

**BOARD OF FINANCE
THE TOWN OF WINDSOR LOCKS
50 Church Street, Windsor Locks, Connecticut 06096
Minutes of the June 23, 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, June 23, 2020 to order at 6:30 p.m.

BOARD OF FINANCE MEMBERS PRESENT AND ATTENDING REMOTELY:

Chairman Norman Boucher, David Weigert, Michael Ciarcia, Lori Quagliaroli, and Paul Riedi, Alternates Lacinda VanGieson and Mark Whitten
Cornelius O'Leary joined the meeting at 6:34 p.m.

BOARD OF FINANCE MEMBERS ABSENT:

All members joined this meeting.

ALSO ATTENDING REMOTELY:

Amanda Moore, Finance Director; J. Christopher Kervick, First Selectman; Patricia King, Chairperson and Sheri Lee, Human Resources Director from the Windsor Locks Board of Education

Recording Secretary, Terrie Becker reviewed required teleconferencing meeting rules for all participants who joined this meeting.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

Windsor Locks Board of Education Chairperson, Patricia King addressed this board with regards to correspondence she sent to Chairman Boucher requesting to amend the minutes of June 16, 2020 Special Meeting. Ms. King requested that since the Board of Finance reduced the Medical Insurance contribution for the Board of Education, the Board of Finance not seek additional funds from the Board of Education to support any shortfall in the Medical Insurance Fund.

First Selectman J. Christopher Kervick also sent correspondence to Chairman Boucher with regards to the motion made at the June 16, 2020 Special Meeting reducing a line item in the Board of Education budget with no notice to the Public or the Board of Education. The First Selectman notified the Board of Finance that correspondence was sent to the Town Attorney for advice as to the legal effect of this motion. He suggested that this motion be rectified at tonight's (June 23, 2020) meeting. The First Selectman also stated that the motion in question also has a great effect on employee contribution rates with regards to medical insurance.

CORRESPONDENCE:

Chairman Boucher received correspondence from Windsor Locks Board of Education Chairperson, Patricia King and First Selectman J. Christopher Kervick. This correspondence was forwarded to all Board of Finance members and was discussed during this meeting.

ADDED AGENDA ITEMS:

Chairman Boucher requested that an item be added to the agenda to address the correspondence received by the Board of Education Chairperson, Patricia King. (Item 7a) ***Cornelius O’Leary moved to add “Discussion Regarding Correspondence Received from the Windsor Locks Board of Education” to the agenda. David Weigert seconded this motion. The vote was 5-0 in favor and this motion carried.***

Ms. Moore also requested that “TIF Budget Approval” be added to the agenda (Item 7b). ***Michael Ciarcia moved to add “TIF Budget Approval” to the agenda. Cornelius O’Leary seconded this motion. The vote was 5-0 in favor and this motion carried.***

APPROVAL OF THE JUNE 16, 2020 SPECIAL MEETING MINUTES:

Ms. Moore stated that on page two, second paragraph written as: “*Ms. Moore anticipated that a little under 1M dollars may be returned for fiscal year 2020 based on figures available to date for Medical Insurance.*” Ms. Moore wanted to make it clear that the statement was later rescinded stating that there were funds carved out at the end of the year and adding to fund balance may not happen as there were lower revenues than claims. (Poor audio quality.) She stated that she did not believe that 1M will be added to fund balance. ***Cornelius O’Leary made a motion to accept the Minutes of June 16, 2020 Special Meeting as amended by Ms. Moore. David Weigert seconded this motion. After discussion, the vote was 5-0 in favor and this motion carried.***

DISCUSSION REGARDING TOWN AND BOARD OF EDUCATION EMPLOYEE COSTS:

Finance Director, Amanda Moore presented Town Employee Benefits information to this board. She stated that employees are provided medical and dental coverage, with varying cost share percentages depending on employee group or contract. Cost was presented and discussed for Town Hall Union, Public Works Union, Dispatch, Police and Non-Union. Medical Insurance Post Employment information was also explained and discussed with regards to COBRA and Retiree Plans for Town Hall, Public Works, Dispatch, Police and Non-Union were also discussed.

Life Insurance plans and limits were explained and discussed with regards to Town Hall, Public Works, Dispatch, Non-Union and Police Unions, Police Captain and Police Chief.

Voluntary Plans for employees with regards to 457B, Supplemental Life, Supplemental AD&D and Short-Term Disability, Universal Life, Term Life, and Accident Plans was also discussed. (Available website information was also included for further information: www.coloniallife.com; www.reliancestandard.com, www.prudential.com)

Ms. Moore explained the FICA Alternative 447B/Section 218 Agreement. In Fiscal Year 2019, the Town moved to a FICA Alternative Plan for all part-time, seasonal and stipend employees. Existing employees were given a one-time chance to opt out of the plan. All new hires after 4/1/19 are automatically enrolled in the plan. This plan was explained and discussed. (The following website was shared for further information: www.ssa.gov/slge/sect_218_agree.htm)

Ms. Moore stated that the Town purchases membership, through ESI to an Employee Assistance Program. Aspects of this plan were explained. (The following website was shared for further information www.theeap.com)

Ms. Moore gave an overview of the Connecticut Municipal Employee Retirement System (CMERS) (Vested Deferred Retirement and Disability Retirement) This information was explained and discussed in detail. (The following website was shared for further information: www.osc.ct.gov/rbsd/cmers/muniretire.htm)

CMERS Post Employment Benefit Calculations and factors were explained and discussed. Pension benefit depends on three factors: Length of Service, Final Average Pay, and Earnings breakpoint for members covered by Social Security. Retiree payment options were also explained. Ms. Moore stated that there were four payment options and these options were explained in full.

Other Miscellaneous Fringe Benefits were explained. Fringe Benefits discussed included: Car Allowance, Vehicle Use, Phone Allowance, Longevity payment based on completed years of service, and uniform allowances. Police Union miscellaneous fringe benefits was discussed along with those for the Canine Office and Education.

Ms. Sheri Lee, Human Resources Director for the Board of Education, explained Board of Education employee benefits in detail with this board. Benefits for Food Service Employees, Custodians, Nurses, Administrative Assistants, Para Educators, Teachers, Administrators, Non-Affiliated Employees (10 month, Employees/OT/PT/12-month non-management), Non-Affiliated Managers and the Superintendent were explained in detail.

Ms. Moore and Ms. Lee addressed and answered questions from the Board of Finance.

DISCUSSION REGARDING SHARING RESOURCES BETWEEN THE TOWN AND BOARD OF EDUCATION:

Chairman Boucher discussed with this board the aspect of sharing employees (licensed electricians, plumbers etc.) from the Board of Education to help and work for the Town to reduce costs of hiring such professionals. Chairman Boucher suggested bringing this idea forward to the Board of Selectmen and asked for Board of Finance opinion. Mark Whitten agreed that using licensed Board of Education employees as a unilateral pooling resource was a good idea. After

discussing this topic all Board of Finance members were in approval, however, David Weigert would like to see the results of a recent study regarding this topic before moving on this idea.

CLARIFICATION OF VERBAGE REGARDING PREVIOUS MOTION (DURING BOF MEETING OF JULY 16, 2020) WITH REGARDS TO BOARD OF EDUCATION MEDICAL INSURANCE CONTRIBUTION:

Paul Riedi clarified that the motion from the June 16, 2020 Board of Finance special meeting with regards to the Board of Education budget, is a reduction in the Board of Education budget, that the Town is also participating in a proportionate manner, and it is suggested that the Board of Education reduce the Medical Insurance contribution to offset the reduction in the budget.

Mr. Riedi made a motion to amend the June 16, 2020 motion regarding the Board of Education Medical Insurance contribution, to revise the motion to bring the Board of Education fiscal year 2020-2021 to a zero percent increase at the impact of \$498,000.00 and suggests that the Board of Education reduce contribution to the Medical Insurance Fund by \$498,000.00 as the Town is doing a proportionate reduction on their side of \$166,000.00 and this is driven due to the expected surplus to the 2020-2021 Medical Insurance Fund. Michael Ciarcia seconded this motion for discussion purposes. There was discussion with regards to a future possible shortfall in the Medical Insurance Fund. The Board of Education voiced concern of being held liable and being responsible for that possible shortfall and have to make up the difference at a later date. There was discussion of a Memorandum of Understanding (MOU/MOA-Memorandum of Agreement). Michael Ciarcia suggested approving the actual Board of Education fiscal year 2020-2021 budget amount to alleviate confusion. Ms. Moore stated that the Board of Education fiscal year 2020-2021 budget amount with the revision as stated in the motion was \$31,380,684.00.

Mr. Riedi rescinded previous motion and Michael Ciarcia rescinded his second. *Mr. Riedi made a motion to amend the June 16, 2020 motion regarding the Board of Education Medical Insurance contribution, the amended motion to be that the fiscal year 2020-2021 Board of Education budget approved amount being \$31,380,684.00 with a suggestion that the Board of Education reduce their Medical Insurance contribution by \$498,000.00 as the Town is doing a proportionate reduction on their side of \$166,000.00. Michael Ciarcia seconded this motion.*

Mr O'Leary asked Mr. Riedi if his intent was to hold the Board of Education harmless should Medical Insurance costs exceed what is expected. Mr. Riedi stated "No" and his intent was to create as much potential financial flexibility as possible for next year. There was lengthily discussion with regards to a possible increase in medical insurance expenses, possibilities of using Fund Balance, possible effects upon the operating budget, increasing costs due to the COVID-19 pandemic and effect on future year budgets. David Weigert stated that he did not agree with changing an agreement after it was already made. He stated that the Town is in a possible lower revenue situation and a possible higher expense situation due to COVID-19 and he did not support this decision. Cornelius O'Leary also agreed with Mr. Weigert.

Board of Education Chairperson, Patricia King stated that she wants the Board of Education be held harmless should there be a short-fall in the Medical Insurance Fund if there is not a Memorandum of Understanding (MOU) in place. Her second concern was not having enough funds to get through the fiscal year with extraordinary increased costs due to COVID-19. After discussion, ***the vote was three in favor (3-Riedi, Ciarcia, Quagliaroli) and two (2-opposed Weigert and O’Leary). This motion carried.***

Cornelius O’Leary made a motion to hold harmless the Board of Education in the event that medical expenses exceed the Medical Insurance Fund. David Weigert seconded this motion. During discussion it was determined that a MOU would not be required, and this motion should only cover the fiscal year of 2020-2021.

Mr. O’Leary amended this motion to hold financially harmless the Board of Education in the event that the medical expenses exceed the Medical Insurance Fund for the fiscal year 2020-2021. David Weigert seconded this amended motion. The vote was three in favor (3-Riedi, O’Leary and Weigert) and two opposed (2-Quagliaroli and Ciarcia). This motion carried.

APPROVAL OF THE FISCAL YEAR 2020-2021 TIF BUDGET:

Ms. Moore shared the fiscal year 2020-2021 TIF budget (\$213,158.00) with this board. ***Paul Riedi made a motion to approve the fiscal year 2020-2021 TIF budget at \$213,158.00 as presented. Lori Quagliaroli seconded this motion. The vote was 5-0 in favor and this motion carried.***

TRANSFERS:

T20-67

This transfer was submitted by the Finance Department:

From: Salaries and Wages/Regular	Acct #1005-413500-51610	Amount: \$ 9,730.00
From: Salaries and Wages/Regular	Acct #1005-420120-51610	Amount: \$ 8,918.00
To : End of Service Benefit	Acct #1005-461000-51650	Amount: \$18,648.00

This transfer is requested for three positions that resulted in payments. (FY20 term payouts per department: Assessor-\$9,730.00; Youth Services-\$313.00 and Police-\$28,602.00)

David Weigert made a motion to approve transfer T20-67 as presented. Paul Riedi seconded this motion. The vote was 5-0 in favor and this motion carried.

T20-68

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

From: MSW Pickup/Refuse	Acct #1005-431910-54101	Amount: \$64,000.00
To : Disposal	Acct #1005-431900-54421	Amount: \$64,000.00

From: Recyclables	Acct #1005-431920-54101	Amount: \$20,000.00
To : Disposal	Acct #1005-431930-54421	Amount: \$20,000.00

For restructuring of Solid Waste Removal Contract.

Cornelius O’Learyt made a motion to approve transfer T20-68 as presented. Michael Ciarcia seconded this motion. The vote was 5-0 in favor and this motion carried.

T20-69

This transfer was submitted by the Finance Department:

From: 13 HS Pool Locker Rm Ref.. Acct #3600-471000-57201-1347018 Amount: \$20,070.00
From: 18 DS Rise Academy Van Acct #3600-474000-57320-0000000 Amount: \$ 2,330.72
From: 12-HS Windsor & Heating Acct #3600-471000-57201-1247004 Amount: \$ 534.02
To : 13 HS PCB Window Proj Acct #3600-471000-57201-1347017 Amount: \$22,934.74

To close old Capital accounts.

Paul Riedi made a motion to approve transfer T20-69 as presented. Cornelius O’Leary seconded this motion. The vote was 5-0 in favor and this motion carried.

T20-70

This transfer was submitted by the Finance Department:

From: 18 FB ERP Software Acct #3600-411700-57350-0000000 Amount: \$6,580.99
From: Town Hall Vehicle Acct #3600-434010-57320-0000000 Amount: \$.70
To : Debt Issuance Costs Acct #3600-410100-58300-0000000 Amount: \$6,581.69

Larger than anticipated debt issuance costs required payment of invoices from project accounts. Need to reclassify the invoice to debt service account once funds are allocated.

Paul Riedi made a motion to approve transfer T20-70 as presented. David Weigert seconded this motion. The vote was 5-0 in favor and this motion carried.

FINANCE OFFICE UPDATE:

Ms. Moore stated that Chapter 11 filing for Hertz has been officially filed and received at the Town Clerk’s office.

Auditors are scheduled for third week in July. They will probably be remote this year and not on site. Policies and controls will be reviewed. Employees will be interviewed and they will look for any areas of weakness. The auditors are scheduled to do final year close out in October 2020.

Salary allocations have been reviewed with the First Selectman and budget information is expected to go out soon to Boards, Departments and Commissions. The budget flyer on the website will also be revised.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

Board of Education Chairperson, Patricia King thanked the Board of Finance for honoring the Board of Education request.

BOARD MEMBER INPUT:

Paul Riedi suggested visiting COVID-19 expenses at a future meeting.

Lori Quagliaroli agreed with Mr. Riedi and suggested that Departments, Boards and Commissions come forward with anticipated COVID-19 expenses. Chairman Boucher and

Board of Education Chairperson, Patricia King agreed to discuss COVID-19 additional expenses expected by the Board of Education at a Board of Finance meeting in August. Lacinda Van Gieson stated possible COVID-19 future expenses need to be a Town-wide effort. She suggested that Emergency Management Director Vic Puia, First Selectman Kervick, Kevin Moriarty and the Board of Education all meet together regarding this issue. It was also suggested that the following also be included: The Police Chief, Public Works Director, Social Services Director, Finance Director, Library Director and the Senior Center Director

Mr Riedi requested information with regards to State funding to the Town.

ADJOURNMENT:

There being no further discussion or information to come before the Board of Finance, a *motion to adjourn was made Paul Riedi and this motion was seconded by David Weigert. The vote was unanimous and this meeting stood adjourned at 9:04 p.m.*

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary

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