



Council Agenda

**Council Chambers
Windsor Town Hall
September 2, 2003**



7:00 PM Public Hearing

Amendments to the Windsor Code, Chapter 16, Article III, Parking for Handicapped Persons

7:15 PM Public Hearing

Bond ordinance for Windsor Library Renovation and Expansion Project

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Albano
3. PLEDGE OF ALLEGIANCE – Councilor Albano
4. PROCLAMATIONS/AWARDS
 - a) Recognition of Firefighter Lt. Grimaldi
 - b) Recognition of Firefighter Bennett
 - c) Recognition of Police Officer Michael Tustin
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Insurance Commission
 - b) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
 - a) *Amendments to the Windsor Code, Chapter 16, Article III, Parking for Handicapped Persons (Town Manager)
 - b) *Bond Ordinance for Windsor Library Renovation and Expansion Project. (Town Manager)



11. UNFINISHED BUSINESS

- a) Report on Newspaper Racks (Pacino)

12. NEW BUSINESS

- a) *Adopt a Resolution to submit Windsor Library Renovation and Expansion Project Bond Ordinance to a referendum and select a date for said referendum (Town Manager)
- b) *Refer Windsor Library Renovation and Expansion Project to Town Planning and Zoning Commission for CGS 8-24 review (Town Manager)
- c) *Approve amendments to Telecommunications Agreement with AT&T (Town Manager)
- d) *Amend Administrative Pay Plan and Proposed Job Description of Risk Manager (Town Manager)
- e) *Amend Administrative Pay Plan and Proposed Job Description for Assistant Building and Facility Manager (Town Manager)
- f) *Amend CILU Local #66 Pay Plan and Proposed Job Description for Weigh Station Clerk (Town Manager)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the August 4, 2003 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

Town of Windsor

Windsor, Connecticut

In Recognition

Of

Lieutenant Michael Grimaldi Firefighter

for heroic actions performed April 13, 2003

Lt. Grimaldi acted in a professional and courageous manner when arriving at 233 Carriage Way for a fire emergency. He demonstrated heroism and skill in saving the resident from serious injury or death when entering the residence. This award recognizes not only Lt. Grimaldi's courage and bravery, but it is also in recognition for all firefighters and police officers that put their lives on the line to protect the public they serve.

September 2, 2003

Mayor Donald Trinks

Town of Windsor

Windsor, Connecticut

In Recognition

Of

Chris Bennett Firefighter

for heroic actions performed April 13, 2003

Chris Bennett responded promptly at 233 Carriage Way for a fire emergency. Prompt response was critical to the protection of life and his assistance was crucial in aiding fellow personnel. This award recognizes not only Chris Bennett's courage and bravery, but it is also in recognition for all firefighters and police officers that put their lives on the line to protect the public they serve.

September 2, 2003

Mayor Donald Trinks

Town of Windsor

Windsor, Connecticut

In Recognition

Of

Officer Michael Tustin Police Officer

for heroic actions performed April 13, 2003

Officer Tustin responded promptly at 233 Carriage Way for a fire emergency. Prompt response was critical to the protection of life and his assistance was crucial in aiding fellow personnel. This award recognizes not only Officer Tustin's courage and bravery, but it is also in recognition for all firefighters and police officers that put their lives on the line to protect the public they serve.


September 2, 2003

Mayor Donald Trinks

Agenda Item Summary

Date: September 2, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Leon Churchill, Town Manager 

Subject: Proposed Amendments to Handicapped Parking Ordinance

Background

The Aging and Handicapped Commission has studied Windsor's position on handicapped parking violations in a regional context. The Aging and Handicapped Commission has also aggressively addressed this issue by spearheading the installation of signs in handicapped parking areas letting citizens know the phone number to call to cite violators. The Commission proposes a change that will be presented by Mr. Lee Hoffman, a commission member.

Discussion/Analysis

The Town of Windsor's Commission on Aging and Handicapped ("Commission") recommends the Town Council amend section 16-35(g) of the Town of Windsor's Code of Ordinances to provide for a \$95.00 penalty for any vehicle found parked in violation of the town's handicapped parking ordinances. The current penalty is \$35. A copy of the proposed amended ordinance is attached, with the deleted portions struck out and the proposed new language inserted in bold face type.

Based on the Commission's review of parking regulations in sixteen towns surrounding Windsor, it has come to the Commission's attention that the citation penalty for handicapped parking violations in Windsor is far lower than in many of the surrounding towns. Our review of these regulations shows that the towns surrounding Windsor have set handicapped parking penalties on an average of \$95.00. We can discern no reason why Windsor should be lagging behind its neighbors in handicapped parking enforcement.

Given the severity of the offense, and the fact that other surrounding communities have already addressed this offense in a similar fashion, the Commission strongly recommends that these changes be made to the Town's Code of Ordinances, effective immediately.

Financial Impact

The current fine is \$35 and proposes to be increased to \$95. The Windsor Police Department issued 104 citations for handicapped parking violations from July 2002 to July 2003. However, 39 were voided (a ticket is voided when the driver provides proof of a valid permit which wasn't displayed at the time the ticket was issued). These citations generated \$2,275 in revenue. There should not be a corresponding increase in revenue in relation to the fine increase as the objective is to deter illegal behavior. Revenues are estimated to increase to \$4,000, a \$1,725 increase, assuming a 35% decrease in violations.

Other Board Action

The Aging and Handicapped Commission recommends approval of the proposed change.

Recommendations

The following motions are recommended:

1) Waiving of Full Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled “CHAPTER 16, ARTICLE III, PARKING, SECTION 1, SUBSECTION 16-35 (PARKING FOR HANDICAPPED PERSONS)” of the Windsor Code 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 person attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Adoption of Ordinance

Move that the following ordinance amendment, which was introduced on the August 4, 2003 Town Council Agenda be adopted; “CHAPTER 16, ARTICLE III, PARKING, SECTION 1, SUBSECTION 16-35 (PARKING FOR HANDICAPPED PERSONS)” of the Windsor Code.”

Attachments

Proposed General Code Amendment for Handicapped Parking Enforcement
Chapter 16, Article III, PARKING, Sec. 16-35 (Parking for Handicapped Persons)

CHAPTER 16
ARTICLE III

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Chapter 16, Article III, PARKING of the Windsor Code is amended as follows:

Section 1. Sec. 16-35. Parking for handicapped persons is amended to read as follows:

(g) *Enforcement and penalties.* The provisions of this section requiring maintenance or installation of any improvement shall be enforced by the zoning enforcement officer who shall issue written orders and grant reasonable deadlines as he may deem necessary to gain compliance. Failure to comply shall be an infraction punishable by a fine of not more than ninety dollars (\$90.00). Each day that such infraction continues unabated shall be a separate infraction. Infraction complaints shall be issued and served by a police officer upon written request from the zoning enforcement officer. The provisions of this section regarding usage of such spaces shall be enforced by the police department. Whenever any vehicle shall be found parked in violation of this section, any Windsor police officer may issue a citation for such violation, which citation shall provide for a fine of not less than ninety-five dollars (\$95.00) payable to the Town of Windsor and remitted to the office of the tax collector within seven (7) days of the citation date. If the fine is not paid within seven (7) days, a penalty in an amount equal to the fine shall immediately become due and payable in addition to the original fine and a warrant may be issued for the arrest of the violator.

Section 2. Savings Clause is to read as follows:

The enactment of this Ordinance shall not operate as an abatement of any action or proceeding now pending under or by the authority of any existing law or ordinance. All of said actions and proceedings are hereby ratified to be continued.

Section 3. Severability is to read as follows:

All provisions of the Windsor Town Code in conflict herewith are hereby repealed. If for any reason any word, clause, paragraph or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein that is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said *Statutes* shall take precedence over this Ordinance.

Section 4. Effective Date is to read as follows:

This Ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in Windsor.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date

Sec. 16-35. Parking for handicapped persons.

a) *Applicability.* Any parking lot which is intended or designed to provide parking to any proposed or existing building where such building is required by any applicable law, statute, ordinance, code or regulation to be accessible to handicapped persons shall comply with this section.

b) *Definition.* For the purpose of this section, a "handicapped person" shall be a person whose ability to walk is seriously and/or permanently impaired, and who has been issued a special parking identification card for handicapped persons by the commissioner of motor vehicles or the chief of police or other relevant authority of any state.

(c) *Use of specially designated spaces.* Whenever the traffic authority of the town, or the owner, operator, lessee or tenant of any such premises shall designate specially marked parking spaces for handicapped persons, no motor vehicle shall park in such space except:

(1) A motor vehicle registered as a passenger motor vehicle, or passenger and commercial motor vehicle and operated by or transporting a holder or holders of a proper, unexpired identification form, issued by a proper authority of any state; or

(2) A motor vehicle bearing a special license plate designating such vehicle as being used for transporting a handicapped person or persons, issued by a proper authority of any state.

(d) *Number and location of spaces to be provided.* Spaces reserved and designated as parking for the handicapped shall be in accordance with the following table:

Total Parking Spaces on Site	*Required Number of Parking Spaces for Handicapped
1—9	Exempt
10—25	1
26—50	2
51—75	3
76—100	4
101—150	5
151—200	6
201—300	7
301—400	8
401—500	9
501—1,000	2% of Total
Over 1,000	20, plus 1 for each 100 over 1,000

*When calculating the required number of parking spaces, round any resultant number to the nearest whole number.

(e) *Construction, identification, and signage required.* The construction, identification, delineation, and marking of all parking spaces required herein shall be in accordance with and pursuant to section 14-253a(g), (h), and (i) of the Connecticut General Statutes. In addition thereto, the marking of all parking spaces shall include a sign supplied by the Town of Windsor which reads: "To report violations, call or contact the Windsor Police Department at 860-688-5273". If clearly visible from the handicapped parking spaces served, one (1) sign may serve more than one (1) such parking space.

(f) *Responsibility for constructing spaces.* The owner, operator, lessee or tenant of such parking lot shall be responsible for installing and maintaining any improvement necessary to comply with this section.

(g) *Enforcement and penalties.* The provisions of this section requiring maintenance or installation of any improvement shall be enforced by the zoning enforcement officer who shall issue written orders and grant reasonable deadlines as he may deem necessary to gain compliance. Failure to comply shall be an infraction punishable by a fine of not more than ninety dollars (\$90.00). Each day that such infraction

continues unabated shall be a separate infraction. Infraction complaints shall be issued and served by a police officer upon written request from the zoning enforcement officer. The provisions of this section regarding usage of such spaces shall be enforced by the police department. Whenever any vehicle shall be found parked in violation of this section, any Windsor police officer may issue a citation for such violation, which citation shall provide for a fine of not less than ~~thirty-five dollars (\$35.00)~~ **[ninety-five dollars (\$95.00)]** payable to the Town of Windsor and remitted to the office of the tax collector within seven (7) days of the citation date. If the fine is not paid within seven (7) days, a penalty in an amount equal to the fine shall immediately become due and payable in addition to the original fine and a warrant may be issued for the arrest of the violator.

(h) *Exceptions.* The Windsor zoning board of appeals (hereinafter the board) may grant exceptions to subsection (d) of this section as to the applicability based on the number of total parking spaces on site and as to the required number of parking spaces for handicapped persons. Applications for such exceptions shall apply in writing to the clerk of the board on a form provided by said board. Such application shall be considered officially received at the next regularly scheduled meeting of the board after submission to such clerk, or thirty-five (35) days after such submission, whichever is sooner. The board shall commence a hearing on the application within sixty-five (65) days after official receipt and shall render a decision within sixty-five (65) days after such hearing commences. The applicant may consent to one or more extensions of any period specified in this subsection, provided the total extension of any such period shall not be for longer than the original period as specified in this subsection. Said applicant may withdraw such application at any time prior to the board's decision. Such hearings shall be conducted in the same manner as requests for variances from the Town of Windsor zoning regulations with the following exceptions:

(1) Legal advertising, notification signs, hearing fees and filing requirements shall not be required.

(2) Written notification of such pending hearing shall be mailed to the commission on the aging and handicapped at least ten (10) days prior to the commencement of such hearing.

The board shall decide such cases based upon a test of reasonableness, and may grant, deny, or modify and grant the application with due consideration to the following factors:

(1) The number of parking spaces on the site compared to the number of parking spaces required by the town zoning regulations;

(2) The known history of use of the existing parking spaces by handicapped persons and the projected future use of such spaces;

(3) The requirements of the site plan as approved by the planning and zoning commission, if available;


(4) The evidence and testimony of the applicant, the town staff, the commission on the aging and handicapped, and any other interested party, provided any such evidence and testimony is submitted to the board prior to the close of the hearing.

(i) *Presumption as to vehicle ownership.* In any prosecution or proceedings for the violation of any provision of this article, proof of the registration number of any motor vehicle therein concerned shall be prima facie evidence that the owner was the operator thereof.

(Ord. No. 84-1, § 1, 1-3-84; Ord. No. 86-5, §§ 1--13, 3-17-86; Ord. No. 01-3, § 1, 1-16-01)

Cross references: Commission on aging and handicapped, § 2-6 et seq.; protection for handicapped relative to condominium conversion, § 3-8.

Agenda Item Summary

Date: September 2, 2003
To: Honorable Mayor and Members of the Town Council
Prepared by: Laura Kahkonen, Library Director
Reviewed by: Leon Churchill, Town Manager 
Subject: Library Renovation and Expansion Project

Background

In September 2002 the Town Council voted unanimously to integrate a one-phase library renovation/expansion project into the town's Capital Improvement Program. The architectural firm of Best Joslin of Windsor, CT completed a schematic design in June 2002 and estimated the cost of the project to be \$5,950,000. Based on the concept design the square footage of the library would increase by approximately 11,500 square feet. The library is currently 23,000 square feet. The additional square footage would be obtained by:

- Adding a two story 3,300 sq. ft. addition on the west side (Broad St.) of the building
- Constructing a 900 sq. ft roof over the central courtyard. This would increase the bottom floor by 2,960 sq. ft, by reclaiming currently unusable space
- Constructing a meeting room on the east side of the building, adding 2,600 sq. ft
- Excavating under the current adult area to add 2,550 sq. ft.

The plan would also address the renovation needs of major systems such as HVAC, upgraded electrical service, fire alarm, repairs to the elevator and the addition of a sprinkler system.

Discussion/Analysis

A bond ordinance needs acted on by the Town Council on September 2 in order for the library project to go forward to have a referendum scheduled for the November 4, 2003 municipal election. Council action on September 2 is necessary in order to meet the 60-day notice requirement set by the State of Connecticut. The Town Council is also requested to adopt a resolution on September 2 to submit the bond ordinance to referendum on November 4, 2003, along with making a referral to the Town Planning and Zoning Commission for 8-24 CGS review.

It is estimated that design and engineering work will take up to six months to complete. The bidding and contract award process will likely entail approximately four to six months from design completion and can vary widely depending on the bidding climate in 2004. Construction is estimated to last 18 months.

If the referendum were approved in November final design and engineering plans would be completed by approximately June 2004. Depending on bidding process / timelines and weather, construction could start in late winter or the spring of 2005. As noted above construction is estimated to take 18 months.

Financial Impact

The estimated cost for completing the contemplated work is \$6,050,000, including bond issuance costs. This figure includes a 17% contingency. The first year debt service amount is estimated to be approximately \$585,000. Attached is a projected amortization schedule which is structured so that each year of the 20-year bond the annual payment is reduced thereafter. Based on the current mill rate the first year payment translates into approximately three tenths of 1 mill.

Other Board Action

The Public Building Commission presented a design report dated June 2002 and endorsed a one-phase project. Town Planning and Zoning Commission review under CGS 8-24 is needed prior to a referendum. Referral of the project to TPZ for 8-24 review is requested. Further, site plan review and approval by the Town Planning and Zoning Commission is required prior to construction.

Recommendations

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 \$6,050,000 FOR THE WINDSOR LIBRARY RENOVATION AND EXPANSION PROJECT AND AUTHORIZING THE ISSUE OF \$6,050,000 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) Adoption of Ordinance

“Move that the following ordinance, which was introduced on the August 4, 2003 Town Council agenda, be adopted; “AN ORDINANCE APPROPRIATING \$6,050,000 FOR THE WINDSOR LIBRARY RENOVATION AND EXPANSION PROJECT AND AUTHORIZING THE ISSUE OF \$6,050,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION”

Attachments

Bond Ordinance

Projected amortization schedule

Proposed Floorplans and Elevations

Budget Summary

AN ORDINANCE APPROPRIATING \$6,050,000 FOR RENOVATIONS, IMPROVEMENTS AND ADDITIONS TO WINDSOR PUBLIC LIBRARY, AND AUTHORIZING THE ISSUE OF \$6,050,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SIX MILLION AND FIFTY THOUSAND DOLLARS (\$6,050,000) for costs related to renovations, improvements and additions to Windsor Public Library, including renovation and reconfiguration of existing space, construction of a two-story addition and a multipurpose room addition, excavation and reconfiguration of lower level space, roofing and reconfiguration of the courtyard, construction of additional parking spaces, renovation of and improvements to building systems, and related work and improvements. The appropriation may be spent for design, construction, purchase and installation costs, related improvements, repairs or renovations, site improvements, equipment, furnishings, 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 and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed SIX MILLION AND FIFTY THOUSAND DOLLARS (\$6,050,000) 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 SIX MILLION AND FIFTY THOUSAND DOLLARS (\$6,050,000). 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 Manager, or any other proper officer of the Town, is authorized to apply for and accept grants for the project, to execute grant agreements for the project, and to file such documents as may be required to obtain grants for the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or temporary notes.

Section 8. 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.

Section 9. That this Ordinance is subject to a mandatory referendum under Section 9-3 of the Town Charter and shall not become effective until approved by referendum vote.

Debt Service Schedule

Dated: 3/15/2004

Windsor

Delivered: 3/15/2004

Library Bond Issue Pro Forma

<i>Fiscal Yr</i>	<i>Coupon Date</i>	<i>Principal Payment</i>	<i>Coupon Rate</i>	<i>Interest Payment</i>	<i>Credit Enhancements</i>	<i>Periodic Debt Service</i>	<i>Fiscal Debt Service</i>
2005	09/15/04			142,562.50		142,562.50	
	03/15/05	300,000.00	5.000	142,562.50		442,562.50	585,125.00
2006	09/15/05			135,062.50		135,062.50	
	03/15/06	300,000.00	5.000	135,062.50		435,062.50	570,125.00
2007	09/15/06			127,562.50		127,562.50	
	03/15/07	300,000.00	5.000	127,562.50		427,562.50	555,125.00
2008	09/15/07			120,062.50		120,062.50	
	03/15/08	300,000.00	3.500	120,062.50		420,062.50	540,125.00
2009	09/15/08			114,812.50		114,812.50	
	03/15/09	300,000.00	3.500	114,812.50		414,812.50	529,625.00
2010	09/15/09			109,562.50		109,562.50	
	03/15/10	300,000.00	3.500	109,562.50		409,562.50	519,125.00
2011	09/15/10			104,312.50		104,312.50	
	03/15/11	300,000.00	3.875	104,312.50		404,312.50	508,625.00
2012	09/15/11			98,500.00		98,500.00	
	03/15/12	300,000.00	4.125	98,500.00		398,500.00	497,000.00
2013	09/15/12			92,312.50		92,312.50	
	03/15/13	300,000.00	4.500	92,312.50		392,312.50	484,625.00
2014	09/15/13			85,562.50		85,562.50	
	03/15/14	300,000.00	4.500	85,562.50		385,562.50	471,125.00
2015	09/15/14			78,812.50		78,812.50	
	03/15/15	300,000.00	4.500	78,812.50		378,812.50	457,625.00
2016	09/15/15			72,062.50		72,062.50	
	03/15/16	300,000.00	4.750	72,062.50		372,062.50	444,125.00
2017	09/15/16			64,937.50		64,937.50	
	03/15/17	300,000.00	4.875	64,937.50		364,937.50	429,875.00
2018	09/15/17			57,625.00		57,625.00	
	03/15/18	300,000.00	5.250	57,625.00		357,625.00	415,250.00
2019	09/15/18			49,750.00		49,750.00	
	03/15/19	300,000.00	5.250	49,750.00		349,750.00	399,500.00
2020	09/15/19			41,875.00		41,875.00	
	03/15/20	300,000.00	5.250	41,875.00		341,875.00	383,750.00
2021	09/15/20			34,000.00		34,000.00	
	03/15/21	300,000.00	5.250	34,000.00		334,000.00	368,000.00
2022	09/15/21			26,125.00		26,125.00	
	03/15/22	300,000.00	5.500	26,125.00		326,125.00	352,250.00
2023	09/15/22			17,875.00		17,875.00	
	03/15/23	325,000.00	5.500	17,875.00		342,875.00	360,750.00
2024	09/15/23			8,937.50		8,937.50	
	03/15/24	325,000.00	5.500	8,937.50		333,937.50	342,875.00

<i>Prepared by:</i>	MARK CHAPMAN
<i>Prepared on:</i>	8/14/2003 15:51 8.98 Rpt 24
<i>Record ID:</i>	WINDSOR-2004-A :MUNIDB

Debt Service Schedule

Dated: 3/15/2004

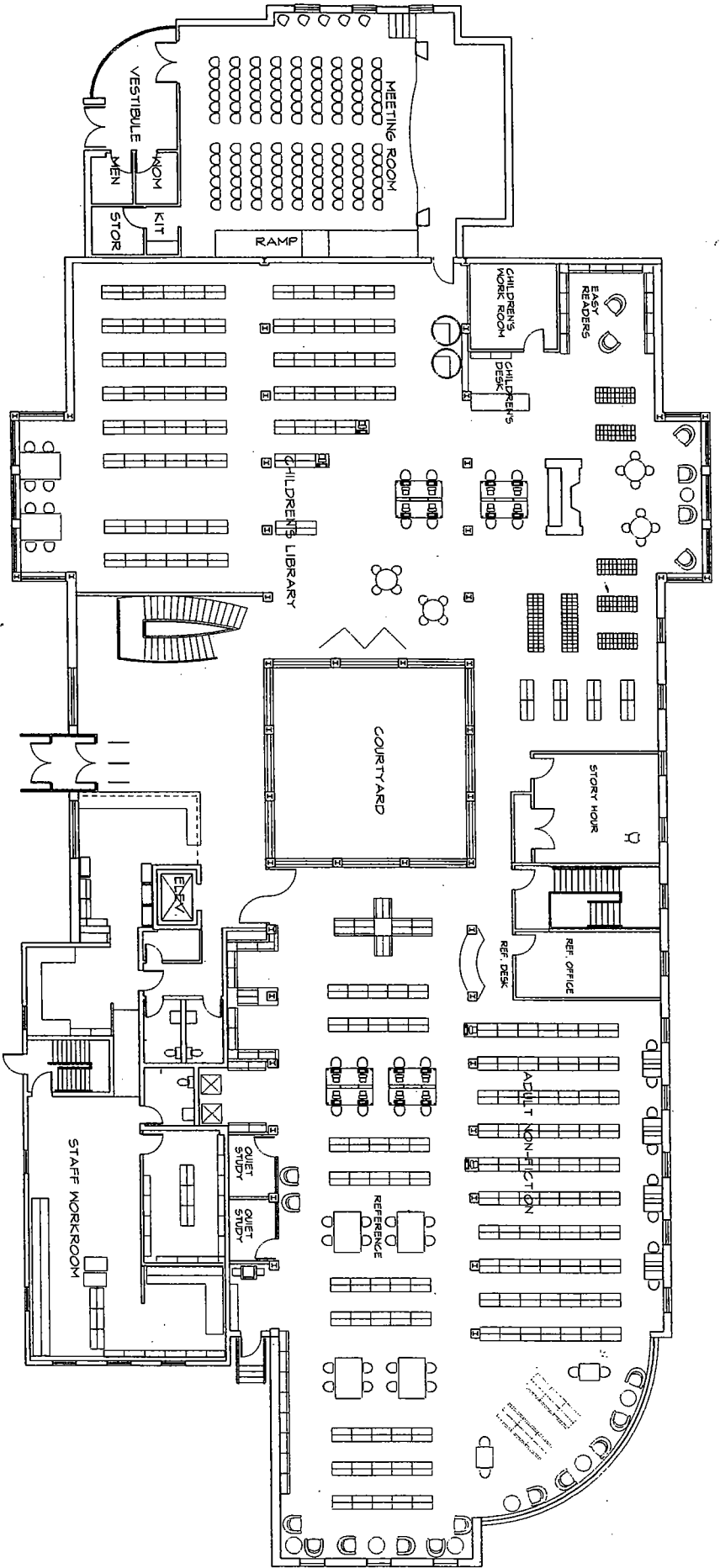
Windsor

Delivered: 3/15/2004

Library Bond Issue Pro Forma

<i>Fiscal Yr</i>	<i>Coupon Date</i>	<i>Principal Payment</i>	<i>Coupon Rate</i>	<i>Interest Payment</i>	<i>Credit Enhancements</i>	<i>Periodic Debt Service</i>	<i>Fiscal Debt Service</i>
		6,050,000.00		3,164,625.00		9,214,625.00	
					4.8904846		
					4.9466589		
					0.0000000		
					0.0000000		

<i>Prepared by:</i>	MARK CLAPMAN			
<i>Prepared on:</i>	8/14/2003 15:51	8.98	Rpt 24	
<i>Record ID:</i>	WINDSOR-2004-A	MUNIDB		



**MAIN LEVEL
FLOOR PLAN**

DRAWN BY:
DATE: 30 JUL 03
SCALE:
NUMBER:

DATE ISSUED:	REVISION:


BEST JOSLIN
ARCHITECTS • INTERIOR DESIGNERS
41 MEECHAM STREET
WINDSOR, CT 06095
(860) 731-2300 VOICE
(860) 862-5977 FAX

WINDSOR PUBLIC LIBRARY
WINDSOR, CONNECTICUT

Windsor Public Library Expansion Project
Budget For Project One Phase Only

ITEM	Fiscal 2004	Value
Site (Landscaping, Retaining Wall, etc)	\$	50,000.00
New Parking	\$	315,000.00
Enlarge Water Service	\$	20,000.00
Upgrade Electric Service	\$	15,000.00
New Construction	\$	1,157,900.00
Infill Courtyard - Basement Level Only	\$	38,000.00
Miscellaneous Demolition	\$	209,000.00
Interior Renovations (Includes all work to existing, "new" area in basement, for complete project)	\$	1,800,000.00
Sub-Total	\$	3,604,900.00
Miscellaneous Expenses " Soft Costs"		
Architect/Engineering Fees	\$	415,000.00
Administrative Costs	\$	50,000.00
Technology and Telephone Systems	\$	260,000.00
Hazardous Materials & Replacement	\$	85,000.00
Furnishings	16. Per SF	\$ 544,000.00
Sub-Total (Misc.)	\$	1,354,000.00
TOTAL COST (current prices)		
TOTAL COST (current prices)	\$	4,958,900.00
Escalation @ 5% per annum (construction)	5%	\$ 180,245.00
Miscellaneous / Soft Costs Contingency		\$ 125,350.00
Design Contingency	10%	\$ 360,490.00
Construction Contingency	10%	\$ 373,106.00
TOTAL COST WITH ESCALATION COMPLETED AS ONE PHASE		
		\$ 5,998,091.00

Agenda Item Summary

Date: September 2, 2003
To: Honorable Mayor and Members of the Town Council
Prepared by: Peter Souza, Assistant Town Manager
Reviewed by: Leon Churchill, Town Manager 
Subject: Library Referendum Question and 8-24 Referral to TPZ

Background

In September 2002 the Town Council voted unanimously to integrate a one-phase library renovation/expansion project into the town's Capital Improvement Program. The architectural firm of Best Joslin of Windsor, CT completed a schematic design in June 2002 and estimated the cost of the project to be \$5,950,000. Based on the concept design the square footage of the library would increase by approximately 11,500 square feet. The library is currently 23,000 square feet. The additional square footage would be obtained by:

- Adding a two story 3,300 sq. ft. addition on the west side (Broad St.) of the building
- Constructing a 900 sq. ft roof over the central courtyard. This would increase the bottom floor by 2,960 sq. ft. by reclaiming currently unusable space
- Constructing a meeting room on the east side of the building, adding 2,600 sq. ft
- Excavating under the current adult area to add 2,550 sq. ft.

The plan would also address the renovation needs of major systems such as HVAC, upgraded electrical service, fire alarm, repairs to the elevator and the addition of a sprinkler system.

Discussion/Analysis

Per Section 9-3 of the Town Charter any appropriation or bonding in excess of three per cent (3%) of the tax levy for the fiscal year shall require approval by referendum at any regular or special election, therefore in addition to considering the bond ordinance the Town Council is also asked to consider a resolution to submit the bond ordinance to referendum on November 4, 2003. Town Council action on September 2 is necessary in order to meet the 60-day notice requirement set by the State of Connecticut. The Town Council is also requested to make a referral to the Town Planning and Zoning Commission for CGS 8-24 review per state statute.

Financial Impact

There is not any additional cost associated with scheduling the referendum for November 4th as that is the date of the regular municipal election.

Other Board Action

The Town Planning and Zoning Commission review under CGS 8-24 is needed prior to a referendum. Referral of the project to TPZ for 8-24 review is requested. Further, site plan review and approval by the Town Planning and Zoning Commission is required prior to construction.

Recommendations

The following motions are recommended:

- 1) **“RESOLVED, that the ordinance entitled “AN ORDINANCE APPROPRIATING \$6,050,000 FOR THE WINDSOR LIBRARY RENOVATION AND EXPANSION PROJECT AND AUTHORIZING THE ISSUE OF \$6,050,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” adopted by the Town Council at its meeting on September 2, 2003, be submitted to the Town for approval or disapproval at a referendum to be called by the Town Clerk pursuant to Section 9-3 of the Town Charter on November 4, 2003, between the hours of 6:00 A.M. and 8:00 P.M. (E.S.T.) and that the Notice of said referendum state the question to be voted on as follows: “Shall the ordinance entitled ‘An Ordinance Appropriating \$6,050,000 for the Windsor Library Renovation and expansion project and authorizing the issue of \$6,050,000 bonds and notes to finance the appropriation.’ Adopted by the Town Council on September 2, 2003 be approved.”**

(The form of the question and the ballot label on the voting machine shall read as follows:

“Shall the \$6,050,000 appropriation and bond authorization for the Windsor Library Renovation and Expansion Project be approved? YES / NO”)

- 2) Referral to Town Planning and Zoning Commission


MOVE, that the Windsor Library Renovation and Expansion Project be referred to the Town Planning and Zoning Commission for review per CGS 8-24.

Agenda Item Summary

Date: September 2, 2003

To: Honorable Mayor and Members of the Town Council

Prepared by: Peter Souza, Assistant Town Manager

Reviewed by: R. Leon Churchill, Jr., Town Manager 

Subject: Amendment to AT&T Telecommunication Lease

Background

In August 2000 the Town Council authorized the Town Manager to execute a land lease agreement with AT&T for the construction and management of telecommunications towers at three town owned sites. The Town Council in May 2002 approved an agreement with AT&T to construct a fourth wireless communications tower to be located at the Rainbow Road Firehouse. At all the locations the town and AT&T agreed to terms that satisfied a number of town goals: 1) to provide basic infrastructure needs of the public safety communications network; 2) to construct the towers with no outlay of Town funds; 3) to reduce the overall impact of these facilities through the provision of co-location, proper siting, screening, and tower heights in keeping with Town standards.

Discussion/Analysis

At each of the four sites the town's public safety equipment is positioned at the top of the tower. At the time the first three land leases were negotiated and executed the town was still in the early stages of exploring public safety radio systems. The new public safety radio system has been engineered to help ensure the greatest geographic coverage along with transmission reliability and quality. In order to facilitate quality and reliability the system is designed to utilize microwave dishes versus telephone lines. This equipment will be placed lower on the towers located at the DPW Complex, Public Safety Complex and the Wilson Fire Station.

Each of the towers are designed to accommodate a number of other personal wireless communication providers, which are referred to as co-locators. The additional town equipment impacts the ability of AT&T to lease space to other private carriers at the Day Hill Road Tower. The Day Hill Road tower has the space for five (5) co-locator positions. This number decreases to four co-locators due to placement of the microwave dishes. As a result potential rent revenues are reduced.

Current lease terms provide for the town and AT&T to share 50% of the co-location revenues. Due to the placement of the new equipment and the resulting loss of a rental space AT&T has requested that the current agreement for the Day Hill Road Tower be amended so the town receives 25% of the co-location revenues generated at that site. The town would still receive 50% of the co-location revenue at the Public Safety Complex and Wilson Fire Station sites.

Financial Impact

The FY 04 Budget projects that the town will receive \$112,000 in revenues for the leases and co-location rents at the four tower sites, in addition to approximately \$30,000 in real and personal property. The proposed amendments would reduce the estimated revenue amount by \$6,500, based on an amended contract being effect November 2003. The loss in revenue will be offset by a reduction in

telephone expenses due to the ability to eliminate the use the lines once the radio system is operational. The offset is estimated to be less than \$1,000 for FY 04.

Other Board Action

None

Recommendations

Staff recommends that the Town Council authorize the Town Manager to enter final negotiations with AT&T and to execute an amended lease agreement(s) for Day Hill Road cell tower.

If the Town Council concurs the following motion would be in order.

MOVE, that the Windsor Town Council authorize the Town Manager to negotiate with AT&T to amend Section 4 (c) of the Lease Agreement between AT&T and the Town of Windsor, executed February 2, 2001, for the 99 Day Hill Road tower site, to reflect the town will receive twenty five percent (25%) of the gross rent generated by co-locators. Furthermore, the Town Manager hereby is authorized to execute the amended lease agreement for said site.

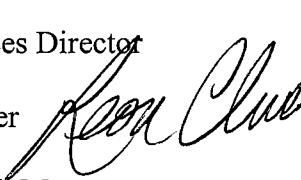
Attachments

Agenda Item Summary

Date: September 2, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Position Reclassification –Risk Manager

Background

The Finance Director requested that the Risk Manager position be evaluated to determine proper placement in the administrative pay plan. The request was made due to concerns about internal equity in comparison to other positions that require a similar level of experience, skill and responsibility and to check external market salaries.

There are typically three components involved in evaluating the appropriate pay range for a position. They are: updating the job description, gathering and reviewing external market data and an internal equity comparison of similar positions in the organization.

Discussion/Analysis

The current job description was written in 2000. One change has been made to the job description. The responsibility for chairing the safety committee has been changed because, according to the state worker's compensation statutes, the chairman of the safety committee must be elected annually rather than being assigned.

The Risk Manager position requires a minimum of a Bachelor's degree in public administration, business, finance or a related field and five years risk management or insurance experience. The position is responsible for the town's comprehensive risk management program including risk identification and avoidance, risk transfer, loss control, risk financing; including self-insurance, reserve funding and commercial insurance. The position is also responsible for the town's safety program, safety training and worker's compensation program for the town and board of education employees.

Towns with comparable positions were surveyed including, Hartford, Norwalk, Greenwich, East Hartford, West Hartford and Wallingford.

Municipality	Position Title	Minimum Qualifications	Current Salary
Hartford	Risk Manager	Bachelor's degree plus 3 yrs exp. and insurance broker's license	\$55,000 - \$87,000
Norwalk	Risk Manager	Bachelor's degree plus 3 yrs. exp., Master's desirable	\$73,000
Greenwich	Director of Risk Management	Bachelor's degree plus 8 yrs. exp. w/ 5 yrs supervisory exp.	\$71,000 - \$95,000

East Hartford	Risk Manager	Bachelor's degree plus 3 yrs. exp.	\$59,395 - \$77,950*
West Hartford	Risk Manager	Bachelor's degree plus experience	\$78,860 - \$84,000*
Wallingford	Risk Manager	Bachelor's degree plus 3 yrs. exp.	\$64,200 - \$82,160*
Windsor	Risk Manager	Bachelor's degree plus 5 yrs. exp.	\$33,000 - \$70,000
Average			\$62,065 - \$81,300

*Converted from a 35 hour work week to 40 hour work week.

The current pay range minimum (\$33,000) is 88% below the average minimum and the range maximum (\$70,000) is 16% below the average maximum.

To determine the appropriate pay range, an internal comparison of positions in the current Administrative pay plan that require a similar level of responsibility and qualifications was conducted. The positions were evaluated and compared by the Finance Director and the Human Resources Director using the following criteria: independent judgement required, responsibility for supervising employees or programs, level of internal and external contacts required, responsibility (amount/value of resources and consequences of errors) and minimum education and experience required.

The comparable internal positions are:

Title	Minimum Qualifications	Salary Range
Assessor	Bachelor's Degree, extensive exp.	\$41,000-\$91,000
Assistant Finance Director	Bachelor's Degree, 3 yrs. exp.	\$41,000-\$91,000
Tax Collector	Bachelor's Degree, 2 yrs. exp.	\$41,000-\$91,000
Fire Marshal	Bachelor's Degree, 3 yrs. exp.	\$41,000-\$91,000
Town Clerk	Master's Degree, 3 yrs. exp.	\$41,000-\$91,000
Risk Manager	Bachelor's Degree, 5 yrs. exp.	\$33,000-\$70,000

These positions all require a high degree of independent judgement, responsibility for managing a specific operation or key area of the town government, contact and communications with individuals at all levels of the organization and in the community, responsibility for town financial resources and/or safety, and require a minimum of a Bachelor's degree.

Based on this internal comparison the Pay Grade 2 (\$41,000-\$91,000) is recommended to establish and maintain internal equity.

Financial Impact

The financial impact is \$2,962 for additional salary for fiscal year 2003. The funds are available in the current year budget.

Other Board Action

None

Recommendations

It is recommended that the Risk Manager position be reclassified to Administrative Pay Grade 2 (\$41,000 - \$91,000). This recommendation is made after evaluating the external market data and equity within the existing administrative pay structure.

If the Town Council is in agreement with the recommendation of approving the proposed job description and amending the Administrative Pay Plan to reclassify the position of Risk Manager from pay grade 1, group B to pay grade 2 the following motion is in order:

MOVE: That the Town of Windsor Administrative Pay Plan be amended to reclassify the position of Risk Manager from pay grade 1, group B to pay grade 2 and the proposed job description be approved.

Attachments

Current Risk Manager job description

Proposed Risk Manager job description

TOWN OF WINDSOR POSITION DESCRIPTION

TOWN OF WINDSOR POSITION DESCRIPTION

Class Title: Risk Manager

Date: September 5, 2000

Group: Administrative, Clerical and Fiscal

GENERAL PURPOSE

Performs a variety of routine and complex administrative and technical work in planning, coordinating and administering the risk and insurance programs of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates insurance programs such as fidelity, surety, liability, property, group life, medical, pension and workers' compensation; directs insurance negotiations, selects insurance brokers and carriers, and places insurance; coordinates functions of Third Party Administrators (TPA) and other vendors; appoints claims and self-insurance administrators, and allocates program costs.
- Identifies, analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on organization; selects appropriate technique to minimize loss such as avoidance, loss prevention and reduction, retention, grouping of exposure units, and transfer.
- Assists Insurance Commission by gathering information on premiums, terms and conditions of all property and casualty insurance policies and insurance carrier effectiveness; verifying the accuracy of coverage secured; drafting insurance specifications, accumulating underwriting data, and soliciting quotes from qualified agents and brokers.
- Chairs "Risk Management Safety Committee" composed of Town staff; designs and implements safety and loss control programs, utilizing techniques such as on-site inspections, defensive driving courses and other training, and safety and accident committees; establishes an "Accident Review Committee" to review accidents and recommend disciplinary or other appropriate action; promotes employee awareness of the negative effects of accidental loss through training, education and incentive programs.
- Reviews Town contracts and agreements for language affecting risk management and loss control considerations; reviews documents to identify and rectify deficiencies, assure that insurance requirements are adequate and current, and renewal is accomplished in a timely manner.
- Establishes and coordinates claim control procedures to monitor the efficient handling of claims; processes and investigates all Claims For Damages; prepares claim and lawsuit information for attorneys and insurance claims adjusters.
- Establishes and maintains a risk management information system to record value of all Town property; prepares an annual forecast of accidental losses reasonably expected to occur; prepares an annual report concerning risk management objectives and plans.
- Prepares and maintains risk management operations manual for the Town; updates Finance Director and Insurance Commission of current trends and developments, including changes in government regulations, in risk management field; recommends ordinances, resolutions, policies and procedures to better manage risks and control losses or organization.
- Carries out a variety of routine administrative procedures; maintains records; answers in-coming calls and routes callers or provides information; receives public and provides customer assistance.

ADDITIONAL DUTIES

- Assists in labor negotiations by providing technical information on insurance programs, risk, safety and loss control issues.

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

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in finance, business, public administration or a closely related field, with 5 years experience in either risk management or insurance; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Good knowledge of insurance industry; good knowledge of public risk management and loss control principles and practices; working knowledge of internal control procedures; working knowledge of contracts and legal agreements.
- Skill in operating the listed tools and equipment.
- Good ability to analyze complex proposals and contracts; good ability to maintain efficient and effective risk management systems and procedures; good ability to analyze risks and exposures; good ability to organize people and projects relating to risk management; good ability to establish and maintain effective working relationships with other employees, vendors, claimants and the general public; good ability to communicate effectively orally and in writing.

Special Requirements:

- Valid Connecticut driver's license or ability to obtain one.
- Certification as Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM) or Associate in Loss Control Management (ALCM) desirable.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; audio-visual equipment and other safety training equipment; telephone; 10-key calculator; typewriter; copy, fax machine and automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee occasionally works in outdoor conditions while investigating claims and is occasionally exposed to wet humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet.

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

TOWN OF WINDSOR POSITION DESCRIPTION

TOWN OF WINDSOR PROPOSED POSITION DESCRIPTION

Class Title: Risk Manager **Date:** September 5, 2000
Group: Administrative, Clerical and Fiscal

GENERAL PURPOSE

Performs a variety of routine and complex administrative and technical work in planning, coordinating and administering the risk and insurance programs of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates insurance programs such as fidelity, surety, liability, property, group life, medical, pension and workers' compensation; directs insurance negotiations, selects insurance brokers and carriers, and places insurance; coordinates functions of Third Party Administrators (TPA) and other vendors; appoints claims and self-insurance administrators, and allocates program costs.
- Identifies, analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on organization; selects appropriate technique to minimize loss such as avoidance, loss prevention and reduction, retention, grouping of exposure units, and transfer.
- Assists Insurance Commission by gathering information on premiums, terms and conditions of all property and casualty insurance policies and insurance carrier effectiveness; verifying the accuracy of coverage secured; drafting insurance specifications, accumulating underwriting data, and soliciting quotes from qualified agents and brokers.
- Participates on the town's "Risk Management Safety Committee" composed of Town staff; designs and implements safety and loss control programs, utilizing techniques such as on-site inspections, defensive driving courses and other training, and safety and accident committees; establishes an "Accident Review Committee" to review accidents and recommend disciplinary or other appropriate action; promotes employee awareness of the negative effects of accidental loss through training, education and incentive programs.
- Reviews Town contracts and agreements for language affecting risk management and loss control considerations; reviews documents to identify and rectify deficiencies, assure that insurance requirements are adequate and current, and renewal is accomplished in a timely manner.
- Establishes and coordinates claim control procedures to monitor the efficient handling of claims; processes and investigates all Claims For Damages; prepares claim and lawsuit information for attorneys and insurance claims adjusters.
- Establishes and maintains a risk management information system to record value of all Town property; prepares an annual forecast of accidental losses reasonably expected to occur; prepares an annual report concerning risk management objectives and plans.
- Prepares and maintains risk management operations manual for the Town; updates Finance Director and Insurance Commission of current trends and developments, including changes in government regulations, in risk management field; recommends ordinances, resolutions, policies and procedures to better manage risks and control losses or organization.
- Carries out a variety of routine administrative procedures; maintains records; answers in-coming calls and routes callers or provides information; receives public and provides customer assistance.

ADDITIONAL DUTIES

- Assists in labor negotiations by providing technical information on insurance programs, risk, safety and loss control issues.
- Participates in meetings, seminars and training sessions; serves as a member of various employee committees; performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in finance, business, public administration or a closely related field, with 5 years experience in either risk management or insurance; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Good knowledge of insurance industry; good knowledge of public risk management and loss control principles and practices; working knowledge of internal control procedures; working knowledge of contracts and legal agreements.
- Skill in operating the listed tools and equipment.
- Good ability to analyze complex proposals and contracts; good ability to maintain efficient and effective risk management systems and procedures; good ability to analyze risks and exposures; good ability to organize people and projects relating to risk management; good ability to establish and maintain effective working relationships with other employees, vendors, claimants and the general public; good ability to communicate effectively orally and in writing.

Special Requirements:

- Valid Connecticut driver's license or ability to obtain one.
- Certification as Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM) or Associate in Loss Control Management (ALCM) desirable.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; audio-visual equipment and other safety training equipment; telephone; 10-key calculator; typewriter; copy, fax machine and automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee occasionally works in outdoor conditions while investigating claims and is occasionally exposed to wet humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet.


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

Agenda Item Summary

Date: September 2, 2003

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Leon Churchill, Town Manager 

Subject: Position Reclassification – Administrative Aide

Background

The Director of Public Works and the Building and Facilities Manager requested that the Administrative Aide job description be updated and the position evaluated to determine proper placement in the Administrative pay plan. The request was made due to concerns about internal equity in comparison to other positions that require a similar level of experience, skill and responsibility and to check external market salaries.

There are typically three components involved in evaluating the appropriate pay range for a position. They are: updating the job description, gathering and reviewing external market data and an internal equity comparison of similar positions in the organization.

Discussion/Analysis

The current job description was updated in 2001 to reflect general Administrative Aide duties. The job description is still valid for the other Administrative Aide positions; however, the incumbent assigned to the Town Buildings division, is performing duties outside the scope of the current Administrative Aide job description. A new job description has been written to reflect the specific duties and responsibilities related to building and facility maintenance (85% of time), audio/visual production and Windsor Government television duties (15% of time).

A survey was conducted to compare similar positions in other entities. Both Facility Coordinator type positions and Audio/Visual and Television Operations positions were surveyed.

Municipality	Position Title	Minimum Qualifications	Current Salary	Salary Adjustment for CT.
Hamden	Foreman of Buildings - Public Works	Vocational School plus 4 yrs. Exp. And 2 yrs. Supervisory exp.	\$43,526-\$50,533	
Tolland	Parks and Facilities Manager	Technical School plus 5 yrs. exp. and 2 yrs. Supervisory	\$58,859	
East Hartford	Facility Manager	Associate's degree, plus 5 yrs. exp.	\$49,832-\$58,295	
Groton	Building Maintenance Supervisor	6 yrs. exp. plus supervisory exp.	\$51,316-\$56,657	
Ocoee, FL	TV Operations Manager	Bachelor's degree plus 2 yrs. exp.	\$41,461-\$65,171	\$51,000-\$78,000
Foster City, CA	Video Producer	Bachelor's degree plus 3 yrs. exp.	\$52,452-\$63,768	\$32,000-\$40,000

Cupertino, CA	Producer	Bachelor's degree plus 3 yrs. exp.	\$49,608-\$60,300	\$28,000-\$34,000
Windsor	Administrative Aide	Bachelor's degree	\$29,000-\$60,000	
AVERAGE				\$42,800-\$54,290

To determine the appropriate pay range, positions in the current Administrative pay plan that require a similar level of responsibility and qualifications were compared. The positions were evaluated and compared by the Public Works Director, the Building and Facilities Manager and the Human Resources Director using the following criteria: independent judgement required, responsibility for supervising others, level of internal and external contacts required, responsibility (amount/value of resources and consequences of errors) and minimum education and experience required.

The comparable internal positions were Assistant Town Planner, Management Information Systems Supervisor, Lending and Technical Services Manager and Library Branch Manager (Pay Grade 1, Group B \$33,000-\$70,000). These positions require a moderate to high degree of independent judgement, responsibility for supervising others, contact and communications with individuals at all levels of the organization and in the community, and require a minimum of a Bachelor's degree.

Based on this internal comparison the Pay Grade 1, Group B (\$33,000-\$70,000) is indicated to establish and maintain internal equity.

Financial Impact

The financial impact is \$1,783 for additional salary for fiscal year 2003. The funds are available in the current year budget.

Other Board Action

None

Recommendations

It is recommended that the Administrative Aide position in the Public Works Department, Town Buildings Division, be reclassified to Pay Grade 1, Group B (\$33,000-\$70,000) and that the position title be changed to Assistant Building and Facilities Manager. This recommendation is made after evaluating the newly updated job description and evaluating external salary data and internal equity.

If the Town Council is in agreement with the recommendation the following motion is in order:

MOVE: That the Town of Windsor Administrative Pay Plan be amended to reclassify one Administrative Aide position from pay grade 1, group A to pay grade 1, group B changing the title to Assistant Building and Facility Manager and the proposed job description be approved.

Attachments

Current Administrative Aide job description

Proposed Assistant Building and Facilities Manager job description

TOWN OF WINDSOR

PROPOSED POSITION DESCRIPTION

Class Title: Assistant Building and Facilities Manager
Department: Public Works
Division: Town Buildings
Date: August 2003

GENERAL PURPOSE

Coordinates maintenance of all town buildings and facilities. Assigns work to maintenance workers and contractors. Prepares bid documents for building and repair work and oversees work of contractors to insure bid specifications are met. Supervision is exercised over custodian, maintenance employees and contractors. Work is performed with considerable independence with general direction from the Buildings and Facilities Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains a preventive maintenance program for town buildings and facilities operating within the annual budget. Includes heating, air conditioning, lighting and all other repair and maintenance.

Writes project specifications and defines scope of project work for facility repairs and improvements, secures bids and recommends contract awards. Oversees work of contractors and resolves issues that arise. Processes contractor invoices for payment.

Coordinates the repair and maintenance of the town's vehicle pool.

Performs minor electrical maintenance and repairs and other minor maintenance work.

Orders supplies and equipment and processes bills for payment.

Oversees the telephone system.

Produces live and videotaped broadcasts of Town meetings and special events. Responsible for the technical aspects of the production process including shooting, directing and editing audio and video programs.

ADDITIONAL DUTIES

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

DESIRED MINIMUM QUALIFICATIONS

Bachelor's degree in a related field such as Management, Electrical or Building Management. Training in mechanical, electrical, energy management, telecommunications, computer software and audio/video operation and production. A minimum of five years experience in building maintenance and two years in budget preparation, computer experience and audio/video.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of mechanical/HVAC systems, computer automated building systems and electrical systems.

Knowledge and skill in the use of Microsoft office programs including Word, Excel, PowerPoint and Access.

Knowledge and skill in operation of audio and video production equipment and editing equipment.

Ability to supervise employees and manage within budgetary constraints.

Special Requirements

Valid driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, database and spreadsheet programs, calculator, telephone, copy machine, fax machine, video equipment, editing equipment, various other television equipment, vertical lift, general maintenance tools, hand truck and automobile.

PHYSICAL DEMANDS

Must have the physical ability and mobility to travel to various town buildings and facilities, perform inspections and various repairs. Must be able to climb ladders and work at various heights. Must be able to lift up to 50 pounds occasionally and 25 pounds frequently including video cameras, equipment and tools. Must have the ability to communicate effectively with internal customers, employees and contractors. Must be physically able to perform all essential functions of the position.

WORK ENVIRONMENT

The position requires occasional work in outside weather conditions with the potential for exposure to wet and/or humid conditions. The noise level is usually that of a normal office environment. May be subjected to occasional, moderate noise levels when working outdoors and on various projects, repairs or renovations.

TOWN OF WINDSOR POSITION DESCRIPTION

Class Title: Administrative Aide
Group: Administrative, Clerical and Fiscal
Date: September 5, 2000

GENERAL PURPOSE

Performs administrative research on special projects and assists in the analysis of programs, services, systems, policies and procedures to devise the most efficient and effective methods of service delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares a variety of studies, reports and related information for decision-making purposes; conducts research and analysis; prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Conducts surveys, analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding.
- Prepares drafts of administrative directives and bulletins, speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Makes presentations to staff, town council, boards and commissions, civic groups and the general public as assigned.
- Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
- Carries out a variety of routine administrative procedures in assigned department; maintains records; answers in-coming calls and routes callers or provides information; receives public and provides customer assistance; operates a vehicle to run errands.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions; serves as a member of various employee committees.
- May assist in the preparation of annual budget, capital improvement program and annual report.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in public administration, business management or a related field; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of modern public administration; working knowledge of research techniques and information resources; working knowledge of statistical

