

Corrective Meeting Minutes (Prepared in Response to FOIA Notice Issue)

Date: April 20, 2026

Time: Approximately 6:05 p.m. – 7:10 p.m.

Location: Town Hall, Office of the Town Manager

Background

A meeting of the Willimantic Taxing District had previously been noticed for April 20, 2026; however, it was determined that the notice was defective and the meeting could not lawfully be held. The meeting scheduled for 6:15 p.m. was therefore canceled.

Following the cancellation, the Town Manager indicated that he would remain available at or around that time to respond to individual questions from members of the Board regarding the budget process and next steps in the adoption process. This was intended as an informational availability for individual members, particularly newer members, and was not intended to constitute a meeting of the Board. A quorum was not anticipated. However, a quorum of the Board was in attendance and disclosure of the content of the meeting is in the public's interest.

Attendance

The Town Manager returned to his office at approximately 6:05 p.m. and found the following individuals present:

- Adam Richardson, Chairman
- Doug Larry, Board Member
- John McCommas, Board Member
- Jared M. Letzel, Board Member
- Ron Palmer, Fire Chief
- Chuck Miller, Deputy Police Chief

The presence of these individuals constituted a quorum of the Willimantic Taxing District Board.

Summary of Discussion

At approximately 6:10 p.m., the town Manager asked if there were any questions about the procedures for adoption of the Taxing District Budget. Based on a question about the time line for adoption and a second question about the relationship between the mill rate and tax increases, the Town Manager provided high-level, responses. The Town Manager

answered the two questions and broadened his response to include additional related information. The manager's talk was broad and educational in nature and included:

- Definitions of key budget terms, including tax levy, mill rate, revenues, and expenditures;
- Overview of municipal revenue sources, including property taxes, grants, and fees;
- General trends in grand list growth and inflation in recent years;
- High-level comparisons of municipal budgeting practices, including distinctions between Connecticut and other states (e.g., uniform mill rate requirements in Connecticut versus differentiated rates in other jurisdictions);
- Overview of common exemptions, including those for economic development, veterans, and senior citizens;
- General discussion of Payments in Lieu of Taxes (PILOT) and their impact on municipal revenues;
- Description of the budget development and adoption process under the Town Charter, including the respective roles of the Taxing District, Town Council, and Board of Finance;
- General timeline for budget adoption, including public hearings, the Annual Budget Town Meeting, and referendum;
- Overview of procedures and consequences if a budget is not adopted at referendum.

The discussion remained informational and did not involve deliberation among Board members on any specific matter pending before the Board.

Actions Taken

No motions were made.

No votes were taken.

No formal deliberations occurred among Board members.

Duration

The discussion lasted approximately 45 to 65 minutes.

Statement Regarding FOIA Compliance

These minutes are prepared as a measure in response to the occurrence of a possible, inadvertent notice failure under the Connecticut Freedom of Information Act, resulting from the unanticipated gathering of a quorum of Board members during an otherwise informal, informational availability session. The Town is committed to full compliance with FOIA requirements and transparency in its proceedings.

Respectfully submitted,

Robert Zarnetske

Town Manager

Town of Windham / Willimantic Taxing District