

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

**Minutes**

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**March 6, 2017**

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

**1. Call Meeting to Order**

Mayor Mirek called the Regular Meeting to order at 7:02 p.m.

**4. Roll Call**

Members Present: Mayor Carolyn Mirek  
Deputy Mayor Janice Snyder  
Councilor M. Saud Anwar  
Councilor Cindy Beaulieu  
Councilor William Carroll  
Councilor Edward Havens  
Councilor Lisa Maneeley  
Councilor Liz Pendleton  
Councilor Matthew Riley

Members Absent: Councilor M. Saud Anwar  
Councilor Lisa Maneeley

Others Present: Vanessa Perry, Acting Town Manager

After Roll Call was complete, Mayor Mirek read a proclamation into the record celebrating the 105<sup>th</sup> Anniversary of Girl Scouts of America and proclaiming the week of March 8, 2014 through March 14, 2017 as Girl Scout Week in the Town of South Windsor.

Ms. Margaret Shea, 266 Abbe Road came forward and introduced the Irish Committee and then announced the representatives from South Windsor who will be representing the Town in Hartford's St. Patrick's Day Parade on March 11, 2017 at 11:00 p.m. Ms. Shea introduced Honorable Marianne Lassman Fisher as South Windsor's Town Honoree and Officer Timothy Hankard as South Windsor's Town Marshal.

Councilor Beaulieu made a motion to suspend the rules in order to go to Item 16 on the agenda. Deputy Mayor Snyder seconded the motion; and it was approved, unanimously.

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**ITEM:**

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

Mrs. Perry reported on the following:

- Crumbling Foundation Legislation – Mr. Galligan testified on February 28, 2017 during the joint public hearing at the Capital. CROCG will continue to watch these bills as they move through the Legislature.
- Truck Traffic on State Routes – The Town can't regulate truck traffic on State roads. The Deputy Chief and Town Manager have done all they can to work with businesses to lessen the impact. Any individual that has an issue should contact the Police Department.
- Budget Schedule – The Council Clerk recently distributed a draft budget schedule but because there has been very little direction regarding revenues from the State it is going to be difficult to maintain the proposed meeting schedule. The Town Manager will be meeting with the Superintendent of Schools, Board of Education Chair and the Mayor to determine the best schedule to move forward with.
- Board and Commission Reports – It has been found that many of the Town's Boards and Commissions are not reporting to the Council as often as they should. There needs to be an implementation of policies for Boards and Commissions to report on a more frequent basis to the Town Council. This will allow the Council to be more informed about activities from the Boards. Having the Council Liaisons report more often during the Council meetings would benefit both the Council and the public.
- Proposed Agenda Revisions – The Town Manager and Clerk of the Council have made some proposed revisions to the general order of the agenda. These revisions should be discussed with the Town Council and those proposed changes should be voted on at the March 20, 2017 meeting.
- Studio Project – As of March 1, 2017, the final Power Purchase Agreement document has been filed with PURA. This will allow the Town of South Windsor to acquire the PPA from dck or Connecticut Energy. Hopefully Eversource will sign off on it. If everything goes as planned, the Town can move forward on the studio project.
- Emergency Operations Procedures – The Town Manager has met with Town staff at the EOC. The South Windsor Emergency Operations Center Manual has been revised in draft format. This draft shows how each

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**ITEM:**

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

department would operate during an emergency and what resources are available. The document is confidential and will only be shared on a limited basis. Staff training is currently being organized. There are some staff that are considered nonessential but may be deemed essential during certain instances. The Emergency Operational Manuals are being reviewed, those need to be updated yearly and submitted to the State.

- Community Events – The Town Manager met with the Chairs of the Democratic and Republican Town Committees to review procedures on providing events that can positively impact the South Windsor community. They will have future meetings to discuss program ideas.

Councilor Pendleton questioned if FOI training is being scheduled? Mrs. Perry explained that it has been a little over three years since the last FOI training and she is presently working with the Town Attorney to schedule this training. There needs to be two sessions during the day for Town staff and one session at night for Boards and Commission members and the Town Council.

Councilor Beaulieu stated that the Council received a memo from the Town Manager dated February 24, 2017 regarding Human Relations Commission Event on February 27, 2017. Councilor Beaulieu requested that this item be discussed at the next Town Council meeting.

Mrs. Perry reviewed two memos, one regarding Open and Pending Items, as shown in attached, **Exhibit A** and the second regarding Budget Process, as shown in attached, **Exhibit B**.

**5. Public Input**

Mr. Don Gonsalves, 40 Bayberry Trail came before the Town Council and stated that he has information that the public should have. Mr. Gonsalves estimated that the taxes will increase 7% next year. The cost of the two new schools will cost the average person \$5,400 over the next nine years, not \$318 as stated in the Journal Inquirer. If the new schools do not get constructed there probably would not be a tax increase. South Windsor has the seventh highest property tax rate in the State of Connecticut. South Windsor's mill rate right now is 37.34 and when

**(Public Input Continued on Next Page)**

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**ITEM:**

**5. Public Input (*Continued*)**

Governor Malloy gave his presentation on February 28, 2017 he made a statement that no Town or City should have a mill rate over 35. Bloomfield and West Hartford have both cancelled their school projects because of the State's financial condition. The bottom line is South Windsor cannot afford two school construction projects at this time, the Town should only be doing one school construction project. There are a lot of seniors that are in tough shape. South Windsor's property tax is 2.6% of market value and the average in the United States is 1.1%.

Mr. Andy Paterna, 301 Strawberry Lane stated that at the last Town Council meeting there was an improper procedure that happened that night during discussions on the Resolution Making South Windsor a Community Free of Prejudice, Bigotry and Hate. The Mayor cannot close debate. That can only be closed by order of this whole Council by a 2/3rds vote. There were other Councilor's who were looking to speak when the vote was called. The Council had other options such as postponing action or tabling action. The vote should have been brought up by a member on the floor, not the Mayor, and there needed to be a second on the motion and then voted on by the Council. Mr. Paterna feels this resolution should be reconsidered and the procedure should happen according to Roberts Rules of Order.

Mr. David Starr, 55 Horizon Circle came forward and stated that he was appalled of the disrespect shown to Councilor Anwar as a result of the resolution he proposed of making South Windsor a safe community for everyone. Such disrespect and personal attack was uncalled for. Mr. Starr urged the Council to return to civility and respect for one another. There was also disrespect shown to Councilor Havens who was not even allowed to speak on the resolution. Improper procedures were used to prevent debate on this resolution. The resolution should be brought back before the Council again and proper procedures should be followed.

Mrs. Kathy Reed, Outreach Specialist with the South Windsor Youth and Family Services came forward to invite the Council to an event on Tuesday, March 28, 2017 from 6:30 p.m. to 8:00 p.m. in the Friends Room at the South Windsor Public Library regarding Opioid and Heroin Addiction.

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**ITEM:**

**5. Public Input (Continued)**

Mrs. Jessica Vogelgesang from Wood Memorial Library & Museum came forward to inform the public and the Council that Wood Memorial Library & Museum has an art exhibit at the library called Fathom by Kevin Van Aelst. There will be a reception and art chat with Mr. Van Aelst on March 24, 2017 from 5:30 p.m. to 9:00 p.m. The exhibit will be showcased until May 1, 2017.

Councilor Pendleton read an email into the record from Elizabeth McGuire who stated that she was disappointed how the Town Council handled the resolution offered by Councilor Anwar at the February 21, 2017 meeting. Mayor Mirek prevented any discussion on this item and is requesting this resolution be introduced again and that a full Council discussion take place.

**6. Environmental Health & Safety Message**

Fire Marshal Walter Summer and Captain Greg Roberts from the South Windsor Volunteer Fire Department came before the Council. Mr. Summers reminded the public and the Council that this weekend the clocks will be turned ahead and therefore the batteries in the smoke alarms should be changed. The date on the smoke alarms should be checked because they are only good for ten years.

Mr. Roberts stated it is also important to check your batteries and check the dates of the carbon monoxide detectors.

**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 Meetings: Regular Meeting Minutes of February 21, 2017.

Was made by Councilor Beaulieu  
Seconded by Councilor Pendleton  
The motion was approved, unanimously

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**ITEM:**

**8. Public Petitions**

Councilor Carroll explained that at the February 21, 2017 Town Council meeting a public petition was received. The petition was titled "Say No to Trumps Plan to use our Police as a Deportation Force" presented by Mr. Taseen Anwar and Mr. Tim Appleton. Subsequently there was correspondence received from the Town Clerk who determined that the public petition is invalid per the Town Charter.

**9. Communications from Officers and Boards Directly Responsible to Council**

Councilor Pendleton explained that she has been asked by the Mayor if she would be the Liaison to Wood Memorial Library and she has accepted that responsibility. Councilor Pendleton went on to explain that there is a need for more Docent volunteers to help educate the children of South Windsor.

Councilor Carroll explained that the Patriotic Commission had a meeting on February 27, 2017 where the South Windsor Patriotic Commission discussed the need to make sure that solicitors of donations for Veterans Organizations are legitimate and follow all of the State rules. The Patriotic Commission would like to have an Ordinance created for this purpose and have asked the Town Manager to review this issue.

Mr. Philip Koboski, Chairman of the Public Building Commission came before the Town Council to give an update on the Orchard Hill Elementary School project. At this time, the project is ahead of schedule and under budget. The anticipated savings on this project will come back to the Town. By the end of May it is expected that all of the trades work will be completed. A lot of the boxes will not be able to be moved in until July. There is preliminary approval from the State regarding the cost of the furniture and fixtures and the playground equipment. Delivery and installation of these items will take place during the months of June and July. It is hopeful that a tour will be set up in early April for the Board of Education and Town Council.

Deputy Mayor Snyder questioned the completion date? Mr. Koboski stated that the project is approximately one month ahead of schedule.

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**ITEM:**

**9. Communications from Officers and Boards Directly Responsible to Council**  
*(Continued)*

Mayor Mirek reported that the Mass Transit and Highway Advisory Commission is planning a program at the Senior Center in April.

Councilor Pendleton questioned if the Council Clerk could send the Council members a listing of the Boards and Commissions that each Councilor is appointed to and when the meetings are held.

**10. Reports from Standing Committees**

None

**11. Reports of Temporary Committees**

Mayor Mirek reported that she is Liaison for the Crumbling Foundation Committee and recently a forum was held for South Windsor residents and surrounding Town's who were interested in learning more and getting updates. On March 27, 2017 representatives from the Crumbling Foundations Committee will be going to St. Francis of Assisi Men's Club to discuss this issue.

**12. Consent Agenda**

Councilor Pendleton and Councilor Riley made a motion to approve Agenda Items 13. A (\*) through 13. N. (\*) and 14. A. (\*) through 14. E. (\*) as the Consent Agenda. Deputy Mayor Snyder seconded the motion; and it was approved, unanimously.

**13. Unfinished Business**

**\* A. Resolution Appointing Louise Neary (D) an Alternate to the Historic District Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Louise Neary (D) an Alternate to the Historic District Commission for a term ending November 30, 2018 to fill the unexpired term of Wayne McKinney.

**(Approved by Consent Agenda)**

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**ITEM:**

**13. Unfinished Business (Continued)**

**\* B. Resolution Reappointing Louise Evans (R) to the Economic Development Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Louise Evans (R) to the Economic Development Commission for a term ending November 30, 2020.

**(Approved by Consent Agenda)**

**\* C. Resolution Reappointing Gary Pitcock (D) to the Greater Hartford Transit District**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Gary Pitcock (D) to the Greater Hartford Transit District for a term ending December 12, 2020.

**(Approved by Consent Agenda)**

**\* E. Resolution Reappointing Andy Paterna (D) to the South Windsor Agricultural Land Preservation Advisory Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Andy Paterna (D) to the South Windsor Agricultural Land Preservation Advisory Commission for a term ending November 30, 2019.

**(Approved by Consent Agenda)**

**\* F. Resolution Reappointing James Kupchunos (D) to the South Windsor Agricultural Land Preservation Advisory Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints James Kupchunos (D) to the South Windsor Agricultural Land Preservation Advisory Commission for a term ending November 30, 2019.

**(Approved by Consent Agenda)**



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**ITEM:**

**13. Unfinished Business (Continued)**

**\* G. Resolution Reappointing Cile Decker (D) to the South Windsor Agricultural Land Preservation Advisory Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Cile Decker (D) to the South Windsor Agricultural Land Preservation Advisory Commission for a term ending November 30, 2019.

**(Approved by Consent Agenda)**

**\* H. Resolution Reappointing Sandy Jeski (D) to the South Windsor Agricultural Land Preservation Advisory Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Sandy Jeski (D) to the South Windsor Agricultural Land Preservation Advisory Commission for a term ending November 30, 2019.

**(Approved by Consent Agenda)**

**\* I. Resolution Reappointing Winifred Wilson (D) to the Personnel Board of Appeals**

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, 2019.

**(Approved by Consent Agenda)**

**\* J. Resolution Reappointing John Blondin (D) to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints John Blondin (D) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2020.

**(Approved by Consent Agenda)**

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**ITEM:**

**13. Unfinished Business (Continued)**

- \* K. Resolution Reappointing Steve Wagner (D) an Alternate to the Inland Wetlands Agency/Conservation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Steve Wagner (D) an Alternate to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2020.

**(Approved by Consent Agenda)**

- \* L. Resolution Appointing Kevin Greer (R) to the Demolition Delay Committee**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Kevin Greer (D) to the Demolition Delay Committee for a term ending December 31, 2018 to fill the expired term of Teri Parrott.

**(Approved by Consent Agenda)**

- \* M. Resolution Appointing Ritu Goel (D) to the Park and Recreation Commission**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Ritu Goel (D) to the Park and Recreation Commission for a term ending December 31, 2019 to fill the unexpired term of Richard Grigorian.

**(Approved by Consent Agenda)**

- \* N. Resolution Appointing Mindy Lewis (D) to the Library Board**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Mindy Lewis (D) to the Library Board for a term ending November 30, 2017 to fill the unexpired term of Hal Reed.

**(Approved by Consent Agenda)**

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**ITEM:**

**14. New Business**

- \* A. Resolution Reappointing Katie Graham (R) to the Park & Recreation 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 reappoints Katie Graham (R) to the Park & Recreation Commission for a term ending December 31, 2020 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**(Approved by Consent Agenda)**

- \* B. Resolution Reappointing Dan Seypura (R) to the Building Code Board of Appeals 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 reappoints Dan Seypura (R) to the Building Code Board of Appeals for a term ending January 1, 2021 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**(Approved by Consent Agenda)**

- \* C. Resolution Reappointing Dan Seypura (R) to the Inland Wetlands Agency/Conservation 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 reappoints Dan Seypura (R) to the Inland Wetlands Agency/Conservation Commission for a term ending December 1, 2020 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**(Approved by Consent Agenda)**

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**ITEM:**

**14. New Business (Continued)**

- \* D. Resolution Appointing Shaliesh Verma (R) an Alternate to the Economic Development 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 Shaliesh Verma (R) an Alternate to the Economic Development Commission for a term ending November 30, 2017 to fill the unexpired term of Cindy Beaulieu and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**(Approved by Consent Agenda)**

- \* E. Resolution Reappointing John Mitchell (R) an Alternate to the Economic Development 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 reappoints John Mitchell (R) an Alternate to the Economic Development Commission for a term ending November 30, 2020 and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**(Approved by Consent Agenda)**

Councilor Carroll made a motion to remove Item 13. D. from the consent agenda. Deputy Mayor Snyder seconded the motion; and the motion passed on a roll call vote of 6 to 1 with Mayor Mirek, Deputy Mayor Snyder, Councilor Beaulieu, Councilor Carroll, Councilor Havens and Councilor Riley voting in favor of removing Item 13. D. from the consent agenda; and Councilor Pendleton voting in opposition of removing Item 13. D. from the consent agenda.

**13. Unfinished Business (Continued)**

- D. Resolution Appointing Kathy Hale (D) to the South Windsor Agricultural Land Preservation Advisory Commission**

**(Resolution Continued on Next Page)**

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**ITEM:**

**13. D. (Continued)**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Kathy Hale (D) to the South Windsor Agricultural Land Preservation Advisory Commission for a term ending November 30, 2019 to fill the expired term of Wayne McKinney and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Was made by Councilor Pendleton  
Seconded by Deputy Mayor Snyder

Councilor Carroll made a motion to table this item until the next regularly scheduled meeting in order to find out the makeup of the Commission. The Commission has certain roles of each member and it needs to be made clear what role this appointment would be filling. Deputy Mayor Snyder seconded the motion; and it passed on a roll call vote of 6 to 1 with Mayor Mirek, Deputy Mayor Snyder, Councilor Beaulieu, Councilor Carroll, Councilor Havens and Councilor Riley voting in favor of tabling Item 13. D.; and Councilor Pendleton voting in opposition of tabling Item 13. D.

**14. New Business (Continued)**

**F. Resolution Approving a Refund of Taxes to Twelve (12) South Windsor Taxpayers**

BE IT RESOLVED that the South Windsor Town Council hereby approves a refund of property taxes to twelve (12) South Windsor Taxpayers, the total of said refund being \$2,965.63, and as more fully described on attached **Exhibit C**.

Was made by Councilor Havens  
Seconded by Councilor Pendleton

Deputy Mayor Snyder clarified for the public that attached to the agenda was an attached for refunds in the amount of \$3,699.25 but the Clerk of the Council gave an updated attachment to the Council with an amount of \$2,965.63.

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

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**ITEM:**

**14. New Business (Continued)**

**G. Discussion item: Liaison Responsibilities (requested by Mayor Mirek)**

Mayor Mirek explained that there are times that Boards and Commissions are not reporting to the Council on programs and events that are being considered. Per the Town Charter, before programs or events are scheduled, those programs or events must be reflected in that Board or Commissions minutes and must be brought before the Council. It is imperative that Boards and Commissions have a quorum when they meet because of FOI rulings. The Democratic and Republican Town Chairs will be meeting with different Boards and Commissions to make sure that they are following the proper procedures as far as reporting to the Town Council and holding their meetings.

Councilor Havens felt that this should have been a concern prior to recent events from the last Town Council meeting. Councilor Havens does not want Board and Commissions to not hold certain events or programs because they now need permission from the Council. The Council should not take Boards and Commissions personal thoughts and opinions away from them. The Council is bringing Federal, National, and State politics to South Windsor. All Council members should share their thoughts on issues and vote how they feel is appropriate.

Councilor Beaulieu felt it was unfortunate that information was not shared in a timely manner regarding the event that the Human Relations Commission was planning so that everyone could have had an opportunity to react appropriately.

Councilor Havens stated that this issue is dividing the community and Council should not let that happen. The Council should straighten this situation out and act like a Council because there is a lot of work to do on other items as well as on the budget.

Councilor Riley felt that National politics have been forced upon South Windsor and the Council should really be focused on the budget process.

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**ITEM:**

**14. G. (Continued)**

Councilor Pendleton called a Point of Order stating that the Council should be discussing "Liaison Responsibilities".

Mayor Mirek felt that recent events are going to help the Council make sure Boards and Commissions are being run appropriately.

Councilor Pendleton requested that the Board and Commission listing be sent out to the Republican and Democratic Town Chairs and suggested that "Liaison Report" be added to the agenda. Councilor Beaulieu requested that the Board and Commission listing be placed on the Town's website.

**H. Discussion Item: Changes to the Town Council Agenda**

Mayor Mirek reviewed the proposed changes to the Town Council's agenda:

- The format will be streamlined so that the agenda and resolutions are together.
- Council members will receive their packets on Thursday rather than on Friday.
- There will be public input for items not on the agenda with a limit of 20 minutes, public input prior to New Business and Unfinished Business for items on the agenda with a limit of 20 minutes, and then there will be public input at the end of the meeting for both items on the agenda and not on the agenda with a limit of 10 minutes.
- Environmental Health and Safety Message will be removed from the agenda.
- The Town Manager's Report will be relocated to the beginning of the meeting.
- When employees are here to speak on an item, the Council will try to have them earlier in the meeting.
- There will only be ten (10) minutes of conversation per Council member on each resolution, unless expanded by Council.

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**ITEM:**

**14. G. (Continued)**

Commission members discussed the process of changing the agenda. The Council Rules and Procedures will be updated and voted on to reflect the proposed changes to the agenda.

Councilor Pendleton requested that an opinion be sought from the Town Attorney on where on the agenda the Council Liaisons should report.

Councilor Carroll requested that "Draft" be written on suggested changes in the future.

Councilor members reviewed public input and public participation, stating that definitions in the Council Rules and Procedures would need to be reviewed and updated if necessary.

Councilor Carroll requested that the page number be added to the bottom of the pages on the Town Council Rules and Procedures.

**15. Passage of Ordinance**

None

**17. Public Input**

Mr. Andy Paterna, 301 Strawberry Lane stated that although the changes look great he questioned if a Subcommittee was ever formed to consider Mr. Gonsalves request of allowing the public to speak during each resolution.

**18. Communications and Petitions from Council**

Mayor Mirek explained that she was contacted by a resident requesting that something be held to support that South Windsor is a safe and welcoming community. Mayor Mirek said she spoke with the Town Manager and it will be considered. Mayor Mirek then informed the Council that on March 5, 2017 she attended the Human Relations Photo Contest and Art Show. The photos were of the trails of South Windsor.

**(Discussion Item Continued on Next Page)**



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**ITEM:**

**18. Communications and Petitions from Council (Continued)**

Councilor Carroll reminded residents that the St. Patrick's Day parade is on Saturday, March 11, 2017 at 11:00 a.m. in Hartford.

Councilor Snyder requested that the photos from the Human Relations Photo Contest be placed on the Town website.

Councilor Carroll informed the public and Town Council that the Patriotic Commission is holding their Annual Essay Contest. Grades K-2 are supposed to do a poster of their favorite historical place in Connecticut, Grades 3-5 are supposed to write an essay discussing the importance of patriotic holidays, and Grades 9-12 are supposed to write an essay discussing what it means to be an American. Prizes consist of a \$100 gift card to Barnes and Noble for first place, \$50 gift card for second place, and a \$25 gift card for third place. All participants will receive a Certificate of Achievement.

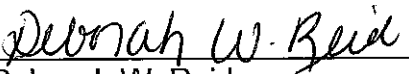
**19. Executive Session**

None

**20. Adjournment**

At 8:41 p.m. Deputy Mayor Snyder made a motion to adjourn the Regular Meeting. Councilor Pendleton seconded the motion; and it was approved, unanimously.

Respectfully submitted,

  
\_\_\_\_\_  
Deborah W. Reid  
Clerk of the Council

**Budget Process**


I will be sending a legal opinion request to the Town Attorney asking what the consequences will be if we do not approve the budget by May 22. I will also be putting together a budget process which will be coming out very shortly.

MBG/ab

Town Hall  
1540 Sullivan Ave.  
South Windsor, CT 06074  
Phone: (860) 644-2511 ext. 200  
Fax: (860) 644-3781

**TOWN OF SOUTH WINDSOR  
TOWN MANAGER'S OFFICE**

## MEMORANDUM

**TO:** Town Council  
**FROM:** Matthew B. Galligan, Town Manager   
**DATE:** March 8, 2017  
**RE:** Budget Process

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It has been very difficult this year to establish a budget process that meets our requirements under the Charter because the Governor's Budget has devastated many municipalities with reduced revenues or increased expenses. The Town is looking at a possible \$7-8 million reduction between these two items. This makes it very difficult to move the budget forward.

The process is usually as follows:

- Prior to March 15 – The Board of Education submits to the Town Council a proposed budget for the fiscal year commencing the following July 1.
- Prior to March 22 – The Town Manager submits to the Town Council a proposed operating budget for General Government for the fiscal year commencing the following July. The operating budget includes both proposed expenditures and the means of financing them. This budget will also include the Board of Education budget.
- By April 15 – The Town Council must have the Board of Education budget available to the public.
- By April 27 – The Town Council must have the General Government budget available to the public.
- By April 30 – Public hearings are conducted on the Board of Education budget.
- By May 7 – Public hearings are conducted on the General Government budget.
- By May 15 – Approval of the budget of the Board of Education shall be legally enacted.
- By May 22 – Approval of the General Government budget and the total Town budget shall be legally enacted.

I have copied you on a memorandum to the Town Attorney regarding the legal ramifications if the Town happens to not meet the May 22 budget approval deadline. I do not feel that the Governor's budget will be approved in time for us to match any revenues or expenditures. Sometimes the State budgets have gone as late as August before the State Legislature has adopted them.

I have enclosed for you pages 14 through 20 of the 2016/2017 Approved Budget that explains the process in more detail. I hope you take these items into consideration.

This budget process is outlined on page 15. All unencumbered appropriations lapse at year end except those for capital projects and certain special revenue funds. Appropriations of capital projects will continue until completions of all applicable projects even if the projects extend for more than one year.

On page 16 of the Approved Budget, the Town's fund structure is discussed, and on page 17 there is also an item showing the types of Town funds. I would also like to point out that page 14 has a very descriptive budget process for the Town Council to follow.

I want to reiterate that this budget year will be more difficult than prior years. There are serious decisions that may have to be made in order to reduce taxes to a minimum increase. This is how I am proposing to move this budget forward: I will be providing you with a draft budget that reflects our normal business process. This draft will show what a true 2017/2018 South Windsor budget would look like without the looming cuts from the State, and it will show the effect on taxpayers on our recommended Town and Board of Education budgets.

In the Budget Message at the beginning of the draft budget, I will be providing schedules of various scenarios of the Governor's budget. Teacher pension funding, reimbursement for special education, massive reductions in the ECS formula, and reduction of MRSA payments will all hurt the Town of South Windsor. Those scenarios will provide estimated tax and budget expenditures increases. This is the only way I see fit to show the impact of the Governor's budget. The real work will start after the Council's March 22 draft budget deadline when hopefully we will have more information from the State.

The Town Council and Board of Education will have to work very closely together to see what programs will need to be eliminated if the Governor's budget goes forward as indicated. I would hate to make massive cuts in the budget now only to have to rework the budget at a later date if the Governor's budget does not move forward. I am trying to be cautious, but I am also ready to change budget proposals if necessary.

Another quandary is that there is legislation regarding reducing the motor vehicle mill rate cap from 37 to 32. This creates a 5 mill difference that will be shifted to property tax. Also, although the Governor has made a commitment to remove the 2.5% spending cap, that law is still in effect. Until the State Legislature changes that, we will have a difficult time with our budget even without accounting for the additional proposed municipal expenditures from the Governor.

The teacher's pension will most likely be funded from the Board of Education's budget. If the Board of Education receives the proposed \$3.7 million in revenue and reduces expenditures, then we are in violation of the Minimum Budget Requirement. The State Legislature has not determined whether the revenue should go in either the Board or

Town's budget or be split. I am working with the Superintendent and Town staff to accommodate these changes in the budget that nobody at the State level seems to understand.

We do know that ECS funding will be cut in the Governor's budget. This will affect the Town's budget as we will not be able to use that revenue to reduce taxes if it is cut.

I know the Board of Education Chairman is anxious to set meetings, but I am in a dilemma regarding presenting this budget. I know the Council has a budget schedule, but once I come to the conclusion about how I will make this budget presentation to you and the community, that schedule will change. Once I submit the draft budget to you later in March, we may have to be more flexible as I want to remain transparent to the community. If massive programs need to be cut, we may need to let the community know as much in advance as possible.

I thank the Council for your understanding in this matter, and I will be making some very tough decisions. However, we still need more information from our State legislators before those decisions will be made. We have been through this before when governors have recommended massive cuts in revenue, only to have legislators negotiate those cuts in a less drastic direction.

MBG/ab

Enclosure

### ***Budget Process***

The Town of South Windsor adopts its General Government Operating, Board of Education and Special Revenue Fund budgets in accordance with the provisions of its Charter and the Connecticut General Statutes. The adopted budgets cover the fiscal year beginning July 1 and ending June 30.

The Superintendent of South Windsor's Public Schools develops a district budget that recognizes the need to balance state and local constraints with the needs of the students. This budget is submitted to the South Windsor Board of Education. The Board of Education holds several work sessions to discuss the Superintendent's proposed budget, votes to approve a budget at its last regular meeting in February, and must submit a budget to the Town Council not later than March 15<sup>th</sup>.

After considering the level of activity in their current year budgets, the feasibility of adding new programs or deleting existing programs, and the services required to be provided, the departments prepare their budget requests for the next fiscal year and submit them to the Town Manager for review. The Town Manager reviews the budget requests and makes any necessary adjustments, taking into account the needs of the departments, the budget objectives of the Town Council, and the goals of the Town's Strategic Plan. The Town Manager's proposed General Government Operating and Special Revenue Fund budgets are then presented to the Town Council no later than March 22nd.

The Town Council schedules numerous meetings to discuss the proposed budgets. A public hearing to receive citizen input on the proposed Board of Education budget shall be held by April 30<sup>th</sup>. Members of the Board of Education and Town Council, the Superintendent, the Town Manager and required staff attend the public hearing to address citizen's comments and concerns.

A public hearing to receive citizen input on the proposed Town Manager's budget shall be held no later than May 7<sup>th</sup>. Members of the Town Council, Boards and Commissions, the Town Manager and the required staff attend the public hearing to provide any additional information that is needed.

After the Town Council considers the recommendations from the public hearings, the Town Council modifies the budgets as it deems appropriate and adopts the General Government Operating, Board of Education and Special Revenue Fund budgets.

In addition to the department requests, Town Manager's proposed budgets, and Council adopted budgets, the budget document also contains Program Descriptions, a Summary of Accomplishments, and a Listing of Objectives for each division.

All unexpended appropriations of the General Fund and Special Revenue Funds lapse at year-end. Expenditures may not legally exceed budgeted appropriations at the department level. Budget transfers within a department can be authorized by the Department Head and Town Manager. All other transfers require a resolution to be passed by the Town Council. Additional appropriations require a public hearing and Council authorization.

Annually, the Town Council adopts a ten-year Capital Improvement Plan. This plan is reviewed and modified by the Capital Projects Committee as necessary. The Capital Projects Committee, which consists of elected officials and staff from both the Town and Board of Education,

determines the priority of each project and decides which year the projects should be completed. The ten-year Capital Improvement Plan, as recommended by the Capital Projects Committee, is submitted to the Town Council for their review and consideration as part of the Town Manager's proposed budget.

***Balanced Budget Requirement***

A balanced budget is one where revenues are equal to expenses. Section 706 of the Town Charter requires that the adopted budget be in balance. The Council shall determine the amount to be raised by taxes less other estimated income and surplus or deficit to pay the expenses of the Town for the year.

***Amendments and Additions to the Budget***

Adoption of the Town budget sets the appropriation for each item listed separately for each department, office or commission.

Budget transfers may be necessary for any one of several reasons. At times, objectives may be realigned requiring the corresponding realignment of resources. Transfers may also be needed as a result of actual expenditures that vary from original estimates. Section 711 of the Town Charter allows for transfers of any unencumbered appropriation. The Town Council has the authority to transfer amounts, except those of the Board of Education, between departments. Transfer of funds within the same department made by requested by the Department Head with approval from the Town Manager.

Section 315 allows for the Town Council, by affirmative vote of not less than six members, to add to the annual budget appropriation a sum not to exceed \$25,000 in any one fiscal year. Any amount greater than \$25,000 that is not an emergency appropriation requires a public hearing.

***Budget Calendar for the Fiscal Year Commencing the Following July 1***

<u>On or About</u>	<u>Action</u>
Prior to March 15	The Board of Education submits to the Town Council a proposed budget for the fiscal year commencing the following July 1.
Prior to March 22	The Town Manager submits to the Town Council a proposed operating budget for General Government for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
By April 15	The Town Council must have the Board of Education budget available to the public.
By April 27	The Town Council must have the General Government budget available to the public.
By April 30	Public hearings are conducted on the Board of Education budget.
By May 7	Public hearings are conducted on the General Government budget.
May 15	Approval of the budget of the Board of Education shall be legally enacted.
May 22	Approval of the General Government budget and the total Town budget shall be legally enacted.

All unencumbered appropriations lapse at year end, except those for the Capital Projects Fund and certain special revenue grants. Appropriations for capital projects are continued until completion of applicable projects, even when projects extend more than one fiscal year.

## ***Fund Structure***

### ***Basis of Budgeting***

The Town of South Windsor maintains a legally adopted budget for its General Fund Budget in accordance with provisions of the Town Charter and the Connecticut General Statutes. All of the budgeted funds use the modified accrual accounting method and is adopted with accordance to the Generally Accepted Accounting Principles (GAAP). The modified accrual basis of accounting recognizes revenues as soon as they are both measurable and available. Available represents revenues are collectible within the current period revenues susceptible to accrual must be collected within 60 days, following the end of the fiscal year. This generally includes property taxes, expenditure-reimbursement type grants, certain intergovernmental revenues and operating transfers, and excludes licenses and permits, charges for services, assessment and miscellaneous revenues that are generally not measurable until received. Expenditures are generally recognized when a liability is incurred. The exceptions to this general rule are principal and interest on general long term debt and compensated absences currently recognized when payment is due.

Throughout the fiscal year, the Town utilizes encumbrance accounting where purchase orders, contracts or other commitments are recorded as expenditures in order to reserve a portion of the applicable appropriation. Encumbrances are recognized as a valid charge against a budget appropriation in the year in which the purchase order, contract or other commitment is issued. At year end remaining encumbered appropriations in the town's budgetary funds are carried forward to the following year until the commitment is fulfilled. In addition, generally, all unencumbered appropriations lapse at year-end with the exception of those for the capital projects funds.

### ***Basis of Accounting***

For government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

- **Governmental funds** include most of the Town's basic services are reported in these funds which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government.
- **Proprietary funds** are funds used to account for a government's business type activities and therefore share a common measurement focus and basis of accounting with private-sector business enterprises.
- **Fiduciary funds** are those funds used to report assets held in a trust or agency capacity for others and therefore cannot be used to support the government's own programs.

All Governmental Funds focus on current financial resources. The Town recognizes revenues when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the



current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded in the period the liability is incurred. The only exceptions are for debt service and expenditures related to compensated absences, claims, or judgments which are recorded only when payment is due.

*The Town reports the following Governmental Funds:*

- **General Fund** - accounts for all of the Town's revenues and expenditures, except for those specific activities that are accounted for in another fund.
- **Capital Projects Fund** - accounts for transfers, revenues and expenditures associated with the completion of major capital improvements. All projects are authorized by the Town Council, based on citizen input, staff recommendations, and the adopted ten-year Capital Improvement Plan. Unexpended Capital Project Funds do not lapse at year-end. The funds are available in subsequent years until the project is complete. All open capital projects are reviewed annually to determine their status. Any remaining balances for completed projects are closed and transferred to another project or fund balance by Council Resolution. This program is funded by General Fund appropriations, bond issues, and Federal and State grants.
- **Recreation Fund** - accounts for the operation of recreation programs. Program user fees are collected and used to cover program specific expenditures. However, this fund currently does not include the costs associated with the administration of the Recreation Department. Such costs are incorporated in the General Fund. The Recreation Fund budget is adopted by the Town Council.
- **Sewer Fund** - accounts for sewer use and assessment fees used to maintain sewer operations within the Town. The Sewer Fund budget is adopted by the Water Pollution Control Authority.
- **Special Revenue Funds** - account for the revenues and expenditures of specific activities.

*The Town reports the following Proprietary Funds:*

- **The Self-Health Fund** - accounts for the cost of providing and administering health and dental insurance benefits to employees and retirees of the Town and Board of Education. Funding is provided by contributions by the Town, Board of Education and plan participants.

*The Town reports the following Fiduciary Funds:*

- **OPEB Fund** - accounts for the accumulation of resources to be used for medical and other retirement benefits.
- **Pension Trust Fund** - accounts for the accumulation of resources to be used for retirement benefits.

**Agency Funds** - account for monies held on behalf of students and amounts held for performance related activities.

## ***Financial Policies***

### **Fund Balance Policy**

This Fund Balance Policy establishes procedures for reporting unassigned fund balance in the General Fund's annual financial statements. It is, also, intended to preserve sufficient levels of fund balance to provide resources if unforeseen financial circumstances arise during the fiscal year; ensure the provision of services to residents; and maintain a stable tax structure.

In accordance with Government Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the Town's fund balance now consists of the following categories:

- **Nonspendable** – amounts that are inherently nonspendable, 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.

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.

General Fund Unassigned Fund Balance at June 30<sup>th</sup> should be in the range of 5% to 10% of annual General Fund expenditures for that fiscal year. In the event that the balance falls below the established minimum, the Town shall develop a plan to replenish the fund balance to the 5% minimum level within two years.

The maintenance of specific fund balance levels is an element of sound fiscal management required for sustaining a high credit rating and financial management flexibility.

### **Pension Policy**

The overall goal of this policy is to ensure that the Annual Required Contribution (ARC) is fully funded each year.

A defined benefit pension plan's ARC is defined by Governmental Accounting Standard Number 27. In general, the calculation of the ARC includes benefits that are accruing annually, interest on the unfunded liability, and a payment intended to amortize the pension plan's unfunded liability over 30 years. Although it is called the Annual Required Contribution (ARC), there is

actually no requirement by Governmental Accounting Standard Number 27 to make this contribution annually.

The current Defined Benefit Pension Plan consists of Town and Board of Education employees, so this policy applies to both. The Town and Board of Education will work towards fully funding the ARC, which is identified in their annual actuarial valuation reports. The ARC shall be fully funded in all fiscal years beginning after June 30, 2010. The budgets approved for fiscal years after June 30, 2010 shall include an amount equal to the ARC reflected in the most recent actuarial valuation report. For example, the 2014/2015 budget will include the ARC calculated in the January 1, 2014 actuarial valuation report.

#### **Investment Policy**

The Town of South Windsor will invest the proceeds received from the sale of bonds, notes, or other obligations; or other funds, including those in the General Fund, in accordance with the Connecticut State Statutes.

In general, Connecticut State Statutes allow the Town to invest in (1) obligations of the United States of America or United States government sponsored corporations, in shares or other interests in any custodial arrangement, pool or no-load, open-ended management type investment company or investment trust; (2) obligations of any State of the United States or any political subdivision, authority, or agency thereof, provided that the obligations are rated within one of the top two rating categories of any nationally recognized rating service; and (3) obligations of the State of Connecticut, including any regional school district, town, city, and metropolitan district, provided that such government entities are rated within one of the top three rating categories of any nationally recognized rating service.

Pursuant to Connecticut law, this policy does not include funds held in various pension plans, which have been established for the exclusive benefit of participating employees and their beneficiaries.

#### **Capital Improvement Plan Policy**

Capital projects shall be undertaken in order to satisfy documented needs and demands of the Town of South Windsor. The Capital Improvement Program shall be a realistic multi-year plan of capital spending, based upon revenues and other financial resources that may reasonably be anticipated over the term of the plan. All capital project proposals shall be thoroughly evaluated in terms of their estimated impact upon the annual operating budget of the Town of South Windsor.

Capital improvements shall meet one of the following criteria:

- Enhance protection of public health and/or safety.
- Ensure compliance with state and/or federal law or administrative regulations.
- Reduce and/or stabilize operating budget costs.
- Prolong the functional life of a capital asset of the Town by 10 years or more.
- Encourage further expansion of the Town's real estate tax base, employment or housing.
- Improve the ability of the Town to deliver services.

### **Debt Policy**

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.

### **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. The measure used shall be the ratio of Net Annual Debt Service expenditures to Total Budgeted Expenditures in the General Fund. The state pays part of the principal and interest for some of the Town's school construction bonds, for example, which lowers the property tax burden of repaying the debt.

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.

### **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.

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.
- General Fund Debt Service will be approximately 10% of General Fund Budget. Total capital expenditures will be approximately 5% of General Fund Budget.

## Exhibit C

## TAX REFUNDS

Bilodeau, Alyse M. 2130 Ellington Road South Windsor, CT 06074-2108 2013/Toyota/2T3DFREV5DW018312 Reason: Trade in with new plates 2/16	\$ (358.71)	Nissan Infiniti LT 8900 Freeport Pkwy Irving, TX 75063-2409 2013/NISSA/1N4AL3APXDN469961 Reason: Turned in lease 12/15	\$ (571.28)
Botti, Emil B. 428 Niederwerfer Road South Windsor, CT 06074-1712 2001/DIVEL/44XFT21211P004438 Reason: Amend per BOS	\$ (74.00)	Mechanical Maintenance Co. 37 Sea Pave Road South Windsor, CT 06074-4156 2006/FOR/1FTSE34L06DA45179 Reason: Total loss 8/15	\$ (240.87)
Dowling, Thomas 24 Parkview Drive South Windsor, CT 06074-4127 2005/DODGE/1D4GP25E45B237292 Reason: Sold 7/16	\$ (28.67)	Starkweather, Stacey M. & Scott R. 537 Graham Road South Windsor, CT 06074 2008/FORD/1FAHP35NX8W193048 Reason: Total loss 10/15	\$ (153.36)
Girard, Kyra L. 160 Oxford Drive South Windsor, CT 06074-4336 2013/TOYOT/5TDDK3DCS058262 Reason: Overpayment	\$ (733.62)	Vachhani, Nirav N. & Nikhil Navinchandra 299 Clark Street South Windsor, CT 06074-3605 2001/CHRYSLER/2C4GP44361R250274 Reason: Overpayment	\$ (51.84)
Gryk, Anthony or Gryk, Marijane P. 167 Tumblebrook Drive South Windsor, CT 06074-2220 2005/DODGE/1D4HB48N05F533381 Reason: Donated 5/15	\$ (60.29)	Visel, Nicole 26 Niederwerfer Road Broad Brook, CT 06016 2009/TOYOT/2T1BU40E89C133043 Reason: WTT sent to East Windsor	\$ (215.32)
Hyundai Lease Titling Trust 10550 Talbert Avenue Fountain Valley, CA 92708 2013/HYUND/KM8JUCAC7DU573474 Reason: WTT	\$ (467.68)		
Martin, Dennis P. or Deborah 540 Foster Street South Windsor, CT 06074 1996/OLDSMOBILE/1G3WH52M3TF367203 Reason: Sold 7/16	\$ (9.99)		

Mrs. Bonnie Rabin, Collector of Revenue

Total  
3/6/2017

\$ (2,965.63)