

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 1**

**April 15, 2019**

---

**TOWN COUNCIL – REGULAR MEETING  
COUNCIL CHAMBERS – SOUTH WINDSOR TOWN HALL**

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:03 p.m.

**4. Roll Call**

Members Present: Mayor Andrew Paterna  
Deputy Mayor Liz Pendleton  
Councilor Cesar Lopez  
Councilor Karen Lydecker  
Councilor Lisa Maneeley  
Councilor Matthew Riley  
Councilor Janice Snyder

Members Absent: Councilor Audrey Delnicki  
Councilor Mary Justine Hockenberry

Others Present: Matthew B. Galligan, Town Manager  
Morris Borea, Town Attorney

Deputy Mayor Pendleton made a motion to suspend the rules in order to go to Item 15. F. on the agenda. Councilor Snyder seconded the motion; and it was approved, unanimously.

Mr. Galligan explained that there is a tax fixing agreement on the agenda tonight for Costco. It would be great to have Costco in the Town of South Windsor which will help the economy in the area.

Ms. Kerri Wood, Costco, thanked the Town Manager and the Town staff. Costco is looking to do a 160,000 square foot warehouse with a 16 bay gas station on site. Costco will be hiring 125 full-time employees and 125 part-time employees. The average employee makes \$21.00 per hour, most with health benefits. Costco is an employer who takes care of their employees. There is a lot of work that needs to be done to stabilize the site so the tax abatement would be needed.

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 2**

**April 15, 2019**

---

**ITEM:**

**15. New Business**

**F. Resolution Approving Offer of a Tax Assessment Agreement with Costco Wholesale Corporation**

WHEREAS, a Request for Tax Abatement has been received from Costco Wholesale Corporation, for property located in Evergreen Walk, South Windsor, CT; and

WHEREAS, the Town of South Windsor's Tax Partnership Program established pursuant to Connecticut General Statutes Section 12-65b, is intended to encourage the development and expansion of quality businesses in Town through tax and other economic incentives, and is designed to retain and attract businesses that will generate substantial additional tax revenues and employment opportunities for the Town while providing quality goods and services; and

WHEREAS, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to Costco Wholesale Corporation as an incentive to invest an estimated \$16,700,000 in total costs, including construction of a new building in South Windsor (the land and building improvements collectively referred to as the "Real Property")

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and Costco Wholesale Corporation reducing the amount of the estimated real property assessment of the Real Property by 60% for a period of seven (7) years with an estimated tax benefit reduction of \$270,319 annually, commencing with the Grand List following the date the Certificate of Occupancy is issued; provided, however, that if such assessment is changed by any future Town revaluation, the new assessment value of the Real Property shall be reduced by the percentage applicable to the year within the seven (7) year period such assessment is changed; and

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 3**

**April 15, 2019**

---

**ITEM:**

**15. F. (Continued)**

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer to Costco Wholesale Corporation is conditioned upon Costco Wholesale Corporation (1) meeting the estimated \$16,700,000 construction cost figure and agreeing to the estimated assessment figure; and (2) continuing to pay the real estate taxes on the facility for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if Costco Wholesale Corporation fails to meet either of these conditions, Costco Wholesale Corporation shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer is contingent upon Costco Wholesale Corporation's execution of a written agreement reflecting the terms set forth in the resolution and such other terms as the Town may require.

Was made by Councilor Lydecker  
Seconded by Deputy Mayor Pendleton

Mr. Galligan explained that in the agreement it is spelled out that Costco has to be the end user. The Town Attorney will put certain language in the agreement to ensure that Costco is the end user.

Town Attorney Borea explained that the actual agreement is with the entity that owns the property, which is Costco.

Mayor Paterna called for a vote on the motion; it was approved, unanimously.

Deputy Mayor Pendleton made a motion to suspend the rules in order to go to Item 15. G. on the agenda. Councilor Snyder seconded the motion; and it was approved, unanimously.

Mr. Harry Friedman explained that Education Playcare is the largest provider of daycares in the country that is privately owned. This will be Educational Playcare's twentieth daycare in the State of Connecticut. The daycare provides the highest level of

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 4**

**April 15, 2019**

---

**ITEM:**

**15. New Business (Continued)**

service to all of the kids in their care. The facility will be a 16,000 square foot facility at the corner of Ellington Road and Pleasant Valley Road. There will be approximately 45 employees. The daycare will have the ability to take care of about 250 children.

**G. Resolution Approving Offer of a Tax Assessment Agreement with Educational Playcare**

WHEREAS, a Request for Tax Abatement has been received from Educational Playcare, for property located at L028 Ellington Road/Pleasant Valley Road, South Windsor, CT; and

WHEREAS, the Town of South Windsor's Tax Partnership Program established pursuant to Connecticut General Statutes Section 12-65b, is intended to encourage the development and expansion of quality businesses in Town through tax and other economic incentives, and is designed to retain and attract businesses that will generate substantial additional tax revenues and employment opportunities for the Town while providing quality goods and services; and

WHEREAS, the Town Manager recommends, pursuant to said program, that a tax assessment agreement be offered to Educational Playcare as an incentive to invest an estimated \$2,800,000 in total costs, including construction of a new building in South Windsor (the land and building improvements collectively referred to as the "Real Property")

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council is pleased to offer a tax assessment agreement between the Town and Educational Playcare reducing the amount of the estimated real property assessment of the Real Property by 50% for a period of seven (7) years with an estimated tax benefit reduction of \$37,769 annually, commencing with the Grand List following the date the Certificate of Occupancy is issued; provided, however, that if such assessment is changed by any future Town revaluation, the new assessment value of the Real Property shall be reduced by the percentage applicable to the year within the seven (7) year period such assessment is changed; and

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 5**

**April 15, 2019**

---

**ITEM:**

**15. G. (Continued)**

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer to Educational Playcare is conditioned upon Educational Playcare (1) meeting the estimated \$2,800,000 construction cost figure and agreeing to the estimated assessment figure; and (2) continuing to pay the real estate taxes on the facility for a minimum of ten (10) years from the date the Certificate of Occupancy is issued; if Educational Playcare fails to meet either of these conditions, Educational Playcare shall refund the Town of South Windsor all of the tax benefit reductions it has received; and

BE IT FURTHER RESOLVED that the South Windsor Town Council's offer is contingent upon Educational Playcare's execution of a written agreement reflecting the terms set forth in the resolution and such other terms as the Town may require.

Was made by Deputy Mayor Pendleton  
Seconded by Councilor Riley

Mayor Paterna explained that the location of this daycare facility is in the Pleasant Valley school district where there is the longest waiting list for before and after school care. Having a facility in this area is needed.

Mayor Paterna called for a vote on the motion; it was approved, unanimously.

**5. Communications and Reports from Town Manager**

Mr. Galligan reported on the following:

- Hammer Project – this will be a 400,000 square foot project with rail in and rail out.
- Scannell is looking to do a 200,000 square foot project.
- Coca Cola is being built across the street from the Scannell project.

**(Town Manager's Report Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 6**

**April 15, 2019**

---

**ITEM:**

**5. Communications and Reports from Town Manager (Continued)**

- Geissler's Supermarket is a tenant on the property on Sullivan Avenue. They are working with the owner of the property to develop a project.
- Under Grants & Contribution in the Town Council budget, the Greater Hartford Transit District and Metro-Hartford Alliance are items under that area in the budget.
- At the CCM Meeting, there was a meeting with Jonathan Harris who is with OPM. There were good discussions about the budget and some of the impacts the Governor's budget has on local municipalities.
- The Teacher's Pension has been taken out, so the municipalities would not be required to pay that at this time.
- CCM has a Municipal Regional Approach on April 17<sup>th</sup>. It is to discuss what CCM is doing for elected officials and municipalities' needs.
- In the Barber Hill area, residents have been dealing with the noise coming from the Eversource Substation. Eversource will be filing with the Siting Council, and it is important for residents to go to the meeting to confirm that the noise has gotten better and they do not have an issue with it.
- Ridge Road has been put out to bid, and the Town is waiting for the bonds to come in before starting work in that area.
- The sink hole on Edwin Place has had a bid awarded and should be accomplished in the near future.

Mr. Galligan explained that the Council would be able to review the non-disclosure agreement, but the Town would not be able to review it at this time.

**(Town Manager's Report Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 7**

**April 15, 2019**

---

**ITEM:**

**5. Communications and Reports from Town Manager (Continued)**

The design for the property where Geissler's is located would include luxury rentals with amenities. Geissler's would expand, and Mr. Galligan stated he is looking for a pharmacy to go in the area as well as restaurants. Hot Leathers would be leaving this area. The majority of the project meets the zone.

**6. Public Input (Items Not on the Agenda)**

Mr. Steve Straight, 427 Abbe Road, came before the Council to speak about the trapping of the beavers at the Nevers Road Park. Killing these beavers was completely unnecessary on April 1, 2019 which is after trapping season is over. These traps are not humane. Mr. Straight stated that he hired a professional out of Massachusetts and gave each Council member a copy of the report. With simple piping and fencing, the water level could be controlled. For a small price, this situation could be solved.

Students from the Zero Waste South Windsor came before the Council and spoke in support of the banning of plastic bags.

**7. Adoption of Minutes of Previous Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Joint Work Session Minutes between the Board of Education and Town Council of March 25, 2019.

Was made by Councilor Snyder

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote of 5 to 0 with Councilor Lopez and Councilor Lydecker abstaining

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of April 1, 2019.

Was made by Councilor Snyder

Seconded by Deputy Mayor Pendleton

The motion passed on a roll call vote of 6 to 0 with Councilor Riley abstaining

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 8**

**April 15, 2019**

---

**ITEM:**

**7. Adoption of Minutes of Previous Meeting (Continued)**

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Public Hearing Minutes of April 2, 2019.

Was made by Councilor Snyder

Seconded by Councilor Maneeley

The motion passed on a roll call vote of 5 to 0 with Councilor Lydecker abstaining

**8. Public Petitions**

None

**9. Communications from Liaisons, Officers, and boards Directly Responsible to Council**

Councilor Snyder reported that the Library Board is continuing with their strategic plan. Last week a focus group met, and a lot of information and input was shared with the consultant that is managing this endeavor.

**10. Reports from Standing Committees**

None

**11. Reports of Temporary Committees**

Councilor Lydecker informed the Council that there was a meeting on April 11, 2019 for the Before and After School Care Committee. There was discussion regarding the 4<sup>th</sup> R lottery which will be held on Saturday, May 4, 2019, with each school district being completed at different hours. From 9:00 a.m. to 10:00 a.m. Eli Terry Elementary School, 10:00 a.m. to 11:00 a.m. Orchard Hill Elementary School, 11:00 a.m. to 12:00 p.m. Philip R. Smith Elementary School, and 12:00 p.m. to 1:00 p.m. Pleasant Valley Elementary School. Each parent will be informed if they have a place in the program or where they are located on the waiting list. There are two daycares opening up, one on Pleasant Valley Road and the other in Evergreen Walk. YWCA is trying to obtain a van so they can do out of district transportation.



**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 9**

**April 15, 2019**

---

**ITEM:**

**12. Public Participation (Items on the Agenda)**

Mr. Robert Dickinson, 19 Birch Road, came forward and stated that he supports the tax abatement for Costco and would like to request that Costco include in their design a wide protected walkways/paths for access to the store from both Buckland Road and Tamarack Avenue from Deming Street. Sheltered bicycle parking and/or bicycle lockers for both customers and employees may be enticing.

**13. Consent Agenda**

None

**14. Unfinished Business**

None

**15. New Business (Continued)**

**A. Resolution Appointing Terry Hart (R) to the Mass Transit & Highway Advisory Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Terry Hart (R) to the Mass Transit & Highway Advisory Commission for a term ending November 30, 2021, to fill the unexpired term of Bruce Snow and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Was made by Councilor Riley  
Seconded by Councilor Snyder  
The motion was approved, unanimously

TOWN COUNCIL  
TOWN OF SOUTH WINDSOR

Minutes

Page 10

April 15, 2019

---

**ITEM:**

**15. New Business (Continued)**

**B. Discussion Item: General Government Budget (South Windsor Public Library, Health Department, Central Services, and Parks & Recreation Department)**

South Windsor Public Library

Mrs. Mary Etter, Director of the South Windsor Public Library, came before the Council and presented the South Windsor Public Library's proposed budget, as shown in attached, **Exhibit A**.

Answering questions from Councilor Riley, Mrs. Etter explained that the salaries were adjusted in this fiscal year. These salary adjustments put the Library in a reasonable competitive position for the hiring that will be happening. There are no unions or step system. The Library gives a raise based on merit only. What drove a 20% increase in last year's budget process was reviewing salary ranges of Town's like South Windsor and finding out that South Windsor was not in line with other Town's. The new salary ranges that were put into place are appropriate for the present job market. There are six members on the Library Board.

Mrs. Etter informed Councilor Lopez that the Library is opened seven days per week for the bulk of the year which creates the need to have 17 part-time employees. The hours and the days that some employees work vary.

Councilor Snyder informed the Council that last year Mary Etter did an extensive review and comparison of the salaries of other Library's in surrounding Towns and similar Towns to South Windsor which took months. South Windsor's salaries were low and needed to be adjusted to retain employees as well as attract applicants when there are vacancies.

Answering questions from Councilor Lydecker, Mrs. Etter explained that Professional Services is a wide variety of relationships that the Library pays for. The biggest single item is the network the Library belongs to which has a variety of functions for the Library at a cost of \$41,000.

**(Discussion Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 11**

**April 15, 2019**

---

**ITEM:**

**15. B. (Continued)**

**Health Department**

Mr. Galligan explained that there is a \$30,000 increase in this budget with \$20,000 of it going towards making a part-time position full time. The remainder of the increase is for salary adjustments and other small items necessary such as advertising. The Health Department's responsibilities have increased with 350 food establishments in Town which all require inspections. The Health Department also does inspections for special events that happen in Town, at daycare facilities, and assisted living facilities. The Health Department also helps with blight issues and hoarding problems. The State of Connecticut has been trying to push South Windsor into joining a Health District, but the cost to do so is very high, and South Windsor would lose control over inspections. Heather Oatis who is the Environmental Health Officer is presently working on getting her Master's Degree in Environmental Health. After her schooling is complete, South Windsor will have a full-time Health Department. South Windsor recently did some upgrades of inspection fees, but there are still a number of items that there is no charge for.

Mrs. Heather Oatis, Environmental Health Officer, came before the Council and explained that after her schooling is complete, she would become the Director of Health. Mrs. Oatis stated that she has been employed by South Windsor for five years and is very excited about turning the department into a full-time Health Department.

Answering questions from the Council, Mrs. Oatis explained that Melissa Pierce started working part-time for the Town of South Windsor in 2017. The proposal is to have her position go from part-time to full-time. Presently, the Director of Health is Luigi Sartori who signs all of the orders for items that need to be remedied in Town. The number of food truck inspections have increased rapidly due to the brewery. The brewery draws in all kinds of food trucks because they do not have a kitchen. The Fire Marshal is also part of the inspection process in case there is anything that is combustible. The other reason the number has increased is because there is a festival at

**(Discussion Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 12**

**April 15, 2019**

---

**ITEM:**

**15. B. (Continued)**

Evergreen Walk twice a year which brings in 30 food trucks. Mrs. Oatis then explained to the Council that there had been an increase in the revenues after the fees were changed. In past years, the annual revenue would be under \$500.00, and now the annual revenue is well over \$15,000.

**Parks & Recreation**

Mr. Galligan explained that the Town is looking to create a new position. The position will be for a Park Manager which will be a non-bargaining unit position. The impact on the budget would be about \$68,500 with the position starting July 1, 2019. The benefit would cost approximately \$5,240.

Mr. Ray Favreau, Director of Parks & Recreation, stated that the Parks Manager position is a key focus to the Park & Recreation budget this year. The Parks Manager will help Mr. Caldwell keep track of the job sites on a daily basis as well as various other responsibilities. The other areas of increase are for an increase in employee salaries. There is a large increase for five of the programming staff members in order to stay ahead of the curve with the anticipated increase in the minimum wage. It is important for their salaries to be above those that they supervise.

Mr. Favreau then explained that the Special Revenue Fund is a self-sustaining fund with direct programming costs covered by user fees, charges, sponsorships, and advertisement. There are now nine accounts within the Special Revenue Fund. Mr. Favreau stated that the biggest concern for this budget is the bill that could raise the minimum wage from \$10.10 to \$15.00 which would be phased in three years or four years. This would have a ripple effect throughout the whole Parks & Recreation Department. To start to make up for this increase, there would need to be incremental increases to the user fees. This could potentially be an issue moving forward into the future because there is an indexing clause which means each year there will be an index increase or cost of living increase. This issue could force the department to reduce services. The department needs to find a way to save some funding to make up the difference in the increase in labor costs.

**(Discussion Continued on Next Page)**

**TOWN COUNCIL**  
**TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 13**

**April 15, 2019**

---

**ITEM:**

**15. B. (Continued)**

At this time we have reduced the hours of the pool by half an hour a day for this coming summer which has produced a saving of \$23,000. The Town presently works with a few families in Town to provide financial assistance for discounts which are anywhere from 25% to 75% off of the normal price of a program. That money does not exist and is a loss revenue item for the Park & Recreation Department. It is hopeful that the Town will have the ability to continue this as well as employ the same amount of staff, especially seasonal staff. The Town may have to rely on contracted services more rather than hire help. None of these things are wanted but there may not be a choice because of these State mandates that are going to happen. Other major impacts to the budget consist of a fairly substantial appropriation from fund balance. Some of that was used to help offset the proposed increase to the minimum wage. It was originally thought that the amount used for the rental space for the 4<sup>th</sup> R Program was going to be waived but that did not happen, and it was not budgeted for. The fees for the program have been established and cannot be increased at this time. This will be reimbursed by fund balance. The Park & Recreation will be celebrating its 50 Anniversary by appropriating funds from fund balance. This event will be free to the residents. Other items that the fund balance will be used for are salaries of the full-time administrators, 10% of the salaries for full-time employees.

Answering questions from the Council, Mr. Favreau explained that at this time the rental of the facilities for the 4<sup>th</sup> R will not be waived and will have to be absorbed because it was not factored into the user fees for the coming school year. Residents pay to participate in all of the recreational programs. There are social and cultural events that the residents do not pay for.

The Park & Recreation Department covers costs such as rentals, staffing for events, cleaning services, and a contribution towards trash removal under facilities of the Special Revenue Fund.

**(Discussion Continued on Next Page)**

**TOWN COUNCIL**  
**TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 14**

**April 15, 2019**

---

**ITEM:**

**15. B. (Continued)**

The Park & Recreation Department partners with the Public Building Department and provides a portion of the cost from the Special Revenue Fund for the public buildings that the department uses regularly or is responsible for. There is presently about \$500,000 in the Special Reserve Fund eliminating the funds set aside for Wapping.

Answering further questions, Mr. Caldwell explained that presently he makes the daily schedule for the employees. The Parks Manager would be more involved with the crew on a daily basis and would help with other various responsibilities.

Mr. Favreau informed the Council that a full-time Administrative Secretary and a part-time Customer Service position had been proposed.

The Parks Department takes care of the bushes, grass, flowers, and plants at the schools. The Board of Education does hire outside contractors at the beginning of the season to weed the cracks in the parking lots, and take care of two courtyards at the high school. Mr. Galligan explained that the Town and Board of Education do a lot of shared services to help reduce costs. The items where shard services are not done are in the Information Technology Department, the Finance Department, the Business Manager's Office, and snow removal.

Mr. Caldwell explained that after a Maintainer I had been employed with the Town for two years, they are eligible to be promoted to a Maintainer II. The biggest difference between a Maintainer I and II is a Maintainer II is able to drive a larger truck and plow the roads. Mr. Caldwell explained further that the Town has paid for the CDL's in the past for employees. The last few years employees hired have had their CDL's.

Mr. Favreau explained that the community is being made aware of how the increase in the minimum wage would impact user fees for programs in the Park & Recreation Department.

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 15**

**April 15, 2019**

---

**ITEM:**

**15. B. (Continued)**

**Central Services**

Mr. Galligan explained that under the budget, there is a new position proposed for a Purchasing Agent. This position would have a positive effect on each department by centralizing all purchasing activities. The position would obtain cost savings through bulk purchases. The Purchasing Agent would also look for grants that the Town could utilize. The impact of the budget would be \$70,000.00, and the position would not start until July 1, 2019. The cost of benefits for this position would be \$5,300.00.

Answering questions from the Council, Mr. Galligan explained that this position would initiate finding grant money as well as doing the purchasing for the Town.

Mrs. Patricia Perry, Director of Finance, explained that the increase under Professional Services is due to the account being under-budgeted in 2019, weekly payroll processing fees, and the use of a courier.

Mr. Galligan answered further questions explaining that the Town presently leases sixteen copiers for the amount of \$22,693.

**C. Discussion Item; On-Line Permitting Update (*requested by Councilor Snyder*) (*Heather Oatis, Environmental Health Officer to be present*)**

Mrs. Health Oatis, Environmental Health Officer, came before the Council and explained that Drew Guild from IT and she have been working on setting up what the users are going to see and what the internal process is going to be as the inspection requests come in. A septic installer and several restaurants have used the pilot program to give feedback so changes can be made if needed. Mr. Guild has made a very nice user guide of screen shots and instructions.

Answering questions, Mrs. Oatis stated that the Town would like to have this process fully functional with payments by December of 2019.

**(Discussion Continued on Next Page)**

TOWN COUNCIL  
TOWN OF SOUTH WINDSOR

Minutes

Page 16

April 15, 2019

---

**ITEM:**

**15. C. (Continued)**

Councilor Snyder requested that an update be given to the Council in two months.

**D. Resolution Authorizing Town Manager, Matthew B. Galligan to Conclude the Purchase of Approximately 7 Acres of Property from Mario and Rosa DeLoreto**

WHEREAS, the South Windsor Town Council referred the purchase of 7 acres of property on the northerly side of Burgess Road, owned by Mario and Rosa DiLoreto, to the Planning & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes at their November 19, 2018 meeting; and

WHEREAS, the Planning & Zoning Commission, at their November 27, 2018 meeting, forwarded a favorable review of the above-mentioned proposed purchase; and

WHEREAS, the South Windsor Town Council accepted the favorable review by the Planning & Zoning Commission to purchase this property at their January 7, 2019 meeting

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the agreement made between the Town of South Windsor and Mario and Rosa DiLoreto by which the Town would acquire the property for the sum of \$85,000 and the merger of such property with the abutting Town-owned property, and authorizes Town Manager, Matthew B. Galligan to sign and execute any documents or instruments necessary to carry out such agreement on behalf of the Town of South Windsor and to conclude such purchase.

Was made by Councilor Lopez  
Seconded by Councilor Maneeley

**(Resolution Continued on Next Page)**



**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 17**

**April 15, 2019**

---

**ITEM:**

**15. D. (Continued)**

Mr. Galligan informed the Council that this property is across from the salt shed on Burgess Road and could be used for functions through Public Works. Mr. Stetson is working on a composting area and could expand services in the future to include a recycling area.

Mayor Paterna called for a vote on the motion; it was approved, unanimously.

**E. Resolution Authorizing Town Manager, Matthew B. Galligan to Conclude the Purchase of Approximately 2.2 Acres of Property from Barbara Burnham**

WHEREAS, the South Windsor Town Council referred the purchase of 2.2 acres of property on the easterly side of Ellington Road, owned by Barbara Burnham, to the Planning & Zoning Commission pursuant to Section 8-24 of the Connecticut General Statutes at their November 19, 2018 meeting; and

WHEREAS, the Planning & Zoning Commission, at their November 27, 2018 meeting, forwarded a favorable review of the above-mentioned proposed purchase; and

WHEREAS, the South Windsor Town Council accepted the favorable review by the Planning & Zoning Commission to purchase this property at their January 7, 2019 meeting

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby approves the agreement made between the Town of South Windsor and Barbara Burnham by which the Town would acquire the property for the sum of \$425,000 and authorizes Town Manager, Matthew B. Galligan to sign and execute any documents or instruments necessary to carry out such agreement on behalf of the Town of South Windsor and to conclude such purchase.

Was made by Councilor Maneeley  
Seconded by Deputy Mayor Pendleton

**(Resolution Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 18**

**April 15, 2019**

---

**ITEM:**

**15. E. (Continued)**

Mr. Galligan explained that the Town has received one appraisal for this the property and is waiting for the second appraisal. This is property that will be used for the Pleasant Valley Elementary School. The purchase price for the property is \$425,000 and will be taken out of the capital account in next year's budget. If the property closes sooner, there are funds available in the budget.

Town Attorney Borea felt that this property should be closed on within a month at the most.

Councilor Snyder stated she would like to see this done very soon.

Mayor Paterna called for a vote on the motion; it was approved, unanimously.

**H. Discussion Item: Amending the Open Space Membership Ordinance**

Mrs. Pat Botteron, 34 Victor Lane came before the Council and gave a history of the Open Space Task Force. The amendments to the ordinance should include eliminating Director of Public Works and member of the South Windsor Chamber of Commerce. It should also include replacing Superintendent of Parks and Ground with a representative of the Parks and Recreation Department and replacing Director of Planning with a representative of the Planning Department.

**I. Discussion Item: Establishment of a Reusable Check-out Bag Ordinance**

Town Attorney Morris Borea explained to the Council that this ordinance refers to only checkout bags. The other bags are reusable or exempt from this ordinance. No business or establishment shall provide or sell a paper checkout bag that does not meet or exceed the specifications of recycled paper.

**(Discussion Continued on Next Page)**

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 19**

**April 15, 2019**

---

**ITEM:**

**15. I. (Continued)**

Town Attorney Borea stated that there is a period of time for businesses to get used to the ordinance. After the period of time is complete, if there is a violation, businesses would first receive a letter from the Town to notify the business of a violation. If the violation does not stop, the Town will send the business a citation, and if that doesn't get paid, a hearing is held, and the business would have to send in an appeal. The fines are \$150.00 for the first violation and then \$250.00 for each subsequent violation. The most that a business can be fined is \$12,000 in one year.

Mr. Galligan stated that the Health Department would be the department to enforce the actions of this ordinance.

Councilor Riley felt that the establishment of this ordinance should be delayed to see if the State creates a bill for this issue.

After further discussion was held, Mayor Paterna stated that this issue could be revisited after he finds out from South Windsor's Senator and Representatives where this issue stands with the State. Mayor Paterna requested the Town Attorney to look at other options such as paying ten cents per bags at the checkout.

**16. Passage of Ordinance**

None

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

None

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 20**

**April 15, 2019**

---

**ITEM:**

**18. Communications and Petitions from Council**

Mayor Paterna reported that he had spoken to Superintendent Kate Carter about the Kid Mayor Program and has found that the Board of Education is interested in this program.

Mayor Paterna questioned the Council if they were interested in sending out a letter from the Council to the legislators asking them to review the consolidation of the community college system in Connecticut. Mayor Paterna stated that he had sent out a list of items that the faculty and staff had put together in a petition to the Council for their review. Council members discussed this issue further and requested that more information in favor of this issue be provided to the Council before a letter is sent.

Mayor Paterna questioned the Council if they would support him sending a letter on behalf of the Council in support of the Riverfront Recapture project. Council members agreed.

**19. Executive Session**

At 9:55 p.m. Deputy Mayor Pendleton made a motion to go into Executive Session to discuss pending litigation (460 Miller Road) pursuant to Connecticut General Statutes §1-210(b)(4) and §1-200 (6)(E). Councilor Snyder seconded the motion; and it was approved, unanimously.

The following individuals went into Executive Session: Mayor Paterna, Deputy Mayor Pendleton, Councilor Lopez, Councilor Lydecker, Councilor Maneeley, Councilor Riley, Councilor Snyder, Town Attorney Morris Borea, and Town Manager Matthew B. Galligan.

At 10:25 p.m. Councilor Snyder made a motion to adjourn the Executive Session. Deputy Mayor Pendleton seconded the motion; and it was approved, unanimously.

TOWN COUNCIL  
TOWN OF SOUTH WINDSOR

Minutes

Page 21

April 15, 2019

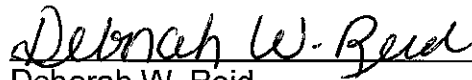
---

**ITEM:**

**20. Adjournment**

At 10:25 p.m. Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor Lydecker seconded the motion; and it was approved, unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Deborah W. Reid", is written over a horizontal line.

Deborah W. Reid  
Clerk of the Council

## **How the Library Budget Works**

### **Background**

By Town Charter, the Town Council-appointed Library Board of Directors exercises fiscal control over the Library's Operating Budget. The Town Council sets the Operating Budget total during the municipal budget process.

### **Planning**

Library Board receives budget instructions from Town Manager. Our planning process starts with guidelines given to general government departments.

Library Director and staff research pertinent factors: anticipated costs for fixed expenses, experience with variable costs, and new and completed service initiatives. We are in the midst of a Strategic Planning Project that may result in new service initiatives for 2019-2020.

Library Board and Director examine important personnel issues – minimum salary guidelines for library workers, changes in minimum wage, hiring trends, and experience with the CT job market. Staff turnover due to retirements is a current challenge, with six of twelve full-time and nine of seventeen part-time workers at or past retirement age.

Following the Manager's guidelines for personnel costs and making "best estimate" changes in the "300" accounts, the Library Board then determines the proposed amount for Office Supplies and Operating Materials. The general goal of library budgeting sets at least 15% of the budget available for materials, but this is rarely possible at the drafting stage.

The Requested Operating Budget is the total derived from the calculations above.

- Since the line items will be determined by the Library Board after the budget total is approved, best estimates are submitted to the Town Manager and Council.
- The Library Board explains the Requested Operating Budget to the Council.

### **Implementation**

Once the Council approves a new Library Operating Budget total, the Library Board reexamines their planning worksheets. Depending on the total approved and on any information that may have changed in the months since the original planning, the budget account totals for the coming year are finalized.

Using the now-final totals for personnel categories and the Board's established salary ranges for each position -- revised as necessary -- the Library Director recommends individual salaries. There are no "longevity-based" steps in our salary ranges.

Once the Library Board confirms the salary recommendations, the Library Director reports them to the Finance Department, where checks are written. The Finance Department handles payroll deductions, including those for benefits.

### **Results**

During the fiscal year, the Library Director supervises the expenditure of the budget, directing staff to make necessary adjustments in spending to stay within category guidelines. Materials expenditures are scrutinized and adjusted most closely, since these purchases are the most discretionary.

During May and June, as projections for total expenditures in each established category become more definite, the Library Board authorizes line item transfers to allow all remaining available funds to be spent on materials. In any given year, the closing "Actual Expended" column may vary distinctly from the original assignment of funds because the year's actual events have prompted these adjustments.

## SOUTH WINDSOR PUBLIC LIBRARY

	ACTUAL 2016-2017	ACTUAL 2017-2018	APPROVED 2018-2019	PROPOSED 2019-2020
110 Salaries, FT	588,638	622,046	725,000	739,500
112 Longevity	0	0	500	1,000
113 Salaries, PT	160,111	163,084	231,394	236,022
Total:	748,749	785,130	956,894	976,522
210 Office Supplies	6,377	7,014	6,000	6,000
221 Operating Materials	175,024	183,549	116,514	120,134
Total:	181,401	190,563	122,514	126,134
310 Advertising	0	0	500	500
320 Professional Services	95,995	13,833	56,230	55,698
330 Rentals, Leases	7,370	7,889	7,671	7,946
350 Printing	689	710	750	750
360 Utilities	4,366	4,506	4,200	4,600
371 Maintenance Contracts	7,244	9,991	7,923	7,634
374 Fees & Memberships	4,676	3,982	4,788	3,865
375 Recruitment/Training	0	40	0	250
Total:	120,340	40,951	82,062	81,243
441 Office Equipment	8,945	46,359	0	800
GRAND TOTAL:	1,059,435	1,063,003	1,161,470	1,184,699

April 15, 2019

Members of the Town Council  
South Windsor, CT

Dear Mayor Paterna and Members of the Town Council,,

I am attaching the proposed Library Operating Budget for 2019 – 2020 approved by the Library Board at their January 22, 2019 Regular Meeting.

We have followed the annual budget instructions, allowing a 2% adjustment in Personnel lines but adjusting other line item changes accordingly to reach a minimal increase in overall expenses. While we have used the most reliable information available in making our projections, we realize that the picture may change in the months ahead. We are particularly cautious about personnel-related changes (notably, the CT Minimum Wage) and ongoing difficulties in State-supported services, such as interlibrary delivery of materials. The requested adjustment on the total budget is 2.08%.

We will be glad to provide any additional information required and look forward to discussing the proposal with the Town Council during the budget sessions.

Respectfully,

Mary J. Etter  
Library Director

#### SOUTH WINDSOR PUBLIC LIBRARY BUDGET COMPARISON

	Approved	Proposed
	2018-2019	2019-2020
PERSONNEL	956,894	976,522
OPERATING MATERIALS	122,514	126,134
CONTRACTUAL SERVICES	82,062	81,243
OFFICE EQUIPMENT	0	800
GRAND TOTAL	1,161,470	1,184,699