



Council Agenda

Council Chambers
Windsor Town Hall
January 2, 2018



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) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Approve FY 2019 Budget Parameters & Guidelines (Deputy Mayor Terranova)
 - b) *Approve FY 2019 Budget Format (Deputy Mayor Terranova)
 - c) *Approve FY 2019 Budget Calendar (Deputy Mayor Terranova)
 - d) Consideration of Town Manager's compensation adjustment related to Oct 2017 performance evaluation (Deputy Mayor Terranova)
13. *RESIGNATIONS AND APPOINTMENTS



14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 18, 2017 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation)

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: January 2, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Preliminary Budget Guidelines and Parameters for FY 2019

Background

As part of the annual budget process, the Town Council provides staff with a set of budget guidelines and parameters to be used in preparing the annual operating budget. As we proceed through the budget process, these preliminary projections for revenues and expenditures will be refined as new information is gathered.

Discussion/Analysis

Attached are suggested revenue, expenditure and service delivery guidelines and parameters for FY 2019. These parameters set the stage for developing a proposed budget that will attempt to maintain current levels of service, identify resources to address unmet and emerging service delivery needs, as well as continuing multi-year investments in programs such as asset management, infrastructure improvements, open space preservation and funding for other post-employment benefits (OPEB).

The October 1, 2017 grand list will not be formally completed until January 31, 2018. At this time, we are projecting a net grand list growth of approximately 1.3%. This growth is primarily related to new personal property investment by Amazon, real estate value from Dollar Tree as their fixed assessment agreement ends, along with incremental increases in real estate value at Amazon and Windsor Station in accord with fixed assessment agreements.

Non-property tax revenue categories comprise approximately 17% of the current budget and include such items as state aid, interest earnings, fees, permits and use of General Fund reserves. As in years past, it can be a challenge to forecast non-tax revenues at this early stage in the budget process, as a number of factors influence these revenue streams. Uncertainty as to the level of municipal state aid we anticipate to receive will continue as the State of Connecticut enters into the second year of the biennial State budget. Building permit fees, real estate conveyance fees and land recording fees are projected to be similar to what we budgeted from these sources for FY 2018. Interest earnings are expected to moderately increase as we move into a higher interest rate environment.

On the expenditure side, our assumptions and projections related to individual expenditure categories will become more firm over the coming months as we gather new data from our vendors,

suppliers and cooperative purchasing coalitions. We are currently projecting increases in health insurance costs of approximately 7% and retirement costs of approximately 10%. Additionally, we are expecting unit prices for electricity distribution to increase by 3.5%. Budgeted unit prices for gasoline and diesel are projected to increase as compared to current year unit pricing. The Metropolitan District Commission (MDC) ad valorem sewer assessment is projected to increase by approximately 10%, and the MDC water rate is projected to increase 11%.

Other items of note relate to the state-wide mill rate for motor vehicles, the renter's rebate program and alterations to municipal aid from the state. The recently enacted state budget eliminated the 32 mill cap on motor vehicles. As was the case in FY 18, it is anticipated the Town will be responsible for 50% of the renter's rebate program again in FY 19; funding for which is expected to come from a reduction in an as of yet to be determined state aid revenue category. We expect the Elderly Circuit Breaker tax relief program will not be funded again in FY 19, which results in a loss of revenue of approximately \$180,000. As already stated, there is uncertainty as to the overall level of state aid the town will receive in FY 19 as the Governor and General Assembly will need to address projected budget deficits at the state level for the second year of the biennial State budget. We will learn more in the coming months concerning this.

Other Board Action

The Finance Committee met on December 18th and recommended that the attached FY 2019 budget assumptions and parameters be approved by the Town Council.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE to approve the FY 2019 budget assumptions and parameters as presented.”

Attachments

Proposed FY 2019 Budget Assumptions & Parameters

**PROPOSED FISCAL YEAR 2019
BUDGET ASSUMPTIONS & PARAMETERS**

Revenues

Utilize state aid amounts based upon the second year of the biennial State of Connecticut budget as may be adjusted by the Governor and General Assembly.

Assume continued loss of funding for the Elderly Circuit Breaker tax relief program of approximately \$180,000.

Building permits, conveyance fees and land recordings are projected to remain flat with FY 2018 adopted budget amounts.

Interest earnings are projected to return approximately 1.00%.

EXPENDITURES

Employee and retiree insurance benefit (health, life, dental) premiums are projected to increase approximately 7% (\$220,000)

Town contributions to defined benefit and defined contribution retirement plans are forecasted to increase approximately 10%. (\$235,000)

Budgeted unit cost for electricity distribution is projected to increase 3.5%. No increase in generation cost as we have a fixed price agreement for electricity *generation* until November 2020. (\$17,000).

Budgeted unit costs for gasoline and diesel fuel are expected to increase 10% and 30% respectively. (\$40,000)

MDC sewer ad valorem assessment is projected to increase 10%. (\$390,000).

MDC water rates are projected to increase 11%. (\$7,000)

General Fund appropriation for debt service is assumed to increase 3% as compared to the FY 2018 budget amount. (\$209,000)

Property, Liability and Worker's Compensation costs are projected to increase 7%. (\$148,000)


Continue planned incremental increases to the OPEB Trust Fund appropriation. (\$100,000)

SERVICE DELIVERY

Present a budget that reflects current levels of service as well as identifies resources to address unmet and emerging service delivery needs.

Continue multi-year investment program in open space preservation as well as asset management activities such as pavement, fleet, technology, facilities, and athletic fields.

Agenda Item Summary

Date: January 2, 2018
To: Honorable Mayor and Members of the Town Council
Prepared By: James Bourke, Finance Director
Reviewed By: Peter Souza, Town Manager 
Subject: FY 2019 Budget Format

Background

The *Town Charter* requires that changes to the budget format be adopted by the Town Council by January 15th.

Discussion/Analysis

While staff is not recommending changes to the overall budget format, we are suggesting adjustments related to the change in state law concerning the motor vehicle tax.

In the fall of 2017, the State legislature made adjustments to the so called “mill rate cap” for motor vehicles by raising the mill rate limit from 32 mills to 39 mills. This action eliminates the need to have the category entitled ‘Motor Vehicle Levy’ in the General Property Tax section found on page B-2 of the budget document. Also, the Mill Rate Calculation section on page B-4 will no longer need to reflect a calculation related to a separate motor vehicle mill rate.

Financial Impact

None

Other Board Action

The Finance Committee discussed this topic on December 18th and recommended no changes to the budget format for Fiscal Year 2019 except to eliminate calculations related to a separate motor vehicle mill rate.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE that the FY 2019 budget format remain the same as the format utilized for FY 2018 except to eliminate calculations related to a separate motor vehicle mill rate.”

Attachments


None

Agenda Item Summary

Date: January 2, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager. 

Subject: FY 2019 Budget Calendar

Background

The attached budget calendar outlines the significant events for submittal, review and adoption of the annual operating budget.

Discussion/Analysis

The proposed budget calendar is generally consistent with previous budget calendars. Once again it incorporates dates related to Public Act #13-60. This act calls for the Town Council to make recommendations and suggestions to the local Board of Education regarding the consolidation of non-educational services within 10 days of the Board of Education submitting its budget information.

The proposed schedule calls for a public hearing on February 5th to hear budget requests and comments. The proposed budget is targeted to be transmitted to the Town Council during the last week of March. On April 2nd a public hearing is proposed prior to the Council's regularly scheduled meeting.

Council discussion and preliminary deliberations are scheduled for April 23rd with the final budget adoption being proposed for Wednesday, April 25th. The suggested date for the adjourned town meeting (referendum) is Tuesday, May 8th. As in years past, the formal setting of the referendum date is done when the Town Council adopts the budget.

The calendar includes public information and community forums on February 28th and March 27th, prior to the Town Council's review of the proposed budget. These forums will be hosted by town staff. The first forum will provide an opportunity for discussion of the budget process, our overall revenue picture, as well as various fiscal and service delivery topics. The March 27th forum will provide an informal setting for the public to hear more about the proposed budget prior to the April 2nd Town Council public hearing. Later in April and early May, there will be three additional community budget forums at various locations around town. These forums are sponsored by the Windsor League of Women Voters and Windsor CT Votes and will allow the public to hear more about the proposed budget and the budget that will be presented at the referendum. The Town Manager and Superintendent of Schools will be available at these meetings to provide the latest information on the budget and answer questions from residents.

Financial Impact

None

Other Board Action

The Finance Committee met on December 18th and recommended the attached budget calendar for FY 2019 be approved by the Town Council.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE that the FY 2019 budget calendar be approved as presented.”

Attachments

Proposed FY 2019 Budget Calendar

**TOWN OF WINDSOR, CONNECTICUT
FY 2019
BUDGET CALENDAR BY DEPARTMENT**

Date	Day	Step
February 5, 2018 7:15 PM	Monday	Public Hearing by Town Council to hear budget requests from citizens.
February 22, 2018	<i>Tentative</i>	Board of Education to submit to Town Council information regarding Public Act 13-60 (BOE meeting on 2/21/18)
February 28, 2018	Wednesday	Informational meeting on Proposed Budget
March 5, 2018	<i>Tentative</i>	Town Council suggestions due to the BOE per Public Act 13-60 within 10 days of BOE submission
March 2018	<i>Tentative</i>	Board of Education to submit written responses to Town Council regarding suggestions made per Public Act 13-60.
March 12, 2018	Monday	Finance Committee Meeting
March 27, 2018	Tuesday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget) Informational meeting on Proposed Budget
April 2, 2018 7:00 PM	Monday	Town Manager's Presentation of FY 19 Proposed Budget Public Hearing re: public opinion regarding budget as proposed by Town Manager Regular Town Council meeting
April 4, 2018 6:30- 9 PM	Wednesday	Board of Education, Revenues, Public Works, Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund
April 16, 2018 6:30- 9 PM	Monday	Board of Education, Safety Services, Health Services, Library, Human Services, Child Care and Adult Day Care, Recreation & Leisure Services
April 18, 2018 6:30 - 9 PM	Wednesday	Information Services, Development Services, Community Development, Administrative Services, General Government, General Services, Insurance Internal Service Fund, Town Support for Education
April 23, 2018 6:30 – 9 PM	Monday	Public Comment, Capital Spending, Price Guide, Preliminary Deliberations
April 25, 2018 6:30 - 9 PM	Wednesday	Public Comment, Town Council final deliberations and vote
May 8, 2018	Tuesday	Recommended date for Adjourned Town Meeting (referendum)
May 21, 2018	Monday	Regular Town Council Meeting; Council sets tax rate
June 20, 2018	Wednesday	Tax bill mailing completed
June 30, 2018	Saturday	End of current fiscal year

Additional Community Budget Forums – April 25, April 26, May 2 (sponsored by League of Women Voters & CT Votes)

Windsor school vacation week is April 9-13, 2018

**Town Council
Resignations/Appointments/Reappointments
January 2, 2018**

Resignations

- A. Accept the resignation of Ricky Reed from the Housing Authority of the Town of Windsor**

- B. Accept the resignation of James Ristas from the Capital Improvements Committee**

- C. Accept the resignation of Patricia Carroll from the Commission on Aging and Persons with Disabilities**

Appointments / Reappointments (to be acted upon at tonight's meeting)

A. One Democratic Member - APPOINTMENT

Youth Commission

Three Year Term to expire September 30, 2018 or until a successor is appointed
(to replace Robinson)

“MOVE to APPOINT Bruce McCormick as a Democratic member to the Youth Commission for a three year unexpired term to expire September 30, 2018 or until a successor is appointed.”

B. One Republican Alternate Member - REAPPOINTMENT

Town Planning & Zoning Commission

Two Year Term to expire November 10, 2019 or until a successor is appointed
(Alexander Correia)

“MOVE to REAPPOINT Alexander Correia as a Republican Alternate Member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2019 or until a successor is appointed.”

Appointments / Reappointments (to be acted upon at tonight's meeting)

C. One Democratic Alternate Member - REAPPOINTMENT

Zoning Board of Appeals

Two Year Term to expire November 10, 2019 or until a successor is appointed

(Dawn Kirkwood)

“MOVE to REAPPOINT Dawn Kirkwood as an Unaffiliated Alternate member to the Zoning Board of Appeals for a two year term to expire November 10, 2019 or until a successor is appointed.”

D. One Democratic member – REAPPOINTMENT

Town Planning & Zoning Commission

Five Year Term to expire November 11, 2022 or until a successor is appointed

(Karl Profe)

“MOVE to REAPPOINT Karl Profe as a Democratic member to the Town Planning & Zoning Commission for a five year term to expire November 11, 2022 or until a successor is appointed.”

E. One Republican Member - REAPPOINTMENT

Public Building Commission

Three Year Term to expire November 30, 2020 or until a successor is appointed

(Leon Alford)

“MOVE to REAPPOINT Leon Alford as a Republican member to the Public Building Commission for a three year term to expire November 30, 2020 or until a successor is appointed.”

F. One Democratic Alternate Member – REAPPOINTMENT

Town Planning & Zoning Commission

Two Year Term to expire November 11, 2019 or until a successor is appointed

(Margaret Harvey)

“MOVE to REAPPOINT Margaret Harvey as an Independent Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2019 or until a successor is appointed.”

Appointments / Reappointments (to be acted upon at tonight's meeting)

G. One Democratic Alternate Member - APPOINTMENT

Youth Commission

Two Year Unexpired Term to expire September 30, 2018 or until a successor is appointed
(to replace McCormick)

“MOVE to APPOINT Joel Cruz as a Democratic Alternate Member to the Youth Commission for a two year unexpired Term to expire September 30, 2018 or until a successor is appointed.”

H. One Republican Alternate Member – REAPPOINTMENT

Board of Assessment Appeals

Four Year Term to expire November 30, 2021 or until a successor is appointed
(Mark Purdue)

“MOVE to REAPPOINT Mark Purdue as a Republican Alternate Member to the Board of Assessment Appeals for a four year term to expire November 30, 2021 or until a successor is appointed.”

I. One Democratic Member - REAPPOINTMENT

Board of Assessment Appeals

Four Year Term to expire November 30, 2021 or until a successor is appointed
(George Bolduc)

“MOVE to REAPPOINT George Bolduc as a Democratic Member to the Board of Assessment Appeals for a four year term to expire November 30, 2021 or until a successor is appointed.”

J. One Democratic Alternate Member (resident) - REAPPOINTMENT

Historic District Commission

Two Year Term to expire October 14, 2019 or until a successor is appointed
(Marcia Hinckley)

“MOVE to REAPPOINT Marcia Hinckley as a Democratic Alternate (resident) Member to the Historic District Commission for a two year term to expire October 14, 2019 or until a successor is appointed.”

Appointments / Reappointments (to be acted upon at tonight's meeting)

- K. One *Democratic Alternate* Member (non-resident) - REAPPOINTMENT**
Historic District Commission
Two Year Term to expire October 13, 2019 or until a successor is appointed
(Neill Sachdev)

“MOVE to REAPPOINT Neill Sachdev as a Democratic Alternate (non-resident) Member to the Historic District Commission for a two year term to expire October 13, 2019 or until a successor is appointed.”

Names submitted for consideration of appointment

None

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
DECEMBER 18, 2017
Regular Town Council Meeting
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 p.m.

Present: Mayor Donald Trinks, Councilor James Govoni, Councilor Jill Jenkins, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin, and Councilor Kenneth Wilkos

2) PRAYER

Councilor Wilkos led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS – None

5) PUBLIC COMMENTS AND PETITIONS

John Dunn, 15 Strawberry Hill, disagrees with the opinion of the Town Attorney that Windsor does not need to have another referendum for the FY 18 budget. Section 9-1(a) of the Town Charter states that, "...if any budget fails to pass, the Council shall make adjustments and resubmit such adjusted budget recommendation to a vote on the voting machines until approved by the voters..." If there are adjustments to the budget, Windsor voters must have the opportunity to vote at referendum.

George Slate, 71 Ethan Drive, also believes that a referendum is required. He noted that unfunded liabilities/expenditures should be taken to our state representatives and cut from the budget. Examples of this are the Renter's Rebate program and the Circuit Breaker program. We should not be funding items that can't be supported. He added that he is concerned with what happens if there is no referendum now and a budget does not pass on July 30th. Would the town be allowed to spend a penny? How might the town legally operate? Would the Council be allowed to take money from the Unappropriated Fund balance? He questioned if the town has a plan to run on "essential employees."

Coralee Jones, 1171 Matianuck Avenue congratulated the recent election of the councilors and thanked them for their time. She is also concerned about how the Council is handling this FY17-18 budget. The Town Charter does not mention a time line and she

believes the voters have the right to vote on this budget. She questions the process being followed.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Metropolitan District Commission

John Avedisian, Windsor member of the MDC, gave the following review of an MDC meeting held on December 4th in which a \$167.1 million budget was adopted.

There were 22 commissioners in attendance. Four voted 'no' to every line item. The towns felt that the percentage of increases (14% water rate and 8% sewer charge) was too much for the eight member towns. Mr. Avedisian made that statement before the vote. No help was offered to help with the cost, to try and fix the budget or at least take something out of the budget to lower the percent increase. If they will not review the budget one more time before the vote, the Town of Windsor will vote 'no.' The West Hartford Director of Finance, a Newington State Representative and the Wethersfield Town Manager all commented that the cost increases are unsustainable and asked that the budget be revisited.

Concerning the contested DEEP \$2.5 million bill for the water treatment runoff, the commissioners did amend the budget so that if the bill is paid by July, it would change the member towns' ad valorem sewer bills. Mr. Avedisian does not believe this will happen. He suggested that the member towns meet with the DEEP and work on a compromise. He suggested that they at least charge the MDC cost.

The draft of the proposed new MDC residential water bill also includes a new 2018 Department of Public Health (DPH) assessment fee. This money will go to the DPH for water testing as their budget was cut.

Mr. Avedisian also suggested that the Town Managers of the 8 member towns speak with their Councils, asking that all commissioners be directed to vote 'no.'

7) TOWN MANAGER'S REPORT

Dr. Martin Luther King, Jr. Celebration in Windsor, January 15, 2018

The Archer Memorial A.M.E. Zion Church is sponsoring its annual Dr. Martin Luther King, Jr. Celebration for the community on Monday, January 15, 2018, 2:00 PM - 3:30 PM at the Windsor Town Hall Council Chambers, 275 Broad Street in Windsor, CT. The keynote speaker will be Rev. Dr. Shelley Best, President & CEO of the Conference of Churches and Pastor of Redeemer's A.M.E. Zion Church in Plainville, CT. She is a human rights activist; liberation theologian and social entrepreneur with over 20 years' experience working in the nonprofit, faith-based and business sector with a mission to help organizations and communities develop strategic alliances for sustainable change. The program will also include musical selections, performances, and words of reflection. All are welcome to attend. The event is free and is open to the public. Refreshments will be

served after the program. For questions, please contact the Archer church office at 860-688-5225.

There's a lot to in Windsor is being delivered next week

A reminder during this busy holiday season that the winter 2018 edition of *There's a lot to do in Windsor* is being delivered to Windsor residents and businesses next week together with the Community Courant section of the *Hartford Courant*. Residents that do not subscribe to the *Courant* will find their copy of the magazine inside the plastic bag delivered to homes each week with the Courant Community section and sales flyers.

This edition features information on programs and services available from January through April. It also includes the "Citizen's Guide to the Windsor Town Budget," a primer on the budget process and a listing of opportunities for public participation. As always, the magazine will also be available online at townofwindsorct.com.

Planning Department Recognized for Zoning Regulation Update

I'm pleased to announce that the Planning Department is the recipient of the Connecticut Chapter of the American Planning Association's 2017 *Outreach Award*, specifically recognizing the department's efforts to improve transparency and foster a deeper understanding of planning and zoning through the use of technology, most notably through our annotated zoning regulations.

Planning department staff has systematically automated/improved the planning and zoning process to provide greater access to information such as making our website a one-stop shop for all things planning and zoning; creating online interactive citizens' guides to help both residents and applicants understand our commissions' roles, our processes, and how they can maximize their participation with the largest accomplishment being a rewrite of the Zoning Regulations to simplify and improve online navigation, and provide annotations to explain them in plain English. My thanks to Eric Barz, Town Planner and the Planning Department staff for all of their efforts to enhance customer service.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly wished a Happy Holiday to everyone.

Councilor Wilkos wished the same and a safe and Happy New Year.

Councilor Jenkins wished a Merry Christmas, Happy Kwanza, Hanukkah and Happy Holidays to everyone.

Councilor Govoni asked that everyone keep an eye out for elderly neighbors and keep the fire hydrant area in front of their houses clear during this holiday season.

Councilor McAuliffe reminded everyone to shop local.

Councilor Tustin wished the same Holiday Greetings to all.

Deputy Mayor Terranova wished the same greetings to all.

Councilor Jepsen wished the same to everyone.

Mayor Trinks - None

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O’Reilly reported that they met last Monday and interviewed over ten candidates for appointments and reappointments.

Finance Committee – Deputy Mayor Terranova reported that they had met twice since the last Council meeting. The recommended adjustments for the FY 2018 budget are on the agenda this evening.

Special Projects Committee - None

Health & Safety Committee – None

Town Improvements Committee - None

10) ORDINANCES

11) UNFINISHED BUSINESS

- a) Approve Classification and Compensation Study for Administrative Pay Plan

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the classification and compensation study final report be approved and implemented as presented, effective January 1, 2018.

The FY 17 operating budget included funding for the completion of a classification and compensation study. The results of the study were first presented to the Council in September. There were 12 or 13 employees who were below the minimum of the pay range. The Council held off on making a decision on this item as the budget was unsettled at that time. It is back tonight and included in the final budget decisions.

Motion Passed 9-0-0

- b) Approve adjustments to the Proposed Fiscal Year 2018 Budget

The Finance Committee met on December 6, 2017. During that time, it was agreed that a reduction of \$1,054,090 was needed to reduce the FY 18 proposed budget down to the FY 17 level which, when combined with the level of State Aid as put forth in the recently enacted State budget, would maintain the real estate mill rate that was utilized in the June billing at 32.45 mills. As part of that discussion, the Finance Committee made the following recommendations to the Town Council:

- Reduce the FY 18 Board of Education budget to the FY 17 level, a decrease of \$826,790

- Reduce the FY 18 Town operating budget by \$227,300 through the following changes:
 - Decrease the health insurance allocation by \$128,000 (requires adjustments to all departments)
 - Decrease the pavement management program by \$50,000
 - Reduce funding to the OPEB trust fund by \$50,000
 - Reduce funding for Open Space by \$18,800
 - Implement the employee compensation and classification study recommendations effective January 1, 2018 by increasing the associated departmental personnel budgets by a total of \$19,500
 - Increase a non-State Aid revenue category (interest income) by \$7,710 due to a greater than anticipated reduction in State Aid

Councilor Jepsen said that based on the Town Attorney’s opinion of the pertinent Town Charter sections, the Town Council may elect to continue to operate under the FY 17 appropriation level without submitting a revised budget to referendum. The Finance Committee is recommending to the Town Council that the FY 18 budget not be sent to a second budget referendum. The spending plan that has been laid out is as low as the Council can go.

Mayor Trinks clarified that the adjustments that have been made take us back to what was approved for FY 17 by the last passed referendum.

In response to a question by Councilor Wilkos concerning the Board of Education budget, Councilor O’Reilly said that the reduced budget does take the budget back to the approved FY 17 amount.

Councilor Jenkins also mentioned that there are additional students enrolled this year, further reducing available resources.

Town Manager Peter Souza also said that there will be suggested motions to adjust specific revenue categories related to State Aid – School aid grants and non-school aid grants. This will affirm the Town Council’s action on May 15th concerning tax collection rates, senior tax relief, enterprise funds and the price guide.

EXPENDITURES

- Board of Education (Section D)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$68,298,120	(\$826,790)	\$67,471,330

This is a reduction to bring the Board of Education’s budget down to the FY17 adopted budget appropriation.

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for the Board of Education by \$826,790 to \$67,471,330.

Motion Passed 9-0-0

- **Town Support for Education (Section E)**

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$5,148,150	(\$11,440)	\$5,136,710

This is a reduction in funding for OPEB (Other Post-Employment Benefits) as well as adjusting for health insurance and the class & compensation study.

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Town Support for Education by \$11,440 to \$5,136,710.

Motion Passed 9-0-0

- **Safety Services (Section F)**

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$10,197,310	(\$34,690)	\$10,162,620

This is a reduction for health insurance costs.

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Safety Services by \$34,690 to \$10,162,620.

Motion Passed 9-0-0

- **Recreation & Leisure Services (Section G)**

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$1,489,110	\$2,530	\$1,491,640

This is a net increase for adjusting for health insurance and the class & compensation study.

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to increase the May 15, 2017 budget for Recreation & Leisure Services by \$2,530 to \$1,491,640.

Motion Passed 9-0-0

- Human Services (Section H)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$829,360	\$2,540	\$831,900

This is a net increase for adjusting for health insurance and the class & compensation study.

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to increase the May 15, 2017 budget for Human Services by \$2,540 to \$831,900.

Motion Passed 9-0-0

- Health Services (Section I)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$480,100	(\$500)	\$479,600

This is a net decrease for adjusting for health insurance and the class & compensation study.

MOVED by Councilor Tustin, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Health Services by \$500 to \$479,600.

Motion Passed 9-0-0

- Library Services (Section J)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$1,649,370	(\$4,860)	\$1,644,510

This is a reduction for health insurance costs.

MOVED by Councilor Govoni, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Library Services by \$4,860 to \$1,644,510.

Motion Passed 9-0-0

- Development Services (Section K)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$1,281,090	(\$5,850)	\$1,275,240

This is a net decrease for adjusting for health insurance and the class & compensation study.

MOVED by Councilor Wilkos, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Development Services by \$5,850 to \$1,275,240.

Motion Passed 9-0-0

- Community Development (Section L)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$115,950	(\$1,080)	\$114,870

This is a reduction for health insurance costs.

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Community Development by \$1,080 to \$114,870.

Motion Passed 9-0-0

- Public Works & Engineering (Section M)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$6,065,990	(\$19,980)	\$6,046,010

This is a reduction for health insurance costs.

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Public Works & Engineering by \$19,980 to \$6,046,010.

Motion Passed 9-0-0

- Information Services (Section N)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$474,870	(\$1,620)	\$473,250

This is a reduction for health insurance costs.

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Information Services by \$1,620 to \$473,250.

Motion Passed 9-0-0

- Administrative Services (Section O)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$2,250,020	(\$10,310)	\$2,239,710

This is a net decrease for adjusting for health insurance and the class & compensation study.

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for Administrative Services by \$10,310 to \$2,239,710.

Motion Passed 9-0-0

- General Government (Section P)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$980,400	(\$1,620)	\$978,780

This is a reduction for health insurance costs.

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to reduce the May 15, 2017 budget for General Government by \$1,620 to \$978,780.

Motion Passed 9-0-0

- General Services (Section Q)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$12,657,240	(\$140,420)	\$12,516,820

This is a total reduction for funding for OPEB (Other Post-Employment Benefits) for \$35,000; Capital Projects – Pavement Management Program for \$50,000; Open Space for \$18,800; and health insurance for \$36,620.

MOVED by Councilor Tustin, seconded by Councilor Jepsen to reduce the May 15, 2017 budget for General Services by \$140,420 to \$12,516,820.

Motion Passed 9-0-0

TOTAL GENERAL FUND EXPENDITURES

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$111,917,080	(\$1,054,090)	\$110,862,990

This reduction brings the General Fund appropriation to the FY 17 adopted level.

MOVED by Councilor Govoni, seconded by Councilor Jepsen to amend the total General Fund expenditures for the FY 2018 budget by reducing them by \$1,054,090 to \$110,862,990.

Motion Passed 9-0-0

REVENUES

- Revenues (Section B)

FY 2018 Council Approved Budget 5/15/17	Town Council Action 12/18/17	Amended Amount
\$111,917,080	(\$1,054,090)	\$110,862,990

Add \$7,710 to object line #51501 Interest Unrestricted from \$370,000 to \$377,710.

MOVED by Councilor Wilkos, seconded by Councilor Jepsen to increase the Revenues From Use Of Assets revenue category by \$7,710 (from \$768,830 to \$776,540) to increase the Interest Unrestricted line.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to decrease the State School Aid revenue category by \$243,570 (from \$13,008,110 to \$12,764,540) to reflect net reductions in state aid.

- Add \$1,254,000 to object line #51701 Special Ed – Excess Costs from \$0 to \$1,254,000.
- Reduce \$4,744,680 from the new line Special Education from \$4,744,680 to \$0.
- Add \$3,247,110 to object line #51710 ECS (Education Cost Sharing) from \$8,263,430 to \$11,510,540.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to increase the State Grants In Lieu Of Taxes revenue category by \$235,860 (from \$1,498,880 to \$1,734,740) to reflect net increases in state aid.

- *Reduce \$180,000 from object line #51903 HEART (Elderly) from \$180,000 to \$0.*
- *Reduce \$42,420 from object line #51905 PILOT: State Owned Property from \$93,070 to \$50,650.*
- *Add \$272,140 to a new line Municipal Stabilization Grant.*
- *Add \$186,140 to object line #52710 Municipal Revenue Sharing from \$1,134,860 to \$1,321,000.*

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to decrease the General Property Tax revenue category by \$1,054,090 (from \$94,273,060 to \$93,218,970) to reflect expenditure reductions and Other Revenue adjustments.

Reduce \$1,054,090 from object line #51002 Current Levy from \$86,639,660 to \$85,585,570.

Motion Passed 9-0-0

OTHER FINAL MOTIONS

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the Tax Collection Rates, Senior Tax Relief, Enterprise Funds and Price Guide remain the same as approved by the Town Council action on May 15, 2017.

Tax Collection Rate
99.00% for RE/PP
92.00% for MV

Senior Tax Relief
\$130,000

Enterprise Funds
Landfill Enterprise Fund: \$2,699,670
Resident Transfer Station Enterprise Fund: \$193,140
Caring Connection Adult Day Care: \$487,880
Windsor Child Development Enterprise Fund: \$1,149,640

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Approved Town Council meeting dates for calendar year 2018 and January 2019

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the Town Council meeting dates for calendar year 2018 and January 2019 as presented.

Motion Passed 9-0-0

- b) Approve 2018 schedule of Board/Commission annual reports to the Town Council

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the 2018 schedule of Board/Commission annual reports to the Town Council as presented.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor O'Reilly, seconded with regret by Councilor Jepsen, to accept the resignation of Marty Collier from the Inland Wetlands and Watercourses Commission.

Councilor O'Reilly said there was one resignation tonight from Marty Collier of the Inland Wetlands and Watercourses Commission (IWWC).

Motion Passed 9-0-0

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the December 4, 2017 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the December 4, 2017 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate, 71 Ethan Drive suggested the town could still send this adopted budget to the voters. The Finance Committee indicated a spending increase for next year at \$3.5 to \$3.6 million dollars. One million dollars of that will come from Grand List growth (2.5 to 2.4 increase next year.) He also suggested that MDC could fund Other Post Employment Benefits (OPEB) and amortize for a longer period of time. He added that the Finance Committee minutes indicate that the town can now set up a Board of Education

Reserve Fund. He does not believe that the town is precluded from funding that at some level from the unrestricted fund balance.

Coralee Jones, 1171 Matianuck Avenue, does not want to see services cut but has concerns over the budget process. She is concerned that the Council is depending on the Town Attorney's opinion and worried how the budget will be handled next year if it does not pass the first time.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Deputy Mayor Terranova to adjourn the meeting at 8:37 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lori Hartmann
Recorder