

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