

**Town of Windsor
Finance Committee Minutes
Town Hall – Ludlow Room
March 22, 2010**

APPROVED MINUTES

PRESENT: Committee Chair Deputy Mayor Al Simon, Councilor Donald Jepsen, Councilor Randy McKenney

STAFF: Peter Souza, Town Manager; Emily Moon, Assistant Town Manager, Robert Metcalf, Interim Finance Director

GUESTS: Randy Graff, Town Treasurer

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. PUBLIC COMMENT

None

3. DISCUSSION AND REVIEW OF FY 2011 BUDGET

Town Manager Souza stated that staff has been working hard to develop the proposed budget. He has reviewed the budget parameters to preserve services, reinvest in capital infrastructure and to look forward to FY 2012, which will be an even bigger challenge.

Town Manager Souza shared a chart depicting the state's projected budget deficit for FY 2010. He explained that the FY 2011 revenue picture, which includes a \$550,000 reduction of non-tax revenue. Building permit revenue is projected to increase by \$30,000 over FY 10's budget level.

Deputy Mayor Simon stated that the drop in revenue is related to a budgetary tax increase of approximately 0.75%. The Town Manager has concurred to this arrangement.

Town Manager Souza stated that the increase to the overall proposed budget for FY 2011 is projected to be 1.26%. The town operating budget see an increase of 3.43%, the Board of Education's budget will remain the same as FY 2010 with no increase in FY 2011, and there is an inclusion of \$314,000 for capital projects.

Town Manager Souza showed how the town's General Fund contribution toward pavement management has been reduced significantly and so have the number of miles we have paved. There is only one full-time position that is being reduced in the FY 2011 budget, which is a case worker position that was vacated this year. Some minor part-time and facility hour reductions are also included.

Town Manager Souza explained the pool hours that have been reduced. Only one vacant police officer position that is currently vacant is being held vacant at this time, but is being proposed for funding in FY 2011.

Since FY 2003, the Police Department has been down by four positions (in terms of funding). The Public Works Department has been down by four full-time positions since 2000. The town government does not have the same situation as the Board of Education, which is experiencing decreases in its demand for services.

The Town Manager shared a chart depicting what amounts of cuts would be required to achieve different levels of budgetary tax impacts. To achieve a 1% budgetary tax increase instead of the proposed 2.6%, approximately 14 full-time positions would have to be cut or the entire Health & Human Services departments.

Mr. Souza showed an example of the budgetary tax increase for a home with a fair market value of \$260,000. He also reviewed how all properties might be affected by both the budget and revaluation-related tax increases.

Mr. Souza reviewed the budget calendar and some critical policy issues, such as funding capital investment and how much opening cash to use.

4. STAFF REPORTS

Town Manager Souza stated that we sold the bonds last week, which will come to one million dollars in savings over the next 12 years. He stated that he tried to front load savings in order to keep debt services relatively flat over the next few years. 73% of our debt will be paid off within 10 years.

5. APPROVAL OF MINUTES

By Unanimous Consent, the committee approved the March 8, 2010 meeting minutes.

6. ADJOURNMENT

Moved by Councilor McKenney, seconded by Councilor Jepsen, to adjourn the meeting at 7:13 p.m.

Motion Passed 3-0-0

Respectfully submitted,

Emily Moon
Assistant Town Manager
Recording Secretary