



**TOWN COUNCIL  
COUNCIL CHAMBERS  
SPECIAL MEETING  
APRIL 22, 2020  
APPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 6:32 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, and Councilor Kenneth Wilkos.

Absent: Councilor Michael Tustin

**2) HUMAN SERVICES**

Enita Jubrey, Assistant to the Town Manager and Jasmine Hall, Social Services Coordinator, gave an overview of the proposed FY 21 Human Services budget as follows:

Social Services

Fiscal Year 2021

- There is a large decrease in the proposed FY 21 budget for Social Services as a result of transferring funds for repairs and improvements to the Milo Peck building out of the Social Services budget and into a special revenue account similar to that of the 330 Windsor Avenue facility. The inclusion of \$85,000 in the Social Services budget dates back to when the building housed several social service programs such as counseling, a family resource center and Head Start. Those programs no longer exist, so it is appropriate during this organizational transition to transfer those funds to a special revenue account similar to that of 330 Windsor Avenue and to remove it from the Social Services budget.
- The overall FY 21 budget reflects a decrease of \$68,030 or 13.2% due to the transfer of funds of the Milo Peck building repairs and improvements of \$85,000 offset by an increase in Personal Services.

Fiscal Year 2020

- The overall FY 20 expenditures for Social Services are expected to be over budget by \$13,870 or 2.7% due to the timing of receiving the North Central Area Agency on Aging (NCAAA) grant funding and a retirement.
- The General Fund is also expected to be over budget by \$5,710 or 1.1% as a result of Personal Services due primarily to a vacancy and the resulting organizational change.



Councilor Dobler thanked Ms. Jubrey for the extremely thorough presentation. Councilor Dobler stated that he had three questions, but the presentation took care of all of them.

Councilor Rampulla Bress thanked Ms. Jubrey and Ms. Hall for being here. Thank you for all you and your department has been doing for all the Community. Councilor Rampulla Bress asked about the United Way program and asked if they could share more information about it. Councilor Rampulla Bress asked if that was the funds that might be available for people in the community who are in hardship and how do they go about applying for this. Ms. Hall stated that they are currently working on the process for this application and paperwork from United Way. Ms. Hall noted that once we know more and the program is up and running, we will have more information for the residents. Councilor Rampulla Bress asked what the time frame would be. Ms. Hall stated that she is waiting for United Way to get back to her and is collaborating with them. Everything should be finalized by the middle of next week. Councilor Rampulla Bress thanked Ms. Hall for the information and it will very welcomed by the community.

Councilor Black-Burke thanked the Human Services Department and really appreciates the Weekend Wheels Backpacks program. Councilor Black-Burke asked if there was a way to work with the Office of Family and Community Partnerships. Ms. Hall stated that Susan Nunes, the Social Services Administrative Assistant and also the program coordinator for Weekend Wheels, has a strong relationship with the Office of Family and Community Partnerships. Ms. Nunes does weekly and monthly contacts with the FRC workers for the four elementary schools and Sage Park Middle School. Councilor Black-Burke thanked Ms. Hall and just wanted to raise concern for all of our departments, so the town residents know you have that contact with them.

### **3) RECREATION & LEISURE SERVICES**

Paul Norris, Director of Recreation and Leisure Services; Rich Henderson, Assistant Director of Recreation; Rebecca Joyce, Senior Services Coordinator; George Headley, Senior Transportation Coordinator; Marilyn Smith, Northwest Park Manager and Sarah Maffiolini, Youth Bureau Services Coordinator, gave an overview of the FY 21 Recreation and Leisure Services proposed budget as follows:

Mr. Norris stated this service unit is responsible for developing an array of programs and services which positively enhance the quality of life in the community.

Recreation & Leisure Services' drive is to help strengthen the daily fabric of each family and individual living in the Town of Windsor. The programs we offer connect people to each other in places that make them healthier and happier. We achieve this by consistently working with our partners like other town departments, school district staff and other outside agencies to evaluate, retool and reshape programs.

#### FY 20 Budget

The FY 20 overall expenditures for Recreation and Leisure Services is expected to increase by \$73,220 or 3.1% mostly due to Personal Services for mid-year reorganization, materials and



supplies for new programs such as cooking and baking series, special needs sensory programs and camp enhancements. The FY 20 General Fund expenditures are expected to come in over budget by \$32,050 or 2.0% as budgeted.

#### FY 21 Budget

The overall FY 21 budget reflects an increase of \$733,920 or 30.7% which is primarily due to the organizational change of adding the Town's Senior Services and Transportation divisions to Recreation and Leisure Services. The General Fund budget is expected to increase by \$480,500 or 30% for the same reasons.

Deputy Mayor McAuliffe asked if all the summer programs are on hold or what is the general plan? Mr. Norris stated that the general plan is to continue with our programming as usual. Mr. Norris noted that he is waiting for Town Manager Souza and the state to inform him as a whole. Mr. Norris indicated that the Recreation Department is coming up with contingencies plans to guess what changes will be upon us with social distancing.

Councilor Rampulla Bress thanked Mr. Norris for his report. She has seen the outreach on social media. Councilor Rampulla Bress stated that she attended the youth services documentary screening panel discussion on toxic stress and it was absolutely wonderful. Councilor Rampulla Bress had a thought about the senior center, Northwest Park, and Youth Services Bureau working together and wanted to know if they could coordinate all the calendars so nothing overlaps and there would be no conflict during events. Mr. Norris stated that as always we try to coordinate a schedule.

Councilor Jepsen stated that the FY2019 User Fees line and a piece of that is coming from Human Services. Councilor Jepsen asked why that number looks high to him. Town Manager Souza asked if he was looking on page G3, at the 2019 actual User Fee number. Mr. Norris stated that a piece of that was a higher participation of the Northwest Park summer fun camp. Councilor Jepsen stated that Mr. Norris is looking at this year. Councilor Jepsen is looking at last year and it's high. Councilor Jepsen asked if that was mistake or did we actually take in that much money. Mr. Norris stated that he would have to look at the reason why that is. Mr. Norris stated that we had a big increase in our summer camp program. Mr. Norris noted that in 2018 we had a fiscal boost because of the academic component from the Board of Education. Mr. Norris would have to look into it and get back to him. Councilor Jepsen asked about the price guide and changes and if there's anything that stands out in the process. Mr. Norris stated that there are two things that stand out. One increase is to materials and supplies and the other is addressing minimum wage increases. Mr. Norris stated that the summer program for aquatic is not changing but the school program price is increasing. Town Manager Souza stated that we will clarify FY 19 User Fees number and explain the different between and actual. Councilor Jepsen stated that it's up 28%. Mr. Norris stated that one of the big pushes for the increase was a new fencing program.

Councilor Govoni stated that the department did an excellent job for COVID19 and the virtual information. Councilor Govoni noted that he really appreciated seeing that on the website.



Councilor Govoni stated that he knows the State of CT is looking at recreation and about swimming and we might not be doing things the way we did before. Councilor Govoni stated that he is concerned that it's going to limit our User Fees. Town Manager Souza stated that we clearly expect to be doing things differently over the next ninety days. Town Manager Souza noted that along with him, the Recreation Department has begun to take a look at how we may continue understanding what the Governor is going to be placing restrictions on from a health perspective. Town Manager Souza stated that there could be a loss of revenue or reimbursement for more supplies. Mr. Norris stated that limiting the number of children per swim lessons and how to better accommodate use of the pool. Mr. Norris stated that the department has been thinking about how much we can continue the virtual park throughout the summer. Mr. Norris said that they are brain storming ideas at the moment. Town Manager Souza stated that we would look at cost estimates on how new models will work and User Fees. There may be reduced revenue coming in and figure out how to keep the programs going, which at this time it is too early to tell.

Councilor Rampulla Bress asked would you anticipate a need for more staff for social distancing. Councilor Rampulla Bress asked if there was any thought to poll the parents who used the services and see what would be most beneficial for them during this difficult time. Mr. Norris stated that we sent out a quick survey for last summer's participants and our after school participants from this year and asked them what they would need for programs and supervised programs this summer. There is a 5 to 6 questionnaire that will go out in the middle of May. In terms of staffing, it is guess work we are going through. Mr. Norris stated we could rotate or move staff around to ease scheduling. Councilor Rampulla Bress stated that if she heard Town Manager Souza correctly, financially you could always come back and ask for more money. Town Manager Souza stated yes. Councilor Rampulla Bress stated that the programs are important to our community and we prioritize what the community needs.

#### **4) GENERAL SERVICES/CAPITAL SPENDING**

Jim Bourke, Finance Director, presented an overview of the General Services/Capital Spending proposed FY 21 budget as follows:

The FY 20 expenditures are expected to come in under budget by approximately \$10K. The FY 21 budget reflects an increase of approximately \$1.3M over the FY 20 adopted budget.

For debt service, we are proposing a 3% general fund increase over the FY 20 budgeted amount. This is consistent with the town council's policy target and long-term strategy over the past several years of a 3% increase and use of reserve funds as needed to pay debt service.

The general fund allocation for capital projects is proposed to increase \$45,000, and will fund pavement management projects, sidewalk repairs, fleet replacement, as well as technology upgrades for the Board of Education. It is also proposed to use some of these funds towards the purchase of public safety apparatus and building repairs.

The Metropolitan District Commission (MDC) payment for sewer services will increase approximately 8.3% or approximately \$370,000 for FY 21, and is based on the MDC's calendar year 2020 budget. This increase is mainly due to increases in MDC's debt service.



The FY 21 budget for Great Pond is increasing \$165,000 for a total of \$258,000. This amount represents 50% of the taxes that will be collected from the parcels located at Great Pond. The increase for FY 21 is a result of the increase in assessed value due to the new construction on the site.

The worker's compensation and liability Insurance budget is expected to increase \$21,000 or 1.8% as compared to the FY 20 budget. The increase is due to anticipated claims in the current year as well as for prior year claims.

The FY 21 funding for costs associated with the next revaluation is proposed at \$20,000. The next revaluation will be for grand list year 10/1/2023 and will be applicable to the FY25 budget.

The FY 21 budget for the town's contribution to long-term retiree health costs reflects an increase of \$25,000. FY 21 will be the seventh year the town has contributed towards funding the town's long-term other post-employment obligations. The balance in the OPEB trust fund is projected to be approximately \$3.2 million on June 30, 2020. This amount consists of our contributions plus accumulated investment earnings.

For FY 21, a transfer of \$120,000 is proposed from the operating budget to the Caring Connection to provide a balanced budget for that program.

Councilor Jepsen asked about the debt service. In June would the bond market interest rate go up a full 3%? Mr. Bourke stated that we need to go up 3% and then some to pay the debt service because of all the new debt we are adding from our projects. Town Manager Souza stated that the 3% is in our General Fund and we are using our debt service fund balance as part of our multiyear strategy to bring on the public safety projects, which keeps the General Fund's 3% in place. If we are fortunate to see the market go up, we may see a little of a drop. Town Manager Souza noted that in the first five years we have higher interest rates and the lower interest in the middle of a 20 year bond package. Councilor Jepsen stated that it looks like we structured a greater premium to go into that fund. Town Manager Souza stated yes we did.

Councilor Jepsen asked about the tax refund line and if it is different from the line where people are challenging their assessments. Town Manager Souza stated that those are given as a credit. The larger ones were property owners that would like to have an actual refund. Most individuals take it as a credit on the next year's bill.

## **5) INSURANCE INTERNAL SERVICE FUND**

Amelia Bliss, Director of Human Resources Director; Jim Bourke, Finance Director; and Risk Manager Marty Maynard, presented the proposed FY 21 budget for the Insurance Internal Service Fund as follows:



### FY 20 Budget

The FY 20 employee and retiree General Fund costs, after employee and retiree copays and Enterprise Fund contributions are deducted, are expected to be \$191,120 or 6.3% under budget. This is due to:

- Lower than expected health and prescription drug costs, including a reduction in specialty prescription drug claims
- Lower than expected dental claims costs

### FY 21 Budget

The FY 21 budget is increasing by \$69,220 or 1.6% which is much lower than the market trend. The increase is primarily due to health insurance and disability claims trend and an increase in the stop loss coverage premium. The increase is mitigated by a decrease in expected prescription drug and dental costs for FY 21.

The total General Fund contribution is increasing by \$123,239 or 4.0% over the FY 20 budget after deducting employee and retiree copays and enterprise fund contributions.

## **6) CHILD AND ADULT DAY CARE ENTERPRISE FUNDS**

### *Child Day Care Enterprise Fund & Adult Day Care Enterprise Fund*

Councilor Jepsen stated that we had a great amount of contact with both of these enterprise funds and they have already answered all those questions.

Town Manager Souza stated that these two programs are primarily funded through User Fees and with the suspension of the program due to the public health emergency, they are not receiving the revenues right now. As we get closer to the end of the year, we will have a better sense on how their year-end will be. Town Manager Souza stated that at that time we will provide the report to the council for their review.

## **7) INFORMATION SERVICES**

Councilor Rampulla Bress asked about the increase of the administrative cost for the presidential elections if the election is held in a different way.

Anna Posniak, Town Clerk, stated that at this point the Connecticut Constitution doesn't allow for an all-mail ballot system. The Governor is taking that into consideration. The Connecticut Town Clerk's Association and the Registrar's Association is working with the Secretary of State and the Governor's Office to determine how to assist voters in both upcoming elections. Ms. Posniak stated that the State primary has been moved to August 11, 2020. Ms. Posniak noted that there is an option of increased absentee ballots, which the Information Services budget did not anticipate happening and there could be increased postage cost which the town may incur.



The Secretary of State did receive \$5.3 million from the federal government which would be used for August Primary absentee ballots. If there are funds left over it will help to mitigate the cost for the general election. Councilor Rampulla Bress stated that there is a concern managing the influx of mailings with the staff the Town Clerk currently has there. Ms. Posniak stated that she would need more staff and may have to hire additional part time employees. Ms. Posniak said that she has part time staffing in her budget to access with the election process and dog season. There would be some increase but it wouldn't require extra funding. Councilor Rampulla Bress stated that she would support any request the Town Clerk Office would need.

Mayor Trinks asked about the aftermath of 9/11 and how we saw a lot of changes in our lives. Mayor Trinks noted that in the near future the way we do business may need to change. Mayor Trinks asked if Town Manager Souza had given any thought of types of infrastructure changes, especially in the Town Clerk's office which is very open to the public. Town Manager Souza stated that yes we have looked at that and how to protect our employees and residents. Town Manager Souza stated that we will be reviewing all of our facilities to create a safe environment for not only employees, but our residents. Town Manager Souza stated that we have a task team made up of several different departments that is looking at our next phase recovery.

Councilor Govoni asked if we are going to expand how we can do more electronically so residents don't have to come to the Town Hall. Town Manager Souza stated that yes that will be part of the conversation as we go forward.

Town Manager Souza stated that our Town Clerk is also the President of the Connecticut Town Clerk's Association.

## **8) HEALTH SERVICES**

Councilor Dobler asked about a general question on the pandemic and how is it going. Town Manager Souza stated that yes the Health Department is quite stretched thin and emotionally stressed. The department is doing quite well and is making daily contacts to the residents who are ill with COVID 19. Dr. Michael Pepe, Health Director, stated that yes we are stretched and managing this difficult emotional situation. He noted that we are getting through it and the lower part of CT is flattening out a little bit for hospitalizations. Right now Hartford County is still in the upper trajectory. We are managing everything the State Health Department and COVID 19 is throwing at us.

Councilor Rampulla Bress thanked the department and appreciates everything they are doing. Councilor Rampulla Bress asked if there was anything that they needed. Dr. Pepe stated that there is nothing we need at this time. Dr. Pepe noted that Town Manager Souza is letting them utilize other departments to help them out.

Deputy Mayor McAuliffe thanked the Health Department. Deputy Mayor asked if the employee who left last fall was replaced. Dr. Pepe stated that yes it was.



Councilor Black-Burke thanked the department. Councilor Black-Burke asked about where the public can find information about the community's assessments. Dr. Pepe stated that the Town of Windsor has a great webpage for the Health Department. There is more advanced statewide information on the State of Connecticut's Department of Public Health's COVID19 web page. Town Manger Souza stated that one of our goals in FY21 is the Community Risk Assessment program to take information from fire, police and health together and predict where the needs are in the community. Town Manager Souza stated that Fire Inspector, Lauri Volkert, is taking the lead on that with a number of departments.

Councilor Jepsen stated that in the budget you have regular activity and COVID19 is regular, but is there a relief where you don't have go out to inspect regular restaurants. Dr. Pepe stated per the Department of Public Health we have scaled back and only inspect the ones that are open now.

Town Manager Souza stated that he is taking a moment to look ahead. Dr. Pepe and I have been discussing a need of contact tracing within the community and we may need additional resources. These resources may be accessed through some state or federal dollars. Town Manager Souza noted that we don't know what the program will look like yet, but we may need to bring on additional people or reallocate employees. Town Manager Souza stated that hopefully we would know by the 1<sup>st</sup> of May.

Mayor Trinks thanked Dr. Pepe for the work and time he and his department have put into COVID19 and in protecting the community.

## **9) LIBRARY SERVICES**

Councilor Rampulla Bress stated that she was totally impressed that library services are either under budget or on budget despite the fact that you are providing the community with the programs and something for people of all ages. Councilor Rampulla Bress noted that you even moved more services online. Councilor Rampulla Bress stated that she is a huge fan and appreciates everything that library services is doing. Councilor Rampulla Bress thanked Ms. Rizzo and everyone who works in the library.

Mayor Trinks asked if we are going to be able to use the library like we have in the past. Town Manager Souza stated that he is confident that we may look a little bit different and may do things a little bit differently but our services to the community will still be done with the core values in mind either in person or virtually.

Ms. Rizzo stated that in the library world we are calling the Plexiglas screens, sneeze barriers.

Mayor Trinks thanked Ms. Rizzo and the library staff for a wonderful year. The library is our shining star and it fills our needs.



Town Council Special meeting  
April 22, 2020

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**10) ADJOURNMENT**

MOVED by Councilor Bress and seconded by Deputy Mayor McAuliffe to adjourn the meeting at 7:54p.m.

Motion passed 8-0-0 (Councilor Tustin absent)

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary