

**BOARD OF FINANCE**  
**THE TOWN OF WINDSOR LOCKS**  
**50 Church Street, Windsor Locks, Connecticut 06096**  
**Minutes of the April 28, 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.

Immediately following the Public Hearing, Chairman Norman Boucher called the Regular Meeting of Tuesday, April 28, 2020 to order at 7:27 p.m.

**BOARD OF FINANCE MEMBERS PRESENT AND ATTENDING REMOTELY:**

Chairman Norman Boucher, Michael Ciarcia, Cornelius O’Leary, David Weigert, Lori Quagliaroli, Paul Riedi and Alternates Mark Whitten and Lacinda VanGieson

**BOARD OF FINANCE MEMBERS ABSENT:**

All members joined this meeting.

**ALSO ATTENDING REMOTELY:**

Amanda Moore, Finance Director  
J. Christopher Kervick, First Selectman

Ms. Amanda Moore reviewed required teleconferencing meeting rules for all participants who joined this meeting.

**PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:**

There was no public input.

**CORRESPONDENCE:**

No correspondence was received.

**ADDED AGENDA ITEMS:**

There were no added agenda items.

**APPROVAL OF APRIL 21, 2020 REGULAR MEETING MINUTES:**

*David Weigert moved to approve the April 21, 2020 Regular Meeting Minutes as written. Cornelius O’Leary seconded this motion. The vote was 6-0 in favor and this motion carried.*

**DISCUSSION WITH FIRST SELECTMAN REGARDING ADDITIONAL REVENUES:**

First Selectman J. Christopher Kervick stated that there has been discussion with regards to institution of a SMART Municipal Waste Program that could produce approximately \$200,000

savings for expenditures and approximately \$300,000 in revenue, which would be returned back to citizens in the form of a tax credit or perhaps in payment of required bag costs. First Selectman Kervick stated that based on a Selectmen's meeting that was held tonight (April 28, 2020) it may be premature to move forward as more work needs to be done in terms of informing the public about this program.

First Selectman Kervick discussed revenue from personal property tax audits. Revenue from these audits is still being received. Approximately twenty smaller accounts have been identified that were not audited in the first round (approximately \$20,000 to \$50,000 in assets). First Selectman Kervick requested \$15,000 for expenses as recommended by the Assessor, to perform these audits. If the same success rate is achieved as in the past, revenue could be approximately ten times the amount it would cost to conduct the audits.

First Selectman Kervick reminded the members of the Board of Finance that there are still three large audits that have not paid to date. There are expectations of significant funds being received from these audits. This discussion was tabled and will be further discussed at a future meeting.

### **DISCUSSION WITH FIRST SELECTMAN REGARDING NON-UNION WAGE INCREASES:**

First Selectman Kervick stated that the Board of Selectmen discussed non-union wage increases in great detail and recommend that they continue to explore the concept of a merit-based pay rate system. Per Town Attorney advice, it was not recommended to reallocate funds put in escrow to determine (based on a merit system) how these funds would be transferred to various accounts. This process could cause employee confidentiality issues.

First Selectman Kervick stated that it is the recommendation of the Board of Selectmen to do an across the board increase of 2% for all non-union employees to match what the other town union employees will be receiving. He also stated that the Board of Selectmen will work with the Board of Finance to explore adding a merit-based system with regards to wage increases.

If a 2% increase is approved, the amount allocated in the Contingency account (\$25,000) will not be enough to cover all non-union increases. There was discussion with regards to possible future revenue options that may be available to cover the added amount needed for non-union wage increase.

After lengthily discussion regarding giving non-union employees a 2% wage increase, ***Cornelius O'Leary made a motion to transfer from the Contingency line item, the necessary amount to give all non-union employees a 2% increase, to the appropriate Salary and Wages line items. David Weigert seconded this motion. After discussion, the vote was two in favor (2-O'Leary and Weigert) and three opposed (3-Ciarcia, Riedi and Quagliaroli). This motion failed.*** This item was tabled for future discussion.

**DISCUSS FISCAL YEAR 2020-2021 BUDGET/SEND TO TOWN MEETING:**

*Lori Quagliaroli made a motion to recommend that the Board of Selectmen set a Town Meeting, at a future date to be determined based on the current COVID-19 situation, for approval of the fiscal year 2020-2021 proposed budget amount of \$51,018,017.00 which calculates a mill rate of 25.83% as presented. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.*

**TRANSFERS:**

The following transfer was submitted from Inland/Wetlands:

**T20-52**

From: Contingency	Acct #1005-980000-59600	Amount: \$ 97.00
To : Advertising	Acct #1005-416300-55400	Amount: \$ 97.00

This transfer was submitted for required publishing of a Public Notice for the Inland Wetland Commission. *Cornelius O’Leary made a motion to approve transfer T20-52 as presented. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.*

**FINANCE OFFICE UPDATES:**

Ms. Moore stated that there was a demonstration with regards to implementing a new payroll service and this service will be recommended to the Board of Selectmen on Tuesday (May 5, 2020) to execute a contract.

Ms. Moore and Assistant Finance Director Steven Brown have been verifying with departments that COVID-19 expenses have been charged correctly.

**PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:**

There was no public input.

**BOARD MEMBER INPUT:**

Cornelius O’Leary congratulated Chairman Boucher on a job well done with regards to the fiscal year 2020-2021 budget.

Post budget Board of Finance meeting schedule was discussed. It was agreed that normal schedule be resumed which is the second and fourth Tuesday of each month. The next Board of Finance meeting is scheduled for May 12, 2020.

Chairman Boucher thanked Finance Director Amanda Moore for all her hard work during budget season and for helping him by designing the slide presentation for the Public Hearing. He also thanked the Board of Finance and Board of Education for all their hard work and working together to develop the fiscal year 2020-2021 budget.

**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 this motion was seconded by Lori Quagliaroli. The vote was unanimous and this meeting stood adjourned at 8:23 p.m.*

Respectfully submitted,

Terrie-Ann Becker  
Board of Finance Recording Secretary