduced and read:

- 1) Waiving of the Reading

**“RESOLVED, that the reading into the minutes of the text of the ordinance entitled “AN ORDINANCE APPROPRIATING \$270,000 FOR ROADWAY, PARKING AREA AND RELATED IMPROVEMENTS ON TOWN-OWNED PROPERTY ADJACENT TO THE WINDSOR TOWN HALL, THE LUDDY HOUSE, THE CARRIAGE HOUSE AND THE WINDSOR POST OFFICE (PHASE I), AND AUTHORIZING THE ISSUE OF \$270,000 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

**MOVE to introduce the following ordinance: "AN ORDINANCE APPROPRIATING \$270,000 FOR ROADWAY, PARKING AREA AND RELATED IMPROVEMENTS ON TOWN-OWNED PROPERTY ADJACENT TO THE WINDSOR TOWN HALL, THE LUDDY HOUSE, THE CARRIAGE HOUSE AND THE WINDSOR POST OFFICE (PHASE I), AND AUTHORIZING THE ISSUE OF \$270,000 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 5, 2004 at 7:00 p.m. (prevailing time) on the following ordinance entitled:**

**"AN ORDINANCE APPROPRIATING \$270,000 FOR ROADWAY, PARKING AREA AND RELATED IMPROVEMENTS ON TOWN-OWNED PROPERTY ADJACENT TO THE WINDSOR TOWN HALL, THE LUDDY HOUSE, THE CARRIAGE HOUSE AND THE WINDSOR POST OFFICE (PHASE I), AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."**

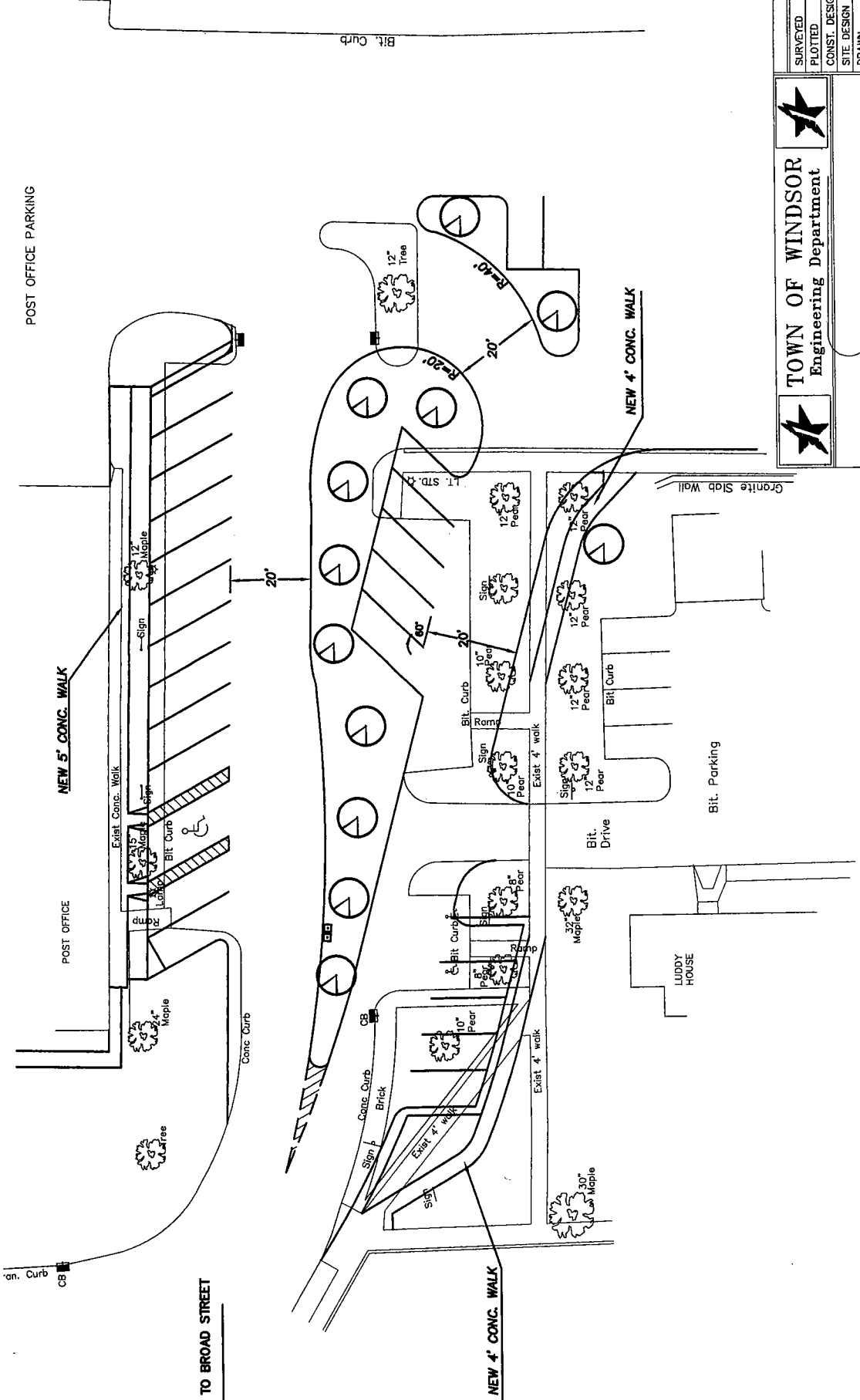
**And**

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

Attachments

Area Map

Bond Ordinance



**TOWN OF WINDSOR**  
Engineering Department

POST OFFICE DRIVE  
IMPROVEMENTS

SCALE

HOR. NONE  
VER.

DATE

SURVEYED	PLOTTED	CONST. DESIGN	SITE DESIGN	DRAWN	CHECKED	revision	date

sheet of

fld bk. no. #297

POST OFFICE PARKING

TO BROAD STREET

NEW 5' CONC. WALK

NEW 4' CONC. WALK

NEW 4' CONC. WALK



TOWN OF WINDSOR  
Engineering Department



POST OFFICE DRIVE  
IMPROVEMENTS



SCALE  
HOR. NONE  
VER.

DATE

SURVEYED	PLOTTED	CONST. DESIGN	SITE DESIGN	DRAWN	CHECKED	revision	date

sheet of fld bk. no. #297



