



Council Agenda

SPECIAL MEETING NOTICE

Council Chambers

Windsor Town Hall

July 6, 2004



7:30 PM Special Town Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Ellingwood
3. PLEDGE OF ALLEGIANCE – Councilor Ellingwood
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Human Relations Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve appropriation of \$5,000 for Caribbean Culture Showcase event (Town Manager)
12. NEW BUSINESS
 - a) *Introduce an ordinance regarding the sale of property on East Street (Town Manager)
 - b) *Set a Public Hearing for August 2, 2004 at 7:15 p.m. (prevailing time) for an ordinance regarding the sale of property on East Street (Town Manager)
 - c) *Set a Public Hearing for August 2, 2004 at 7:00 p.m. (prevailing time) to discontinue a portion of Deerfield Road (Town Manager)

**Town Council Agenda
Windsor Town Hall
July 6, 2004**



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- d) *Approve amendments to Director of Family Services position description (Town Manager)
 - e) *Approve reclassification and position description for Director of Recreation (Town Manager)
 - f) *Approve position description for Parent Education Supervisor (Town Manager)

13. * RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the June 21, 2004 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)


16. EXECUTIVE SESSION

- a) Discussion of the appointment, employment, performance, evaluation health or dismissal of a public officer or employee
- b) Strategy and negotiations with respect to pending claims and litigation

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: July 6, 2004
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Acting Town Manager 
Subject: Caribbean Culture Showcase

Background

This agenda item is sponsored by Councilmember Walker on behalf of the West Indian Independence Celebration Committee. The West Indian Independence Celebration Committee, in honor of the collective heritage and shared culture of the Island Nations of the Caribbean, plans to present the first annual Caribbean Culture Showcase in Windsor on the Town Green on July 31, 2004.

The intent of this gathering is to entertain, educate, and invigorate our community with the passion for life and laughter, the sense of color and creativity, the taste for flavor and the rhythm of language and music that is indeed unique to the people of the Caribbean. Throughout the duration of this event, local and regional artists will be showcased. This program adds to the array of cultural offerings provided by the town and various community organizations within Windsor, honors our respect for diversity and celebrates our differences.

Discussion/Analysis

The West Indian Independence Celebration Committee is requesting the town fund this event. Following the Finance Committee's meeting on June 28th, staff met with representatives of the Caribbean Cultural Showcase to discuss event logistics and the budget. Based on the meeting with staff, the revised estimated budget for this event is \$5,170 (please see breakdown below).

A number of alternatives were discussed to minimize the cost of the event. Alternatives include the town being the prime event co-sponsor which allows the event to be covered under our existing insurance. Event volunteers would be responsible for setting up and cleaning the green, therefore eliminating the cost of DPW overtime. At this time, extra police coverage is not expected to be required as Broad Street will remain open and directional signs will be used to guide attendees to parking areas. The attendance is estimated to be similar to that of a Thursday evening concert on the green. On duty officers will be asked to make themselves visible on the green during the event, but to be available to respond to other calls for service.

Caribbean Cultural Showcase - Windsor Town Green Saturday, July 31, 2004 Estimated Budget

Musical Entertainment	1,500
Cultural Dance Troupe of the West Indies	600
The Interdistrict Multicultural Arts	800
Emcee – Steve Edwin (includes audio equipment)	600

Caribbean Cultural Showcase - Windsor Town Green
Saturday, July 31, 2004
Estimated Budget

Electrical Service	500
Portable Toilets	250
Advertising	500
Tents – Taylor Rental	420
Estimated Budget	5,170

Financial Impact

An appropriation of \$5,000 is being requested to fund the cost of this event. The probable source of funding is the General Fund Undesignated, Unreserved Fund Balance.

Other Board Action

The Finance Committee met Monday, June 28 and discussed the request. A number of concerns were raised regarding 1) the organizing committee and if they were directly affiliated with an existing recognized not-for-profit organization, 2) the program and estimated budget were not finalized 3) insurance requirements, and 4) the timing of the request is outside of the normal Town Council budget process.

Recommendations

Staff clearly understands and appreciates the desire and efforts of the organizing committee to present an event that highlights our community's rich diversity. There are also a number of reservations which the staff and I have including:

- 1) timing of the funding request
- 2) lack of private fundraising to date
- 3) ability of volunteers to plan and produce a successful event in less than three weeks

At this relatively late stage, minimal staff resources can be devoted to the event. Similar to other community events, guidance and assistance in terms of basic event logistics can be provided, but the bulk of the planning, coordination and event production will be the responsibility of the volunteer organizing committee.

If the Town Council is in agreement, the following motion would be appropriate:

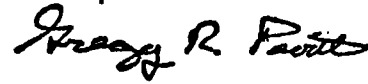
“MOVE that the amount of \$5,000 be appropriated from the General Fund Undesignated, Unreserved Fund Balance to fund the Caribbean Culture Showcase event to be held on July 31st on the Town Green”

Attachments

West Indian Independence Committee memorandum

Certification

I hereby certify that funds in the amount of \$5,000 are available in General Fund, Undesignated Unreserved balance to fund the above appropriation.

A handwritten signature in black ink that reads "Gregg R. Pavitt". The signature is written in a cursive style with a prominent initial "G".

Gregg Pavitt
Finance Director

WEST INDIAN

P.O. Box 2632, Hartford, CT 06146-2632
Telephone (860) 869-2806



CELEBRATIONS

Telephone / Fax (860) 243-5540
Telephone (860) 688-2985

To: Windsor Town Council

The West Indian Independence Celebration Committee in honor of the collective heritage and shared culture of the Island Nations of the Caribbean is pleased to present the first annual Caribbean Culture Showcase in Windsor on her Town Green on July 31st, 2004.

The Caribbean Cultural Showcase on July 31, 2004 promises to be the first of an annual community based event designed to bring families and friends together to celebrate the many cultures that exist within and across our town borders.

Throughout the duration of this event we will be showcasing local and regional artists. We will invite interested participants who are willing to volunteer their time and exhibit their talents for this unique and dynamic multicultural community experience.

We will feature West Indian music, art, literature, and delectable West Indian treats. It is our intent to entertain, educate, and invigorate our Communities with the passion for life and laughter, the sense of color and creativity, the taste for flavor and the rhythm of language and music that is indeed unique to the Peoples of the Caribbean.

There will be an array of local and regional Caribbean artists including but not limited to:

- **Hi-Tech** – A regional band, known for there versatility in capturing the rhythms found throughout the Caribbean which includes, Calypso, Soca, Reggae, Spooqe and Steel Pan.
- **The Cultural Dance Troupe of the West Indies** - the Cultural Dance Troupe is dedicated to preserving traditional Afro-Caribbean dance forms and infusing them with modern, jazz, and other contemporary North American dance forms. It is also dedicated to the education of young people, using the arts to instill in them pride, perseverance, and a deeper understanding of their culture and history.
- **Multicultural Performance Group:** The Multicultural Arts and Technology Summer Residency Program, directed by Dr. Augustine CoFrancesco, is held at Central Connecticut State University each summer for 3 weeks. This program, funded by the State Department of Education, is designed to reduce racial isolation in Ct. Public schools using the arts as a medium. The repertoire of the teachers and students includes Stilt walkers, steel pan, drumming, dance, costume building, and more recently street theatre.
- **Literary display** – featuring renowned works by various authors of the Caribbean; award winning playwright and novelist, Glenville Lovell for book signing
- **Taste of the Caribbean** – food vendors offering flavors typical of the Caribbean
- **Visual Arts** – Local artists and painters will exhibit they work
- **Local Arts and Crafts** – Calabash, sea shells, beads

Our estimated budget for this year is \$7,150; please see details below. We are still seeking funding for this event. We look forward to partnering with the Town of Windsor to make this event a success.

This program, added to the array of cultural offerings provided by the Town and various community organizations within Windsor, honors our respect for diversity and celebrates our differences.

W E S T I N D I A N

P.O. Box 2632, Hartford, CT 06146-2632
Telephone (860) 869-2806



C E L E B R A T I O N S

Telephone / Fax (860) 243-5640
Telephone (860) 688-2985

Caribbean Cultural Showcase - Windsor Town Green
Saturday, July 31, 2004
Estimated Budget

Hi-Tech Band	2,500.00
Cultural Dance Troupe of the WI	600.00
The Interdistrict Multicultural Arts	800.00
¹ Emcee - Steve Edwin	500.00
T-Shirts	500.00
Scholarship Award to Windsor High School Art Scholarship Fund	250.00
Advertising	500.00
² Tents - Taylor Rental	1,500.00
Estimated Budget	7,150.00

¹ Radio Personality - DJ - Steve Edwin of Love International and Host of the Love International show aired on WRTC 89.3 - Sunday Afternoons

² Adjusted for 20% discount. 10 10x10 tents and 1 command center tent.

We propose that in order to defray the costs of this event that the costs of tents are passed on to vendors with the exception of the literary and visual artists and cultural display booths.


In addition, we are proposing that commemorative T-Shirts be printed and sold. Please note that the Windsor High School art students were asked to submit proposals for a picture to be screened on the T-Shirts. In exchange for this participation we would like to contribute a portion of the proceeds from the T-Shirts to the Windsor High School Art Scholarship fund.

For more information please contact Doreen Richardson at 860-219-0335 or 860-202-7766 (email: folkstonepark@hotmail.com) or James Babb at 860-285-0480 (email: jamesbabb@comcast.net).

Agenda Item Summary

Date: July 6, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Acting Town Manager 

Subject: Sale of East Street Property

Background

Last June the Town Council authorized the sale of a number of properties including the house and vacant land abutting Veteran's Cemetery on East Street. The Town Council also waived the competitive bidding requirements for 122 East St. and authorized the Town Manager to enter into negotiations for its sale. An agreement and contract with the First School Society has been reached to purchase the vacant land only. The house at 122 East Street will not be sold as part of this transaction. Later this summer and fall efforts will be taken to market and sell the house using a process similar to how the Bell Church and Daniels House were liquidated.

Discussion/Analysis

The proposed transaction is the sale of approximately 9.73 acres in the amount of \$130,000. The intended use is for cemetery purposes. The Town is required to remove any public works construction material which is remaining on the parcel and to complete environmental assessments as needed. The Town will retain public access from the river's edge to the top of the slope along with access from the public road.

Financial Impact

As noted above the contract price is \$130,000. Net proceeds will accrue to the town's General Fund, Undesignated Fund Balance unless specifically earmarked for other purposes.

Other Board Action

The Town Planning & Zoning Commission approved this transaction via a CGS §8-24 and its proposed use at its February 10, 2004 meeting.

Recommendations

If the Town Council is in agreement, the following motions would be in order:

1. Waiving of the reading into the minutes

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled “THE SALE OF EAST STREET PROPERTY IN THE AMOUNT OF \$130,000.00” 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 the full text of the ordinance be recorded with the minutes of this meeting.”

2. Introduce Ordinance

Introduce an ordinance entitled, "THE SALE OF EAST STREET PROPERTY IN THE AMOUNT OF \$130,000.00" The full text of the ordinance and contract is available in the Town Clerk's office.

3. Set Public Hearing

"MOVE that a Public Hearing be set for August 2, 2004 at 7:15 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, regarding an ordinance entitled "THE SALE OF EAST STREET PROPERTY IN THE AMOUNT OF \$130,000.00"

And

Be it further resolved that the Town Clerk is authorized and directed to post and publish notice of said public hearing.

Attachments

Proposed contract for the sale of land at 122-124T East Street

Ordinance for the sale of land at 122-124T East Street

TP&Z memorandum

Area Map

REAL ESTATE CONTRACT

1. **Parties.**

Buyer: Town of Windsor
Name(s)
275 Broad Street, Windsor, Connecticut
Address

Seller: The First School Society of the Town of Windsor
Name(s)
122 East Street, Windsor, Connecticut
Address

2. **Property.** Buyer agrees to purchase from Seller, and Seller agrees to sell to Buyer, certain real property known as property on East Street, Windsor, Connecticut ("Property"), per Schedule A.
Number and Street Town

3. **Fixtures and Personal Property.** Except as stated below, all fixtures located on the Property are included in this sale, and all personal property located on the Property is excluded from this sale. the following personal property is INCLUDED (NOT APPLICABLE UNLESS FILLED IN):

The following fixtures are EXCLUDED (NOT APPLICABLE UNLESS FILLED IN):

4. (a),(b),(c),(d), and (e) BELOW ARE NOT APPLICABLE UNLESS FILLED IN

4. **Price.** The total purchase price is \$ 130,000.00

- | | | |
|-----|---|---------------------|
| (a) | Buyer has made the following deposit with this Contract, to be applied to the total purchase price, subject to collection: | <u>\$5,000.00</u> |
| (b) | Buyer will make the following additional deposit on or before _____ to be applied to the purchase price or closing costs, subject to collection: | _____ |
| (c) | Seller will take back a purchase money note and mortgage as described in the attached rider: | _____ |
| (d) | Buyer will assume the existing mortgage on the Property which, at the closing, will not be in default and will have a principal balance of approximately: | _____ |
| (e) | Buyer will pay the following amount at the closing by obtaining a bank or institutional Mortgage as described in Section 5: | _____ |
| (f) | Buyer will pay the following amount at the closing by obtaining a bank or second institutional Mortgage as described in Section 5. | _____ |
| (f) | Buyer will pay the following balance at the closing by bank or certified check: | <u>\$125,000.00</u> |
| | TOTAL | <u>\$130,000.00</u> |

THE FOLLOWING MORTGAGE CONTINGENCY IS NOT APPLICABLE UNLESS FILLED IN

5. Mortgage Contingency. Buyer will make diligent efforts to obtain a written confirmation for a mortgage loan "Mortgage" from a bank or other institutional lender on or before n/a ("Mortgage Contingency Date"). Buyer will provide Seller and Broker, no later than the Mortgage Contingency Date, with a copy of any written commitment for a Mortgage obtained by Buyer. Buyer will pay all application fees, points (not to exceed _____) and other charges in accordance with the policies established by the applicable lender. The Mortgage must be on the following terms:

(a) Amount \$ _____ (b) Maximum initial interest rate _____ % per annum
(c) Minimum Term _____ years (d) Types of mortgage: CHECK THE FOLLOWING AS APPLICABLE

_____ Conventional Fixed Rate _____ CHFA _____ FHA (Buyer has signed the HUD lead-based paint notice _____ Conventional Variable Rate _____ VA _____ Other: _____

If the Mortgage is CHFA, VA, or FHA, Seller will pay the points (not to exceed _____) and well, termite inspection charges as required by the applicable lender to be paid by Seller.

If Buyer cannot obtain a written commitment for the Mortgage (free of a contingency that property presently owned by Buyer, if any, be sold), and with the following conditions, if required by the lender, having been satisfied on or before the Mortgage Contingency Date, appraisal, lender verification of employment, lender verification that Buyer has sufficient funds to close, lender approval of Buyer's creditworthiness, and if applicable, lender approval of common interest community, Buyer may terminate this contract by providing Seller and Broker, not later than three (3) days after the Mortgage Contingency Date, with written notice of Buyer's inability to obtain such commitment. If Buyer does not elect to so terminate, then this contract will remain in full force and effect, unless Seller, within seven (7) days from the Mortgage Contingency Date, gives written notice to Buyer and Broker that Seller has elected to terminate this Contract as a result of Buyer's inability to obtain such commitment. If either party so terminates this contract, then all deposits will be returned to Buyer, and, except as provided in Paragraph 16, the obligations of the parties under this Contract shall end.

6. Escrow of Deposits. Deposit shall be held by Vincent W. Oswecki, Jr. until the time of the closing.

_____ the earlier of (a) the date on which Buyer obtains mortgage commitment described in Section 5, or (b) the eighth (8th) day following the Mortgage Contingency Date
x Transfer of title

In case of a dispute, Vincent W. Oswecki, Jr. reserves the right to continue to hold all deposits until the parties' rights to the deposits are finally adjudicated or agreed upon.

7. Closing. The closing will take place within fifteen (15) days of the completion of the environmental assessment(s).

The closing will be held at the offices of Seller's attorney.

8. Condition of Property. Buyer acknowledges that Buyer has had the opportunity to make a full and complete inspection of the Property, to the extent desired by Buyer. Seller agrees to deliver the Property to Buyer in broom clean condition. Buyer shall have the right to inspect the Property for compliance with this Contract before the closing.
9. Other Conditions. (a) Seller to perform a Phase I environmental assessment and, if necessary, a Phase II and Phase III assessment; (b) Both parties represent no broker is entitled to a commission on this sale and each will hold the other harmless from any such claim due to its actions; (c) This Agreement is further conditioned upon approval of the Windsor Town Council, the Windsor Town Planning and Zoning Commission under Connecticut General Statutes §8-24, and such other regulations as may be applicable, and a Special Town Meeting.
10. Title. Seller will transfer fee simple title to the Property to Buyer by a Connecticut form of Quit Claim deed, subject to (a) any and all provisions of any ordinance, municipal regulation, or public or private law, declarations, restrictions, covenants, and easements of record; any state of facts an accurate survey or personal inspection of the Property might reveal; provided they do not interfere with the present location of any building now located on the Property or prevent the use of the Property as a residence; (b) current taxes and municipal assessments, (c) any mortgage which Buyer has agreed to assume under this contract, and (d) the following additional liens and encumbrances which shall be assumed and paid by Buyer in addition to the purchase price (NOT APPLICABLE UNLESS FILLED IN): _____
-
11. Adjustments. Adjustments for association fees, rents, water, fire taxes, sewer, interest, fuel, condominium fees, municipal assessments, and other charges will be made as of the date of closing in accordance with the custom of the Bar Association for the county where the Property is located. Adjustment for taxes shall be on an assessment year basis.
12. Possession and Occupancy. At the time of closing, possession and occupancy of the improvements on the Property shall be delivered to Buyer in their present condition, subject to ordinary wear and use and, except as otherwise agreed by the parties, free of all tenants and occupants. At the time of closing, personal property and electrical and mechanical systems (plumbing, air conditioning and heating) shall be in good working order unless otherwise agreed by the parties.
13. Risk of Loss. Risk of loss or damage to the Property shall be upon Seller until the closing.
14. Default. If Buyer defaults under this contract and Seller is not in default, Buyer's deposits shall be paid over to and retained by Seller as liquidated damages; and Buyer and Seller shall be relieved of further liability to each other under this contract.

15. Complete Agreement. The Contract contains the entire agreement between Buyer and Seller concerning this transaction, and supersedes any and all previous written or oral agreements concerning the Property. Buyer has made this contract without relying upon any representations, information or promises made by Seller that are not contained in this contract as to the character, quality, use, zoning, value, condition, occupancy or other matters relating to the Property.
16. Riders. The riders which are checked below and which are attached to the contract are made part of this Contract.

APPLICABLE ONLY IF CHECKED

_____ Condominium/PUD _____ Insulation (New Homes only) _____ Septic, well
 _____ Other

17. Survival. This Contract shall be binding upon and inure to the benefit of the respective personal representatives, heirs, successors and assigns of Buyer and Seller.
18. Equal Housing Rights. Buyer acknowledges that he/she is aware of his/her right to be shown any home within his/her price range in any area specified by Buyer and which is available to the undersigned REALTOR.

When signed by Buyer and Seller this is intended to be a legally binding contract. If either party has any questions about any aspect of this transaction, he/she should consult with an attorney before signing this Contract.

BUYER

The First School Society of Town of Windsor

SELLER

Town of Windsor

 Samuel T. Hinckley, President

Date: _____

Date: _____

Schedule A

Deed Description - 122/124T East Street, Windsor, CT

A certain piece or parcel of land together with any improvements thereon located at 122/124T East Street, Windsor, Connecticut and also shown as Lot 1 on a map entitled "Proposed Subdivision Plan Prepared for First School Society, Fuss & O'Neill, Inc., Consulting Engineers, date 6/7/04, Sheet 1 of 1", to be recorded on the Land Records of the Town of Windsor.

Beginning at a point on the easterly streetline of East Street, being the same point as the south westerly corner of property now or formerly of Eugene and Martha Lehman, as described in Volume 470 Page 128 of the Windsor Land Records, thence running N 68-53'-55" E a distance of 172.42 feet to a point, thence N 68-26'20" E a distance of 149.79 feet to a point, thence N 69-39'-28" E a distance of 253.11 feet to a point thence N 70-17'-52" E a distance of 444 feet more or less to the Farmington River thence in a generally south easterly direction along the edge of the water of the Farmington River to a point a distance of 962 feet more or less to a point, thence S 58-27'-43" W a distance of 431 feet more or less to a point, thence N 09-58'-23" E a distance of 70.78 feet to a point, thence N 24-28'-19" W a distance of 699.85 feet to a point, thence S 75-01'20" W a distance of 732.01 feet to a point, thence N 15-47'-43" W a distance of 85.01 to a point, thence S 75-01'-20" W a distance of 150 to a point on the easterly streetline of East Street, thence N 15-47'43 W along said easterly streetline of East Street a distance of 71.09 feet to the point and place of beginning.

The Town of Windsor reserves an easement for the purpose of perpetual enjoyment of the riverfront for its citizens in the area designated as the 100 year flood plain on Flood Plain maps in the Town of Windsor. That easement shall be from the river's edge to the top of the slope as shown on said maps. The Town of Windsor reserves entry from the public road to said easement area for use by pedestrian and vehicular access and for construction and maintenance equipment.

**AN ORDINANCE APPROVING THE SALE OF
EAST STREET PROPERTY IN THE AMOUNT OF \$130,000.00**

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

Section 1. A contract for the sale of the land and any improvements thereon on East Street, Windsor, Connecticut between the First School Society of the Town of Windsor and the Town of Windsor dated _____ is hereby approved.

Section 2. The Town Manager is authorized to make such modifications as may be required from time to time in the contract which does not substantially change the terms thereof and to execute all closing documents and expend such funds as may be required to effect the closing of title and to enforce the contract.

Section 3. This Ordinance shall become effective ten (10) days after publication in a newspaper having circulation in the Town of Windsor after approval of a Special Town Meeting.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council: _____

Public Hearing Advertised: _____

Referred to Town Meeting: _____

Town Meeting Approval: _____

Publication Date: _____

Effective Date: _____

Memorandum

To: Al Neumann, Building & Maintenance Facilities

From: Town Planning & Zoning Commission

Date: February 12, 2004

Re: TP&ZC decision on CGS § 8-24 recommendation for the sale of Town properties
- 235 Palisado Avenue, 122 East Street and 124-126 Palisado Avenue

At its meeting on February 10, 2004 the Town Planning & Zoning Commission made the following recommendation:

Motion: Commissioner Fitzgerald moved that the Town Planning and Zoning Commission pursuant to CGS § 8-24 recommend to the Town Council the sale of building and land at 235 Palisado Avenue (Bell School) and 122 East Street, and the sale of the building along with a 99-year lease at 124-126 Palisado Avenue. Commissioner Kelsey seconded the motion and it passed unanimously, 5-0-0.



122 East Street

122

200 Feet


200

Agenda Item Summary

Date: July 6, 2004

To: Honorable Mayor and Members of the Town Council

From: Jim Hallisey, Community Development Coordinator

Reviewed By: Peter Souza, Acting Town Manager 

Subject: Deerfield Road Discontinuance /Request for Public Hearing

Background

The development of the town's "Redevelopment Parcel" located south of I-291 and east of Route 159, requires assembly of four separate tracts of land (see attached map) which include:

- 1) The parcel acquired by the town years ago as part of the channelization of Decker's Brook.
- 2) The adjacent parcel purchased from the Cicero family with State Economic Assistance Program (STEAP) funds.
- 3) The abandoned right of way of Deerfield Road south of I-291.
- 4) A small triangular-shaped parcel owned by the State of Connecticut and subject to a Special Act conveying the property to the Town of Windsor.

Discussion/Analysis

To complete the site assembly, the town must accept a deed from the State for the conveyance parcel and formally discontinue the use of a portion of Deerfield Road. This will allow the entire site to be contained within a continuous boundary and under one ownership.

Before the Council may approve the discontinuance of a right of way, it must hold a public hearing and also provide an opportunity for the Planning Commission to comment. The town staff proposes that the Council set a public hearing on this matter for August 2, 2004 at 7:00 p.m. (prevailing time). Also on August 2, the Town Council will be requested to formally accept the deed to the State parcel and to approve discontinuance of the right of way.

Financial Impact

The discontinuance of the southerly portion of Deerfield Road will have no financial impact on the town other than the expense of advertising the public hearing and an action notice as required by the Connecticut General Statutes.

Other Board Action

The proposed discontinuance of the southerly portion of Deerfield Road will be placed on the July 13th Town Planning & Zoning Commission's agenda for comment.

Recommendation

It is recommended that the Town Council set a public hearing on the matter of discontinuance of the right of way of Deerfield Road south of I-291.

If the Council is in agreement, the appropriate motion would be as follows:

“MOVE that a Public Hearing be set for August 2, 2004 at 7:00 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall regarding the discontinuance of the right of way of Deerfield Road.”

Attachments

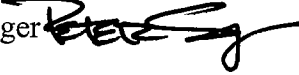
Map

Agenda Item Summary

Date: July 6, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Acting Town Manager 

Subject: Job Classification and Job Description Updates for Director of Human Services, Director of Recreation and Leisure Services, Director of Health

Background

In the FY 2005 budget, a reorganization of the departments of Family and Leisure Services and Health and Social Services was proposed and approved by council. The reorganization included dividing the department of Family and Leisure Services into two new departments (Recreation & Leisure Services and Human Services) and transferring Civil Preparedness to the renamed Health Department.

The reasons for this reorganization are:

- Increasing demands in the bio-terrorism and emergency management disciplines
- The continued "graying" of Windsor and associated services impacts
- Identified priorities in mental health, adolescents, and continued emphasis on early childhood development
- Clarifying the functions of town government

Discussion/Analysis

The new Department of Human Services retains responsibility for Senior Services, The Caring Connection, Youth Services Bureau, the Windsor Discovery Center and will be adding Social Services and Healthy People. It will no longer include responsibility for the Recreation Division and Northwest Park. With this change, the Health Department will no longer have responsibility for Social Services, but will be responsible for Civil Preparedness. Due to these organizational changes, it is proposed that the former Director of Family and Leisure Services job description be updated. The title will be changed to Director of Human Services with the removal of the responsibility for overseeing the Recreation Division and Northwest Park and instead adding supervision of the Social Services Division and Healthy People.

A new job description and classification for the Director of Recreation and Leisure Services is also required. The proposed Director of Recreation and Leisure Services job description reflects responsibilities for managing the Recreation Division which includes recreation programs, the Police Athletic League, adventure programs, the aquatics program, facility management and Northwest Park. It is recommended that this position be classified in the same pay grade as the other department director positions which is Pay Grade 3 of the Administrative Pay Plan (\$57,000 - \$106,000).

The Director of Health job description is being amended to include requirements and responsibilities specified in the Connecticut General Statutes for Directors of Health.

Financial Impact

There is no financial impact resulting from the change of Director of Family and Leisure Services to Director of Human Services. The incumbent was formerly classified as a department director in pay grade 3 of the Administrative Pay Plan and will remain in the same pay grade.

There is no financial impact resulting from the changes to the Director of Health job description.

The new Director of Recreation and Leisure Services previously held the position of Recreation Manager in pay grade 2 of the Administrative Pay Plan. It is proposed that the Director of Recreation and Leisure Services position be classified in pay grade 3 of the Administrative Pay Plan. The financial impact of changing the Recreation Manager position to Director of Recreation and Leisure Services is \$5,000 for additional salary and up to \$4,177 for benefits in fiscal year 2005 for a total of \$9,177. The funds are available in the current year budget.

Other Board Action

None.

Recommendations

If the Town Council is in agreement with the recommendation of approving the proposed job descriptions and amending the Administrative Pay Plan to eliminate the title of Director of Family and Leisure Services and add the titles of Director of Human Services and the Director of Recreation and Leisure Services, the following motion is in order:

“MOVE that the Town of Windsor Administrative Pay Plan, pay grade 3, be amended to eliminate the Director of Family and Leisure Services position and add the Director of Human Services title and add the Director of Recreation and Leisure Services title and that the proposed job descriptions for the Director of Human Services, Director of Recreation and Leisure Services and the Director of Health be approved.”

Attachments

Current Director of Family and Leisure Services job description

Current Recreation Manager job description

Proposed Director of Human Services job description

Proposed Director of Recreation and Leisure Services job description

Proposed Director of Health job description (deleted language is shown with strikethrough and new language is in bold typeface)

TOWN OF WINDSOR POSITION DESCRIPTION

Class Title: Director of Family and Leisure Services
Group: Administrative, Clerical, & Fiscal
Date: September 5, 2000

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising services to the community's families and individuals for day care, counseling, leisure and cultural activities, and family support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, and supervises all cultural, recreational and educational programs in Family and Leisure Services including child day care, adult day care, child, youth & teen services, adult and senior services and the disabled; promotes and markets family and leisure services and programs.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Facilitates staff preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; maintains harmony among employees.
- Provides professional advice to Town Manager; makes presentations to staff and Town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Evaluates service needs and formulates short and long range plans to meet needs in all areas of responsibility; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets and prepares data for studies, reports and recommendations.
- Collaborates with other Town staff as related to Family and Leisure Services; applies for and administers various state and federal grants; facilities management; promotes volunteerism; cooperates with governmental agencies, industry civic associations, and other community groups in developing plans to meet the needs of families in Windsor.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions, serves as a member of various employee committees.
- Assists in the preparation of annual report and annual budget requests.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's degree in Public Administration, Business Administration, Human Services, Social Services, Education, or related field, supplemented by five years experience in public administration with some supervisory experience; or
- Any equivalent combination of experience and training.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of principles of public administration as applied to family services programming, problems, and practices; considerable knowledge of federal, state, and local legislation pertaining to children, youth, adults, senior citizens and the disabled; knowledge of funding sources for family and leisure services programs.
- Skill in operation of listed tools and equipment.
- Demonstrated ability to develop, market and implement progressive programs designed to deal with the problems and needs of children, youth, adults, senior citizens, and the disabled.
- Strong organizational skills; skill in conducting financial analysis with the ability to promote family service activities through the media; and the ability to be innovative and receptive to new ideas.
- Ability to prepare clear, concise and complete reports and to make reasonable conclusions and recommendations; ability to communicate effectively verbally; ability to establish and maintain effective working relationships with other employees, community organizations, governmental agencies, officials, volunteers and the general public.

Special Requirements

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

TOOLS AND EQUIPMENT USED

Personal computer, including word-processing, database and spreadsheet programs; calculator, telephone, copy machine, fax machine and motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- 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 must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- 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

Class Title: Recreation Manager
Group: Recreation
Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of complex supervisory, administrative and professional work in facility management; planning, marketing, coordinating and implementing comprehensive recreation and adult, senior and youth services programs, including the Youth Services Bureau.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, supervises, and directs policies, operations, activities and staff in the functional areas of Recreation, the Community Center, Senior Services, and the Youth Services Bureau.
- Assists in the preparation of the annual budget requests and assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned areas to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; prepares grant applications and related materials to State and Federal funding sources.
- Facilitates staff preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides professional advice to the Department Director; promotes interest in recreation, adult, senior and youth services programs through publicity, marketing and public contacts; speaks before Town officials, citizen groups, students and other organizations.
- Coordinates recreation, adult, senior, and youth services programs and maintenance activities in other departments, the Board of Education and various community organizations; performs or assists assigned staff with duties.
- Oversees facilities management of the L.P. Wilson Community Center and other indoor recreational sites, municipal swimming pools, various fields, playgrounds, parks and open spaces; requisitions supplies and equipment for activities, collaborates with other town agencies for the maintenance, construction and repair of facilities; coordinates preparation of plans, designs and cost estimates for construction and improvements to new and existing facilities.
- Reviews program areas, and makes recommendations to the Department Director for changes or new programs to meet recreational needs of the community; develops, maintains and implements a current recreation master plan; makes recommendations for changes or new programs to meet the needs of youth under the Youth Services Bureau.
- Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of operations; assures compliance with official plans, policies and procedures.
- Performs a variety of miscellaneous duties such as preparing reports and maintaining necessary operating records, answering phone, running errands, making arrangements for rental and use of the L.P. Wilson Community Center and other facilities, etc.

ADDITIONAL DUTIES

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Assists in the preparation of the annual budget; capital improvement program; the annual report; and the Youth Services Bureau Grant.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree required with a Master's degree in Recreation Administration preferred, and four years of increasingly responsible work experience including two years experience in a supervisory capacity.
- Any equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of modern recreation, adult, senior and youth services programs; thorough knowledge of equipment and facilities required in a comprehensive recreation program; extensive knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities; considerable knowledge of community recreation needs and resources; working knowledge of the principles and practices of office management and work organization.
- Skill in operation of listed tools and equipment.
- Considerable ability to plan, organize, coordinate and implement comprehensive recreation, adult, senior, and youth services programs; considerable ability to establish and maintain effective working relationships with employees, Town officials, social service agencies and the public; good ability to market and promote recreation, adult, senior, and youth services programs; good ability to effectively communicate verbally and in writing.

Special Requirements:

- Valid Connecticut driver's license or ability to obtain one.
- First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

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

TOWN OF WINDSOR

POSITION DESCRIPTION

Class Title: Director of Family and Leisure **Human Services**
Group: Administrative, Clerical, & Fiscal
Date: June 30, 2004

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising services to the community's families and individuals for day care, counseling, ~~leisure and cultural activities~~, **senior** and family support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, and supervises all ~~cultural, recreational and educational~~ programs in ~~Family and Leisure~~ **Human Services** including child day care, adult day care, ~~social services child, youth & teen services~~ **Youth Services Bureau**, senior services, and the disabled; promotes and markets ~~family and leisure~~ **human services** and programs.
- **Prepares the annual department budget and assures** that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Facilitates staff preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; maintains harmony among employees.
- Provides professional advice to Town Manager; makes presentations to staff and Town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Evaluates service needs and formulates short and long range plans to meet needs in all areas of responsibility; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets and prepares data for studies, reports and recommendations.
- Collaborates with other Town staff as related to ~~Family and Leisure~~ **Human Services**; applies for and administers various state and federal grants; facilities management; promotes volunteerism; cooperates with governmental agencies, industry civic associations, and other community groups in developing plans to meet the needs of families in Windsor.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions, serves as a member of various employee committees.
- Assists in the preparation of annual report and annual budget requests.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's degree in Public Administration, Business Administration, Human Services, Social Services, Education, or related field, supplemented by five years experience in public administration with some supervisory experience; or

- Any equivalent combination of experience and training.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of principles of public administration as applied to family services programming, problems, and practices; considerable knowledge of federal, state, and local legislation pertaining to children, youth, adults, senior citizens and the disabled; knowledge of funding sources for family and leisure services programs.
- Skill in operation of listed tools and equipment.
- Demonstrated ability to develop, market and implement progressive programs designed to deal with the problems and needs of children, youth, adults, senior citizens, and the disabled.
- Strong organizational skills; skill in conducting financial analysis with the ability to promote family service activities through the media; and the ability to be innovative and receptive to new ideas.
- Ability to prepare clear, concise and complete reports and to make reasonable conclusions and recommendations; ability to communicate effectively verbally; ability to establish and maintain effective working relationships with other employees, community organizations, governmental agencies, officials, volunteers and the general public.

Special Requirements

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

TOOLS AND EQUIPMENT USED

Personal computer, including word-processing, database and spreadsheet programs; calculator, telephone, copy machine, fax machine and motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- 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 must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- 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.

