



**TOWN OF WINDSOR  
FINANCE COMMITTEE  
VIRTUAL MEETING  
December 14, 2020**

**APPROVED MINUTES**

**1. CALL TO ORDER**

Deputy Mayor Joseph McAuliffe, Chair of the Finance Committee, called the meeting to order at 5:30 p.m. with Councilor Lisa Bress and Councilor Donald Jepsen present.

Staff Present: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Jim Bourke, Finance Director; Linda Collins, Assistant Finance Director; Kelly Barrett, Budget Analyst; Tristen Dodd, Accountant; Randy Graff, Town Treasurer

**2. PUBLIC COMMENT**

None

**3. REVIEW OF FY 2022 BUDGET PARAMETERS**

Town Manager Peter Souza stated the October 1, 2020 grand list will not be formally completed until January 31, 2021. At this time, it is expected that the net taxable grand list will be approximately \$3.18 billion, which is a 1% increase as compared to the October 1, 2019 grand list. Included in this amount is additional real property value from the Amazon and Windsor Station assessment abatement agreements totaling approximately \$5.9M. We are projecting a decrease of approximately 5.5% in motor vehicle values for the October 1, 2020 grand list.

Non-property tax revenue categories comprise approximately 16% of the current budget and include such items as state aid, interest earnings, fees, permits and use of General Fund reserves.

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 21. Interest earnings for FY 22 are projected to decrease due to the continuing weak interest rate environment.

On the expenditure side, we are currently projecting increases in health insurance costs of approximately 8% and retirement costs of approximately 13%. Additionally, we are expecting electricity expenses to increase by 8%, in part due to the public safety building projects being fully operational. Budgeted unit prices for gasoline and diesel are projected to remain consistent to FY21 levels. The Metropolitan District Commission (MDC) ad valorem sewer assessment is projected to decrease by approximately 5%.

Mr. Bourke, Finance Director, presented a three year budget forecast to the committee. The Deputy Mayor and councilors discussed various scenarios and asked several questions. The Deputy Mayor also asked to see a 0% tax increase in the analysis. Mr. Bourke changed the forecast assumptions to demonstrate how this could be arrived at.

Councilor Bress requested to see budget scenarios where the positive impact of revenues from Amazon, shown in the 2022 budget year, might be applied to the current budget year or distributed equally over the next three years. This request was due to the financial impact COVID 19 is having on Windsor residents finances and a desire to provide tax relief to Windsor residents now

MOVED by Councilor Bress, seconded by Councilor Jepsen that the Finance Committee recommend to the Town Council that the attached FY 22 budget assumptions and parameters be approved as presented.

Motion Passed 3-0-0

#### **4. REVIEW OF FY 2022 BUDGET CALENDAR**

Town Manager Souza stated the budget calendar outlines the process for submittal, review and adoption of the annual operating budget. This proposed budget calendar is generally consistent with previous budget calendars. Once again it incorporates dates related to Public Act #13-60. This act requires 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.

Councilor Jepsen asked if there are enough days between final deliberation and the referendum according to the *Town Charter*. Town Manager Souza advised them that town staff will research this and will change the date prior to the next Town Council meeting as necessary.

MOVED by Councilor Bress, seconded by Councilor Jepsen that the Finance Committee recommend to the Town Council that the FY 2022 budget calendar be approved as presented.

Motion Passed 3-0-0

#### **5. REVIEW OF FY 2022 BUDGET FORMAT**

Town Manager Souza stated that the *Town Charter* requires that should the Town Council desire any changes to the budget format that these changes must be adopted by January 15<sup>th</sup>. Finance staff is not proposing any changes to the budget format for the FY 22 budget.

The committee discussed opening cash and if changing the amount constituted a change to the budget format.

MOVED by Councilor Bress, seconded by Councilor Jepsen that the Finance Committee recommend to the Town Council that the FY 2022 budget format remain the same as the format utilized for FY 2021.

Motion Passed 3-0-0

## **6. DISCUSSION OF AUDITOR EXTENSION FOR FY 21 THROUGH FY 22**

Town Manager Souza stated that it is requested that the Finance Committee provide guidance as to issuing an RFP for annual audit services or to recommend to the Town Council that a two year extension be approved with RSM US, LLP to conduct the financial audit for fiscal year 2021

and 2022, subject to negotiations between RSM US, LLP and the Town Manager as to final scope, schedule and price.

MOVED by Councilor Bress, seconded by Councilor Jepsen to recommend that the Town Council appoint the firm of RSM US, LLP as the Town Auditor to carry out the financial audit of the Town of Windsor for fiscal year 2021 and 2022, and to authorize the Town Manager to finalize a two year agreement with said firm.

Councilor Jepsen asked what the fees for the next two years will be. Mr. Bourke stated that we do not know at this time and that he will be contacting the firm to discuss it.

Motion Passed 3-0-0

## **7. STAFF REPORTS**

Town Manager Souza discussed that there was a bond refunding in the amount of \$12 million. This will result in a debt service savings over several years to come.

Town Manager Souza stated that the FY 20 audit report is final and that the Town Council will be receiving their copies. The Finance Committee's copies were given out tonight. The audit resulted in no management comments or findings.

Councilor Bress asked what the appropriate venue is to explore extending tax deferments or grants for small businesses based on what has happened in the community this year. Town Manager Souza stated that it would be at a Finance Committee meeting.

## **8. APPROVAL OF MINUTES**

MOVED by Councilor Bress, seconded by Councilor Jepsen, to approve the unapproved minutes of the October 26, 2020 meeting as presented.

Motion Passed 3-0-0

**9. ADJOURNMENT**

MOVED by Councilor Bress, seconded by Councilor Jepsen, to adjourn the meeting at 7:09 p.m.

Motion Passed 3-0-0

Respectfully submitted by,

Linda Collins  
Assistant Finance Director