

## AGENDA

TOWN COUNCIL  
COUNCIL CHAMBERS  
SOUTH WINDSOR TOWN HALL

REGULAR MEETING  
MONDAY, DECEMBER 16, 2019  
TIME: 7:00 P.M.

**REMINDER:** There are two Public Hearings scheduled tonight. The first one is at 8:00 p.m. to receive citizen input an Amendment to Ordinance #224, an Ordinance Authorizing the Acquisition of Open Space/Purchase of Development Rights for property located at 1355 Ellington Road, and the second one is at 8:30 p.m. to receive citizen input on an Appropriation of \$32,045 from the Capital and Non-Recurring Expenditure Account to cover an overage of the Skate Park Project at Nevers Road Park.

1. Call Meeting to Order
2. Prayer: TBD
3. Pledge of Allegiance
4. Roll Call
5. Communications and Reports from Town Manager
6. Public Input (Items Not on the Agenda)
7. Adoption of Minutes of Previous Meetings  
(Councilor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Regular Meeting Minutes of December 2, 2019.

8. Public Petitions
9. Communications from Liaisons, Officers, and Boards Directly Responsible to Council
10. Reports from Standing Committees
11. Reports of Temporary Committees
12. Public Participation (Items on the Agenda)

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves time and invites the public to be heard during **Public Input, Public Petitions, Public Participation and Public Input/Participation** of each Public Meeting, as follows:

Item #5:

Communications and Reports from Town Manager – This segment of the meeting shall not exceed twenty (20) minutes, unless extended by majority consent of the Council present.

Item #6:

Public Input – A segment of up to twenty (20) minutes (which may be extended by the Mayor with the consent of the Council) is set aside to hear from the public on any matter **not on the agenda**. Speaker(s) generally are to limit their comments to three (3) minutes each and shall avoid personalities or impugning of improper motive to any person.

Item #8:

Public Petitions – A South Windsor Resident or Taxpayer may petition the Council to submit a new item on the agenda as described in Section 312 of the Town Charter.

Item #12:

Public Participation – A segment of up to twenty (20) minutes (which may be extended by the Mayor with the consent of the Council) is set aside to hear from the public on any matter **on the agenda**. Speaker(s) generally are to limit their comments to three (3) minutes each and shall avoid personalities or impugning or improper motive to any person.

Item #17:

Public Input/Participation – A segment of up to ten (10) minutes (which may be extended by the Mayor with the consent of the Council) is set aside to hear from the public **on any matter**. Speaker(s) generally are to limit their comments to three (3) minutes each and shall avoid personalities or impugning or improper motive to any person.

**AGENDA**  
**Regular Meeting – Town Council**  
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**13. Consent Agenda**

[All items listed with an asterisk (\*) are considered to be routine by the Town Council and will be enacted by one Motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the General Order of Business and be considered in its normal sequence on the Agenda.]

(Councilor Maneeley/Councilor Delnicki)

Motion to approve Agenda Items 14. B. (\*) through 14. BB. (\*) and 15. C. (\*) as the Consent Agenda.

**(Please read dark headings, only, on the Consent Agenda Items)**

(Deputy Mayor Pendleton and Councilor Lydecker)

Motion to approve Agenda Items 14. CC. (\*) and 15. D. (\*) through 15. Z. (\*) as the Consent Agenda.

**(Please read dark headings, only, on the Consent Agenda Items)**

**14. Unfinished Business**

**A. Resolution Appointing Bonnie Armstrong (D) as Town Clerk of the Town of South Windsor**

(Councilor Lopez)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Bonnie Armstrong (D) as Town Clerk of the Town of South Windsor for a term ending January 3, 2022, to fill the unexpired term of Lori Trahan.

**\*B. Resolution Reappointing Richard Muller (R) to the Inland Wetlands Agency/Conservation Commission**

(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Richard Muller (R) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2023.

**\*C. Resolution Reappointing Leigh Lovering (R) to the Patriotic Commission**

(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Leigh Lovering (R) to the Patriotic Commission for a term ending December 31, 2022.

**AGENDA**  
**Regular Meeting – Town Council**  
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**14. Unfinished Business (Continued)**

**\*D. Resolution Reappointing Arthur Sladyk (R) to the Patriotic Commission**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Arthur Sladyk (R) to the Patriotic Commission for a term ending December 31, 2022.

**\*E. Resolution Reappointing James Futtner (R) to the Agricultural Land Preservation Advisory Commission**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints James Futtner (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022.

**\*F. Resolution Reappointing Philip Koboski (R) to the Agricultural Land Preservation Advisory Commission**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Philip Koboski (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022.

**\*G. Resolution Reappointing Tim Shepard (R) to the Agricultural Land Preservation Advisory Commission**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Tim Shepard (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022.

**\*H. Resolution Reappointing Elizabeth Warren (R) to the Agricultural Land Preservation Advisory Commission**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Elizabeth Warren (R) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022.

**AGENDA**  
**Regular Meeting – Town Council**  
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**14. Unfinished Business (*Continued*)**

- \*I. Resolution Reappointing Kevin Greer (R) to the Board of Assessment Appeals**  
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Kevin Greer (R) to the Board of Assessment Appeals for a term ending November 30, 2023.

- \*J. Resolution Reappointing Carolyn Carey (R) an Alternate to the Board of Assessment Appeals**  
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Carolyn Carey (R) an Alternate to the Board of Assessment Appeals for a term ending November 30, 2023.

- \*K. Resolution Reappointing Susan Burnham (R) to the Economic Development Commission**  
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Susan Burnham (R) to the Economic Development Commission for a term ending November 30, 2023.

- \*L. Resolution Reappointing Edwina Futtner (R) to the Economic Development Commission**  
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Edwina Futtner (R) to the Economic Development Commission for a term ending November 30, 2023.

- \*M. Resolution Reappointing Scott Kelley (R) to the Economic Development Commission**  
(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Scott Kelley (R) to the Economic Development Commission for a term ending November 30, 2023.

**AGENDA**  
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**14. Unfinished Business (Continued)**

- \*N. Resolution Reappointing William Jodice (R) to the Economic Development Commission**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints William Jodice (R) to the Economic Development Commission for a term ending November 30, 2023.

- \*O. Resolution Reappointing Katherine Foley (R) to the Historic District Commission**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Katherine Foley (R) to the Historic District Commission for a term ending November 30, 2024.

- \*P. Resolution Reappointing Carolyn Carey (R) to the Human Relations Commission**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Carolyn Carey (R) to the Human Relations Commission for a term ending November 30, 2022.

- \*Q. Resolution Reappointing Beena Pandit (U) to the Human Relations Commission**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Beena Pandit (U) to the Human Relations Commission for a term ending November 30, 2022.

- \*R. Resolution Reappointing Elizabeth Asplund (R) to the Library Board**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Elizabeth Asplund (R) to the Library Board for a term ending November 30, 2023.

**AGENDA**  
**Regular Meeting – Town Council**  
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**14. Unfinished Business (Continued)**

**\*S. Resolution Reappointing Carole Stroud (R) to the Library Board**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Carole Stroud (R) to the Library Board for a term ending November 30, 2023.

**\*T. Resolution Reappointing Herbert Asplund (R) to the Mass Transit and Highway Advisory Commission**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Herbert Asplund (R) to the Mass Transit and Highway Advisory Commission for a term ending November 30, 2023.

**\*U. Resolution Reappointing Carol Kelley (R) to the Public Building Commission**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Carol Kelley (R) to the Public Building Commission for a term ending November 30, 2023.

**\*V. Resolution Reappointing Philip Koboski (R) to the Public Building Commission**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Philip Koboski (R) to the Public Building Commission for a term ending November 30, 2023.

**\*W. Resolution Reappointing Toby Lewis (R) to the Water Pollution Control Authority**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Toby Lewis (R) to the Water Pollution Control Authority for a term ending November 30, 2023.

**AGENDA**  
**Regular Meeting – Town Council**  
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**14. Unfinished Business (Continued)**

- \*X. Resolution Reappointing Ashwatha Narayana (R) to the Water Pollution Control Authority**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Ashwatha Narayana (R) to the Water Pollution Control Authority for a term ending November 30, 2023.

- \*Y. Resolution Reappointing Erik Dabrowski (R) to the Zoning Board of Appeals**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Erik Dabrowski (R) to the Zoning Board of Appeals for a term ending November 30, 2023.

- \*Z. Resolution Reappointing Wayne Kilburn (R) to the Zoning Board of Appeals**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Wayne Kilburn (R) to the Zoning Board of Appeals for a term ending November 30, 2023.

- \*AA. Resolution Appointing Teri Parrott (R) an Alternate to the Zoning Board of Appeals**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Teri Parrott (R) an Alternate to the Zoning Board of Appeals for a term ending November 30, 2023.

- \*BB. Resolution Reappointing Marion Burke (U) to the Housing Authority**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Marion Burke (U) to the Housing Authority for a term ending November 30, 2024.



**AGENDA**  
**Regular Meeting – Town Council**  
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**14. Unfinished Business (Continued)**

**\*CC. Resolution Appointing Elizabeth McGuire (D) an Alternate to the Planning & Zoning Commission**  
**(Deputy Mayor Pendleton)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Elizabeth McGuire (D) an Alternate to the Planning & Zoning Commission for a term ending December 1, 2023, to fill the expired term of Kenneth Young.

**DD. Resolution Appointing Councilor Delnicki (R) to the Insurance Control Commission**  
**(Councilor Snyder)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Councilor Delnicki (R) to the Insurance Control Commission for a term ending November 8, 2021.

**EE. Resolution Appointing Councilor Hockenberry (D) to the Pension Committee**  
**(Councilor Evans)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Councilor Hockenberry (D) to the Pension Committee for a term ending November 8, 2021.

**FF. Resolution Appointing Councilor Delnicki (R) to the Pension Committee**  
**(Councilor Maneeley)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Councilor Delnicki (R) to the Pension Committee for a term ending November 8, 2021.

**GG. Resolution Appointing Councilor Lydecker (D) to the Ethics Committee**  
**(Councilor Hockenberry)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Councilor Lydecker (D) to the Ethics Committee for a term ending November 8, 2021.

**AGENDA**  
**Regular Meeting – Town Council**  
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**14. Unfinished Business (Continued)**

**HH. Resolution Appointing Councilor Maneeley (R) to the Ethics Committee**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Councilor Maneeley (R) to the Ethics Committee for a term ending November 8, 2021.

**II. Resolution Appointing Mayor Paterna (D) to the Ethics Committee**  
**(Deputy Mayor Pendleton)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Mayor Paterna (D) to the Ethics Committee for a term ending November 8, 2021.

**15. New Business**

**A. Discussion Item: Board of Education Presentation Regarding the 10-Year Elementary Facilities Plan (Dr. Kate Carter to be present)**

**B. Resolution Accepting the Resignation of Mindy Lewis (D) an Alternate from the Historic District Commission**  
**(Councilor Lydecker)**

BE IT RESOLVED that the South Windsor Town Council hereby accepts, with regret, the resignation of Mindy Lewis (D) an Alternate from the Historic District Commission; and

BE IT FURTHER RESOLVED that the South Windsor Town Council extends its thanks to Mindy Lewis for the time she has dedicated to serving her community by her membership on the Historic District Commission.

**\*C. Resolution Reappointing Vicki Paliulis (R) an Alternate to the Water Pollution Control Authority and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Vicki Paliulis (R) an Alternate to the Water Pollution Control Authority for a term ending November 30, 2021, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. New Business (*Continued*)**

- \*D. Resolution Reappointing Edward Kasheta, Jr. (D) to the Agricultural Land Preservation Advisory Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Edward Kasheta, Jr. (D) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*E. Resolution Reappointing Barbara Kelly (D) to the Agricultural Land Preservation Advisory Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Barbara Kelly (D) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*F. Resolution Appointing Genevieve Coursey (D) to the Park & Recreation Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Genevieve Coursey (D) to the Park & Recreation Commission for a term ending December 31, 2021, to fill the unexpired term of Mindy Lewis and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*G. Resolution Reappointing Debbi Duarte (D) to the Board of Assessment Appeals and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Debbi Duarte (D) to the Board of Assessment Appeals for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. New Business (Continued)**

- \*H. Resolution Appointing Mindy Lewis (D) an Alternate to the Economic Development Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Mindy Lewis (D) an Alternate to the Economic Development Commission for a term ending November 30, 2023, to fill the expired term of Shawn Jacobaccio and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*I. Resolution Reappointing Joshua Johnson (D) to the Mass Transit and Highway Advisory Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Joshua Johnson (D) to the Mass Transit and Highway Advisory Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*J. Resolution Reappointing James MacPherson (D) to the Mass Transit and Highway Advisory Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints James MacPherson (D) to the Mass Transit and Highway Advisory Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*K. Resolution Appointing Shawn Jacobaccio (D) an Alternate to the Water Pollution Control Authority and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Deputy Mayor Pendleton)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Shawn Jacobaccio (D) an Alternate to the Water Pollution Control Authority for a term ending November 30, 2021, to fill the expired term of Anitha Elango and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. New Business (Continued)**

- \*L. Resolution Reappointing Sue Larsen (D) to the Mass Transit and Highway Advisory Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Deputy Mayor Pendleton)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Sue Larsen (D) to the Mass Transit and Highway Advisory Commission for a term ending November 30, 2023, to fill the expired term of Anitha Elango and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*M. Resolution Reappointing Cile Decker (D) to the Agricultural Land Preservation Advisory Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Deputy Mayor Pendleton)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Cile Decker (D) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*N. Resolution Reappointing Sandy Jeski (D) to the Agricultural Land Preservation Advisory Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Deputy Mayor Pendleton)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Sandy Jeski (D) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*O. Resolution Reappointing Joseph Kennedy (D) to the Agricultural Land Preservation Advisory Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Councilor Lydecker)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Joseph Kennedy (D) to the Agricultural Land Preservation Advisory Commission for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. New Business (Continued)**

- \*P. Resolution Reappointing Winifred Wilson (D) to the Personnel Board of Appeals and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Winifred Wilson (D) to the Personnel Board of Appeals for a term ending November 30, 2022, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*Q. Resolution Appointing Ritu Goel (D) to the South Windsor Alliance for Families and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Ritu Goel (D) to the South Windsor Alliance for Families for a term ending September 1, 2021, to fill an expired vacancy and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*R. Resolution Reappointing Sandra Reault (D) to the South Windsor Alliance for Families and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Sandra Reault (D) to the South Windsor Alliance for Families for a term ending September 1, 2021, to fill an expired vacancy and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*S. Resolution Reappointing Ritu Goel (D) to the Park & Recreation Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Ritu Goel (D) to the Park & Recreation Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. New Business (*Continued*)**

- \*T. Resolution Reappointing Matthew Montana (D) to the Public Building Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Councilor Lydecker)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Matthew Montana (D) to the Public Building Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*U. Resolution Reappointing Linda Jeski (D) to the Economic Development Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Councilor Lydecker)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Linda Jeski (D) to the Economic Development Commission for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*V. Resolution Reappointing Barbara Kelly (D) to the Inland Wetlands Agency/Conservation Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Councilor Lydecker)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Barbara Kelly (D) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*W. Resolution Reappointing Adam Reed (D) to the Inland Wetlands Agency/Conservation Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
**(Councilor Lydecker)**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Adam Reed (D) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

## AGENDA

Regular Meeting – Town Council  
Monday, December 16, 2019

### 15. New Business (Continued)

- \*X. Resolution Reappointing Marcia Andrus (D) to the Library Board and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Marcia Andrus (D) to the Library Board for a term ending November 30, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*Y. Resolution Appointing Paul Cote (D) a Full Member to the Inland Wetlands Agency/Conservation Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Paul Cote (D) a full member to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2020, to fill the unexpired vacancy (D. Seyapura) and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- \*Z. Resolution Appointing Steven King, Jr. (D) an Alternate to the Inland Wetlands Agency/Conservation Commission and Postponing Consideration of this Motion Until the Town Council's Next Regularly Scheduled Meeting**  
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby appoints Steven King, Jr. (D) an Alternate to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2020, to fill the unexpired term of Paul Cote and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.



**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. New Business (*Continued*)**

**AA. Resolution Re-Establishing a Temporary Crumbling Foundations Committee**  
**(Councilor Lopez)**

WHEREAS, in March of 2016 a temporary committee was established to address the disaster of crumbling foundations in South Windsor; and

WHEREAS, the committee consisted of four (4) members who were appointed by the Town Council. One member was the Town Manager, who served as Chairperson of the committee. One member was the Mayor or his/her designee who served as the Vice-Chairperson of the committee. One additional member of the Town Council served as Secretary of the committee and was a Council member not of the same political party as the Mayor. One member of the committee was a member of the community who had been impacted by the crumbling foundations. The Town Attorney served in an advisory capacity of the committee; and

WHEREAS, the committee appointed five additional members from the community who had been impacted by the crumbling foundations and basements, and these members served as advisory members; and

WHEREAS, the committee was established for a period of three years from the date of the approval (March 21, 2016), unless extended by the Town Council; and

WHEREAS, the three-year period has gone by without an extension of the committee and it is felt that it is very important to re-establish this committee with the same duties and responsibilities as stated in the resolution letter dated March 24, 2016

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby re-establishes a temporary Crumbling Foundations Committee to address the disaster of crumbling foundations in South Windsor, provide advice to the Town Council regarding ways to address the challenges of the crumbling foundations and basements in South Windsor, and make recommendations in accordance with the duties and responsibilities; and

BE IT FURTHER RESOLVED that the committee shall be re-established for a period of three years from the date of the approval of this resolution unless extended by the Town Council.

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. New Business (Continued)**

**BB. Resolution Authorizing Town Manager, Michael Maniscalco to Execute, Deliver, and Sign any and all Documents Deemed to be Necessary or Appropriate to the State of Connecticut, Department of Emergency Services and Public Protection on behalf of the Town of South Windsor**  
**(Councilor Snyder)**

BE IT RESOLVED that the Town of South Windsor may enter into with and deliver to the State of Connecticut, Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED that Michael Maniscalco, as Town Manager of the Town of South Windsor, is authorized and directed to execute and deliver any and all documents on behalf of the Town of South Windsor and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents; and

BE IT FURTHER RESOLVED that the undersigned further certifies that Michael Maniscalco now holds the office of the Town Manager and that he has held that office since July 15, 2019.

**CC. Resolution Adopting an Updated Debt Policy and Updated Fund Balance Policy**  
**(Councilor Evans)**

WHEREAS, at the Town Council's Regular Meeting on July 2, 2007, the South Windsor Town Council adopted a Debt Policy and Fund Balance Policy; and

WHEREAS, at its regular meeting on June 6, 2011, the South Windsor Town Council updated the Fund Balance Policy; and

WHEREAS, both policies have recently been reviewed, and revisions have been proposed; and

WHEREAS, the proposed revisions to the Debt Policy will include continuance disclosure requirements, as well as update practices and procedures; and

**(Resolution Continued on Next Page)**

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. CC. (Continued)**

WHEREAS, the proposed revisions to the Fund Balance Policy will update undesignated fund balance percentages, as well as update practices and procedures

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the updated Debt Service Policy (**Exhibit A**) and the updated Fund Balance Policy (**Exhibit B**).

**DD. Resolution Adopting a Deficit Mitigation Policy**  
**(Councilor Maneeley)**

WHEREAS, the Town of South Windsor has always been fiscally responsible in its dealing with financial conditions of the Town; and

WHEREAS, during past budget cycles, the State Legislator and Governor have looked at reducing the amount of municipal aid Towns receive; and

WHEREAS, having a reduction in municipal aid or any type of deficit in the budget would have a large impact on the Town; and

WHEREAS, a Deficit Mitigation Plan has been drafted to give the Town Manager and Town staff direction in the event of a deficit

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Deficit Mitigation Plan as shown in attached, **Exhibit C**.

**EE. Discussion Item: Review Changes to the Town Council Rules & Procedures**  
***(requested by Mayor Paterna and Councilor Snyder)***

**FF. Discussion Item: Review Budget Policy Statement *(requested by Mayor Paterna and Councilor Snyder)***

**GG. Resolution Appointing a Charter Revision Commission for the Town of South Windsor**  
**(Mayor Paterna)**

WHEREAS, the Town Council intends to create a Charter Revision Commission whose charge will be to make recommended changes to the South Windsor Town Charter; and

**(Resolution Continued on Next Page)**

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. GG. (Continued)**

WHEREAS, the Town Council will appoint a total of nine electors to the Charter Revision Commission; and

WHEREAS, no more than three of the electors selected will hold an elected or appointed Town position; and

WHEREAS, the Commission will include no more than a bare majority from any one political party

NOW, THEREFORE, BE IT FURTHER RESOLVED that the South Windsor Town Council will conduct a Charter Revision in accordance with all procedures as outlined by the State of Connecticut; and

BE IT FURTHER RESOLVED that each Council member is requested to review the Town Charter and submit a list of recommended areas to be reviewed by the Charter Revision Commission and submit it to the Clerk of the Council by January 13, 2020.

**HH. Resolution Implementing an Open Government Initiative**  
**(Councilor Hockenberry)**

WHEREAS, the Town Council is actively planning for an "Open Government Initiative" in order to promote greater citizen participation in Town government; and

WHEREAS, there are four principles involved in the Open Government Initiative:

1. Participation: to encourage more involvement by South Windsor Citizens to become engaged with their government and share ideas and expertise with the Town government, Town staff, elected officials, and commission members.
2. Collaboration: to improve the effectiveness of government and bring together many points of view while encouraging participation, partnerships, and cooperation as we attempt to solve problems and provide programs for South Windsor Citizens.
3. Accessibility: to insure that necessary, meaningful information is available, accessible, and publicized to the citizens we are representing.
4. Accountability: the responsibility or obligation of government officials and Town commission members to act in the best interests of the community; public officials should be responsible for their actions.

**(Resolution Continued on Next Page)**

**AGENDA**  
**Regular Meeting – Town Council**  
**Monday, December 16, 2019**

**15. HH. (Continued)**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby directs the Town Manager to make available the video cameras and facility necessary to live stream Town Commission meetings; and

BE IT FURTHER RESOLVED that the Town Council will direct both the Planning & Zoning Commission and the Park & Recreation Commission to meet at Town Hall, in the town council chambers, in order to facilitate the live streaming of their meetings; and

BE IT FURTHER RESOLVED that the Town Council will make the necessary technical preparations in order to make this effective as of January 1, 2020, for both the Planning & Zoning Commission and the Park & Recreation Commission; and

BE IT FURTHER RESOLVED that the Commissions listed here will be the first of Town Commissions that will be required to hold meetings in the Council Chambers and live stream their meetings, and the complete list will be presented by January 31, 2020.

**II. Resolution Approving a Refund of Taxes to Thirteen (13) South Windsor Taxpayers**  
**(Councilor Delnicki)**

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to thirteen (13) South Windsor Taxpayers, the total of said refunds being \$3,932.32 and as more fully described on attached **Exhibit D**.

**16. Passage of Ordinance**

**17. Public Input/Participation (Any Matter)**

**18. Communications and Petitions from Council**

**19. Executive Session**

- A. To discuss pending litigation (460 Miller Road) pursuant to Connecticut General Statutes §1-210(b)(4) and §1-200(6)(E).

**20. Adjournment**

## **TOWN OF SOUTH WINDSOR**

### **Debt Policy**

#### **PURPOSE AND SCOPE**

The purpose of this policy is to establish written guidelines and restrictions for issuing debt and managing the outstanding debt portfolio, provide guidance to decision makers regarding the purposes for which debt may be issued, determine the types and amounts of permissible debt, along with the timing and method of sale that may be used, and structural features that may be incorporated. Adherence to a debt management policy is to establish conditions for the use of debt and to create policies that minimize the Town's debt service and issuance costs, achieve and retain the highest credit rating and maintain full and complete financial disclosure and reporting practices.

It is the intent of the Town of South Windsor to establish a debt management policy to:

1. Ensure high quality debt management decisions
2. Create procedures that minimize the Town's debt service and issuance costs
3. Demonstrate a commitment to long-term financial planning objectives
4. Establish conditions for the use of debt
5. Ensure that the debt management decisions are viewed positively by the rating agencies investment community, and taxpayers.

This policy applies to all general obligation debt and revenue debt issued by the Town of South Windsor including leases and any other forms of obligation of indebtedness.

This policy, shall be reviewed, and updated if necessary, on a biannual basis. Any substantive modifications made to the policy shall be approved by the Town Council prior to becoming effective. The Finance Director, with approval of the Town Manager and advisement from the Town's Financial Advisor shall have the responsibility for structuring, implementing and managing the Town's debt and financing program, in accordance with appropriate authorizations.

#### **DEBT LIMITS**

The Town of South Windsor will consider long-term debt for the acquisition, replacement, and/or expansion of physical assets (including land) only if they have a useful life of at least five years, and to refinance existing debt. Long-term debt shall not be used to finance current operations. In accordance with the Generally Accepted Accounting Principles (GAAP) and state law, the maturity of the underlying debt will not be more than the useful life of the assets purchased or built with the debt, not to exceed 30 years.

#### **Use of Debt Financing**

Debt financing, to include general obligation bonds, general obligation bond anticipation notes, revenue bonds, lease/purchase agreements, and other obligations permitted to be issued or incurred under Connecticut law, shall only be used to purchase capital assets that cannot be acquired from either current revenues or fund balance/retained earnings and to fund infrastructure improvements and additions.

The Town normally relies on internally generated funds and/or grants from governmental agencies to finance its capital needs. Debt will be issued for a capital project only when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries.

The Town is committed to systematic capital planning, intergovernmental cooperation and long-term financial planning. Evidence of this can be found in the Town's Five-Year Capital Improvement Plan, updated annually by the Capital Projects Committee.

Cash financing (pay as you go) shall be a component of the capital program that contributes to the financial integrity of the Town and its ability to maintain the highest bond ratings.

### **Assumption of Additional Debt**

The Town shall not assume additional tax-supported general-purpose debt without conducting an objective analysis as to the community's ability to assume and support additional debt service payments. This analysis should take into account the reduction in bonded debt due to grants or reimbursements that will be applied for at the state or federal level where applicable. The measure used shall be the ratio of Net Annual Debt Service expenditures to Total Budgeted Expenditures in the General Fund.

The Town will endeavor to limit this ratio of debt service to no more than 10% of the total Town budget including debt service. In preparing the Town's Capital Improvement Plan, the Town will limit the dollar amount of bonds that are planned to be issued each year. The limit will be the annual debt service repayment schedule that results from the proposed bond issues cannot exceed the above target.

This allows capital financing to grow along with the level of the Town's operations.

### **DEBT STRUCTURE**

There shall be no debt structures that include increasing debt service levels in subsequent years, with the first and second year of a bond payout schedule the exception. There shall always be at least interest paid in the first full fiscal year after a bond sale. Principal will start to be repaid no later than the second fiscal year after the bond issue for general obligation debt, and no later than the third fiscal year for revenue supported debt.

Debt will be structured to achieve the lowest possible net cost to the Town, given the market conditions, the urgency of the capital project, the type of debt being issued, and the nature and type of repayment source. To the extent possible, the Town will design the repayment of its overall debt to recapture its credit capacity for future use. As a guideline, the Town shall strive to repay from 30 to 50% of the principal amount of its general obligation debt within five years and a least 60% within ten years.

The Town will seek to structure debt with level or declining debt service payments over the life of each individual bond issue. As a general practice, the Town will not backload, use "wrap-around" techniques, balloon payments or other types of exotic formats to pursue financing.

### **DEBT ISSUANCE**

The Town will prepare and update annually a five-year Capital Improvement Program (CIP) to be approved by the Capital Projects Committee. The CIP will be developed with an analysis of the Town's infrastructure and other capital needs, and the financial impact of the debt service required to meet the recommended

financing plan. The Town will strive to fund between 5 to 10% of the CIP projects' aggregate cost on a cash basis.

Each project proposed for financing through debt issuance will have an analysis performed for review of tax impact and future operating costs associated with the project and related debt issuance costs.

There are three general methods of issuing debt obligations: a competitive sale, negotiated sale and private placement. It shall be the policy of the Town to issue debt through a competitive sale whenever feasible to ensure the lowest overall interest rate to the Town.

### **Call Provisions**

Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the Town. When economically feasible, all bonds shall be callable only at par.

### **Sale Process**

The Town shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The Town shall attempt to award the bonds based on a true interest cost (TIC) basis. However, the Town may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

Unless market conditions are extremely unfavorable, the Town will sell all municipal bond and note issues by competitive bid. The competitive bid process guarantees the Town adequate exposure in the market and reasonable expectation that interest terms and rates are competitive.

### **Short-Term Financing (BANs)**

Short-term borrowing may be utilized for interim financing or for other purposes as described below. The Town will determine and utilize the least costly method for short-term borrowing subject to the following policies:

- Bond Anticipation Notes (BANs) may be issued for capital related cash purposes to reduce the debt service during the construction period of a project or to provide interim financing for a project. The BANs shall not mature more than 5 years from the date of issuance.
- Other Short-Term Debt may be used when such instruments provide an interest rate advantage or as interim financing.

### **Long-Term Financing (Bonds)**

Long-term debt will be issued to purchase or construct capital improvements or equipment with a minimum expected life of five years. The Town will not use long-term borrowing to finance annual operating needs. The term of any bond issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended:

Long-term debt will be consistent with the following guidelines:

- The Town will maintain a debt schedule with 50% of outstanding principal maturing within ten years.



- The Town will limit long-term debt to those capital improvements which cannot be financed from existing fund balances or current revenues.
- The maturity of long-term debt will be consistent with, or less than, the expected lifetime of the project.
- The Town will use special assessments, revenue bonds, and other available self-liquidating debt measures in lieu of general obligation bonds whenever possible. Sewer revenue will offset sewer-related debt service.

### **Debt Refunding**

The Town will refund debt when it is in the best financial interest of the Town. Such refunding may include restricting to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. The Town will refund bonds within the term of the originally issued debt. However, the Town may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The Town also may consider shortening the term of the originally issued debt to realize greater savings. The decision to refinance must be explicitly approved by Town Council, and all plans for current or refunding debt must be in compliance with state laws and regulations. Refunding opportunities may be considered if the refunding generates a positive net present value savings of 3% or more of the refunded maturities.

### **Rating Agencies**

Full disclosure of operations and open lines of communication shall be made to the rating agencies. Credit rating(s) will be sought from Moody's, Standard & Poor's, and/or Fitch as recommended by the Town's Financial Advisor and presentations will be conducted as necessary. The Town shall, at a minimum, maintain its current bond rating, and strive for improvement.

### **Credit Enhancements**

Credit enhancements (letters of credit, bond insurance, etc.) may be used, but only when anticipated present value savings in terms of reduced interest expense exceeds the cost of the credit enhancement by at least 2%.

### **Lease/Purchase Agreements**

Lease/Purchase Agreements are alternatives to bond financing for capital purchases that are lienable. As a general rule, the lease period should not exceed the useful life of the item and the Town will own the item at the end of the term. Lease purchase financing has generally smaller upfront costs than a traditional bond issue and can often be executed more quickly than a standard bond issue. However, it will typically have higher interest rates than standard bond issue. A lease/purchase may therefore be more economical for smaller borrowings, where the amortized upfront costs of bond issue would give a standard bond issue a higher average interest cost than a lease/purchase with minimal upfront costs.

### **Bond Counsel**

The Town will retain external Bond Counsel for all debt issues. All debt issued by the Town will include a written opinion by Bond Counsel affirming that the Town is Authorized to issue the debt, that the Town has met all State constitutional and statutory requirements necessary for issuance, and that Counsel has determined the debt's federal income tax status. Bond Counsel must have comprehensive municipal debt

experience and a thorough understanding of Connecticut law as it relates to the issuance and structuring of municipal debt.

### **Financial Advisor**

The Town will retain an external independent financial advisor who shall not have any conflicting relationship with any underwriters. The utilization of the financial advisor for particular bond sales will be at the discretion of the Town Manager and pursuant to a financial advisory services contract. The major criteria in the selection process for a financial advisor will be comprehensive municipal debt experience in Connecticut, experience in the pricing structures of municipal securities, as well as overall cost of service.

### **Other Service Providers**

The Town Manager shall have the authority to periodically select other service providers (e.g. escrow agents, trustees, etc.) as necessary to meet legal requirements and minimize net Town debt service costs, but this authority shall not conflict with other Town Policies.

## **DEBT MANAGEMENT**

### **Continuing Disclosure**

The Town is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional investors, Town departments and agencies, other levels of government and the general public to share clear and accurate financial information. The Town is dedicated to meeting secondary disclosure requirements on a timely and comprehensive basis, as required by appropriate regulatory authorities.

Official Statements accompanying new debt issues and the financial reports shall meet (at a minimum) the standards articulated by the Government Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC) and Generally Accepted Accounting Principles (GAAP). The Town shall be responsible for ongoing debt disclosure to the established national information repositories in accordance with SEC Commission Rule 15c2-12(b).

The Town shall comply with all continuing disclosure requirements as outlined in the debt documents (in accordance with U.S. Securities and Exchange (SEC) Rule 15c2-12). The Town shall be responsible to submit the annual audited CAFR and any other required financial disclosures (to conform with the "updated financial and operational" continuing disclosure requirements) to the Electronic Municipal Market Access (EMMA) filing service immediately following the issuance of the audited CAFR. The Town is also responsible to file, in a timely manner, not in excess of ten (10) business days of the occurrence of an event that may have an impact on the Town's outstanding bonds. The Town shall work with Bond Counsel to ensure compliance with the EMMA reporting responsibilities. The events are as follows:

- principal and interest payment delinquencies;
- non-payment related defaults, if material;
- unscheduled draws on debt service reserves reflecting financial difficulties;
- unscheduled draws on credit enhancements reflecting financial difficulties;
- substitution of credit or liquidity providers, or their failure to perform;

- adverse tax opinions; the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes;
- modifications to rights of Noteholders, if material;
- note calls, if material, and tender offers;
- defeasances;
- release, substitution, or sale of property security repayment of the Notes, if material;
- rating charges;
- bankruptcy, insolvency, receivership, or similar event of any obligated person;
- the consummation of a merger, consolidation, or acquisition involving any obligated person or the sale of all or substantially all of the assets of any obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake any such an action or the termination of a definitive agreement relating to such actions, other than pursuant to its terms, if material; and
- appointment of a successor or additional trustee or the change of name of a trustee, if any if material.

The Town will comply with all applicable U.S. Internal Revenue Service and U.S. Treasury arbitrage requirements for bonded indebtedness in order to preserve the tax-exempt status of all bonds.

#### **Interest Earnings**

Interest earnings received on the investment of bond proceeds shall be used to assist in paying the interest due on bond issues, to the extent permitted by law. The procedures for investment shall follow the written Investment Policy of the Town.

#### **Costs and Fees**

Bonds: All costs and fees related to issuance of bonds will be paid out of bond proceeds and allocated across all projects receiving bond proceeds from the issue.

BANS: Short-term bond costs shall be allocated to all projects.

#### **Capitalized Interest**

Interest costs incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

## TOWN OF SOUTH WINDSOR

### Fund Balance Policy

#### **PURPOSE AND SCOPE**

The purpose of this policy is to establish a target range of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target range as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted range of fund balance and the priority for the use of resources in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town's General Fund balance.

#### **DEFINITIONS AND CLASSIFICATIONS**

Fund Balance is a measurement of available financial resources and is the difference between the assets and liabilities reported in a governmental fund. Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Town's management, credit rating agencies, and others monitor the levels of fund balance as an important indicator of the Town's economic condition. This policy ensures that the Town maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Secure and maintain investment grade bond ratings;
- Offset significant economic downturns or revenue shortfalls; and
- Provide funds for unforeseen expenditures related to emergencies.

GASB Statement 54 distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. The five (5) classifications of fund balance applicable to the General Fund are defined as:

- **Non-spendable** – amounts that are inherently non-spendable, such as prepaid items and endowment funds where the principal balance must remain intact.
- **Restricted** – amounts constrained for a specific purpose by an external source, such as grants from the State of CT.
- **Committed** – amounts identified for a specific purpose by a formal action of the Town's highest level of decision-making authority. Any funds designated as Committed Fund Balance require the passage of a resolution by the South Windsor Town Council, prior to the end of the fiscal year. The same formal action must be taken to remove or change limitations previously approved by the Town Council.
- **Assigned** – amounts intended for a specific purpose, such as encumbrances and most special revenue funds. In addition to the Town Council, the Town Manager has the authority to assign funds when appropriate, i.e. encumbering purchase orders.
- **Unassigned** – for the General Fund, consists of excess funds that have not been classified in the previous four categories. The General Fund is the only fund that can report a positive unassigned fund balance amount, which is considered spendable resources. For all other governmental funds, only deficit fund balance amounts will be reported as unassigned fund balance.

## **PRIORITIZATION OF USE**

The Town considers restricted fund balances to be spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when committed, assigned, and unassigned fund balances are available for an expenditure, committed funds are spent first, assigned funds second, and unassigned funds last.

## **POLICY**

It is the policy of the Town of South Windsor to maintain the end-of-year unassigned fund balance in the General Fund between eleven (11%) and twenty percent (20%) of total expenditures and other financing uses as reported in the most current audited financial statements.

In the event that the unassigned fund balance drops below the minimum range, the Town will develop a plan, implemented through the annual budgetary process to bring the balance back within targeted range over a period of three (3) years.

Should the unassigned fund balance exceed the maximum range, the Town will consider such fund balance surplus to reduce long-term unfunded liabilities, complete capital improvements or one-time expenditures as identified by the Town Council.

Upon adoption of this policy, the South Windsor Town Council authorizes the Town Manager to establish any standards or procedures necessary for implementation. The Town Manager will provide a report to the Town Council at the following times:

- Annually after the Comprehensive Annual Financial Report (CAFR) presentation to the Audit Committee;
- If there is a change in the Government Accounting Standards;
- If due to any circumstances, there is a probability that the unassigned fund balance falls below the minimum percent in any fiscal year;
- If due to any circumstances, there is a probability that the unassigned fund balance exceeds the maximum percent in any fiscal year.

## TOWN OF SOUTH WINDSOR Deficit Mitigation Plan

### **PURPOSE:**

Over several recent State of Connecticut budget cycles, the State Legislator and Governor have looked at reducing the amount of municipal aid Towns receive and passing down the cost of Teacher Retirements to municipalities. Additionally, per Town Charter, adoption of the Town's fiscal-year budget is required before the State of CT biannual budget figures become final. Both of these scenarios have caused challenges for South Windsor to plan and budget. As a result, this document outlines options available to the Town Council and Town Manager in the event a deficit results by actions of the State of Connecticut. This Plan will be reviewed and updated annually to aid the budget planning process.

### **OPTIONS:**

The following options are just that and could be used in their entirety or in part to provide the right approach to a potential deficit. Potential negative impacts have been given for each scenario.

- **Hiring Freeze**

For positions vacant, a hiring freeze could be implemented for short-term savings in the current fiscal year and if a position is eliminated long-term savings could be realized. Any new or requested upgraded (promoted from PT to FT) positions could be cut from the budget or have a mandated January start date. Short-term savings based on the average number of employees hired over the last 5 years could generate \$250,000 in savings.

- Potential issues include union grievances, delay in town services or public safety concerns.

- **Capital Spending Freeze**

The current capital budget is \$2,641,621 and by Town Ordinance automatically increases by 1% and by 5% of new Grand List revenues annually. In the event of a deficit, the Town could freeze all capital spending having a possible positive budgetary influence of \$2.6M.

- Sweeping these funds to cover a deficit would cause many maintenance and infrastructure projects to be delayed which would require attention and possibly more expense in future years.

- **Tax Sale**

During fiscal year 2019, the Town started the first steps to conducting its first Tax Sale. This will become an annual event occurring in the mid to late fall. Estimated collections of \$500,000 could be budgeted in the Prior-Year Tax line item to offset loss of state revenues.

- It must be noted, that this is a one-time revenue source and could potentially solve a shortfall, but should not be considered a long-term solution. As more strict collection methods are enforced, the number of delinquent properties meeting sale criteria will decrease which also means a decrease to potential budgeted revenue.

- **Use of Special Revenue Fund Balance**

Special revenue funds have built fund balance levels over multiple years that could offset operating expenses. An allocation of 10 to 15% of Full-Time Recreation Salaries could be charged to the Recreation Special Revenue Fund to reduce General Fund expenditures.

- This practice would reduce the special revenue fund balance, as these expenses are not budgeted as programming revenues.

- **Use of Self-Insurance Fund Balance**

The Town could reduce Health Insurance expenditures by reducing the employer contribution into the Self-Insurance Fund, instead using reserves to fund a portion of the annual claims.

- Combined, both options could result in a \$250,000 positive budgetary influence, but caution should be exercised when reducing fund balance levels that could be needed for catastrophic health claims and other unforeseen expenditures.

- **Tax Stabilization Fund**

The Town established this special fund by ordinance in 2018. The current balance is \$3M and can be found on the General Fund Balance Sheet as a reserved fund balance. Up to \$500,000, or a higher number if affirmatively voted on by eight (8) council members could be used as a budgeted revenue to relieve loss of state aid.

- Depleting this fund would be a one-time fix. The ordinance specifies that a minimum balance of \$300,000 be kept in this fund and it may take several positive years to replenish balance.

- **Supplemental Tax Increase**

Per Connecticut General Statutes Section 12-123, the legislative body of a municipality has the authority to issue a supplemental tax increase in the event of a revenue shortfall.

- Town Charter nuances, collection rates and communication to South Windsor taxpayers would need to be monitored in great detail under this option.

# Exhibit D

Bill	Name	Address	City	State	Zip	Reason	Amount
2018-03-5007714	BMW FINANCIAL SERVICES	2016/AFR9787/SUXWXS/CBOD90570				Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-128.97
2018-03-5002581	BOZEMAN GENTLEMAN	2016/AD63401/IGS03161/01/1537				Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-119.97
2018-03-5025455	CARVALIA CESAR A	2012/A810427/ASABRDL/CXC23845				Sec. 12-128 Refund of Excess Payments	-86.05
2018-03-5001566	CECCHINI SEAN R & JACQUELYN	49 BELZERUB ROAD				Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives	-113.02
2017-01-0001570	CECCHINI SEAN R & JACQUELYN	49 BELZERUB ROAD				Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives	-237.16
2018-03-5010943	HONDA LEASE TRUST	2015/1E9503/318TB4/536102826				Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-253.22
2018-03-5010528	HONDA LEASE TRUST	2015/AB62397/19XF82/5KFE299290				Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-1,815.66
2018-02-0041267	TECHNOLOGY INVESTMENT PARTNERS LLC	1540 SULLIVAN AVENUE				Sec. 12-128 Refund of Excess Payments	-437.44
2018-03-5024107	VW CREDIT LEASING LTD	2016/AA73794/VWGBV7/AXGQW529650				Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-3992.32
2018-03-5024148	VW CREDIT LEASING LTD	2016/AA73794/VWGBV7/AXGQW529650				Sec. 12-71c Pro rata credit for property tax on motor vehicle when sold, totally damaged, stolen etc	-3992.32
TOTAL							-3992.32

Drafted By: Tabatha L Chasse  
Deputy Collector of Revenue

*Tabatha L Chasse*  
Date: December 5, 2019

Approved By: Jennifer Hilinski-Shirley, CCMC  
Collector of Revenue

*Jennifer Hilinski-Shirley*  
Date: December 5, 2019