

**BOARD OF FINANCE
THE TOWN OF WINDSOR LOCKS
50 Church Street, Windsor Locks, Connecticut 06096
Minutes of the June 16, 2020 Special 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 Special Meeting of Tuesday, June 16, 2020 to order at 6:30 p.m.

BOARD OF FINANCE MEMBERS PRESENT AND ATTENDING REMOTELY:

Chairman Norman Boucher, Cornelius O’Leary, Michael Ciarcia, David Weigert, Lori Quagliaroli, Paul Riedi and Alternate Lacinda VanGieson. Alternate Mark Whitten joined the meeting at 6:37 p.m.

BOARD OF FINANCE MEMBERS ABSENT:

All members joined this meeting.

ALSO ATTENDING REMOTELY:

Finance Director Amanda Moore and First Selectman J. Christopher Kervick

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:

There was no correspondence.

APPROVAL OF THE JUNE 9, 2020 REGULAR MEETING MINUTES:

Cornelius O’Leary moved to accept the June 9, 2020 Regular Meeting Minutes as written. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.

MEDICAL FUND BALANCE DISCUSSION:

Paul Riedi began discussion by stating he did not want to change the proposed mill rate but wanted to modify the motion made by Michael Ciarcia at the previous Board of Finance meeting (June 9, 2020). Mr Riedi proposed to decrease monies allocated to the Medical Insurance Fund, to keep the Board of Education at a zero increase and use those funds and proportionate Town dollars to offset anticipated shortcomings from recent bankruptcy issue.

Ms. Moore clarified by stating the amount of \$419,242.00 that was reduced from Capitals during the June 9, 2020 meeting, changed from “Pay As You Go” to Fund Balance. Mr Riedi suggested that the funds be returned to “Pay As You Go”, and that \$300,000.00 (This figure was later verified to be \$498,641.00) be taken off of the Board of Education total budget amount and \$100,000 (\$166,000.00) be taken off of the Town contribution to Medical Insurance. Mr. Riedi’s intent was to bring the Board of Education contribution amount to zero. ***Mr. Riedi made a motion to make incremental reductions for contribution to the Medical Insurance Fund of \$498,000.00 by the Board of Education and a proportionate amount of \$166,000.00 by the Town for a total reduced Medical Insurance Fund contribution amount of \$664,000.00.*** (To revert the Capitals that were changed at the June 9, 2020 meeting to Fund Balance/Pay As You Go.) ***Michael Ciarcia seconded this motion.*** Chairman Boucher reviewed previous motion made by Mr. Ciarcia at the June 9, 2020 Board of Finance Regular Meeting with board members. Ms. Moore summarized mill rate revised calculations with regards to the motion on the floor.

Cornelius O’Leary asked Paul Riedi to explain the approach that he proposed over the one that was agreed upon during the last Board of Finance meeting (June 9, 2020). Mr. Riedi stated his intent was to provide as much flexibility next year in terms of “levers to pull” for what he anticipates to be a lower revenue year. Mr. O’Leary stated that if the insurance figures turn out to be too low, funds will have to be put into those accounts anyhow and asked if there was reasonable cause to believe that the insurance monies for the Board of Education and Town will not be increased during the course of the year to meet obligations. Mr. Riedi stated that with less individuals going to the doctor and from information presented by the insurance broker, there is expectation that there will be a surplus in Medical Insurance Fund. Ms. Moore stated it was anticipated that a little under 1M may be returned for fiscal year 2020 based on figures that were available to date.

David Weigert did not agree with making this change at such a late date as a motion had already been approved. Cornelius O’Leary and Mark Whitten agreed with Mr. Weigert.

After discussion, ***the vote was three in favor (3-Riedi, Quagliaroli and Ciarcia) and two opposed (2-Weigert and O’Leary). This motion carried.***

DISCUSSION WITH TAX COLLECTOR REGARDING LIEN ASSIGNMENTS:

This item was tabled for future discussion.

DISCUSSION AND APPROVAL OF FISCAL YEAR 2020-2021 TOWN BUDGET:

Michael Ciarcia suggested adjusting the amount into previous year revenue and a reducing from current year revenue to calculate a mill rate constant with the current mill rate of 25.83. Non-Union wage increases were discussed. Paul Riedi stated that Ms. Moore and First Selectman Kervick worked together on a proposal with regards to non-union wage increases. Ms. Moore presented spreadsheets which showed non-union employee increases of 1%, 1.5%, and 2% and the funding needed to do so.

First Selectman J. Christopher Kervick stated the proposal, which was devised with the help of the Finance Director, is basically to make sure that the non-union support staff is treated equally along with the union support staff that will be receiving a 2% wage increase. First Selectman Kervick suggested that any remaining funds should be divided up equally among department heads and elected officials. This proposal also attempts to eliminate the reduction in take-home pay due to the 19% increase in insurance fees, however this proposal will not eliminate this reduction to all employees due to differences in family policies.

First Selectman Kervick suggested moving on this issue at this meeting. He recommended that 2% be given to all non-union support staff, with the balance being divided equally between department heads and elected officials and this amount not to exceed \$25,000. ***Paul Riedi made a motion to move \$25,000.00 from Contingency for a 2% increase in salaries to non-union support staff and the remaining balance of the \$25,000.00 be pro-rated salary increases between elected officials and department heads. This motion was seconded by David Weigert. After discussion, the vote was four in favor (4-Boucher, Riedi, Weigert and O'Leary) and two opposed (2-Quagliaroli and Ciarcia). This motion carried.***

After further discussion and calculations (\$15,000/Contingency), the total Town of Windsor Locks fiscal year 2020-2021 budget amount was \$50,369,902.00 with a mill rate of 25.83.

Mr Ciarcia noted clarification that the suggested reduction to the Board of Education budget by the Board of Finance was not intended for staff or program reductions. It was only a recommendation with regards to reducing Medical Insurance Funds that the Board of Education will be making to the Town.

David Weigert voiced concern with regards to changes made to the Board of Education budget at this meeting and stated he was not in favor of them.

Michael Ciarcia made a motion to approve the Windsor Locks Town fiscal year 2020-2021 budget at \$50,369,902.00 with a mill rate of 25. 83. Paul Riedi seconded this motion. During discussion, David Weigert stated he does not support this budget as he did not agree with changes made during this meeting at the last minute as it “creates a hole for next fiscal year”. The vote was three in favor (3-Ciarcia, Riedi and Quagliaroli) and two opposed (2-O'Leary and Weigert). This motion carried. After the fiscal year 2020-2021 budget was approved, Chairman Boucher thanked this board for their hard work during the past four months.

DISCUSSION REGARDING UNENCUMBERED ONE-TIME REVENUES:

Chairman Boucher suggested funds be “earmarked” for specific purposed with regards to the Undesignated Fund balance. (ei. Roadway Infrastructure) Ms. Moore stated that the Board of Finance would have to make a motion to assign amounts from Undesignated Fund Balance to a specific purpose. These funds would be noted to be used for a specific purpose rather than sitting in Undesignated Fund Balance. She further explained that if this is done before June 30, funds would be assigned. If done after June 30, the funds are encumbered (lowest level of what funds are reserved for). Board members offered input with regards to this suggestion.

TRANSFERS:

T20-65

This transfer was submitted by Probate:

From: Contingency	Acct #1005-980000-59600	Amount: \$222.00
From: Equipment Contract	Acct #1005-416100-54420	Amount: \$124.00
To : Legal Publications	Acct #1005-416100-56412	Amount: \$346.00

This transfer was for unanticipated increase in subscription fees in publications.

Cornelius O’Leary moved to approve transfer T20-65 as presented. Michael Ciarcia seconded this motion. The vote was 6-0 in favor and this motion carried.

T20-66

This transfer submitted by the Finance Department for the Board of Finance:

From: Professional and Tech/Legal	Acct #1005-410100-53025	Amount \$103.00
To : Advertising	Acct #1005-410100-55400	Amount \$103.00

Ms. Moore stated that the invoice for the legal notice publication of the Town budget in the newspaper totaled \$409.00 and there was only \$307.00 remaining balance left in the advertising line item. ***Paul Riedi made a motion to approve the transfer of \$103.00 from the Professional and Technical/Legal line item to the Advertising line item within the Board of Finance fiscal year 2019-2020 budget. (T20-66) Michael Ciarcia seconded this motion. The vote was 6-0 in favor and this motion carried.***

FINANCE OFFICE UPDATE:

There was no Finance Office Update.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

There was no public input.

BOARD MEMBER INPUT:

Mr. O’Leary congratulated Chairman Boucher regarding the approval of the fiscal year 2020-2021 Town of Windsor Locks budget. Chairman Boucher stated the budget was finalized and approved because of everyone working hard and working together.

ADJOURNMENT:

There being no further discussion or information to come before the Board of Finance, a ***motion to adjourn was made David Weigert and this motion was seconded by Paul Riedi. The vote was unanimous and this meeting stood adjourned at 7:56 p.m.***

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary