

**TOWN OF SOUTH WINDSOR
SPECIAL BUDGET WORK SESSION MINUTES**

**TOWN COUNCIL
COUNCIL CHAMBERS**

**MONDAY, MARCH 30, 2020
TIME: 7:00 P.M.**

1. Call Meeting to Order

Mayor Paterna called the meeting to order at 7:12 p.m.

2. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Audrey Delnicki
Councilor Erica Evans
Councilor Mary Justine Hockenberry
Councilor Cesar Lopez
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

Also Present: Michael Maniscalco Maniscalco, Town Manager
Vanessa Perry, Assistant Town Manager
Scott Roberts, Assistant Town Manager

Before the meeting began, Mayor Paterna reminded the public that the meeting is being broadcast on Channel 16 through Cox Cable, Channel 6082 through Frontier, or can be viewed on the Town website.

3. Public Participation

Mrs. Mary Woolam, 1185 Main Street, stated that under the circumstances that this country and Town are dealing with, she opposed burdening the taxpayers with an increased budget. An increased budget at this time with impact residents for a long time. The Town Council should send a message that cuts needs to be made to retain the current tax rate. The current commercial development should be able to hold the current tax rate.

ITEM:

4. Communications

Mayor Paterna requested the Town Manager to review the questions and answers sent in by the Town Council.

Mr. Maniscalco reviewed the submitted questions sent in, as well as the answer to each question:

1. In the Town Council and Human Resources budgets, there is quite an increase to the operating materials budget. Can you please advise what is the additional operating materials?

Town Council increase is due to the addition of cell phone service costs. Human Resources increase is due to putting the car allowance back to the agreed-upon amount, which is \$150.00 more per month.

2. With regard to the salary increases in Human Resources, Planning Department, and Finance Department, can you kindly advise what percentage increase each of the respective employees in those departments is getting?

The Union employees within those departments would be receiving the contractual increase of 2.15%, there is a 2% placeholder for the employees that are in the new Professional Union that does not have a negotiated contract, and there is a 2.5% increase for all of the Management Employees. The additional amount accounts for the 53rd pay week.

3. With regard to the Town Clerk, there is approximately \$15,000 increase in salary. Can you clarify if this was the raise recently approved by the Council for the position? Based on our recollection, her salary increase was \$11,000 not \$15,000 (\$65k to \$76k).

Yes, the difference to this account is for the salary increase and the 53rd pay week.

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ITEM:

4. Communications (Continued)

4. With regard to the Building Department, there appears to be a discrepancy between the number of positions articulated on page 80 versus page 81. Can you advise exactly how many positions we will have in the Building Department this upcoming budget and what those positions are?

The current staffing consists of the Building Official, Assistant Building Official, Building Department Administrator (new title approved in union contract, was previously Administrative Secretary), and we now have a temporary Assistant Building Official that was hired in early March. The Building Official requested a part-time Clerk Assistant (41,971) and temporary help (10,000). Both of those line items were removed and moved to the Full-Time Salaries to put towards a second Assistant Building Official with a salary of \$60,000.

5. Regarding the Planning Department and Planning & Zoning Commission, can you advise how much the cost of the housing moratorium study is? Also, can you please advise what line item on the budget this study would be coming from:

The \$25,000 Housing Moratorium Study was removed from the Planning & Zoning Commission budget. The \$13,250 remains in the Planning Department budget for Phase I of the Housing Study (GIS, Updates, Traffic, and Surveys).

6. Where is the Patriotic Commission listed?

It is listed under Unclassified on Tab 10.

7. Please explain where the administrative staff in the Town Manager's Office is budgeted?

The Town Manager's Office and Human Resources Office have three administrative employees. One has the title of Administrative Secretary and is in the UPSEU Union. That position is listed under Central Services on page 99 as it serves more of the entire Town Hall with covering the main phone line, handling mail, ordering supplies, and serving as the Recording Secretary for a number of Boards/Commissions. The other two positions are budgeted under the Human Resources Department's budget on page 66. The Confidential Secretary is

(Discussion Continued on Next Page)

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ITEM:

4. Communications (Continued)

mainly the Town Manager's secretary and the Executive Assistant mainly assists the Assistant Town Manager/Director of Human Resources. Both of these secretary's report to the Executive Assistant and the Executive Assistant reports to the Assistant Town Manager/Director of Human Resources. All three assist the Town Manager and Human Resources as needed.

Answering further questions, Mr. Maniscalco explained that there is a cost for living adjustment included in the budget for July for the Town Clerk.

5. Items for Discussion

A. General Government Budget for Fiscal Year 2020/2021 (Town Council, Town Clerk, Town Manager, Town Attorney, Boards/Commissions, Building Department, Finance Department Planning Department, and Human Resources)

Town Council/Town Clerk/Town Manager

Answering questions from the Council, Mr. Maniscalco explained that the increase in the operating costs in the Town Council budget is related to computers and phones. The salary increase is a 2.5% increase to the Clerk of the Council's salary.

Councilor Snyder and Councilor Hockenberry requested a break down for the costs of the computers and phones.

Town Attorney

Mr. Maniscalco explained that the \$200,000 is in the Department Narrative, but \$175,000 is the actual number approved for the budget.

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ITEM:

5. Items for Discussion (Continued)

Boards and Commissions

Mr. Maniscalco informed the Council that the increase of \$400.00 in the Park & Recreation Commission's budget is for advertising for South Windsor Walk & Wheel Ways (\$200.00), and Food Alliance (\$200.00).

Building Department

Councilor Delnicki requested the benefit costs with percentages for the new position in the Building Department, as well as the new positions for the Assistant Mechanic and the Parks Maintainer.

Mr. Maniscalco stated that the emphasis on the Building Department is due to the increase in economic development as well as the ongoing residential projects that are currently happening. Having a smooth running Building Department is beneficial towards economic development in the future.

Mayor Paterna shared a letter from Ticket Network with the Council members. Ticket Network complimented every department that they worked with and appreciated the work that the staff did towards their project.

Finance Department

Mr. Maniscalco informed the Council that the Finance Department is in the process of hiring an Assistant Finance Director, which is included in the budget.

Planning Department

Answering questions from the Council, Mr. Maniscalco explained that the majority of the proposed 11.5% increase is under the professional line item and is due to the special project that is coming through for the housing moratorium and also for salaries.

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ITEM:

5. Items for Discussion (Continued)

Planning Department (Continued)

Mrs. Lipe, Director of Planning, added that \$10,000 was put in for the housing study. The housing study is something that the Town is required to do under State Statute every five years to adjust the affordable housing in the community. To date, the Town has not done one yet but still has two years to get one completed. The Department of Housing will be putting out some grant opportunities, and Mrs. Lipe stated that she hopes to leverage this opportunity. At the same time, the Town will be finishing up with the Census, which can be used to assess the community, take stock in the current housing in Town, and look at what kind of needs there are. Mr. Lipe concluded by saying, although this study will provide information for the housing moratorium that may be put into place, it is a separate study that the Town is required to do through State Statutes.

Answering further questions, Mrs. Lipe stated that the focus is on the affordable housing units, although it will give the Town an opportunity to look at everything globally, and it could guide future updates of the Town's Plan of Conservation and Development.

Mrs. Lipe stated that the Town has met the threshold and has applied for a moratorium on affordable housing in our community which is being reviewed right now by the State and if this is approved that will give a four-year reprieve for affordable housing projects so that the timing both based on that and the Census makes it a good opportunity to do more planning on where affordable housing will be placed in the community rather than having a developer dictate where they would like to have it. The Town has to do this regardless if the Planning & Zoning Commission wants it or not, but the Planning & Zoning Commission will have to be involved at some point. The study will have to be complete by 2022.

Mrs. Lipe informed the Council that the Town instituted a program in the 1990s which was the Town's first attempt at affordable housing. The problem with that program was it was designed, and the units were not deed-restricted as affordable units, so they did not meet the State's definition of what an affordable unit is. Although it worked for South Windsor for many years, it ended up as the market changed it required more money to be put down as a down payment, and therefore no longer became something that people could afford so the Council chose to release those units from the affordable

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ITEM:

5. Items for Discussion (Continued)

Planning Department (Continued)

housing program. Today the affordable units that have been created through developments are deed-restricted for 40 years, unlike the affordable units that were created in the 1990s. The development in the 1990s have provided for a range of housing in the community, and although they are not deed-restricted as affordable, they tend to be the more affordable housing in South Windsor.

Mrs. Lipe also informed the Council that the Zoning Enforcement Office works a total of twenty-four hours per week with 19 hours in the Planning Department, and 5 hours in the Building Department.

Human Resources

Councilor Snyder requested that the new positions be put into a spreadsheet with a break down showing the salaries, the fringe benefits, and a total.

Mr. Maniscalco apprised the Council that these three positions are all within the union. Councilor Snyder requested that the Town Manager make a note in the spreadsheet that these positions are all union positions.

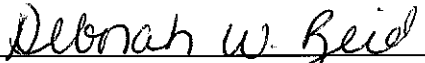
6. Executive Session

None

7. Adjournment

At 7:50 p.m. Councilor Maneeley made a motion to adjourn the Special Budget Work Session. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Recording Secretary