

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

Chairman Norman Boucher called the Board of Finance Regular Meeting of Tuesday, July 28, 2020 to order at 6:30 p.m.

BOARD OF FINANCE MEMBERS PRESENT AND ATTENDING REMOTELY:

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

BOARD OF FINANCE MEMBERS ABSENT:

Cornelius O’Leary was absent for this meeting.
Alternate Mark Whitten voted for Cornelius O’Leary in his absence.

ALSO ATTENDING REMOTELY:

Finance Director, Amanda Moore; Emergency Management Director, Vic Puia; and Public Works Director, Philip Sissick

Recording Secretary, Terrie Becker 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:

A copy of the current purchasing policy was sent via email to all Board of Finance members.

ADDED AGENDA ITEMS:

Chairman Boucher stated First Selectman J. Christopher Kervick requested that “*COVID-19 Expense Accountability*” be added to this meeting’s agenda. *Michael Ciarcia moved to add “COVID-19 Expense Accountability” to the agenda as item 7a. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.*

MINUTES OF PREVIOUS MEETING APPROVAL: July 14, 2020

Lori Quagliaroli moved to approve the Minutes of July 14, 2020 as written. David Weigert seconded this motion. The vote was four in favor (4-Michael Ciarcia, Mark Whitten, Lori Quagliaroli and Norman Boucher) zero opposed and two abstained (2-David Weigert and Paul Riedi abstained from voting as they were not present for the July 14, 2020 meeting.) This motion carried.

DISCUSSION REGARDING HVAC AT TOWN HALL:

Public Works Director, Philip Sissick explained that the building management system which controls the air conditioning and heating systems at Town Hall had recently experienced mechanical failure. This unit was installed in 2007, at the end of this year will no longer be supported by Trane, and with regards to hardware, the parts have not been manufactured since 2017 and are no longer available. The remote modem is no longer functioning. The unit has been temporarily repaired and presently functioning but could fail at any time. Mr. Sissick suggested replacement of the building management system and some of the peripherals (thermostats and controls on units). Mr Sissick estimated cost of replacement could be approximately \$25,000.00.

There was suggestion and discussion regarding implementation of maintenance and replacement schedules.

Mr. Sissick agreed to get written estimates to replace the building management system. No action was taken and this item was tabled.

DISCUSSION REGARDING LOCK TENDER POSITION:

Ms. Moore stated during a meeting with First Selectman Kervick, it was stated that the Lock Tender employee was hired as a seasonal Department of Public Works employee and a revised transfer will be presented. First Selectman Kervick was not available during this discussion as he was attending a rescheduled Special Board of Selectmen meeting. Funds will be requested to be transferred from the TIF Beautification account to the Public Works Salary and Wages Seasonal Account.

There was lengthily discussion about why the Lock Tender position was added and if funding was allocated for it. Public Works Director Philip Sissick stated that he was unaware of the position and had no idea this individual was going to report to him. When the position was created and filled, he was told that he would be overseeing this employee and that this person would be taking care of items on Main Street. Mr. Sissick made it clear that this position was not a Public Works request and has nothing to do with seasonal scheduled Public Works work. Mr. Sissick's concern was that it may appear as though more funds were allocated in the Salary and Wage Account for seasonal employees within the Public Works budget and he wanted to note that the Lock Tender position is completely separate.

There was discussion regarding who was responsible for the creation and hiring of the Lock Tender position. This item was tabled until First Selectman Kervick could be available to answer questions regarding this position.

COVID-19 EXPENSE ACCOUNTABILITY:

Emergency Management Director, Vic Puia suggested using information collected by the Finance Department which will be submitted to FEMA for reimbursement to help determine COVID-19 expenses. He sees no need to have department heads submit this information twice so that it can be presented during the next Board of Finance meeting. He stated that the State will be shutting down the distribution center soon in anticipation of another spike occurring during the next few months and feels confident that the Town presently has sufficient inventory. Mr Puia explained how Personal Protective Equipment (PPE) inventory was obtained. He also believed that the amount of \$30,000.00, approved at the last Board of Finance meeting to cover COVID-19 expenses, should be sufficient for the next couple months. Mr. Puia also stated due to uncertainties, future COVID-19 expenses will be hard to predict.

Mr. Puia stated that the Board of Education files separately from the Town with regards to FEMA.

There was lengthily discussion as to how to determine what the future expense for COVID-19 may be. Ms. Moore suggested using a common spreadsheet for departments asking for anticipated needs with regards to COVID-19 to help calculate and determine future expense. She stated the information logged for FEMA reimbursement forms is for past expenditures and does not capture current and future expenses.

Chairman Boucher suggested a (zoom) meeting between himself, the Finance Director, the Emergency Management Director and the First Selectman to discuss how to obtain anticipated expense information from department heads. Mr. Puia was very willing to forward all pertinent information related to COVID expenses to the Board of Finance before the next meeting so that decisions can be made relating to calculation and preparation for future expenses.

TRANSFERS:

T21-2 Revised

This transfer was submitted by the Finance Department for the First Selectman:

From: General Supplies/Grounds	Acct #2880-417710-56105	Amount: \$2,350.00
To : Salary and Wages/Seasonal	Acct #1005-430100-51621	Amount: \$2,350.00

This transfer has been revised since previous submission. The Lock Tender position is part of the Public Works seasonal staff, which is funded by TIF allocation for district beautification. (Seasonal Employee/25 hours per week for July and August-2020).

This transfer was tabled.

FINANCE OFFICE UPDATE:

Ms. Moore stated that a preliminary walk-through audit took place last week. Auditors will be returning in October.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

There was no public input.

BOARD MEMBER INPUT:

Lacinda Van Gieson brought up the fact that when Town funds are expended, funds can potentially be taken away from other needed expenses. She also wanted to clarify that it was the Board of Finance intention to gather future COVID-19 anticipated needs to provide for future possible expenses, not to duplicate effort and work for department heads.

Ms. Van Gieson also reviewed Section 709 from the Town Charter relating to alternates for the Board of Finance. This was reviewed in response to some aggressive comments made at previous meeting by a member of the public while member Mark Whitten was speaking. Chairman Boucher stated that he contacted the Town Attorney to make sure the Board of Finance was in compliance.

Paul Riedi requested clarification with regards to a post the First Selectman had made on Windsor Locks Moving Forward about employee medical contributions. Ms. Moore explained the First Selectman's intentions as he was not able to attend this meeting due to a Board of Selectmen meeting being held simultaneously with this meeting and offered her suggestions regarding this issue. There was lengthily discussion with regards to the medical insurance budget. Paul Riedi requested that the Board of Finance be informed of any financial decision made with regards to this issue.

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 Mark Whitten. The vote was unanimous and this meeting stood adjourned at 7:58 p.m.***

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary