

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

**TOWN COUNCIL
COUNCIL CHAMBERS**

**WEDNESDAY, APRIL 1, 2020
TIME: 7:00 P.M.**

1. Call Meeting to Order

Mayor Paterna called the meeting to order at 7:00 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, Town Manager

3. Public Input/Participation

Mayor Paterna reminded the public that Cox Cable is broadcasting on Channel 16, and if you are using Frontier, they are broadcasting on Channel 6082. The public can also go to the Town website under G-Media to view the live stream. Any comments can be sent through email to TownCouncilComments@southwindsor-ct.gov.

None

4. Communications

Mayor Paterna thanked the Town staff, First Responders, Police Department, and Fire Department for all the work they are doing to keep South Windsor residents safe.

5. Items for Discussion

A. General Government Budget for Fiscal Year 2020/2021 (Park & Recreation Department, Library, Health Department, and Central Services)

Park & Recreation Department

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

1. Are the employees for Parks & Recreation still getting paid during this time of the COVID-19?

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

FT employees are still working. They had to cancel all current programs and provide appropriate refunds. They are also working on future programming and getting caught up with other projects that they haven't been able to. Seasonal employees have all been sent home and are not getting paid.

2. If not, will that money-savings be used for the budget we are working on now?

All of the seasonal staff that is not getting paid, the payroll savings are in the Special Revenue Fund. But all programs that were cancelled needed to be refunded. This all actually has the opposite effect on the Special Revenue Fund. Any employee that is collecting unemployment will be paid out of the General Government Budget.

3. What is the Accounting Specialist overtime in the amount of \$1,100 for? Is this a part-time position, someone currently in the department doing extra work, and/or what is the extra work? Please clarify.

The Accounting Specialist is an entry error as that position hasn't existed since 2018. The only OT should be for the Administrative Secretary, which is needed for PARC meetings. The \$1,100 was cut from our original request for our Customer Service Clerk to handle registrations that exceed 4:30 p.m. during our busy summer season.

4. Rental and Lease has gone up by approximately \$11,513, is this for the replacement of the Cargo Van? Why is this separate from what is in the Department Equipment (Park and Rec. Grounds) where in the budget are the new Toro mowers being requested?

This is Recreation Division use. Includes Cargo Van lease/purchase year 2 of 3 and printer/copier expenses. Not part of the Parks Division.

5. In the narrative on pg. 158, it is discussed that the Parks Department will now need to maintain the new PRS and ET, and soon to be built PV, but isn't the Parks Department maintaining those schools now? If so, what type of increase is being foreseen?

The new schools are nowhere near the size or design of the old schools. The new Orchard Hill takes us 3 to 4 times longer to maintain than the old school, and we still have to maintain the old Orchard Hill property planting beds, trees, courtyards, etc. The new school landscape plans are far more labor-intensive than the old ones.

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

6. In the narrative on pg. 159, it is discussed that the Parks Department may re-purpose the Rye Street tennis courts, how much would that cost? What is the time frame for that? Would that just be converting those courts for winter use or removing them as tennis courts all together?

We are looking into a few different in-house ideas such as deck hockey where the surface does not have to be tennis perfect and possible way to flood it for skating for winter. Finish around the kick wall on the two courts farthest from the concession stand that was never completed by the sports group.

7. On pg. 162 in Parks and Grounds, overtime is budgeted for just over \$100,000, what work is that allotted to and who performs that work?

This is all Parks Maintainers overtime \$93,832 is snow removal and leaf collection. This is where Public Works & Parks work together. \$4,990 is to mow and maintain school grounds during the heavy growing season (it's distracting to the learning process when we do some of our work during the class time). The new schools will have a much more elaborate plan. \$7,413 VMP is weekend work done by Pollution Control or an emergency we have to respond to.

8. In the MUNIS report for Parks and Grounds, please clarify what exactly is the VMP Special Needs under Operating Material.

VMP Special Needs				
Pollution Control	Liquid Chlorine	3,334	\$3.00	\$10,002
	Misc. Chemicals and CO for PH Level	18	\$325.00	\$5,850
	Pump modifications/electronic upgrades/filter & valve	1	\$12,000.00	\$12,000
System Maintenance/Repairs	room failures			
	Cover Flotation devices, buckles, springs, cleats	30	\$150.00	\$4,500
	& Anchors			
	Vacuum Parts and Filters	2	\$1,250.00	\$2,500
Miscellaneous	Decking	5	\$400.00	\$2,000
	Trash bags	15	\$100.00	\$1,500
	Plaster patching	1	\$2,500.00	\$2,500
	Replacement trash cans/liners	2	\$225.00	\$450

9. In the MUNIS report for Parks and Grounds, why is turf management listed in five different line items? What is the difference for each area?

This is a definition of many different ways we provide a service, but it's specific as to what is needed. It's a generic term.

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

10. In the narrative on pg. 242-243, it talks about transferring money to the General Fund, as well as the minimum wage increase; however, some programs such as Preschool, Day Camp, 4th R, and VMP all have decreased revenues. Can you please explain the disparity?

Preschool and Day Camp barely changed from last year for actual revenues. 4th "R" adjusted the budget to accurately reflect the cap of 60 students per site, so that might have adjusted the numbers. The pool has shown over a few years a decrease in sales due to the pricing. We took a shot this year to offer the family pass, which we are hoping will help the bottom line, but we still need to pay staff for the hours the pool is open, not how many people come.

11. In the narrative on pg. 255, it mentions that in the past, the Board of Education had waived a \$59,000 rental fee for the 4th "R", is that waived for this upcoming year, or will the 4th "R" be paying that?

Unfortunately, the Board of Education had a change of plans, and we will continue to pay for the space for the 4th "R".

12. In essentially all areas of the Park and Recreation budget and Special Revenue Fund, it is stated multiple times that payroll costs will increase due to the new mandate that minimum wage must increase incrementally up to eventually \$15.00 per hour, however, Connecticut has exempted seasonal employees such as Camp Counselors or camps/resorts that are open for less than six months of the year, so why the increase in wages for the pool and Day Camp Counselors if they are exempt?

We will not maintain the level of quality staff if we do not stay competitive with other businesses who will offer minimum wage. We will have great staff who can work in other places for higher pay, and we do not want to lose them.

13. MUNIS page, between pages 156 and 157, under Rental & Leases, 1,000 miles at 58 cents, is this mileage reimbursement for employees who use their personal vehicles for Town business?

Yes, it would be for mileage reimbursement for Town employees that use their own vehicle for Town business.

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

14. \$27,780, storage at 105 Edwin. What is being stored at this location?

A lot of 4th “R” and camp items. During the winter, all of Park’s power equipment and mowers are stored there. In the summer, all of the winter equipment is stored. All Parks & Recreation tents and special event items are stored there year-round.

Answering questions from the Council, Mr. Favreau explained that the Park & Recreation Department has not been getting billed for the use of school buildings for the 4th “R” since the time the program has been shut down and are paid up to date. During the down time, the Town will not be billed. Mr. Favreau explained that the Town would be spreading out the requirement of the minimum wage to \$15.00 per hour for employees by 2024. In October, the minimum wage went from \$10.10 to \$11.00 per hour. Then each year after, it will go up \$1.00 per year. This will take about 36 months.

Library

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

1. In the MUNIS report, please detail what the “professional” line item of approximately \$62,000 is for.

The largest items in our “Professional Services” account are those associated with Library Connection, Inc., the thirty-library network that provides our circulation system (including “almost due,” “overdue,” and “holds ready for pick-up” notices), bibliographic database (“catalog”), and borrowers’ database, as well as our Internet access via the CT Education Network. Other items provide the network Interlibrary Loan system, cataloging databases, webpage support, and specialized platforms such as the Museum Pass system, Constant Contact, and IT support from the Town. Change in the account anticipates a new formula for sharing costs of LCI (the first revision in approximately ten years).

2. In the MUNIS report, please detail what the “Rental and Leases” Line Item of approximately \$6,000 is for.

“Rental and Leases” include our postage meter and four photocopiers. Since a usage charge is included in the copier leases, the amount is adjusted based on actual experience.

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

Answering questions from the Council, Mrs. Etter explained that the maintenance of the elevator is under the Public Works budget.

Health Department

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

1. It appears that the Health Specialist position is being eliminated as of November 2020, is someone leaving or is this a shift for when Ms. Oatis becomes Director? Please just explain/elaborate a bit on the MUNIS report where the full-time salaries are from July-October, November-June. Is this just the employees shifting upon Ms. Oatis becoming the Director?

Line 10 – Heather Oatis, Environmental Health Officer from July to October, this is Heather Oatis' current position until promotion to Director of Health. Melissa Pierce, Environmental Health Officer from November to July, which is a promotion to Heather Oatis' position upon Heather's promotion to Director.

Line 20 – Melissa Pierce, Environmental Health Specialist from July to October, this position will not be refilled at this time.

Line 30 – Heather Oatis, Director of Health from November to July, the promotion upon completion of MPH program.

Mr. Maniscalco added that Heather Oatis is working towards getting a Master's Degree for Public Health, which will need to be approved by the State of Connecticut. After this is complete, Heather will be the Town's Director of Health.

Answering questions from the Council, Mrs. Oatis explained that management positions do not get paid over time.

Mr. Maniscalco explained that a lot of the employees that are responding to COVID-19 issues are either management positions or salaried positions and will not get paid overtime. Paying for items regarding COVID-19, there will be 75% reimbursement from FEMA. In the future, it should be considered establishing a Coronavirus Fund. Mrs. Oatis bought elastic strings that were fitted on some of the Town's old masks for our First Responders. The masks were originally not usable until refitted with the strings. Mrs. Oatis has also ordered 200 goggles for First Responders.

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

Mrs. Oatis explained to the Council what equipment the Town presently has as follows:

- 1,400 masks that had the expired elastics, which are being replaced.
- 3,000 masks that are in fine condition that do not need any modifications.
- 8 cases of gloves.

Mrs. Oatis explained further that she has been working with the Police Department and Fire Department and are both in pretty good shape. There has been a request put into the Strategic National Stockpile to refill our supplies. There have been donations made to the Town from a local dentist office who donated some masks, and the Board of Education is donating some gloves and masks to the Town as well.

Mr. Maniscalco explained to the Council that the Town has invested in software called Crisis Tracker that will keep track of the Town's expenses toward COVID-19. The Town is keeping track of and monitoring our supplies and continues to make requests to the State and FEMA.

Central Services

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

1. In the narrative on pg. 99, there is mention of a decrease due to the removal of the Bond Consultant and UConn intern, have those both been eliminated or have those items been moved to a different area of the budget? (or is the savings on the Bond Consultant the savings discussed in a Council meeting a while back as to the Town Manager's obtaining a new financial advisory saving us \$30,000?)

Both items have been eliminated out of the Fiscal Year 2021 budget. The Town did not hire a UConn intern in the current fiscal year, and therefore, did not budget for one next year. The Town's previous Bond Consultant was paid a \$7,500 retainer per quarter or \$30,000 annually. With the RFP and contract awarded to a new Bond Consultant in December 2019, the Town will only pay a set fee per Note/Bond Sale. Fees of \$16,000 for each bond issue and \$7,500 for each note issue will be charged as issuance costs to individual projects that are borrowing.

2. In the MUNIS report, there is a line item for \$12,000 for GMC Pooled vehicle leases; please clarify what this is for. What are these vehicles, who uses them, and for what purpose are they used?

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

This line item accounts for total annual lease payments for three GMC Terrains that act as Town Hall pool cars. These vehicles are parked in the Town Hall parking lot and are available to any employee to use for Town business, such as, but not limited to, Assessor field work, Engineering inspections, and Blight/Zoning Enforcement.

3. MUNIS page, following page 100, under Professional Line Item, Wapping Church Parking Agreement. What exactly is this?

It is to reimburse the church for the row of parking closest to the Library where Library employees park.

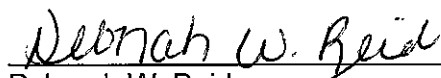
6. Executive Session

None

7. Adjournment

At 7:35 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