



# *Council Agenda*

**Council Chambers  
Windsor Town Hall  
January 17, 2006**



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

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
  - a) \*Presentation by the Friends of Northwest Park (Deputy Mayor Curtis)
  - b) \*Approve Release of Huntington House Deed Covenant (Town Manager)
  - c) \*Approval of amendments to Assessment Abatement Policy (Town Manager)
  - d) \*Approve amendment to Town Price Guide concerning building permit fees (Town Manager)
  - e) Approve indemnification for Siemiatkoski vs. Town of Windsor litigation (Town Manager)



- f) Approve settlement for Xerox vs. Town of Windsor litigation (Town Manager)

13. \* RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the December 14, 2005 Special Town Council Meeting
- b) \*Minutes of the January 3, 2006 Public Hearing (Bus shelter/sidewalk - Day Hill Rd)
- c) \*Minutes of the January 3, 2006 Public Hearing (Bus shelter/sidewalk - Kennedy Rd)
- d) \*Minutes of the January 3, 2006 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation (Bloomfield-Windsor landfill)
- b) Discussion of the selection of a site or a lease, sale or purchase of real estate (124 East Street)
- c) Strategy and negotiations with respect to pending claims and litigation (Siemiakoski vs. Town of Windsor)
- d) Strategy and negotiations with respect to pending claims and litigation (Xerox vs. Town of Windsor)

17. ADJOURNMENT

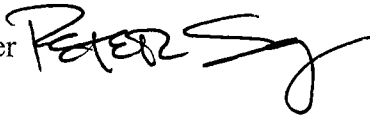
★Back-up included

## Agenda Item Summary

Date: January 17, 2006

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation & Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: Friends of Northwest Park

### Background

Northwest Park is a 473-acre multi-recreational facility operated by the Town of Windsor, offering an interpretive nature center, 12 miles of trails, maple sugaring house, a Coffee House Concert Series, gift shop and various educational and recreational programs. For 25 years the Park has had the fortune of having a volunteer advisory group consisting of approximately 180 members.

The Friends of Northwest Park is a volunteer, not-for-profit corporation formed in 1981 to play a leading role in the development of the nature center at Northwest Park. The Friends' original mission of supporting the development of the Nature Center has expanded to include overall support for Northwest Park. Friends' officers and committee chairs meet monthly as an executive board. The 27 member Board of Trustees meets quarterly and the Friends' general membership have their annual meeting each October. All meetings are open to the membership. Committees within the Friends' include Special Events, Membership, Fundraising, Publicity, Newsletter, and Exhibits.


### Discussion/Analysis

Aside from the countless hours of volunteer work the Friends' provides the Friends' fundraising efforts have received broad-based community support from individuals, civic groups, foundations, businesses, corporations and grants. Such fundraising efforts support annual community events including the autumn Country Fair, maple sugaring events, and the Pancake Breakfast in March, spring and fall environmental interns, Youth Conversation Corps and multiple environment education research and programming.

### Financial Impact

In partnership with the Town of Windsor, the Friends support a wide variety of park programs and projects. Since its incorporation, over \$200,000 has been raised by the Friends in support of Northwest Park.

## Agenda Item Summary

Date: January 17, 2006  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Peter Souza, Town Manager   
Subject: Huntington House Release

### Background

The owner of the Huntington House has entered into a purchase and sales contract with a buyer that intends to convert the building in a professional office use. The buyer is owner and operator of a high-end executive search agency and will be relocating his business into this location. As part of the original purchase of the rear portion of the Huntington House lot the town received six free uses of the Huntington House.

As part of the original purchase there was also a condition which gave the town the first option to purchase if the owner, 1901 LLC, chose to sell the property. That notice was given and the option was not exercised.

### Discussion/Analysis

The attached release, if approved as presented, will relieve the purchaser of the property of the obligation to offer the town six free uses of the building. It also will reduce to writing the waiver of the town's option to purchase the property.

The Town Attorney has reviewed the release.

### Financial Impact

There is no negative financial impact to the town.

### Other Board Action

None.

### Recommendations

If the Town Council is in agreement, that the following motion be approved:

**“MOVE that the attached release between the Huntington House Museum, Inc. and the Town of Windsor be approved as presented.”**

### Attachments

Release

RELEASE

TO ALL PEOPLE TO WHOM THESE PRESENTS SHALL COME, GREETING:

KNOW YE, THAT **TOWN OF WINDSOR**, a Connecticut municipality having its territorial limits within the County of Hartford and State of Connecticut does hereby release and discharge **HUNTINGTON HOUSE MUSEUM, INC.**, a Connecticut corporation having its principal offices in the Town of Windsor, County of Hartford and State of Connecticut, its successors and assigns from obligations arising from certain conditions in a deed from **HUNTINGTON HOUSE MUSEUM, INC.** (the "Grantor" in said deed) to the **TOWN OF WINDSOR** (the "Grantee" in said deed), which deed was recorded March 1, 2001 in the Land Records of the Town of Windsor, County of Hartford and State of Connecticut in Volume 1258 at Page 242, which conditions are as follows:

"5. The Grantor assigns to the Grantee its right to rent 289 Broad Street without fee for six (6) events per calendar year. By the term "event" it is meant a Town of Windsor sponsored and sanctioned event of not more than six (6) hours duration attended by not more than 100 people for which the Town receives no fee. By "Fee" is meant a sum of money charged for the rental of the museum. Nothing herein precludes the Grantor or 1901, LLC from recovering from Grantee, or Grantee from recovering from event participants, expenses incurred including, but not limited to, food, beverages, wait staff, cleaning or additional insurance. Failure of the Town to comply with Grantor's reasonable rules and regulations or the reasonable rules and regulations of 1901, LLC shall result in a termination of the benefits granted herein. The Grantee must give the Grantor notice of its event dates not less than six (6) months prior to such dates.

6. The Grantor assigns to the Grantee its option to purchase 289 Broad Street as granted by 1901, LLC to Grantor in a deed of even date herewith which option is as follows: At such time as 1901, LLC desires to sell the property commonly known as 289 Broad Street, 1901, LLC shall first offer said property in writing to the Grantee at 1901, LLC's asking price. The Grantee shall have ninety (90) days from the date it receives written notice of same to consummate the purchase of 289 Broad Street at a price mutually acceptable to all parties. All notices shall be hand delivered or mailed postage prepaid, certified mail, return receipt requested, to the Town Manager, Town of Windsor or, in the case of the Seller, to the owner of 289 Broad Street as set forth on the Windsor Land Records. Transfer shall be by warranty deed and all adjustments shall be in accordance with the custom of the Bar in Hartford County, except that taxes shall be adjusted on an assessment year basis. If the Grantee does not consummate the purchase by said date, then this Option shall be null and void. Nothing herein shall prevent the parties from negotiating a purchase price other than as requested by 1901, LLC, except that the negotiations shall not extend




## Agenda Item Summary

Date: January 17, 2006

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to Assessment Abatement Policy

### Background

In February of 2004, the Town Council adopted an Assessment Abatement Policy following a recommendation from the Economic Development Commission and Town Manager. The objectives of the policy are to increase the non-residential tax base, provide quality jobs, support business expansion, and encourage quality development. These objectives are accomplished by providing qualified projects a temporary abatement of increased assessed real property valuation. A copy of the adopted policy and the related Council Agenda Item summary are attached.

Although Windsor has not approved a project since the policy was adopted, we have presented it to a number of prospects. It has been well received as a signal that the town is serious about competing for business development. Recent prospects have stated that local property tax abatement is essential to their consideration of alternative sites in Windsor and elsewhere. In response, staff is proposing modifications to the policy.

### Discussion/Analysis

The proposed changes to the abatement policy are highlighted on the attached proposed revision. They include:

- a) Adding a "Significant Fiscal Impact Project" category to the types of business that are eligible to apply for assessment abatement. This new category is defined as any eligible use under the State assessment abatement law that makes a capital investment in real property equal or greater than 2.5 % of the taxable grand list.

Currently, 2.5 % of the grand list would equal \$57.12 million. Section 12-65(b) of the CT General Statutes includes the following eligible uses: (1) office use; (2) retail use; (3) permanent residential use; (4) transient residential use; (5) manufacturing use; (6) warehouse, storage or distribution use; (7) structured multilevel parking use necessary in connection with a mass transit system; (8) information technology; (9) recreation facilities; or (10) transportation facilities.

- b) Providing that the Significant Fiscal Impact Project must remain in operation in Windsor at least three years beyond the abatement period. The company would be required to repay the incentive should it cease operations during this period.

- c) Providing that for a Significant Fiscal Impact Project the Town Council may approve an abatement of up to 100% of the assessed value increase for real property improvements.
- d) Providing that the Town Council may approve an abatement term of up to seven years for projects with a capital investment in real property equal to or greater than 2.5% of the taxable grand list.

#### Financial Impact

Amendment of the policy will not by itself have a financial impact. Individual projects seeking assistance under the policy will have financial impacts which will be identified and evaluated as part of the application review process.

#### Other Board Action

The Economic Development Commission discussed the proposed amendments to the Assessment Abatement Policy at a special meeting held on January 4, 2006. The Commission adopted a motion approving the amendments and recommended Town Council approval. The proposed amendment will permit the town to compete more effectively for larger economic development projects.

#### Recommendations

If the Town Council is in agreement, that the following motion be approved:

**“MOVE to approve the amended Assessment Abatement Policy as presented.”**

#### Attachments

Attachment 1 - Proposed Amended Policy

Attachment 2 - Adopted policy

Attachment 3 - Council Agenda Item Summary 02/17/04

Proposed amendments to  
Assessment Abatement  
Policy

Adopted 2/17/2004

## PROPOSED REVISION DRAFT

**Town of Windsor, Connecticut  
Assessment Abatement Policy****I. Objectives**

1. Fiscal impact – to increase the non-residential tax base to preserve and enhance the town's capacity to provide necessary infrastructure and services and to maintain the commercial and industrial development at not less than 30% of the town's grand list.
2. Quality employment opportunities – to provide employment opportunities with good wages and benefits for town residents.
3. Stable and growing economy – to support existing business retention and expansion and attraction of new businesses in particular from targeted business clusters so as to strengthen the local economy.
4. Sustainable and quality development – to encourage the use of quality materials and design and incorporation of green technology.

To achieve these objectives, the Town may provide a temporary abatement of increased assessed value for the real property portion of a project if the project meets the criteria listed below. Economic development projects shall not have a negative financial impact on the Town at the conclusion of the abatement term. The Town reserves the right to approve the cost-benefit analysis model used to determine the financial impact.

Any and all decisions to grant an incentive pursuant to this policy shall be within the sole and absolute discretion of the Windsor Town Council.

**II. Precedents to Granting Incentive**

The Town Council shall consider the following conditions as precedents to granting property tax incentives:

A. Existence of economic benefit. The project must add to the Windsor economy. Evaluation criteria to be used in determining benefit to the community shall include but no be limited to: the amount of capital investment, whether the project produces value-added products and services, and whether the project provides a positive fiscal impact and economic impact.

B. Types of business. The project shall be of a nature that has been identified by the Town Council as desirable to stimulate the local economy and improve the quality of life for its citizens. To meet this objective, the project must involve one of the following:

1. Manufacturing firms, as per the Manufacturing Assistance Act,

2. Class "A" office space,
3. Offices for advanced medical procedures, And
4. Significant Fiscal Impact Project. A Significant Fiscal Impact Project shall mean any eligible use, as per Connecticut General Statutes Section 12-65b (b), which makes a capital investment in real property equal to or greater than 2.5% of the Taxable Grand List in place at the time of application.

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C. Maintain existing tax base. Assistance will be given to new industries that invest in new buildings or building expansions, but the amount of property taxes on the existing land and facilities shall not be reduced for new development projects.

D. Definition of businesses. The following definitions will be used in determining the term of abatement and the level of capital investment required.

1. Existing business is a business that shall have had facilities and operations in the Town for a period of not less than one year.

2. New business is a business that is new to Town or has not had facilities and operations in Town for a period of at least one year.

E. General requirements. Applications for assessment abatement must conform to the following requirements:

1. Applicant must not be delinquent in any taxes or charges due to the Town of Windsor.
2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant, during the period of its participation in this program:
  - a. relocates its business from Windsor,
  - b. becomes delinquent in taxes or fees,
  - c. closes its operation, or
  - d. declares bankruptcy, then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation for a Significant Fiscal Impact Project shall extend for three years beyond the term of the abatement.

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### III. Abatement Criteria and Adjustments

All projects receiving an abatement shall meet the criteria detailed below.

A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.

B. Wages. The Town expects projects that pay above the median wage for similar positions in Hartford County. Depending upon the project's conformance to this criterion, an increase or decrease in the abatement schedule of up to 5 % may be considered.

C. Targeted Industries. An abatement adjustment of up to 5% may be considered for projects that are targeted industries. To receive this adjustment, the project must be a targeted industry by the Town. Each year the Economic Development Commission shall provide the Town Council with a revised target industry list for approval.

D. Building Design. Projects must be in compliance with the Town of Windsor Plan of Conservation and Development and must utilize construction materials that meet or exceed the town's requirements. An abatement adjustment of up to 5% may be considered for use of high quality materials on the building exterior and/or the use of sustainable technologies including photovoltaic power sources.

### IV. Abatement Schedule

#### A. Percentage of abatement.

1. For a Significant Fiscal Impact Project as defined above, the Town Council may approve abatement of up to 100% of the assessed value increase.

2. For all other eligible business types, the maximum percentage abatement that the Town Council may approve shall be 50% of the assessed value increase. For each project, the base abatement will be 40%, which may be increased or decreased as provided above for Wages, Targeted Industries and Building Design.

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#### B. Term of abatement.

1. For new business, the maximum term of abatement that the Town Council may approve shall be based upon the actual capital investment in real estate improvements as follows:

<u>Capital Investment</u>	<u>Term</u>
\$500,000 to \$3 million	3 years
\$3 million to \$4 million	4 years
Greater than \$4 million	5 years
Equal to or greater than 2.5% of Taxable Grand List	7 years

2. For existing business, the maximum term of abatement that the Town Council may approve shall be based upon the actual capital investment in real estate improvements as follows:

<u>Capital Investment</u>	<u>Term</u>
\$350,000 to \$3 million	3 years
Greater than \$3 million	5 years
<u>Equal to or greater than 2.5% of Taxable Grand List</u>	<u>7 years</u>

**V. Application Procedure**

- A. Any eligible owner and/or lessee may apply under this Policy to the Town of Windsor on application forms provided by the Economic Development Director. The applicant shall provide all required information in sufficient detail to allow the Town to determine costs and benefits associated with the implementation of a requested tax incentive. This information should include when appropriate the following:
1. Description of the project including an estimate of the number of jobs to be created and their wages.
  2. Description of the applicant and its products or services and including a listing of its officers.
  3. An estimate of the costs of the proposed improvements.
  4. A construction schedule.
  5. Identification of the assessment abatement schedule requested and specific justification for any adjustments over the base 40% abatement.
  6. Identification of any other public incentives, financial or otherwise which are included in the project financing.
  7. A calculation of the taxes foregone.
  8. A statement of the benefits to the Town for granting a tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of planned corporate community involvement.
  9. Other information as requested by the Town.
- B. Each application shall be accompanied by a filing fee of five hundred (\$500.00) dollars.
- C. Upon receipt of the completed application and fee, the Economic Development Director shall refer the application to the Town Manager and Economic Development Commission for review and recommendation. Each application shall be reviewed on a case-by-case basis. The Town Manager and Economic Development Commission shall each forward recommendations in writing to the Town Council.
- D. The Town Council, in its sole discretion, shall approve, approve with modifications and conditions or deny the application.

## VI. Agreement

- A. Pursuant to the Town Council decision, the applicant shall enter into a written agreement with the Town fixing the assessment of the real property in accordance with the assessment abatement schedule that was approved.
- B. Said agreement shall incorporate appropriate provisions of the Policy, in particular, the following:
1. Applicant must not be delinquent in any taxes or charges due to the Town.
  2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
  3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
  4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
  5. In the event that the applicant during the period of its participation in this program:
    - a. Relocates its business from Windsor,
    - b. Becomes delinquent in any taxes or fees,
    - c. Closes its operation in Windsor, or
    - d. Declares bankruptcy,then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation for a Significant Fiscal Impact Project shall extend for three years beyond the term of the abatement.
  6. Applicant shall provide a report annually regarding its compliance with the employment and wage provisions of this Policy. Said report shall be in writing upon such forms as are provided for this purpose by the Town.

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**Town of Windsor, Connecticut  
Assessment Abatement Policy**

**Targeted Business List  
February, 2004**

The following businesses qualify as a targeted business under the Town of Windsor Assessment Abatement Policy. The ultimate determination as to whether a specific applicant is a targeted business shall be with the Town Council.

1. Class A office space - Class "A" office space must include the following features:
  - a. Two or more stories
  - b. Minimum of 50,000 SF of floor area
  - c. Incorporates broadband communications technology throughout
  - d. High-speed elevators
  - e. Life-safety and security programs
  - f. On-site management
  - g. Energy management system
  
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

**Town of Windsor, Connecticut**  
**Assessment Abatement Policy**

Examples:

#1. A new bio-tech manufacturing business investing \$3.5 million in a new plant incorporating photovoltaic power would be eligible for the following abatement:

Abatement Schedule

Base 40% + 5% for targeted business + 5% for green technology = 50%  
Term of 4 years based on \$3.5 million capital investment

Annual assessment abatement

$\$3,500,000 \times .70 = \$2,450,000$  in new assessed value  $\times 50\% = \$1,225,000$

Tax Impact

$\$1,225,000/\$1,000 = \$1,225 \times 33.57$  (mill rate) = \$41,123.25 per year  
 $\times 4$  years = \$164,493 total incentive

Note: This abatement does not apply to personal property. During this period the town would benefit from the full amount of taxes on personal property as well as 50% of the new real estate value. For a manufacturing firm of this size, a personal property assessment of \$2 million would be reasonable. Based on this and 50% of the real estate, in the first year the Town would realize \$108,263 in new revenues.

$\$2,000,000/\$1,000 \times 33.57$  (mill rate) = \$67,140.00  
+ 50% of real estate assessment = \$41,123.25  
First year tax revenue with abatement = \$108,263  
Revenue over four years of incentive = \$433,052

#2. A class "A" office for an existing company investing \$28 million in a new 200,000 SF building and paying above the median wage of office personnel would be eligible for the following:

Abatement Schedule

Base 40% + 5% for targeted business + 5% for wages = 50%  
Term of 5 years based on greater than \$4 million capital investment

Annual assessment abatement

$\$28,000,000 \times .70 = \$19,600,000$  in new assessed value  $\times 50\% = \$9,800,000$

Tax Impact

$\$9,800,000/\$1,000 = \$9,800 \times 33.57$  (mill rate) = \$328,986 per year  
 $\times 5$  years = \$1,644,930 total incentive

Note: This abatement does not apply to personal property. During this period the town would benefit from the full amount of taxes on personal property as well as 50% of the new real estate value. For an office of this size, a personal property assessment of \$4 million would be reasonable. Based on this and 50% of the real estate, in the first year the Town would realize \$463,266 in new revenues.

$\$4,000,000/\$1,000 \times 33.57$  (mill rate) = \$134,280  
+ 50% of real estate assessment = \$328,986  
First year tax revenue with abatement = \$463,266  
Revenue over five years of incentive = \$2,316,330

# Adopted Assessment Abatement Policy

Adopted 2/17/2004

## Town of Windsor, Connecticut Assessment Abatement Policy

### **I. Objectives**

1. Fiscal impact – to increase the non-residential tax base to preserve and enhance the town's capacity to provide necessary infrastructure and services and to maintain the commercial and industrial development at not less than 30% of the town's grand list.
2. Quality employment opportunities – to provide employment opportunities with good wages and benefits for town residents.
3. Stable and growing economy – to support existing business retention and expansion and attraction of new businesses in particular from targeted business clusters so as to strengthen the local economy.
4. Sustainable and quality development – to encourage the use of quality materials and design and incorporation of green technology.

To achieve these objectives, the Town may provide a temporary abatement of increased assessed value for the real property portion of a project if the project meets the criteria listed below. Economic development projects shall not have a negative financial impact on the Town at the conclusion of the abatement term. The Town reserves the right to approve the cost-benefit analysis model used to determine the financial impact.

Any and all decisions to grant an incentive pursuant to this policy shall be within the sole and absolute discretion of the Windsor Town Council.

### **II. Precedents to Granting Incentive**

The Town Council shall consider the following conditions as precedents to granting property tax incentives:

A. Existence of economic benefit. The project must add to the Windsor economy. Evaluation criteria to be used in determining benefit to the community shall include but not be limited to: the amount of capital investment, whether the project produces value-added products and services, and whether the project provides a positive fiscal impact and economic impact.

B. Types of business. The project shall be of a nature that has been identified by the Town Council as desirable to stimulate the local economy and improve the quality of life for its citizens. To meet this objective, the project must involve one of the following:

1. Manufacturing firms, as per the Manufacturing Assistance Act,
2. Class "A" office space, and
3. Offices for advanced medical procedures.

C. Maintain existing tax base. Assistance will be given to new industries that invest in new buildings or building expansions, but the amount of property taxes on the existing land and facilities shall not be reduced for new development projects.

D. Definition of businesses. The following definitions will be used in determining the term of abatement and the level of capital investment required.

1. Existing business is a business that shall have had facilities and operations in the Town for a period of not less than one year.

2. New business is a business that is new to Town or has not had facilities and operations in Town for a period of at least one year.

E. General requirements. Applications for assessment abatement must conform to the following requirements:

1. Applicant must not be delinquent in any taxes or charges due to the Town of Windsor.
2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant, during the period of its participation in this program:
  - a. relocates its business from Windsor,
  - b. becomes delinquent in taxes or fees,
  - c. closes its operation, or
  - d. declares bankruptcy, then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated.

### **III. Abatement Criteria and Adjustments**

All projects receiving an abatement shall meet the criteria detailed below.

A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.

B. Wages. The Town expects projects that pay above the median wage for similar positions in Hartford County. Depending upon the project's conformance to this

criterion, an increase or decrease in the abatement schedule of up to 5 % may be considered.

C. Targeted Industries. An abatement adjustment of up to 5% may be considered for projects that are targeted industries. To receive this adjustment, the project must be a targeted industry by the Town. Each year the Economic Development Commission shall provide the Town Council with a revised target industry list for approval.

D. Building Design. Projects must be in compliance with the Town of Windsor Plan of Conservation and Development and must utilize construction materials that meet or exceed the town's requirements. An abatement adjustment of up to 5% may be considered for use of high quality materials on the building exterior and/or the use of sustainable technologies including photovoltaic power sources.

#### IV. Abatement Schedule

A. Percentage of abatement. The maximum percentage abatement that the Town Council may approve shall be 50% of the assessed value increase. For each project, the base abatement will be 40%, which may be increased or decreased as provided above for Wages, Targeted Industries and Building Design.

B. Term of abatement.

1. For new business, the maximum term of abatement that the Town Council may approve shall be based upon the actual capital investment in real estate improvements as follows:

<u>Capital Investment</u>	<u>Term</u>
\$500,000 to \$3 million	3 years
\$3 million to \$4 million	4 years
Greater than \$4 million	5 years

2. For existing business, the maximum term of abatement that the Town Council may approve shall be based upon the actual capital investment in real estate improvements as follows:

<u>Capital Investment</u>	<u>Term</u>
\$350,000 to \$3 million	3 years
Greater than \$3 million	5 years

#### V. Application Procedure

A. Any eligible owner and/or lessee may apply under this Policy to the Town of Windsor on application forms provided by the Economic Development Director. The applicant shall provide all required information in sufficient detail to allow the Town

to determine costs and benefits associated with the implementation of a requested tax incentive. This information should include when appropriate the following:

1. Description of the project including an estimate of the number of jobs to be created and their wages.
  2. Description of the applicant and its products or services and including a listing of its officers.
  3. An estimate of the costs of the proposed improvements.
  4. A construction schedule.
  5. Identification of the assessment abatement schedule requested and specific justification for any adjustments over the base 40% abatement.
  6. Identification of any other public incentives, financial or otherwise which are included in the project financing.
  7. A calculation of the taxes foregone.
  8. A statement of the benefits to the Town for granting a tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of planned corporate community involvement.
  9. Other information as requested by the Town.
- B. Each application shall be accompanied by a filing fee of five hundred (\$500.00) dollars.
- C. Upon receipt of the completed application and fee, the Economic Development Director shall refer the application to the Town Manager and Economic Development Commission for review and recommendation. Each application shall be reviewed on a case-by-case basis. The Town Manager and Economic Development Commission shall each forward recommendations in writing to the Town Council.
- D. The Town Council, in its sole discretion, shall approve, approve with modifications and conditions or deny the application.

## **VI. Agreement**

- A. Pursuant to the Town Council decision, the applicant shall enter into a written agreement with the Town fixing the assessment of the real property in accordance with the assessment abatement schedule that was approved.
- B. Said agreement shall incorporate appropriate provisions of the Policy, in particular, the following:
1. Applicant must not be delinquent in any taxes or charges due to the Town.
  2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.

3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant during the period of its participation in this program:
  - a. Relocates its business from Windsor,
  - b. Becomes delinquent in any taxes or fees,
  - c. Closes its operation in Windsor, or
  - d. Declares bankruptcy,then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated.
6. Applicant shall provide a report annually regarding its compliance with the employment and wage provisions of this Policy. Said report shall be in writing upon such forms as are provided for this purpose by the Town.

**Town of Windsor, Connecticut  
Assessment Abatement Policy**

**Targeted Business List  
February, 2004**

The following businesses qualify as a targeted business under the Town of Windsor Assessment Abatement Policy. The ultimate determination as to whether a specific applicant is a targeted business shall be with the Town Council.

1. Class A office space - Class "A" office space must include the following features:
  - a. Two or more stories
  - b. Minimum of 50,000 SF of floor area
  - c. Incorporates broadband communications technology throughout
  - d. High-speed elevators
  - e. Life-safety and security programs
  - f. On-site management
  - g. Energy management system
  
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

## Town of Windsor, Connecticut Assessment Abatement Policy

### Examples:

#1. A new bio-tech manufacturing business investing \$3.5 million in a new plant incorporating photovoltaic power would be eligible for the following abatement:

#### Abatement Schedule

Base 40% + 5% for targeted business + 5% for green technology = 50%  
Term of 4 years based on \$3.5 million capital investment

#### Annual assessment abatement

$\$3,500,000 \times .70 = \$2,450,000$  in new assessed value  $\times 50\% = \$1,225,000$

#### Tax Impact

$\$1,225,000/\$1,000 = \$1,225 \times 33.57$  (mill rate) = \$41,123.25 per year  
 $\times 4$  years = \$164,493 total incentive

Note: This abatement does not apply to personal property. During this period the town would benefit from the full amount of taxes on personal property as well as 50% of the new real estate value. For a manufacturing firm of this size, a personal property assessment of \$2 million would be reasonable. Based on this and 50% of the real estate, in the first year the Town would realize \$108,263 in new revenues.

$\$2,000,000/\$1,000 \times 33.57$  (mill rate) = \$67,140.00  
+ 50% of real estate assessment = \$41,123.25  
First year tax revenue with abatement = \$108,263  
Revenue over four years of incentive = \$433,052

#2. A class "A" office for an existing company investing \$28 million in a new 200,000 SF building and paying above the median wage of office personnel would be eligible for the following:

#### Abatement Schedule

Base 40% + 5% for targeted business + 5% for wages = 50%  
Term of 5 years based on greater than \$4 million capital investment

#### Annual assessment abatement

$\$28,000,000 \times .70 = \$19,600,000$  in new assessed value  $\times 50\% = \$9,800,000$

#### Tax Impact

$\$9,800,000/\$1,000 = \$9,800 \times 33.57$  (mill rate) = \$328,986 per year  
 $\times 5$  years = \$1,644,930 total incentive

Note: This abatement does not apply to personal property. During this period the town would benefit from the full amount of taxes on personal property as well as 50% of the new real estate value. For an office of this size, a personal property assessment of \$4 million would be reasonable. Based on this and 50% of the real estate, in the first year the Town would realize \$463,266 in new revenues.

$\$4,000,000/\$1,000 \times 33.57$  (mill rate) = \$134,280  
+ 50% of real estate assessment = \$328,986  
First year tax revenue with abatement = \$463,266  
Revenue over five years of incentive = \$2,316,330


Town Council memo of  
2/17/04 regarding  
Tax Assessment  
Abatement Incentive

## Agenda Item Summary

Date: February 17, 2004

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

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

Subject: Proposed Tax Assessment Abatement Incentive

This memorandum presents for Town Council consideration a recommendation for the adoption of a Tax Assessment Abatement Policy for the Town of Windsor. The recommendations of the Town Finance Committee are included.

Background

In November, the Economic Development Commission began a review the Town of Windsor policy regarding incentives for business. This review was initiated in response to a number of economic development related issues and observations including:

1. Being Bypassed. Major developments in neighboring Bloomfield (Pepperidge Farm bakery and TJX distribution center) have raised concern that Windsor is being bypassed by business prospects. A significant difference for these projects was the availability of a tax assessment abatement from the town. For the TJX project, for example, the Town of Bloomfield provided a 100% abatement of the real property assessment for the first two years and 80% abatement for the next five years.
2. Slower Grand List Growth. While Windsor continues to have new construction projects, the economic downturn has slowed the growth of our Grand List. In 2002, the grand list increased by 4.13% and in 2003, the grand list increased by 3.86 %. Industrial and commercial development especially in the form of business personal property played a big part in these increases. For 2004, however, the grand list not expected to grow at all.
3. Competitive Disadvantage. In business recruitment and retention, Windsor is at a competitive disadvantage when compared to surrounding communities. This was demonstrated in a recent business recruitment experience when a neighboring town was able to offer lower cost of land, no MDC charges for sewer or water connections, and property tax incentives. While we were able to point out that Windsor has a superior location, more services, greater potential for appreciation of value over the long term, and a speedier approval process. We could not provide any direct financial incentive that would help the company's site team to sell a Windsor site to their board of directors. In this particular case, the estimated MDC charges for the Windsor site are nearly \$300,000.

4. Limits of Existing Program. Our current incentive program for industrial and commercial development while effective in the right circumstances has limitations. The Economic Development Incentive Program provides financial assistance for public improvement required by a proposed development. Unfortunately, as infrastructure has been extended throughout our industrial areas the opportunities to apply the EDIP are becoming more rare.
5. Needs of Existing Business. There has been a growing sentiment that all of the Town's economic development efforts have been focussed on attracting new businesses to the exclusion of existing businesses. Although the Town provides on going technical support to existing businesses and has a loan program for micro-businesses, news stories usually feature the large projects and especially new business projects. Interestingly, the reliance on the EDIP may in part be fostering this impression. Construction of public infrastructure which is most often required by a new company locating in an undeveloped area and not by an existing firm expanding on site.

The Commission's review and discussion also considered the certain opportunities to improve upon our current program, including:

1. Focussing incentives on target industries or development types: bio-medical, research and development, class "A" office space, manufacturing, new retail and restaurants,
2. Providing incentives in relationship to the public benefit received: number of quality wage jobs, level of private investment, preference for local employees, etc, and
3. Providing assistance to the growth of existing businesses.

To assist the Commission the staff researched the availability of incentives in the Capitol Region towns. Information was collected on fifteen of the region's twenty-nine towns, including Enfield, Suffield, East Granby, Windsor Locks, East Windsor, Simsbury, Bloomfield, South Windsor, Vernon, Manchester, East Hartford, Hartford, Farmington, Wethersfield, and Rocky Hill. For the most part, these are the towns that compete for economic development prospects. Attachment A shows which of these towns provide incentives and how they related geographically to Windsor. The boundary of the MDC towns is also included.

Of these fifteen towns, only East Granby, East Windsor and Farmington do not currently provide some form of tax assessment abatement incentive. Wethersfield just adopted a written policy on January 5. Both East Windsor and Farmington mentioned that they are considering the adoption of such a policy.

#### Discussion/Analysis

In Connecticut, towns are authorized (Conn. Gen. Stat. 12-65b) to enter into agreements with owners or lessees of real property to set assessments for tax purposes. The statute establishes eligible uses and standards for the length of abatement and minimum cost of improvements. A copy of the statute is included as Attachment C.

A revised proposed Assessment Abatement Policy for the Town of Windsor is included as Attachment C. If adopted, this statement would guide the Town in implementing an economic development incentive under the authority of Sec 12-65b. The policy includes the following components: Objectives, Precedents to Granting Incentive, Abatement Criteria and Adjustments and Abatement Schedule. The principle features of the policy are:

1. The applicant for incentive must demonstrate that there is a positive fiscal benefit to the town.
2. The eligible businesses are manufacturing firms, Class "A" office space, and offices for advance medical procedures.
3. The applicant must not be delinquent to the Town for any taxes or fees.
4. If the applicant is to lease space then the lease must reflect the benefit accruing to the tenant and the lease term must extent at least as long as the term of the incentive.
5. If the business relocates or closes during the term of the incentive, then it forfeits the incentive and must repay any abatement.
6. The project must start within six months of site plan approval and be complete in twenty-four months.
7. The applicant must provide an opportunity for Windsor residents to apply for jobs that are created. And the wages of the applicant must be at the median for similar jobs in the region.
8. The base abatement will be 40% of the assessed value increase. This may be increased in 5% increments up to a maximum 50% abatement for projects with high wages, for targeted industries, for exterior building design above the level required by ordinance, and for the inclusion of sustainable technologies such as alternative energy sources.
9. The abatement schedule for a new business sets the minimum capital investment at \$500,000. It requires an investment greater than \$4 million to achieve a five-year abatement.
10. The abatement schedule for an existing business sets the minimum capital investment at \$350,000. It requires an investment of \$3 million to achieve a five-year abatement.
11. The application and approval process is described. This process incorporates review and recommendation by the Town Manager and Economic Development Commission and final approval by the Town Council. An application fee of \$500.00 is required to help to cover administrative costs.

#### Financial Impact

There is no cash outlay required for this policy. However, such a program defers potential tax revenue for a temporary period. The likely impact is difficult to ascertain because it would be speculative to determine how much development will be attracted by such an incentive.

It is important to note that the proposed policy provides only a partial abatement (up to 50%) of the real property portion of a development project. This policy does not abate any personal property, which is likely to be significant given the types of business that are eligible. So the Town would benefit immediately from taxes on 50% of the real estate and 100% of the personal property.

### Other Board Action

The Economic Development Commission approved a draft of the proposed policy at its regular meeting on January 21, 2004. The Town Council received their recommendation and referred the proposal to the Town Finance Committee on February 2.

The Town Finance Committee reviewed the proposed policy at its meeting on February 9. The Committee voted to recommend Town Council approval of the policy with the following changes: 1) eliminate retail and full-service restaurants from the list of eligible types of business at II, B.; 2) add delinquency in taxes or fees to the list of events of default for participation in the program at II,E,5.; and 3) incorporate the application procedures and the Targeted Business List into the text of the policy.

While it supports the need for the proposed assessment abatement policy, the Committee believes that the Town should be cautious in its initiation. They feel that it is appropriate to start with a limited focus and to expand as circumstances warrant. It is on this basis that they recommend not including retail and full-service restaurants in the list of eligible business types at this time. They also recommend adopting just two targeted businesses: Class "A" office space and Biotechnology firms, both as defined. In the future, as specific projects involving other business types are identified, the Town can choose to respond by amending the policy.

The Finance Committee also discussed the inclusion of Windsor residency as another objective of this policy. They requested that staff develop an incentive for companies to encourage employees to find a residence in the town. The staff will prepare draft language for Town Council consideration in the near future.

Finally, the Committee took note that the Town of Windsor has adopted a number of different economic development incentives. They discussed the need for the Town Council to be mindful of these different policies when approving a project. It was generally agreed that use of more than one incentive program per project was to be discouraged. A listing of current economic incentives is included as Attachment D.

### Recommendations

It is recommended that the Town Council approve the following motion:

**"MOVE that the Town Council approve the Tax Assessment Abatement Policy and Targeted Business List as presented in Attachment "C."**

### Attachments

Attachment A - Capitol Region Map

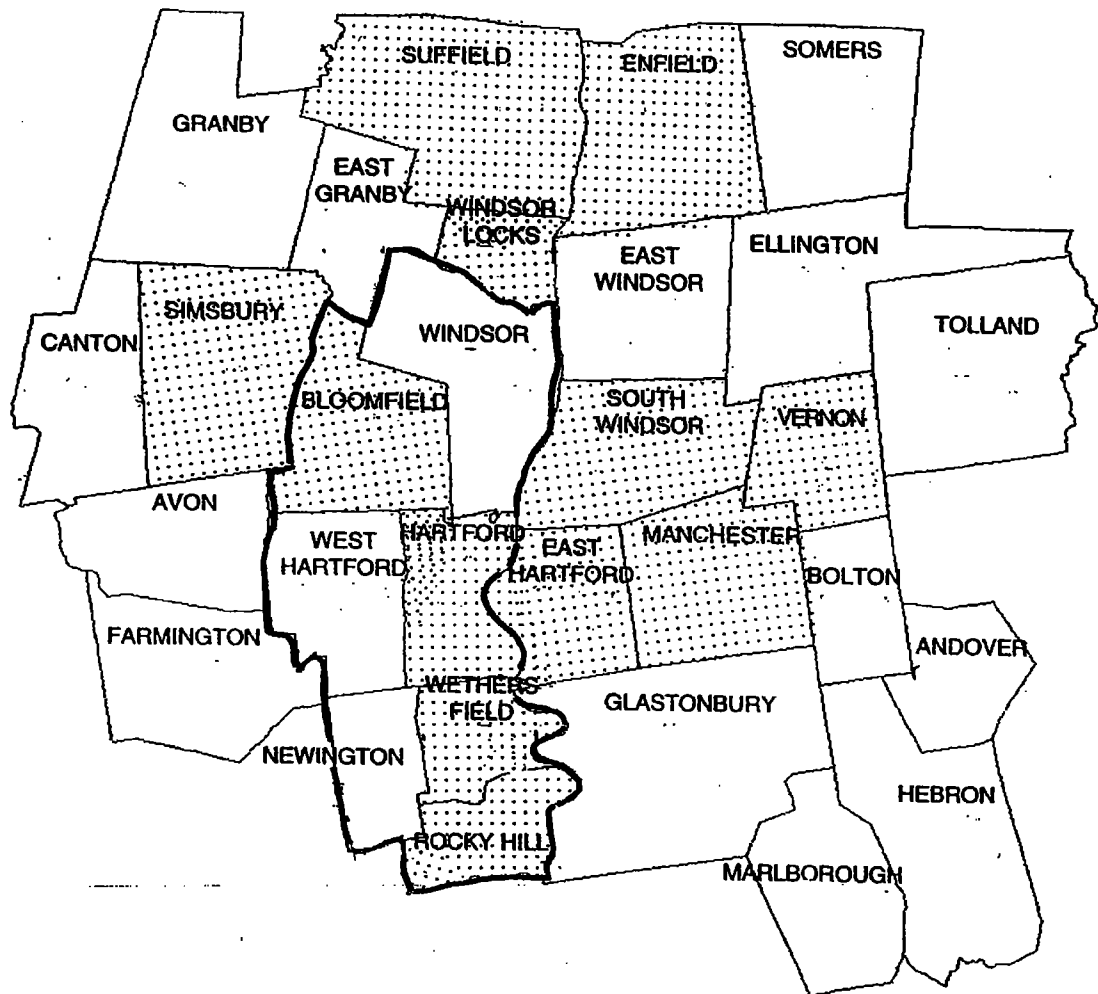
Attachment B - Connecticut General Statutes 12-65 (b)

Attachment C - Tax Assessment Abatement Policy – revised per Fin Com recommendation

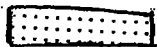
Attachment D – Assessment Abatement Policy Examples

Attachment E – Economic Development Incentives

# Capitol Region



Town Providing Tax Incentive



MDC Boundary



GENERAL STATUTES OF CONNECTICUT  
CURRENT THROUGH THE 2001 SESSION  
TITLE 12. TAXATION  
CHAPTER 203 PROPERTY TAX ASSESSMENT

Conn. Gen. Stat. § 12-65b (2001)

**§ 12-65b. Agreements between municipality and owner or lessee of real property or air space fixing the assessment of such property or air space.**

(a) Any municipality may, by affirmative vote of its legislative body, enter into a written agreement with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, fixing the assessment of the real property or air space which is the subject of the agreement, and all improvements thereon or therein and to be constructed thereon or therein, subject to the provisions of subsection (b) of this section, (1) for a period of not more than seven years, provided the cost of such improvements to be constructed is not less than three million dollars, (2) for a period of not more than two years, provided the cost of such improvements to be constructed is not less than five hundred thousand dollars, or (3) to the extent of not more than fifty per cent of such increased assessment, for a period of not more than three years, provided the cost of such improvements to be constructed is not less than twenty-five thousand dollars.

(b) The provisions of subsection (a) of this section shall only apply if the improvements are for at least one of the following: (1) For office use; (2) for retail use; (3) for permanent residential use; (4) for transient residential use; (5) for manufacturing use; (6) for warehouse, storage or distribution use; (7) for structured multilevel parking use necessary in connection with a mass transit system; (8) for information technology; (9) for recreation facilities; or (10) for transportation facilities.

**HISTORY:** (1971, P.A. 471, S. 1, 2; P.A. 73-477; P.A. 75-575, S. 1, 2; P.A. 77-138, S. 1, 3; 77-586, S. 2, 3; P.A. 79-78, S. 1, 2; P.A. 82-414, S. 1, 2; P.A. 85-573, S. 1, 18; P.A. 90-219, S. 13; May Sp. Sess. P.A. 92-15, S. 4, 20; P.A. 94-157, S. 3, 4; P.A. 97-235, S. 1, 4; P.A. 98-207; P.A. 01-125, S. 1, 4.)

**NOTES:**

P.A. 73-477 added words "an interest in" with reference to acquisition of real property and air space in Subsec. (a); P.A. 75-575 amended Subsec. (a) to include municipalities with population densities of 4,500 persons or more per square mile and those contracting with U.S. for grants of more than ten million dollars for redevelopment and urban renewal and amended Subsec. (b) to include improvements for manufacturing use and to change cost minimum from ten to five million dollars; P.A. 77-138 made provisions applicable to any municipality, deleting all restrictions based on population, population density or amount of federal grant and included in

## **Town of Windsor, Connecticut Assessment Abatement Policy**

### **I. Objectives**

1. Fiscal impact – to increase the non-residential tax base to preserve and enhance the town's capacity to provide necessary infrastructure and services and to maintain the commercial and industrial development at not less than 30% of the town's grand list.
2. Quality employment opportunities – to provide employment opportunities with good wages and benefits for town residents.
3. Stable and growing economy – to support existing business retention and expansion and attraction of new businesses in particular from targeted business clusters so as to strengthen the local economy.
4. Sustainable and quality development – to encourage the use of quality materials and design and incorporation of green technology.

To achieve these objectives, the Town may provide a temporary abatement of increased assessed value for the real property portion of a project if the project meets the criteria listed below. Economic development projects shall not have a negative financial impact on the Town at the conclusion of the abatement term. The Town reserves the right to approve the cost-benefit analysis model used to determine the financial impact.

Any and all decisions to grant an incentive pursuant to this policy shall be within the sole and absolute discretion of the Windsor Town Council.

### **II. Precedents to Granting Incentive**

The Town Council shall consider the following conditions as precedents to granting property tax incentives:

A. Existence of economic benefit. The project must add to the Windsor economy. Evaluation criteria to be used in determining benefit to the community shall include but not be limited to: the amount of capital investment, whether the project produces value-added products and services, and whether the project provides a positive fiscal impact and economic impact.

B. Types of business. The project shall be of a nature that has been identified by the Town Council as desirable to stimulate the local economy and improve the quality of life for its citizens. To meet this objective, the project must involve one of the following:

1. Manufacturing firms, as per the Manufacturing Assistance Act,
2. Class "A" office space, and
3. Offices for advanced medical procedures.

C. Maintain existing tax base. Assistance will be given to new industries that invest in new buildings or building expansions, but the amount of property taxes on the existing land and facilities shall not be reduced for new development projects.

D. Definition of businesses. The following definitions will be used in determining the term of abatement and the level of capital investment required.

1. Existing business is a business that shall have had facilities and operations in the Town for a period of not less than one year.

2. New business is a business that is new to Town or has not had facilities and operations in Town for a period of at least one year.

E. General requirements. Applications for assessment abatement must conform to the following requirements:

1. Applicant must not be delinquent in any taxes or charges due to the Town of Windsor.
2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant, during the period of its participation in this program:
  - a. relocates its business from Windsor,
  - b. becomes delinquent in taxes or fees,
  - c. closes its operation, or
  - d. declares bankruptcy, then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated.

### **III. Abatement Criteria and Adjustments**

All projects receiving an abatement shall meet the criteria detailed below.

A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.

B. Wages. The Town expects projects that pay above the median wage for similar positions in Hartford County. Depending upon the project's conformance to this

criterion, an increase or decrease in the abatement schedule of up to 5 % may be considered.

C. Targeted Industries. An abatement adjustment of up to 5% may be considered for projects that are targeted industries. To receive this adjustment, the project must be a targeted industry by the Town. Each year the Economic Development Commission shall provide the Town Council with a revised target industry list for approval.

D. Building Design. Projects must be in compliance with the Town of Windsor Plan of Conservation and Development and must utilize construction materials that meet or exceed the town's requirements. An abatement adjustment of up to 5% may be considered for use of high quality materials on the building exterior and/or the use of sustainable technologies including photovoltaic power sources.

#### IV. Abatement Schedule

A. Percentage of abatement. The maximum percentage abatement that the Town Council may approve shall be 50% of the assessed value increase. For each project, the base abatement will be 40%, which may be increased or decreased as provided above for Wages, Targeted Industries and Building Design.

##### B. Term of abatement.

1. For new business, the maximum term of abatement that the Town Council may approve shall be based upon the actual capital investment in real estate improvements as follows:

<u>Capital Investment</u>	<u>Term</u>
\$500,000 to \$3 million	3 years
\$3 million to \$4 million	4 years
Greater than \$4 million	5 years

2. For existing business, the maximum term of abatement that the Town Council may approve shall be based upon the actual capital investment in real estate improvements as follows:

<u>Capital Investment</u>	<u>Term</u>
\$350,000 to \$3 million	3 years
Greater than \$3 million	5 years

#### V. Application Procedure

A. Any eligible owner and/or lessee may apply under this Policy to the Town of Windsor on application forms provided by the Economic Development Director. The applicant shall provide all required information in sufficient detail to allow the Town

to determine costs and benefits associated with the implementation of a requested tax incentive. This information should include when appropriate the following:

1. Description of the project including an estimate of the number of jobs to be created and their wages.
  2. Description of the applicant and its products or services and including a listing of its officers.
  3. An estimate of the costs of the proposed improvements.
  4. A construction schedule.
  5. Identification of the assessment abatement schedule requested and specific justification for any adjustments over the base 40% abatement.
  6. Identification of any other public incentives, financial or otherwise which are included in the project financing.
  7. A calculation of the taxes foregone.
  8. A statement of the benefits to the Town for granting a tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of planned corporate community involvement.
  9. Other information as requested by the Town.
- B. Each application shall be accompanied by a filing fee of five hundred (\$500.00) dollars.
- C. Upon receipt of the completed application and fee, the Economic Development Director shall refer the application to the Town Manager and Economic Development Commission for review and recommendation. Each application shall be reviewed on a case-by-case basis. The Town Manager and Economic Development Commission shall each forward recommendations in writing to the Town Council.
- D. The Town Council, in its sole discretion, shall approve, approve with modifications and conditions or deny the application.

## **VI. Agreement**

- A. Pursuant to the Town Council decision, the applicant shall enter into a written agreement with the Town fixing the assessment of the real property in accordance with the assessment abatement schedule that was approved.
- B. Said agreement shall incorporate appropriate provisions of the Policy, in particular, the following:
1. Applicant must not be delinquent in any taxes or charges due to the Town.
  2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.

3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant during the period of its participation in this program:
  - a. Relocates its business from Windsor,
  - b. Becomes delinquent in any taxes or fees,
  - c. Closes its operation in Windsor, or
  - d. Declares bankruptcy,then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated.
6. Applicant shall provide a report annually regarding its compliance with the employment and wage provisions of this Policy. Said report shall be in writing upon such forms as are provided for this purpose by the Town.

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**Town of Windsor, Connecticut  
Assessment Abatement Policy**

**Targeted Business List  
February, 2004**

The following businesses qualify as a targeted business under the Town of Windsor Assessment Abatement Policy. The ultimate determination as to whether a specific applicant is a targeted business shall be with the Town Council.

1. Class A office space - Class "A" office space must include the following features:
  - a. Two or more stories
  - b. Minimum of 50,000 SF of floor area
  - c. Incorporates broadband communications technology throughout
  - d. High-speed elevators
  - e. Life-safety and security programs
  - f. On-site management
  - g. Energy management system
  
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

**Town of Windsor, Connecticut**  
**Assessment Abatement Policy**

**Attachment "D"**

Examples:

#1. A new high-tech manufacturing business investing \$3.5 million in a new plant incorporating photovoltaic power would be eligible for the following abatement:

Abatement Schedule

Base 40% + 5% for targeted business + 5% for green technology = 50%  
Term of 4 years based on \$3.5 million capital investment

Annual assessment abatement

$\$3,500,000 \times .70 = \$2,450,000$  in new assessed value  $\times 50\% = \$1,225,000$

Tax Impact

$\$1,225,000/\$1,000 = \$1,225 \times 33.57$  (mill rate) = \$41,123.25 per year  
 $\times 4$  years = \$164,493 total incentive

Note: This abatement does not apply to personal property. During this period the town would benefit from the full amount of taxes on personal property as well as 50% of the new real estate value. For a manufacturing firm of this size, a personal property assessment of \$2 million would be reasonable. Based on this and 50% of the real estate, in the first year the Town would realize \$108,263 in new revenues.

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+ 50% of real estate assessment = \$41,123.25  
First year tax revenue with abatement = \$108,263  
Revenue over four years of incentive = \$433,052

#2. A class "A" office for an existing company investing \$28 million in a new 200,000 SF building and paying above the median wage of office personnel would be eligible for the following:

Abatement Schedule

Base 40% + 5% for targeted business + 5% for wages = 50%  
Term of 5 years based on greater than \$4 million capital investment

Annual assessment abatement

$\$28,000,000 \times .70 = \$19,600,000$  in new assessed value  $\times 50\% = \$9,800,000$

Tax Impact

$\$9,800,000/\$1,000 = \$9,800 \times 33.57$  (mill rate) = \$328,986 per year  
 $\times 5$  years = \$ 1,644,930 total incentive

Note: This abatement does not apply to personal property. During this period the town would benefit from the full amount of taxes on personal property as well as 50% of the new real estate value. For an office of this size, a personal property assessment of \$4 million would be reasonable. Based on this and 50% of the real estate, in the first year the Town would realize \$ 463,266 in new revenues.

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**TOWN OF WINDSOR  
ECONOMIC DEVELOPMENT INCENTIVES**

As of January 1, 2004

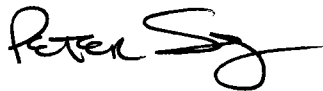
1. Small Business Loan Program – The Town provides low-interest loans to small businesses (\$500,000 or less in gross sales and 10 or fewer employees) that create or retain jobs for low and moderate-income persons. The program is funded through grants from the CDBG Small Cities Program administered by the Connecticut Department of Economic and Community Development. Loans are limited to a maximum of \$35,000.
2. Economic Development Incentive Program (EDIP). In April of 1993, the Town Council adopted a policy that provides assistance to industrial and corporate development projects by financing public infrastructure improvements through the Economic Development Incentive Program. These improvements must be located in a public right-of-way or easement and typically include street widening, sanitary sewer and water main extensions, and traffic control.
3. Linked Deposit. In August of 2001, the Town Council adopted an updated Investment Policy. A section of that policy provides that the Town Council may consider the use of a linked deposit as an incentive for economic development projects. The basic concept is that for the appropriate project the Town would deposit an amount of funds in a bank at a reduced rate of interest and the bank would then discount the cost of finance for the project.
4. Partial Tax Exemption for Revitalization Projects. In February of 2002, the Town Council adopted an ordinance designating the entire Town as a revitalization area as defined by Connecticut General Statutes Section 12-65c(a). The ordinance establishes eligibility criteria and an approval process for property owners to obtain a partial deferral of increased property tax assessments that result from substantial rehabilitation projects. The exemption is available for residential properties that are at least 25 years old and non-residential properties at least 40 years old. The rehabilitation project must increase the assessed value of residential properties by a minimum of 10% and non-residential properties by 15%. For both classes of properties, the ordinance provides for a seven-year declining schedule of exemption.
5. Tax Increment Finance. In December of 2002, the Town Council adopted policy guidelines for the use of tax increment financing as an incentive for redevelopment projects. TIF utilizes new property tax revenues created by a redevelopment project to provide assistance to the developer.

## Agenda Item Summary

Date: January 17, 2006

To: Honorable Mayor and Council Members

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to Town Price Guide  
Building Permit Fee Reduction

### Background

The town has a number of tools to help promote economic growth and redevelopment activities. One particular incentive that a number of communities across the state are using is the reduction or partial waiver of building permit fees. Staff is proposing that the Town Council amend the Price Guide by adopting a policy to allow the reduction of building permit fees for eligible businesses or projects.

### Discussion/Analysis

Attached to this memorandum is a proposed building permit fee reduction policy. The policy's purpose is to attract investment, promote the expansion of existing business and industry and facilitate job creation. To be eligible, a business must be one of the following:

1. Significant Fiscal Impact Projects – these include any eligible use, as per Connecticut General Statutes Section 12-65b (b), which makes a capital investment in real property equal to or greater than 2.5% of the Taxable Grand List in place at the time of application.
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

Per the policy, the Town Council will consider requests on a case by case basis. The Council may establish conditions as it determines appropriate. Finally, the policy provides that approval of any fee reduction is at the sole discretion of the Council.

Building permit fees for the Town are established in the Price Guide which is adopted annually as part of the Town's Budget. The proposed policy

### Financial Impact

Adoption of this policy will not of itself have a financial impact. Individual projects seeking assistance under this policy will have financial impacts which will be identified as part of the project review process.

### Other Board Action

None

Recommendations

It is recommended that the Town Council approve the attached economic development incentive fee reduction policy. If the Council is in agreement, the appropriate action would be to adopt the following motion amending the Town's Price Guide:

**“Move to amend the Price Guide by approving the attached Building Permit Fee Reduction Policy as presented.”**

Attachments

Proposed Economic Development Incentive Fee Reduction Policy.

**Economic Development Incentive  
Building Permit Fee Reduction Policy  
Town of Windsor, Connecticut**

Purpose: The purpose of the building permit fee reduction policy is to attract investment and job creation to the Town of Windsor and to promote the expansion of existing business and industry.

Qualifying businesses: The following types of businesses, consistent with Town codes, shall be eligible for consideration of a building permit fee reduction:

1. Significant Fiscal Impact Projects – these include any eligible use, as per Connecticut General Statutes Section 12-65b (b), which makes a capital investment in real property equal to or greater than 2.5% of the Taxable Grand List in place at the time of application.
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

Review and approval: The Town Council will consider, on a case by case basis, the reduction of required building permit fees for the purposes described above. The Council may establish such terms and conditions regarding this incentive as it determines appropriate. Approval of any building permit fee reduction shall be at the sole discretion of the Town Council.

### **XIII. Resignations and Appointments**

January 17, 2006

- A. **Accept the resignation of Jack Wall from the Board of Ethics**
  
- B. One *Republican* Member  
Board of Assessment Appeals  
Four Year Term to expire November 30, 2009 or until a successor is appointed  
(Richard Loucks – reappointment)
  
- C. One *Republican Alternate* Member  
Board of Assessment Appeals  
Four Year Term to expire November 30, 2009 or until a successor is appointed  
(Kenneth Wilkos – reappointment)
  
- D. One *Democratic Alternate* Member  
Board of Assessment Appeals  
Four Year Term to expire November 30, 2009 or until a successor is appointed  
(Randall Graff – reappointment)
  
- E. One *Republican* Member  
Board of Ethics  
Five Year Term to expire July 30, 2011 or until a successor is appointed  
(Jack Wall – resigned – VACANT)
  
- F. One *Democratic* Member  
Commission on Aging & Handicapped  
Three Year Unexpired Term to expire January 31, 2008 or until a successor is appointed  
(Judith Swade – deceased - VACANT)
  
- G. One *Republican* Member  
Commission on Aging & Handicapped  
Three Year Term to expire January 31, 2009 or until a successor is appointed  
(Patricia Hays – reappointment)
  
- H. One *Democratic* Member  
Commission on Aging & Handicapped  
Three Year Term to expire January 31, 2009 or until a successor is appointed  
(L'Amour Howell – reappointment)
  
- I. One *Democratic Alternate* Member  
Commission on Aging & Handicapped  
Two Year Term to expire November 10, 2007 or until a successor is appointed  
(Pamela McGeorge – reappointment)
  
- J. One *Democratic Alternate* Member  
Conservation Commission  
Five Year Term to expire November 30, 2010 or until a successor is appointed  
(Winsome Barnaby – reappointment)
  
- K. One *Democratic Alternate* Member  
Conservation Commission  
Five Year Term to expire November 30, 2010 or until a successor is appointed  
(Sheila Smith – reappointment)

### **XIII. Resignations and Appointments**

January 17, 2006

- L. One *Democratic* Member  
Conservation Commission  
Five Year Term to expire November 30, 2010 or until a successor is appointed  
(James Destaulle – resigned - VACANT)
  
- M. One *Republican* Member  
Economic Development Commission  
Five Year Unexpired Term to expire January 31, 2008 or until a successor is appointed  
(Rufus Jones – resigned – VACANT)
  
- N. One *Democratic* Member  
Economic Development Commission  
Five Year Term to expire January 31, 2011 or until a successor is appointed  
(Sharran Selig Bennett – reappointment)
  
- O. One *Republican* Member  
Historic District Commission  
Five Year Term to expire October 11, 2009 or until a successor is appointed  
(Marcia Hinckley – resigned - VACANT)
  
- P. One *Republican* Member  
Housing Authority of the Town of Windsor  
Five Year Term to expire July 31, 2010 or until a successor is appointed  
(Charles Patsky – reappointment)
  
- Q. One *Democratic* Member  
Housing Authority of the Town of Windsor  
Five Year Unexpired Term to expire July 31, 2008 or until a successor is appointed  
(Rita Melley-Coyne – resigned - VACANT)
  
- R. One *Republican Alternate* Member  
Human Relations Commission  
Three Year Unexpired Term to expire May 31, 2006 or until a successor is appointed  
(VACANT)
  
- S. One *Republican Alternate* Member  
Human Relations Commission  
Three Year Term to expire May 31, 2007 or until a successor is appointed  
(F. Evelyn Smith – moved from alternate to regular member - VACANT)
  
- T. One *Democratic Alternate* Member  
Inland Wetlands and Watercourses Commission  
Four Year Unexpired Term to expire March 31, 2008 or until a successor is appointed  
(Dean Massey – moved from alternate to regular member - VACANT)
  
- U. One *Democratic Alternate* Member  
Town Planning & Zoning Commission  
Two Year Unexpired Term to expire November 10, 2007 or until a successor is appointed  
(Bob Dallesander – resigned - VACANT)

### **XIII. Resignations and Appointments**

January 17, 2006

- V. One *Democratic Alternate* Member  
Town Planning & Zoning Commission  
Two Year Term to expire November 10, 2007 or until a successor is appointed  
(Michael O'Brien – reappointment)
  
- W. One *Republican Alternate* Member  
Town Planning & Zoning Commission  
Two Year Term to expire November 10, 2007 or until a successor is appointed  
(Katherine Chiodo – reappointment)
  
- X. One *Republican* Member  
Town Planning & Zoning Commission  
Five Year Term to expire November 14, 2010 or until a successor is appointed  
(Elizabeth Parker – reappointment)
  
- Y. One *Democratic* Member  
Wilson/Deerfield Advisory Committee  
Three Year Unexpired Term to expire April 30, 2008 or until a successor is appointed  
(Kenneth Means – resigned - VACANT)
  
- Z. One *Democratic* Member  
Youth Commission  
Three Year Unexpired Term to expire September 30, 2007 or until a successor is appointed  
(Michael Reynolds – resigned – VACANT)
  
- AA. One *Democratic* Member  
Zoning Board of Appeals  
Four Year Term to expire November 14, 2009 or until a successor is appointed  
(Fran Rothenberg – reappointment)
  
- BB. One *Republican* Member  
Zoning Board of Appeals  
Four Year Term to expire November 14, 2009 or until a successor is appointed  
(Joseph Breen – reappointment)
  
- CC. One *Republican* Member  
Zoning Board of Appeals  
Two Year Term to expire November 10, 2007 or until a successor is appointed  
(Thomas Ferranti – reappointment)
  
- DD. One *Democratic Alternate* Member  
Zoning Board of Appeals  
Two Year Term to expire November 10, 2007 or until a successor is appointed  
(Roseanne Lombardo – reappointment)

**Special Meeting  
Town Council Planning Session  
Rose Room  
December 14, 2005  
Unapproved Minutes**

Present: Deputy Mayor Curtis, Councilor Gegetskas, Councilor Herzfeld, Councilor McDonald, Councilor Moreton, Councilor Mulligan, Councilor Simon

Absent: Mayor Trinks, Councilor Jepsen

Staff: Assistant Town Manager Peter Souza

Guest: Joe Coletti, Meeting Facilitator

**1. CALL TO ORDER**

The meeting was called to order at 6:10 p.m.

**2. STRATEGIC PLANNING REGARDING BUDGET PROCESS**

Town Manager Souza provided an overview of the budget process used for preparation of the FY 2006 budget. He also highlighted the public education and outreach efforts including meeting with Parent Teacher Organizations, senior center and other community groups.

The Council then reviewed and discussed recommendations from the February 2005 Consultant's report concerning budget preparation and approval process.

Town Council prioritized the recommendations in the following ways:

<b>Priority/Recommendation</b>	<b>Action</b>	<b>Lead</b>	<b>Target Date</b>
Relate Performance measures to Goals	Connect to Strategic Goals/Metrics	Town Manager/ Dept. Managers	
Strategic Plan	Begin Process in Jan. <ul style="list-style-type: none"> <li>• Evening sessions</li> <li>• 4 Broad Goals</li> <li>• Deploy to Departments</li> </ul>	Town Council	January
Lengthen Review Process	<ul style="list-style-type: none"> <li>• Build up Council knowledge base</li> <li>• Department meetings with Committees</li> </ul>	Committee Chairs	Launch in February

<b>Priority/Recommendation</b>	<b>Action</b>	<b>Lead</b>	<b>Target Date</b>
Out-Year Estimate	Hold until 2007		
Survey Citizens Convene Panel on Budget Communication	Comprehensive communication effort about budget	Al Simon	Initiate in February
Switch Software Product/Services Citizen Measures Philosophy/Structure Independent Analysis	Meeting in mid June with Finance Director	Town Manager	June

**3. ADJOURNMENT**

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Peter Souza  
Recording Secretary

**Windsor Town Council – Public Hearing  
Council Chambers – Town Hall  
(Bus Shelter and Connecting Sidewalk at One Day Hill Road)  
January 3, 2006  
Unapproved Minutes**

**To hear public comment on the construction of a bus shelter and connecting sidewalk at One Day Hill Road.**

Present: Mayor Trinks, Deputy Mayor Timothy Curtis, Councilors Simon, Jepsen, Mulligan, Moreton, McDonald, Gegetskas

Absent: Councilor Herzfeld

Mayor Trinks called the public hearing to order at 7:02 PM.

Mayor Trinks read the public hearing notice.

Public Comment

None.

The public hearing adjourned at 7:03 PM.

Respectfully Submitted,

Enita J. Jubrey  
Substitute Clerk of the Windsor Town Council

**Windsor Town Council – Public Hearing  
Council Chambers – Town Hall  
(Bus Shelter and Connecting Sidewalk at 1075 Kennedy Road)  
January 3, 2006  
Unapproved Minutes**

**To hear public comment on the construction of a bus shelter and connecting sidewalk at 1075 Kennedy Road.**

Present: Mayor Trinks, Deputy Mayor Timothy Curtis, Councilors Simon, Jepsen, Mulligan, Moreton, McDonald, Gegetskas, Herzfeld

Mayor Trinks called the public hearing to order at 7:15 PM.

Mayor Trinks read the public hearing notice.

Public Comment

None.

The public hearing adjourned at 7:16 PM.

Respectfully Submitted,

Enita J. Jubrey  
Substitute Clerk of the Windsor Town Council

**Windsor Town Council  
Council Chambers – Town Hall  
January 3, 2006  
Unapproved Minutes**

Mayor Trinks called the regular meeting to order at 7:30 p.m.

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Curtis, Councilor Gegetskas, Councilor Herzfeld, Councilor Jepsen, Councilor Moreton, Councilor Mulligan, Councilor McDonald and Councilor Simon
2. Prayer – Councilor Herzfeld
3. Pledge of Allegiance – Councilor Herzfeld
4. Proclamations/Awards
5. Public Communications and Petitions

Mr. Bradshaw Smith, 23 Ludlow Road addressed the council regarding the condition of existing bus shelters in Windsor. He presented photographs as verification of his concerns. Mr. Smith does not support utilizing and town, state or federal funding toward the installation of new bus shelters because he feels the town is not capable of maintaining those currently in existence.

6. Report of Appointed Boards and Commissions
  - A. Windsor Housing Authority

Mr. John Pier, Chairman, and Sandra Desrosiers, Executive Director of the Windsor Housing Authority presented the annual report. A detailed written report was distributed to the council. Their board consists of five members and they have recently received the resignation of one member due to health reasons which they will be looking to fill quickly. Mr. Pier reviewed the responsibilities of the Housing Authority programs including the Elderly and Disabled Housing Program located at Millbrook Village and Shad Run Terrace, the Section 8 Rental Assistance Program and the Renter Rebate Program.

- B. Board of Education

Mr. Adam Gutcheon, BOE, gave a report to the Council. In his brief remarks, Mr. Gutcheon noted that final exams will begin at the High School on January 17, 2006. The Board of Education budget process will begin with a meeting of the Finance Committee on January 15, 2006. Dr. Feser will present her recommended budget to the Board of Education on January 18, 2006, the Finance Committee will meet again on February 2, 2006 and the final adoption of the Board of Education budget is scheduled for February 28, 2006. The public is invited to attend any of these meetings.

Clover Street School was successful in achieving their goal of reading 2,005 books in the year 2005 and both the Principal and Vice Principal of the school kissed a pig in honor of the student's efforts.

On December 5, 2005, 8<sup>th</sup> grade Sage Park Middle School students participated in a mock trial competition for the first time. Although they did not receive tangible recognition, the experience was enriching and beneficial for all.

## 7. Town Manager's Report

### **Martin Luther King, Jr. Day Community Celebration**

The Archer Memorial A.M.E. Zion Church is sponsoring its annual Martin Luther King, Jr. Day Celebration for the Windsor Community. This event will take place on Monday, January 16, 2006, starting at 6:00 PM in the Windsor Town Hall Council Chambers, 275 Broad Street. The guest speaker will be Dr. Gilbert Bond, former Professor of Black Theology at Yale University, New Haven, CT. Donations from this event will be used to assist college bound students via the David A. Gaither Scholarship Fund. Scholarship applications are available to high school seniors in Windsor and may be obtained by calling the Archer Memorial A.M.E. Zion Church office at 688-5225. This event is open to the public and all are welcome.

### **Public Work Shop Regarding Facility Use Scheduled**

The community is invited to a Community Work Shop regarding the development of a Town of Windsor facility use study which will be held Wednesday, January 11, 2006 in the cafeteria at Windsor High School from 7:00 PM to 9:00 PM.

The Windsor Public Building Commission has selected Drummey Rosane Anderson, Inc., an architecture and planning design firm with an office in Windsor, to prepare the study. They have started the programming and building evaluation and will be ready for the first of two Community Work Shops on the night of Wednesday, January 11.

This project takes two previous studies, one for the Senior Center at L.P. Wilson and one for all-day kindergarten and combines them with a mix of other buildings that could be impacted or utilized for several different uses. It will then match these buildings or new buildings with programs for seniors, recreation and Milo Peck programs. This will help ensure appropriate uses for town buildings and will include several different scenarios ranging from "do nothing concept" to adding new buildings to our inventory.

For more information, call 285-1870.

### **Fire Fatality**

I am saddened by the death of Judith Garrity that occurred yesterday. This is a tragic incident. My thoughts and prayers are with her family and friends.

Questions regarding the response time have been raised. The first engine arrived at the scene within 6 minutes of the emergency dispatch. Individual firefighters and police officers were on the scene prior to the first engine. Firefighters were able to contain the fire to one room with heat, smoke and water damage to adjacent areas.

Fire prevention efforts through public education, strong code enforcement and promotion of smoke detectors and fire sprinklers along with a Fire Department comprised of well trained, dedicated and committed volunteers have helped make Windsor a safer community. This is the first fire fatality in Windsor since 1998.

The issue of volunteer versus career or paid fire department was also raised. This topic is one that many communities have or will have to face in the coming years.

At this juncture the Fire Department is adequately staffed. As we have discussed in the past, Chief Lewis and his command staff have and continue to recruit and retain volunteers – especially with an eye towards weekday coverage.

I also would like to emphasize that fire prevention efforts are critical to saving lives and reducing property damage. One tool that has been used effectively is the installation of smoke detectors. A second tool is the installation of fire sprinkler systems. It has been well documented that sprinklers in both residential and non-residential structures help save lives and mitigate property loss. Over the years the town has been very aggressive in requiring sprinklers in new or renovated commercial and industrial structures as well as age restricted residential dwellings. I believe it is time to review the potential expansion of this effort to cover all new residential dwellings as well as possibly providing incentives for existing homes to be outfitted with sprinklers.

I have asked staff to prepare material regarding current state laws, regulations and building codes relative to our ability to require sprinklers in new homes as well as provide incentives to homeowners to install sprinklers in existing homes.

## 8. Communication from Council Members

Councilor Gegetska – Reminded residents to check the smoke detectors in their homes.

Councilor Herzfeld – Wished everyone a Happy New Year and reminded everyone to drive safely.

Councilor Jepsen – Encouraged everyone to participate in the bone marrow typing drive scheduled for January 19, 2006 at the Elks Club on Deerfield Road. Informational flyers with detailed information were available.

Councilor McDonald – None.

Councilor Moreton – None.

Councilor Mulligan – Reminded residents to clear snow from fire hydrants to assist firefighters.

Councilor Simon – None.

Deputy Mayor Curtis – Reiterated previous comments regarding smoke detectors and clearing snow from fire hydrants.

Mayor Trinks – Noted this is a difficult time for the firefighters and would like to see them receive any help they need in dealing with the recent tragedy.

9. Reports of Standing Committees

- A. Finance Committee - None.
- B. Town Improvements Committee – will meet on January 23, 2006 at 7:00 PM.
- C. Health and Safety – will meet on January 23, 2006 at 6:00 PM to discuss the newsstand ordinance and other issues.
- D. Special Projects – None.
- E. Joint Board of Education and Town Council Committee – None.
- F. Personnel Committee – None.

10. Ordinances

None.

11. Unfinished Business

- A. Approve the construction of a connecting sidewalk at One Day Hill Road

Moved by Deputy Mayor Curtis, seconded by Councilor Moreton that construction of a sidewalk at One Day Hill Road to serve a bus shelter be approved.

Town Manager Souza presented an overview of the project stating that the approximate cost of the sidewalk is \$6,500 and will be partially funded by the Greater Hartford Transit District. Funding for the sidewalk was previously approved in December 2005. The Town Planning and Zoning Commission recommended approval of the bus shelter and connecting sidewalks at their December 13, 2005 meeting.

Motion passed 9-0-0

- C. Approve the construction of a connecting sidewalk at 1075 Kennedy Road

Moved by Councilor Moreton, seconded by Councilor Gegetskas that construction of a sidewalk at 1075 Kennedy Road to serve a new bus shelter be approved.

Town Manager Souza presented an overview of the project stating that the approximate cost of the sidewalk is \$2,500 and will be partially funded by the Greater Hartford Transit District. Funding for the sidewalk was previously approved in December 2005. The Town Planning and Zoning Commission recommended approval of the bus shelter and connecting sidewalks at their December 13, 2005 meeting.

