THE TOWN OF WINDSOR LOCKS
BOARD OF FINANCE
50 Church Street, Windsor Locks, Connecticut
Minutes of the April 15, 2020 Regular Meeting

In response to the issuance of declarations concerning a public health emergency and civil preparedness emergency, and with regards to a global pandemic of the COVID-19 disease associated with the coronavirus affecting multiple countries and states, this meeting was held via teleconferencing.

Chairman Norman Boucher called the Regular Meeting of Wednesday, April 15, 2020 to order at 6:30 p.m.

MEMBERS IN ATTENDANCE:
Chairman Norman Boucher, Cornelius O’Leary, Michael Ciarcia, David Weigert, Lori Quagliaroli, Paul Riedi and Alternate Lacinda VanGieson
Alternate Mark Whitten joined this meeting at 6:31 p.m.

MEMBERS ABSENT:
All members were present

ALSO ATTENDING REMOTELY:
Amanda Moore, Finance Director
Philip Sissick, Public Works Director
Eric Osanitsch
David Wrabel, Park and Recreation Director and Ann Marie Claffey, Senior Center Director
J. Christopher Kervick, First Selectman
Shawn Parkhurst, Superintendent and Patricia King, Chairperson-Windsor Locks Public Schools
Charmaine Bradshaw-Hill, Business Manager Windsor Locks Public Schools

Finance Director, Amanda Moore read required teleconference meeting rules to all participants that joined this meeting.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:
(Each participant was limited to three minutes.)
Public input in favor of reinstating the Board of Education fiscal year 2020-2021 budget was given by Naomi Urquhart. (No address given)

An individual by the name of Patrick (No further information given) inquired about regionalization for dispatch services and the school district via the “chat” option on zoom. First Selectman J. Christopher Kervick addressed this question.

CORRESPONDENCE:
Correspondence was received by Nicole Saavedra, and Marie Pelley.
Correspondence was also received by First Selectman J. Christopher Kervick with regards to the SMART program.
ADDED AGENDA ITEMS:
There were no added agenda items.

APPEALS DISCUSSION:

Public Works Capitals Appeal: Public Works Director Philip Sissick previously appealed the following Capital items: Renovation of Park Irrigation Systems, Six Wheel Dump Truck and a Three Point Hitch Boom Mower. There was discussion with regards to using funding from Contingency ($10,000) for park irrigation system renovations and also contracting out for snow plowing if back up is necessary. No changes were made with regards to Mr. Sissick’s appeal, however, this board will revisit funding for park irrigation systems at the next Board of Finance meeting. (April 21, 2020)

Police: Windsor Locks Police Chief Eric Ostanitsch answered questions from this board with regards to previously appealed Police budget. He had asked that the Dispatcher Overtime line item be increased to $40,000 and the Patrol Officer Overtime line item to $275,000. Future regionalization of dispatchers was discussed along with shift scheduling. Board members felt that since positions (one each) were added to dispatch and patrol, overtime costs should decrease. After lengthy discussion, Cornelius O’Leary moved to increase the Dispatcher Overtime line item to $40,000.00 and Patrol Officer Overtime line item to $275,000.00 and keeping previous approved Dispatcher and Patrol Officer positions. Michael Ciarcia seconded this motion.

After discussion, Cornelius O’Leary amended motion to increase the Dispatcher Overtime line item to $40,000.00 and keeping the Patrol Overtime line item with no change at $210,000.00 and keeping the previously added positions (one each) for Dispatcher and Patrol Officer. Michael Ciarcia seconded this amended motion. During discussion, it was agreed that Chief Ostanitsch notify this board if a situation arises that causes need for further funding for these line items. The vote was 6-0 in favor and this motion carried.

CONA/Park and Recreation:
Chairman Boucher stated that both CONA and the Park and Recreation Directors requested that their assistant’s salary increase of 12% be reinstated. After discussion, Paul Riedi made a motion to reinstate the salary increases to the Assistant to the Park and Recreation Director and the CONA Assistant Director as originally requested at 12%. Lori Quagliaroli seconded this motion. The vote was 5 (five) in favor (Riedi, Quagliaroli, O’Leary, Weigert) and 1 (one) opposed (Ciarcia). This motion carried.

Non-Union Employees:
Chairman Boucher reviewed average wage increase statistics. Board members favored wage increases being based on merit. Mark Whitten suggested giving the First Selectman the equivalent amount of what a 2% raise would be and have him decide wage increases based on individual employee merit. There was discussion as to what wage increase percentage would be appropriate. First Selectman Kervick stated that legal opinion of the Town Attorney states that
the First Selectman cannot increase non-union employee salaries based on merit and that line item salaries are a part of the budget that the Board of Finance sets. First Selectman Kervick stated that if a merit-based system was established, it would have to be done before budget preparation season. First Selectman Kervick stated if after seeking Town Attorney direction and merit increases for non-union employees did become an option, decisions would include the Board of Selectmen not only the First Selectman. Cornelius O’Leary suggested a bonus system to be worked into individual salaries for those employees who excel. Confidentiality issues were discussed.

*David Weigert moved to grant a 2% salary increase to non-union employees, excluding those employees addressed to receive minimum wage increases and excluding the Assistant to the Park and Recreation Director and Assistant to the CONA Director. Cornelius O’Leary seconded this motion.* During discussion, Paul Riedi proposed to move approximately $20,000.00 to the Contingency line item until more information is received regarding this issue. Mark Whitten agreed with Mr. Riedi’s suggestion but felt it was too late in budget preparations to do now, however, process could be started for next fiscal year when there is time to put a plan in place. First Selectman Kervick stated that he agrees with the merit increase approach and is willing to work with the Board of Finance to come up with a system that everyone feels confident in. *The vote was two in favor (2-Weigert and O’Leary) and three opposed (3-Ciarcia, Riedi and Quagliaroli). This motion failed.*

Paul Riedi stated he was still in favor of putting funds into the Contingency line item for increases based on merit. The Board of Selectmen will report to the Board of Finance regarding to how funds will be used. After discussing this, *Paul Riedi made a motion to put the amount of $25,000.00 for possible non-union employee wage increases based on merit, into the Contingency line item. Michael Ciarcia seconded this motion for discussion purposes only.* After discussion, *the vote was four in favor (4-Weigert, Riedi, O’Leary and Quagliaroli) and one opposed (1-Ciarcia). This motion carried.*

**BOARD OF EDUCATION:**
There was lengthily discussion with regards to “spending down” the Medical Insurance Fund. The Board of Finance calculated mill rate possibilities using several scenarios with regard to increase percentages to the Board of Education budget. Budget cuts discussed by the Board of Education stemmed around staffing, after-school programs and sports programs if a 4.9% budget increase was not approved. These programs were discussed however, no decisions had actually been made by the Board of Education.

Charging for facilities usage by non-board of education events was discussed along with sharing of resources between the Board of Education and the Town.

Mark Whitten stated that there was a 1.1M increase to non-union wages in the Board of Education budget. Superintendent Parkhurst will look into this increase and forward information to this board. Business Manager, Charmaine Bradshaw-Hill addressed non-union obligational
expenses. Chairman Boucher offered suggestions to the Superintendent where possible savings could be found within the Board of Education budget.

There was discussion regarding expenses for the pool at the Windsor Locks High School. There was a suggestion made to close the pool for the summer months and using the pool at Pesci Park.

Ms. Moore stated that appeals not reinstated included, three Capital appeals for the Department of Public Works, Police Department Patrol Overtime and Non-Union increases was adjusted from 2% to a $25,000.00 amount moved to the Contingency line item for the Board of Selectmen to address with the Board of Finance at a later date to show how the $25,000.00 is being used. When these funds are moved from Contingency, it will require a town meeting for approval. Full budget reinstatement for the Board of Education was not granted.

Michael Ciarcia requested that the Town Medical Insurance Balance be increased by $380,000.00 and a reduction be made to the Board of Education Medical Insurance Balance by $380,000.00.

After extensive budget deliberation and discussion with regards to fiscal year 2020-2021 budget calculations, 1.28M was moved from Undesignated Fund Balance to fund Capital Roadway Projects.

After lengthily discussion, the Board of Finance increased the temporarily approved Board of Education budget fiscal year 2020-2021 budget by 2.8%. Michael Ciarcia made a motion to approve the fiscal year 2020-2021 Board of Education budget at $31,878,684.00. Paul Riedi seconded that motion. During discussion it was recommended that the Medical Insurance line item be reduced by $380,000.00 be added to the motion. It was also recommended that $380,000.00 be added in for the following year. Michael Ciarcia amended motion to approve the Board of Education fiscal year 2020-2021 budget at $31,878,684.00 with a recommendation that $380,000.00 be reduced from the Medical Insurance line and the Board of Finance consider the $380,000.00 as a suggested reduction when preparing the Board of Education fiscal year 2021-2022 budget. Paul Riedi seconded this motion. The vote was four in favor (4-Ciarcia, Riedi, Weigert and O’Leary) and one opposed (1-Quagliaroli). This motion carried.

Michael Ciarcia made a motion to present at a Public Hearing a total Town Budget for fiscal year 2020-2021 for the amount of $51,018,017.00. Paul Riedi seconded this motion. There was discussion regarding Capital funding changes. Michael Ciarcia rescinded his motion to clarify Capital adjustments and Paul Riedi rescinded second to this motion.

Ms. Moore clarified for the record that total Capital budget was $3,980,859.00, with $700,859.00 being Pay/Go and $2,000,000.00 recommended for Debt, and $1,280,000.00 will utilize undesignated fund balance from the General Fund. Cornelius O’Leary moved to accept the Capital Budget as shown. Michael Ciarcia seconded this motion. The vote was 6-0 in favor and this motion carried.
Paul Riedi made a motion to present at a Public Hearing a total fiscal year 2020-2021 Town Budget of $51,018,017.00. This motion was seconded by Michael Ciarcia. The vote was 6-0 in favor and this motion carried.

TRANSFERS:
There were no transfers.

FINANCE OFFICE UPDATE:
There were no Finance Office updates.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:
(Each participant was limited to three minutes.)
Margaret Byrne (No address given), requested clarification with regards to $380,000.00 reduction from medical insurance regarding the Board of Education fiscal year 2020-2021 budget. The Board of Finance responded to her request. She also voiced disapproval of the fiscal year 2020-2021 Board of Education budget.

Nicole Saavedra (No address given), voiced disapproval of the fiscal year 2020-2021 Board of Education budget. Board of Finance members confirmed receipt of an e-mail she had sent.

Robin Anderson (No address given), requested clarification with regards to the fiscal year 2020-2021 Board of Education budget.

David Prinstein (Principal for Windsor Locks Public Schools), voiced concerns with regards to the fiscal year 2020-2021 Board of Education budget.

Superintendent Parkhurst (Windsor Locks Public Schools), Spoke of previous Board of Education meetings where potential reductions were discussed. He stated no decisions had been made and this situation needs to be discussed further by the Board of Education.

BOARD MEMBER INPUT:
Lori Quagliaroli stated that now that the Board of Finance has developed a fiscal year 2020-2021 Town Budget, it is time for citizens of Windsor Locks to decide whether this budget should be approved or not. She also suggested meeting over the summer for budget updates and perhaps having the Board of Education present their budget first next year instead of last. Quarterly budget updates of larger budgets (Police, Public Works, Board of Education, Selectman) was also suggested.

David Weigert requested information with regards to the SMART informational meeting. Ms. Moore shared meeting information with all participants.
Ms. Moore stated that the Public Hearing for the fiscal year 2020-2021 Town Budget as a whole is scheduled for April 28, 2020 at 7:00 p.m. and she encouraged everyone to attend.

Chairman Boucher thanked everyone for their time and patience during the budget preparation process.

**ADJOURNMENT:**

There being no further discussion or information to come before the Board of Finance, *a motion to adjourn was made by Paul Riedi and seconded by Cornelius O’Leary*. The vote was unanimous and this meeting stood adjourned at 11:10 p.m.

Respectfully submitted,

Terrie-Ann Becker  
Board of Finance Recording Secretary