

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

**TOWN COUNCIL
COUNCIL CHAMBERS**

**WEDNESDAY, APRIL 25, 2018
TIME: 7:00 P.M.**

1. Call Meeting to Order

Mayor Anwar called the meeting to order at 7:00 p.m.

2. Roll Call

Members Present: Mayor Saud Anwar
Deputy Mayor Andrew Paterna
Councilor Jeffrey Glickman
Councilor Mary Justine Hockenberry
Councilor Liz Pendleton
Councilor Janice Snyder

Members Absent: Councilor Lisa Maneeley
Councilor Carolyn Mirek
Councilor Matthew Riley

Also Present: Matthew B. Galligan, Town Manager

3. Public Participation

None

4. Communications

Mayor Anwar informed the Council that there would be a Special Meeting scheduled for Wednesday, May 2, 2018, at 7:00 p.m. in the Council Chambers.

5. Items for Discussion

A. General Government Budget for Fiscal Year 2017/2018

Mr. Galligan began by stating during the Joint Work Session between the Board of Education and Town Council; there seemed to be a goal that the budget should be under a 2.25% increase. Town and Board of Education staff have been working on this goal while trying to keep services at the same level. Mr. Galligan reiterated the idea of purchasing the portable classrooms through the Capital Non-Recurring Fund to help reduce the budget. Another \$140,000 would need to be reduced from the budget in order to keep the increase under 2.25%. This amount will be split between the Board of Education and the Town. Each entity will reduce their budget accordingly. Mr. Galligan informed the Council that the General Government budget would have to be reduced further to accommodate an increase of \$71,000 to for salary adjustments for Library staff. A study on the Library staff's salaries was done, and it found that employees at the Library make less than Library staff in other Towns.

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

The amount the General Government will have to reduce its budget by is \$141,000. Mr. Galligan then reviewed the calculations of the taxable Grand List and Mill Rate with and without the revaluations, as shown in attached **Exhibit A**.

Answering questions from the Council, Mr. Galligan explained how the taxable Grand List numbers were determined. Mayor Anwar added that a revaluation is done every five years. Mr. Galligan went on to explain that last year there was a two-tier mill rate done.

Answering further questions, Mr. Galligan stated that there is currently \$429,000 in the Capital Non-Recurring Account. It is being proposed to take \$385,000 to pay for portable classrooms for the Board of Education. This would require holding a public hearing. Another \$140,000 is being proposed to be taken out of the budget which would be split in half between the Board of Education budget and the General Government budget. The increase in the Human Resources budget is just taking two salaries from the Town Manager's budget and putting them into the Human Resources budget. Both positions will be cross-trained in Human Resource functions as well as in the Town Manager's Office. The Town has received two ECS payments to date and will be receiving the balance shortly. Mr. Galligan informed the Council that \$2,900,907 was eliminated from staff requests in the budget.

Mr. Galligan stated he would break out all of the numbers for the Council. Mrs. Patricia Perry, Finance Director, stated that she would get the value of new homes for the Council.

Mrs. Vanessa Perry, Assistant Town Manager and Director of Human Resources explained to the Council that the Town would have an intern from UConn for 15 hours per week. Mrs. Perry explained to the Council that she had reached out to each department to see if they were interested in having an intern, but no department had gotten back to her. The Building Department has money in their present budget for a part-time employee, but they have said they did not need that position, so it was felt that the position would not be necessary in the upcoming budget.

Mr. Galligan explained to the Council that there are services that other departments provide to the Park & Recreation Department. It was decided that the Park & Recreation Department would be charged for those services. If the Town does not receive the necessary grants for the programs that are grant-based, the programs will have to be eliminated, or funds from another area in the budget would have to be used. The Town will not know how much ECS funding the Town will be getting until June. The 4th R program is self-sustaining and is not part of the budget.

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

Mr. Galligan stated to the Council that after this budget is complete, the Council should consider establishing a Committee to begin work on next year's budget. The Committee could report back to the Council.

Mayor Anwar noted that there used to be a certain amount of money in the budget for roads and sidewalk maintenance, but at some point, these funds were taken out of the budget. Is there a way to move towards putting resources into the budget for road and sidewalk maintenance? Mr. Galligan explained that he would not have an answer on whether this could be incorporated into the budget until after seeing how much ECS funding is granted to the Town.

Councilor members discussed the increase in salaries for the Town Clerk's Office. Council members noted that the Town Clerk's Office is receiving a larger increase, a report should be submitted to the Council explaining the larger increase. Councilor Pendleton stated that the salary increase is for \$5,467 for three people.

Mayor Anwar stated that he would be happy to support the proposed budget because it keeps the tax increase to a reasonable amount and the mill rate will decrease. This budget allows the Town to fulfill all expectations and needs of the Town.

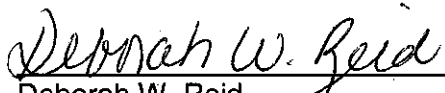
6. Executive Session

None

7. Adjournment

At 8:36 p.m. Councilor Snyder made a motion to adjourn the Work Session. Deputy Mayor Paterna seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Recording Secretary

TOWN OF SOUTH WINDSOR
CALCULATION OF TAXABLE GRAND LIST AND MILL RATE
2018-2019

	Real Estate & Personal Property
Taxable Grand List - As Filed By The Assessor's Office	\$ 2,748,845,292
Less Estimated Real Estate Assessments Related To:	
Waived Taxes Less Than \$5.00	\$ 7,330
South Windsor's Elderly Tax Relief Program	\$ 9,815,383
Reserve for Crumbling Foundations/FF Abatement	\$ 3,653,688
Plus Estimated Real Estate Assessments Related To:	
Prorated New Construction	\$ -
Adjusted Taxable Grand List	\$ 2,735,368,891
Multiplied By The Estimated Tax Collection Rate	98.75%
Taxable Grand List Used To Calculate Mill Rate	\$ 2,701,176,780
Amount To Be Raised By Taxes - From Budget	\$ 101,842,084
Divide By Taxable Grand List From Above	\$ 2,701,176,780
FY 2018-2019 Mill Rate (Per \$1,000)	37.70
Increase/Decrease in Mill Rate	-0.99%
3-Year Mill Rate History	
Mill Rate for 2017 - 2018	38.08
Mill Rate for 2016 - 2017	37.34
Mill Rate for 2015 - 2016	36.54

TOWN OF SOUTH WINDSOR
CALCULATION OF TAXABLE GRAND LIST AND MILL RATE
2018-2019

	Real Estate & Personal Property
Taxable Grand List - As Filed By The Assessor's Office	\$ 2,664,417,560
Less Estimated Real Estate Assessments Related To:	
Waived Taxes Less Than \$5.00	\$ 7,330
South Windsor's Elderly Tax Relief Program	\$ 9,815,383
Reserve for Crumbling Foundations/FF Abatement	\$ 2,250,000
Plus Estimated Real Estate Assessments Related To:	
Prorated New Construction	\$ -
Adjusted Taxable Grand List	\$ 2,652,344,847
Multiplied By The Estimated Tax Collection Rate	98.75%
Taxable Grand List Used To Calculate Mill Rate	\$ 2,619,190,536
Amount To Be Raised By Taxes - From Budget	\$ 101,842,084
Divide By Taxable Grand List From Above	\$ 2,619,190,536
FY 2018-2019 Mill Rate (Per \$1,000)	38.88
Increase/Decrease in Mill Rate	2.11%
3-Year Mill Rate History	
Mill Rate for 2017 - 2018	38.08
Mill Rate for 2016 - 2017	37.34
Mill Rate for 2015 - 2016	36.54



Mill Rate

- Proposed Uniform Mill Rate 37.70 (after adjustments)
- A decrease of .39 Mills or (.99%) for RE/PP
- State MVMR cap at 45 Mills

	Average Assessment	Mill Rate	FY 2018	Average Assessment	Mill Rate	FY 2019	\$ Change	% Change
RE	\$200,000	38.08	\$7,616	\$206,000	37.70	\$7,766	\$150	1.96%
MV	\$8,500	37.00	\$315	\$8,500	37.70	\$320	\$5	1.58%
Total			\$7,931			\$8,086	\$155	1.95%