

**TOWN OF WINDSOR
TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL MEETING
APRIL 18, 2018
APPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:35 P.M.

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

2) INFORMATION SERVICES

Anna Posniak, Town Clerk, gave the following presentation:

The Department encompasses two divisions: The Town Clerk's Office and Public Relations. The overall budget for the current fiscal year is estimated to come in under budget by \$21,880 or 3.6% primarily due to the timing of the capital project for the lower archival room and vacancy savings in the Town Clerk's Office. General Fund expenditures are expected to come in under budget by \$7,230 or 1.5% due to vacancy savings.

The proposed FY 19 budget has an overall increase of \$32,820 or 5.4% compared to the FY 18 budget resulting from several factors including the additional costs of the maintenance contract for the Clerk's integrated software system, the use of special revenue funds for the lower archival room project, and an increase in Personal Services.

The FY 19 General Fund reflects an increase of about \$18,020 or 3.8% due to personal services as well as the previously mentioned maintenance contract.

The software maintenance contract has been incrementally added to the Town Clerk's budget over the last couple of years with the additional copier special revenue fund covering the remaining costs. In FY 19, an additional \$4,000 will be added to the General Fund for the maintenance contract and the final \$4,000 will be added into next year's budget.

The FY 18 Public Relations General Fund budget is expected to come in under budget by \$1,220 as a result of training savings. The FY 19 proposed General Fund budget reflects an increase of \$6,150 or 3.1%.

The town's social media presence continues to grow with a 51% increase in followers from this time last year. These outlets were valuable communication tools throughout the year for providing emergency information, promoting town programs and services and to facilitate our WinWag photo contest in promoting June as dog licensing month.

New marketing initiatives this year include collaborating with the Windsor Chamber of Commerce and Board of Education to create WinCal.org, an online community calendar where you can find everything there is to do in Windsor all in one place. We have also continued working with IT on website content and user enhancements.

Councilor Wilkos asked about the increase in salary expenses. Was this a department affected greatly by the study? Ms. Posniak responded that it was not.

Councilor Wilkos asked if the department planned to host the WinWag photo contest again. Ms. Posniak responded that they were planning to run it again, this time with two different categories: one for puppies and one for dogs thirteen months and older.

Councilor Jepsen asked about conveyance fees. Ms. Posniak responded that it has been sunsetted and is permanent. Windsor was not one of the towns that saw an increase, we remain at 0.25%.

3) DEVELOPMENT SERVICES

Eric Barz, Town Planner; Bob Bolasevich, Fire Marshal; and Jim Burke, Economic Development Director, gave the following presentation:

Overall expenditures for FY 18 are expected to come in under budget by \$7,990 or 0.6% mostly due to services.

The proposed FY 19 General Fund budget reflects an increase of \$42,190 or 3.3% as compared to FY 18, primarily due to personal services.

The Planning Department was honored by the Connecticut Chapter of the American Planning Association with the 2017 Transparency and Public Outreach Award for our Annotated Zoning Regulations, online Citizen's Guide, and other web page enhancements that keep our citizens informed on our regulations and processes.

Aero Gear, Arrow Electronics, Dattco, Mattress Firm, SCA Pharmaceuticals, UPS, and other smaller tenants moved into over 450,000 square feet of new and renovated floor space. The Town Planning and Zoning Commission approved another 288,000 square foot Ford parts distribution center on Tradeport Drive.

Construction of Windsor Station Apartments was completed in May 2017. As of December, 120 of the 130 units were leased bringing 158 new residents to Windsor Center.

The Fire Marshal's Office began a Community Risk Analysis project, looking at emergency call data, census data, and trends, which will help determine opportunities for improvement in code enforcement and public education. As part of this project, the Fire Marshal's Office has reviewed the existing Fire Code ordinances and has proposed updates to ensure their proper integration with state codes.

Interns surveyed Windsor Center businesses regarding occupancy, employment, hours of operation and contacts. This survey was followed by a second parking utilization study of Windsor Center to corroborate the findings of the Transit Oriented Development study and will be used as information for the future parking policy.

We began a partnership with the CT Small Business Development Center and others to increase assistance to Windsor small businesses through locally presented training opportunities and on-site counseling.

There has been significant infill, renovation, and expansion activity in town with renovations to the Marriot and Hyatt House, enhancements to the Keney Park Clubhouse, LP Wilson, Amazon, and Dollar Tree, renovations to accommodate new Lindenmeyer Munroe and Fabrica facilities as well as the relocation of General Electric in town.

In FY19 the Planning Department will be working with a task force to plan for the reuse of the recently purchased golf course, annotating and updating the Subdivision Regulations to make them more user friendly, and collaborating with IT to incorporate the updated Historic Survey into the public GIS interface.

The Building Department will be instituting online building permitting and together with the Fire Marshal's Office will be training for the implementation of the new Connecticut State codes.

Economic Development will be developing a Small Business Information and Education program.

Development Services is working closely with Great Pond and their prospective vertical developer to accommodate changes to the form-based code in anticipation of the first residential phases of Great Pond, which will begin with infrastructure improvements and 230 apartment units in a mix of building styles.

Councilor O'Reilly asked about onsite counseling for small businesses. Mr. Burke responded that starting May 16th there will be a consultant onsite for weekly meetings with small businesses. The consultant will help with resources, business plans, and growth opportunities.

Councilor O'Reilly asked if it is something that small businesses will take advantage of. Mr. Burke responded that he believes there is a need and that it will be used. Right now these services are only available in Hartford.

Councilor Jepsen stated that he was delighted with the presentation. He asked about the amount of money that gets set aside for open space and asked for details on how that works. Mr. Barz responded that they usually asked developers to set aside 15% for open space, but in certain situations, they may ask for a fee instead.

Councilor Jepsen asked about Great Pond project's start date. Mr. Barz responded that there are meetings coming up and their finances seem to be in good shape now after a few difficulties. He is hopeful that work will begin this summer.

4) COMMUNITY DEVELOPMENT

Jim Burke, Economic Development Director, gave the following presentation:

The FY 18 budget is expected to be under budget by \$194,260 or 47.6% primarily due to a decrease in personal services. The FY 19 budget proposes an overall decrease of \$80,250 or 19.6% and a General Fund decrease of \$11,070 or 9.6% as compared to FY 18.

FY 18 is budgeted for 1.0 FTE, a temporary part-time position, and a contracted rehabilitation housing specialist. The FY 19 budget proposes that the department be staffed by one full-time equivalent and a contracted rehab housing specialist. The proposed budget uses loan program funds as a non-general fund source of revenue.

The primary goal of the department is neighborhood preservation. It supports neighborhoods through housing rehabilitation, community facilities, infrastructure improvements, and small business loans. Those services are funded primarily by grants and program income. Housing rehabilitation usually helps 15-20 houses per year by addressing environmental hazards, reducing homeowner energy costs, eliminating barriers for disabled people and stabilizing neighborhoods.

Community Development provides staff support to the Human Relations Commission, Wilson/Deerfield Advisory Committee, Economic Development Commission, and the Fair Rent Commission. Staff also coordinates the Neighborhood Assistance Act tax credit program at the local level. As a recipient of federal Community Development Block Grant funds, the department is responsible for making efforts to further fair housing and related civil rights initiatives.

The department provides referrals for housing counseling agencies, lenders, social service providers, and weatherization programs.

In FY 18 the department:

- Successfully rehabilitated 10 residential units
- Assisted an additional 10 households with applications to the Community Renewal Team for various energy-related needs
- Completed grant funded remedial action plans for two redevelopment sites in Windsor Center through the Metro Hartford Brownfields program
- Provided staff support to the Human Relations Commission with an expanded number of initiatives
- Administered the neighborhood assistance act tax credit program that assisted local non-profits to leverage over \$16,000 in corporate contributions.

Goals for FY 19 include:

- Continuing the successful housing rehabilitation program using revolving loan funds generated by repayment of prior year loans
- Leverage funds for energy conservation and measures
- Support Human Relations Commission's initiatives to promote African-American history.

Councilor McAuliffe asked if the department is adequately staffed. Mr. Burke responded that it was a tough year with two disabilities and a retirement, but they are reconstituting staffing. In the last couple of years there has been difficulty with staffing due to limitations from the state housing program. The department cannot use more than 20% of funds on staffing. The recent retirement sparked an interest in using contracting. The department is also utilizing interns to support existing staff.

Councilor Jepsen inquired about a prior collaboration with the Town of Enfield. Mr. Burke responded that with the higher paid staff retiring, providing that service is no longer needed and was concluded in June of last year.

5) ADMINISTRATIVE SERVICES

Financial Accounting and Reporting

Jim Bourke, Finance Director, gave the following presentation:

The overall FY 18 budget for administrative services is expected to come in under budget by \$3,380 or 0.1% primarily due to a savings in Personal Services caused by a partial year vacancy in the Tax Assessor's office.

The FY 19 General Fund budget proposes an increase of \$74,030 or 3.3% due to increases in salary and benefit costs.

The Financial Accounting and Reporting department ensures the proper accounting of the town's financial records and provides services to employees, other departments and vendors.

One of the FY 18 highlights is the management of investment income opportunities during a rapidly changing interest rate environment to ensure town funds realize maximum earning potential. Rates up to 1% and greater have been achieved on general cash deposits compared to rates as low as 0.2% over the last five years.

The FY 19 goal is to review and propose changes to the town's procurement policies to better align it with current best practices and process improvements.

Human Resources

Amelia Bliss, Human Relations Director, gave the following presentation:

The Human Resources (HR) budget handles recruitment, benefits administration for employees and retirees, labor negotiations, compensation, training, and legal compliance related to employment.

A recent highlight for the department was the implementation of the classification and compensation study for the unaffiliated administrative pay plan. HR also worked with department directors to write new job descriptions for the public works and clerical bargaining unit positions to reflect the current duties and qualifications of the positions.

Human Resources partnered with the Police department to hire five new police officers and filled an additional six full-time positions and various part-time and seasonal positions.

The department will be conducting complicit bias and inclusivity training for employees later this fiscal year. In FY 19, staff will coordinate and participate in contract negotiations with the police and public safety dispatchers bargaining units.

Information Technology

Frank Angelillo, Information Technology Director, presented the following:

The Information Technology department manages and maintains the technology that connects the ten buildings, two data centers, 250 users, mobile units, and remote terminals.

In FY 18 the department ended a 17 year run when they migrated to a new application suite that manages permitting, licensing, inspections, and provides the modern mobile tools and online portals. The selection process was a regional effort and currently there are nine towns live in the application and nine others in the installation or contract phase.

Toward the end of FY 18, the department is planning to launch the town's new website.

FY 19 will be highlighted by operating systems. The department will be upgrading a significant number of desktops and the active directory. There will also be upgrades to the Assessor and financial systems with a concentration on security and recovery.

Risk Management

Marty Maynard, Risk Manager, presented the following:

Risk management is responsible for the acquisition of all insurance for the town, Board of Education, fire companies, and the fire districts. It is also responsible for the safety of residents on town property, safety of employees, security of the facilities, and loss control.

The department works with the broker of records to purchase the most affordable insurance that also provides sufficient coverage. The safety of residents includes audits of town properties, especially parks and playgrounds. Employee safety includes standardized safety training annually on OSHA required courses and periodic specialty courses.

The department provides security by working with social services staff and provides loss control by continually auditing public buildings.

The busiest element of risk management is managing worker's compensation claims, auto liability, and property claims. The department not only manages claims, it seeks to prevent or mitigate claims and provides the best insurance at the best cost for citizens.

Assessor's Office

Larry Labarbera, Town Assessor, presented the following:

The property evaluation program determines and maintains accurate and equitable evaluations of all property. We also provide appropriate tax relief by administering various exemptions and benefits to qualified taxpayers.

In FY 18 there were very limited appeals at the most recent board of appeals session. There are currently only two outstanding court appeals.

In the last four years, the department has completed six audits, resulting in approximately \$17,000 per year in new taxes.

In FY 19 the department will conduct the 10/1/18 revaluation. We recently sent out income and expense questionnaires to all non-residential properties which are due back on June 1st and will be the basis for the updated values.

The department sent out 2,700 data mailers last year and to date have received about a 60% response rate.

Tax Collector's Office

Cathy Elliot, Tax Collector, presented the following:

The tax office will collect over 84% of the town's revenue this year. To accomplish this the department will mail over 45,000 bills, keep accurate records of payments, and send delinquent notices several times per year.

Over 50% of collections are mailed directly to the tax office or paid in person. The remaining taxes are collected through mortgage companies and via online credit card and ACH payments.

The department is currently in the process of notifying property owners that may be in danger of being included on the list for the next tax sale to be held in April 2019. The goal is for taxpayers to bring their accounts current prior to the auction.

In April 2017 the department collected nearly \$700,000 in delinquent taxes, interest and fees due to the town.

Councilor O'Reilly asked about the process of the rate of return on town funds being 1%. Mr. Bourke responded that they maintain several banking relationships and when federal reserve rates increase, they follow up with banks to make sure federal reserve increases are being met.

Councilor Wilkos stated that collectively these employees have put us in a great position going into the new budget year. He added that they have done a wonderful job of keeping an eye on interest rates. Councilor Wilkos called it a big year for Mr. Lebarbera and Ms. Elliot with collection increases.

Councilor Jenkins thanked everyone for all that they do and then asked what the upgrades for the website are. Mr. Angelillo responded that the upgrades are more related to the user experience. The majority of access to the website is on a mobile device, so they would like it to be more mobile-friendly. Town Manager Souza noted that there will also be more images.

Councilor Jepsen asked about tax collection through the tax sale. Ms. Elliott stated that she budgeted \$20,000 for the tax sale, but those costs are then recovered through the sale.

Councilor O'Reilly asked about outsourcing payroll and benefits. Mr. Bourke responded that we have a person in house that takes care of payroll and benefits. It has been looked into, but decided that we are better served doing it in house. Town Manager Souza responded that a cost analysis was done and it was not significantly cheaper to outsource.

Mayor Trinks asked what percentage of houses go up for sale and change hands. Ms. Elliot responded that the goal is to get all of the outstanding debt paid before auction. During the last auction they started off with 47 properties that fit the criteria and by auction date they were down to six. After auction, the owners of the properties have six months to get financing to reclaim their homes. Of the six properties recently auctioned, only one of them was owner occupied.

6) GENERAL GOVERNMENT

Linda Collins, Assistant Finance Director, presented the following:

The General Government budget makes up approximately 1% of the entire town budget and is comprised of 10 diverse town functions. It includes activities for the Town Council and appointed boards and commissions as well as the operations of the Town Manager's Office. General Government also includes funding for the Town Attorney, Treasurer, elections, the Greater Windsor Probate Court, Independent Audit, and Intergovernmental and Community Services.

The FY 18 General Government's General Fund expenditures are estimated to come in under budget by approximately \$46,000 or 4.7%. This is due to savings in Personal Services in the Town Manager's office due to a vacancy. These savings are offset in part by an unanticipated special election for the 15th assembly district and for increased costs in Counsel and Legal Advice for workers compensation cases.

The FY 19 General Government's General Fund proposed budget is approximately \$1,000,000 and reflects an increase of \$36,000 or 3.7% as compared to the FY 18 budget. Although some degree of increases or decreases are seen in every area, the majority of the increase is for the elections budget, mostly due to one additional election in FY 19 than occurred in FY 18 and for increased costs in Counsel and Legal Advice.

Mayor Trinks asked how many referendums are budgeted for. Ms. Collins responded that they budget for one.

Councilor O'Reilly asked how much it costs for an election to be staffed. Ms. Collins replied that budget referendums cost about \$15,000 but can go up to \$30,000 for a presidential election.

7) GENERAL SERVICES

Jim Bourke, Finance Director, and Marty Maynard, Risk Manager, presented the following overview:

The General Services budget consists of programs and services not specific to any department.

In FY 18, expenditures are expected to come in on budget.

The FY 19 budget proposes an increase of approximately \$1,900,000 as compared to FY 18. The increase can be attributed to a debt service increase of 3% and a capital projects increase by a little over \$1 million that will fund pavement projects, sidewalk repairs, fleet replacement, public safety apparatus and equipment, parking and pedestrian improvements, and money to cash finance large equipment and technology purchases.

The MDC payment for sewer services will increase approximately 10% or \$390,000 for FY 19.

The workers compensation and liability budget is expected to increase near \$19,000 due to claims.

The FY 19 funding for costs associated with the next revaluation is proposed at \$20,000.

The fire districts will provide \$7,500 for costs associated with their insurance coverage.

In FY 19 the town's contribution to the Other Post-Employment Benefits (OPEB) trust fund reflects a plan increase of \$100,000. The balance is projected to be approximately \$2,000,000 by the end of the fiscal year.

In FY 19 there is a proposed transfer of \$60,000 to the Caring Connection to address the difference between program revenues and operating expenses.

Councilor O'Reilly asked about a transfer to Great Pond Improvements and wanted to know what was planned for the infrastructure. Mr. Bourke responded that the money would go toward the roads, sidewalks, sewers, water lines, and electrical expenses.

Councilor Jepsen asked if the fund has a balance as there have not been any improvements yet. Town Manager Souza said that there is a balance, but some funds have been withdrawn to be used for administrative costs.

Councilor Govoni asked what the goal was for the OPEB fund balance. Town Manager Souza replied that the target was to reach a \$750,000 annual contribution. Mr. Bourke responded the actuarial number was a \$4.5 million per year contribution as there is a \$50 million liability.

Councilor Govoni asked if the town would have better bond ratings if we had managed that debt. Town Manager Souza responded that it would, but it is still acknowledged that the fund is always contributed to as recommended.

Councilor Jepsen asked about the retirement health insurance actual cost. Mr. Bourke responded that it is only a portion of it. Another portion of the OPEB fund goes toward an active employee cost.

8) TOWN SUPPORT FOR EDUCATION

Linda Collins, Assistant Finance Director; Jim Bourke, Finance Director; and Marty Maynard, Risk Manager, presented the overview as follows:

Expenditures in this section provide funds to meet the cost of town services for schools such as debt service, aid to private education, liability & worker's compensation costs, a portion of the Risk Manager position, retirement costs, public works and youth protection services.

For FY 18, Town Support for Education is projected to come in under budget by less than \$2,000.

FY 19 is proposed to increase by approximately \$93,000 or 1.8% over the FY 18 budget. The majority of the increase is for retirement services due to pension costs and an additional \$50,000 in funding for Other Post Employment Benefits (OPEB).

Councilor O'Reilly asked about the youth engagement officer and school resource officer positions outside of school hours. Town Manager Souza responded that they are only assigned to these roles and if they patrol, it is in an overtime capacity. During the summer they may be reassigned. Ms. Collins noted that during the summer, these officers also work with youth through the camp programs.

Councilor McAuliffe asked about the aid to private school fund. Ms. Collins responded that it is a partially funded state mandate that the town provides either nursing services or nursing funding to private schools in town. Schools need to meet a requirement that a large portion of their students are Windsor residents. Less than half of the funding is received back from the state.

Councilor Jepsen stated that this budget has been responsible and fair and perhaps a meeting next Wednesday, April 25th is not necessary. Councilors were in agreement with no objections.

Town Manager Souza noted that the town would post an amendment to the schedule and add agenda items scheduled for next Wednesday to Monday's meeting instead.

9) ADJOURNMENT

Councilor Jenkins MOVED and Councilor Wilkos seconded to adjourn the meeting at 7:51 P.M.

Motion Passed 8-0-0 (Councilor Tustin Absent)

Respectfully Submitted,

Erin Rand
Clerk of the Council