

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

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**April 29, 2019**

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

**1. Call Meeting to Order**

Deputy Mayor Pendleton called the Special Meeting to order at 7:00 p.m.

**2. Roll Call**

Members Present: Deputy Mayor Liz Pendleton  
Councilor Mary Justine Hockenberry  
Councilor Cesar Lopez  
Councilor Karen Lydecker  
Councilor Lisa Maneeley  
Councilor Matthew Riley  
Councilor Janice Snyder

Members Absent: Mayor Andrew Paterna  
Councilor Audrey Delnicki

Others Present: Matthew B. Galligan, Town Manager

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

Mr. Michael Gantick, Director of Public Works, came before the Council and explained that there are fifty-eight members of the non-bargaining group. This group provides the leadership and innovation that distinguishes South Windsor as best in class in Connecticut and beyond. This does not happen by accident. Across the Board, this group has received awards and recognitions on the state and national level for our contributions and innovations. This Town Council during budget deliberations has acknowledged the dedication and excellent service to the residents of South Windsor by all departments and is led by this group. The non-bargaining group is the largest group of employees. This group of employees do not have bargaining representation and has put their faith and trust in the Town Council that we will be treated fairly. Over the last 11 years, this non-bargaining group has received the lowest percent increases in salaries of all of the bargaining units, including the teachers. It is both confusing and disappointing to hear that some Town Council members are recommending to reduce benefits to this group. This Town took the responsibility of going from defined benefit to 401 K's which

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**ITEM:**

**3. Public Input/Participation (Any Matter) (*Continued*)**

has saved the Town a tremendous amount of money. This has not been done by the State of Connecticut, and therefore, the State of Connecticut is in financial turmoil. Town Manager candidates were impressed on the longevity and stability of Town staff. This has benefitted the continuity of services in the Town of South Windsor. Many employees have been approached by private companies to take a job, but employees are committed to providing critical quality services to the residents of South Windsor. It is hopeful that the Town Council will show their commitment to the non-bargaining employee's.

Mr. Tony Vieira, South Windsor CERT Coordinator, read a letter into the record, as shown in attached, **Exhibit A**.

**4. Communications**

None

**5. New Business**

**A. Resolution Referring the New Philip R. Smith Elementary School Project to the South Windsor Planning & Zoning Commission Pursuant to Section 8-24 of the Connecticut General Statutes**

WHEREAS, a referendum was approved by the South Windsor voters on March 21, 2017, appropriating and authorizing bonds in the amount of \$32,500,000 for the planning, design, acquisition, construction, equipping and furnishing of a new Philip R. Smith Elementary School; and

WHEREAS, any plan to expend funds to develop Town properties must first be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes

NOW, THEREFORE, BE IT RESOLVED that the proposed planning, design, acquisition, construction, equipping and furnishing of a new Philip R. Smith Elementary School be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes.

**(Resolution Continued on Next Page)**

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**ITEM:**

**5. A. (Continued)**

Was made by Councilor Hockenberry  
Seconded by Councilor Maneeley  
The motion was approved, unanimously

**B. Resolution Referring the New Eli Terry Elementary School Project to the South Windsor Planning & Zoning Commission Pursuant to Section 8-24 of the Connecticut General Statutes**

WHEREAS, a referendum was approved by the South Windsor voters on March 21, 2017, appropriating and authorizing bonds in the amount of \$37,400,000 for the planning, design, acquisition, construction, equipping and furnishing of a new Eli Terry Elementary School; and

WHEREAS, any plan to expend funds to develop Town properties must first be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes

NOW, THEREFORE, BE IT RESOLVED that the proposed planning, design, acquisition, construction, equipping and furnishing of a new Eli Terry Elementary School be submitted to the South Windsor Planning & Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes.

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

**C. Resolution Approving a Transfer of \$10,505 from the Contingency Account to the Human Resources Recruitment & Training Account**

BE IT RESOLVED that the South Windsor Town Council hereby approves a transfer of \$10,505 from the Contingency Account to the Human Resources Recruitment & Training Account to cover consultant costs associated with the Town Manager Search.

**(Resolution Continued on Next Page)**

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**ITEM:**

**5. C. (Continued)**

Was made by Councilor Lydecker  
Seconded by Councilor Maneeley

Answering questions from the Council, Mr. Galligan explained that the \$10,505 is not the total cost of the search. The contract calls for some expenses to be covered.

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

**D. Discussion Item: General Government Budget and Board of Education Budget for Fiscal Year 2019/2020**

Mr. Galligan presented cuts to the budget which were done in cooperation, as shown in attached, **Exhibit B**. These cuts would bring the budget to \$122,556,358 increase over the current budget. This equals a 1.95% increase over the current budget for the total budget, which would result in a mill rate of 38.50.

Answering questions from the Council, Mr. Galligan explained that the addition of \$7,200 is for a car allowance that was forgotten in the budget originally. After discussions with the Superintendent of Schools, she was made aware of the decrease to the Board of Education budget, which will be brought to the Board of Education members. The Board of Education is only given a bottom line budget, and the Council cannot tell the Board of Education where to spend their budgeted funds.

Answering questions from the Council, Mr. Galligan explained that when positions are taken out of the budget, benefits under the insurance are also taken out. The Town has grown, and in the future, a Purchasing Agent position should be considered.

Mr. Galligan stated that a capital projects account has to be set up because when the Town floats bonds and notes, the payment comes through this account and at the end there will be a debt service schedule of what bonds and notes will be paid off in the future. The Town was trying to make sure there was enough interest in the budget.

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**ITEM:**

**5. D. (Continued)**

Mr. Galligan explained that an employee would receive a merit increase if they have gone above and beyond the call of duty or if an employee's salary does not match their responsibility. There are some employee salaries that are below what other Town's pay and some that are at the same level. There have been some positions that have been adjusted over the years. There have been instances in the past that management employees did not take any increase because of the economy.

Mr. Galligan informed the Council that the Town is allowed to have a 457 savings plan which goes in tax-free but comes out taxable. It is a program that is given to municipal governments throughout the country. This is voluntary for employees to contribute to. The Town does not contribute to these accounts at this time. The 457 program would have replaced the Retirement Health Savings plan that was eliminated. The Town would have contributed 2% of an employee's salary to be put into the account. This would be a way for employees to have funds to pay for their health costs upon retirement. This was going to be a new program.

Councilor Snyder stated that there is a 7% merit increase request for the Superintendent of Pollution Control. The Town Council has no control over this increase or the sewer user rates, which will be increasing. That money for the 7% increase will be coming from the Water Pollution Control Authority, and not from the Town. The Town has given a 2% increase, which is in the Town budget. Mr. Galligan explained that the Town pays 20% of the Superintendent of Pollution Controls salary and Water Pollution Control Authority pays 80%. The increase is due to his salary being low, and the Water Pollution Control Authority is trying to make his salary more competitive with other Towns.

Mr. Gantick explained that a salary evaluation was done last year with surrounding Towns of the same size, and there was a quite a difference in the pay. The Superintendent of Pollution Control position does not even make the average, but with this increase, it is closer.

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**ITEM:**

**5. D. (Continued)**

Mr. Galligan informed the Council that originally the Purchasing Agent was proposed as a Project Manager through Public Works. As this position was reviewed, it was felt that a Project Manager would be a better position that could be utilized by all departments. The salary was proposed at \$70,000 but has been eliminated.

Mr. Galligan told the Council that he informs the Superintendent of what the budget is being reduced to but when the Council approves the budget that makes the General Government and the Board of Education's budgets final. Over the years, Mr. Galligan stated he only remembers once that the Board of Education has come back to the Town Council to request additional funds. If the Board of Education has unexpended funds, they usually put those funds into the Health Care Reserve, Special Education Reserve, or Pension Program. Any unexpended funds will be known at the end of the Fiscal Year.

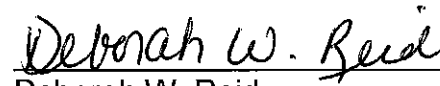
**6. Executive Session**

None

**7. Adjournment**

At 8:00 p.m. Councilor Snyder made a motion to adjourn the Special Meeting. Councilor Maneeley seconded the motion; and it was approved, unanimously.

Respectfully submitted,

  
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Deborah W. Reid  
Councilor Clerk

**Reid, Deborah**

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**From:** Anthony Vieira <tonyvswcert@gmail.com>  
**Sent:** Monday, April 29, 2019 5:08 PM  
**To:** Town Council  
**Subject:** Assistant Director of Emergency Management funding

Good afternoon,

I am writing to you on behalf of the CERT team regarding the Assistant Director of Emergency Management position. From what I understand a person has been found to fill the position however no funds have been made available for that position. If I have my facts correct this was previously a 3/4 time \$60,000 position that is being reduced to what I would suggest is no lower than 1/2 time or 20hr. per week. 15 at an absolute minimum if you would like to have a functioning CERT team.

We MUST have a point person in this position not only to liaison with the town but also to attend meetings with CRCOG (Capital Region Council of Governments), DEMHS (Division of Emergency Management and Homeland Security), Emergency Preparedness Committee, The town meeting with all the departments heads. These meetings are conducted during the day and working volunteers are unable to attend.

Write the SOP's (Standard Operating Procedures) relating to emergency management, organize and conduct table top exercises involving all key players to test the procedures.  
Organize and conduct a full-scale scenarios involving all departments in town.

Training for the CERT team including - First aid CPR, Stop the Bleed, HAM Radio, WEB EOC, Shelter Management, etc.

Training for the public - New CERT Classes, Community Outreach Programs - NET's ( Neighborhood Emergency Training) and (Business Emergency Training).

Organize CERT events in town - Farmers Market, Wapping Fair, Armed Forces Day. CERT Day

Answer the call from other CERT teams to help with their public events:

Town of Enfield - fire line for fire works.

Town of Manchester - HAM radio operators for communications support during the Manchester road race.

Our CERT team is relatively new and inexperienced. We have a lot of work to do and we can't do it alone.

The team leaders and I believe a volunteer in this position will be overwhelmed.

The position of Assistant Director of the Emergency Management is a necessity and we respectfully request that you allocate funds for this position into the budget.

Respectfully,

# Exhibit B

## TOWN OF SOUTH WINDSOR ADJUSTMENTS TO PROPOSED BUDGET

123,594,090

Department	Description	Change
Central Services	Remove Purchasing Agent Position	(70,000)
Human Resources	Reduce car allowance from \$9,000 to \$7,200	(1,800)
Information Technology	Add car allowance-not in requested budget	7,200
Capital Projects	Reduce Capital Projects for Phase II Short-Term Interest	(250,000)
Unclassified	Remove proposed 457 match for Management Employees	(93,997)
All Departments	Remove all proposed merit increases	(48,433)
Fire Marshal/Health	Remove proposed salary adjustment	(8,000)
Unclassified	Adjust Social Security for salary changes	(11,770)
Unclassified	Adjust Insurance for Purchasing Agent	(22,087)
Board of Education		(538,845)

Council Adopted FY 20 Budget	<u><u>122,556,358</u></u>
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