Chairman Norman Boucher called the Regular Meeting of Tuesday, March 10, 2020 to order at 6:30 p.m.

MEMBERS IN ATTENDANCE:
Chairman Norman Boucher, Cornelius O’Leary, David Weigert, Michael Ciarcia, Lori Quaglieroli, Paul Riedi and Alternates Mark Whitten and Lacinda VanGieson

MEMBERS ABSENT:
All members were present.

ALSO IN ATTENDANCE:
Finance Director, Amanda Moore
Superintendent of Windsor Locks Public Schools, Shawn Parkhurst
Business Manager, Charmaine Bradshaw-Hill
Board of Education Chairperson, Patricia King

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:
The following Windsor Locks Public School students spoke about positive experiences they received from the STEM program and playing soccer at the Middle School:
Ella Couchon, Ilene Sadowski, Milya Ledoux and Kayla Ledoux

CORRESPONDENCE:
There was no correspondence.

ADDED AGENDA ITEMS:
There were no added agenda items.

SENIOR CENTER BUS TRANSFER:
Paul Riedi made a motion, to add to the motion made at the March 3, 2020 meeting approving transfer T20-40, to recommend that the Board of Selectmen set a Town Meeting to approve the Senior Center Bus Transfer. Cornelius O’Leary seconded this motion. The vote was 6-0 in favor and this motion carried.

BUDGET PREPARATIONS:
   a. Board of Education: Board of Education Chairperson, Patricia King began the Board of Education fiscal year 2020-2021 budget presentation by stating that the Board of Education approved a budget of $32,917,113.00 which represented a 4.9% increase over the 2019-2020 budget. Ms. King stated that 95% of this presented budget accounts for contractual commitments and program operations and 5%
represents non-salary obligations. She also stated that grants presently received may not be available in the future.

Superintendent Parkhurst presented expectations of a Windsor Locks Public School graduate. He pointed out the responsibility of the Board of Education and the Superintendent with regards to adopting a budget. Mr. Parkhurst also spoke about district goals and student enrollment. Enrollment projections showed a slight decrease of approximately ten students for 2020-2021. Special Education enrollment projections show an increase of approximately 22% over five years. Section 504 enrollment shows a 65% increase over five years.

Superintendent Parkhurst stated that the fiscal year 2020-2021 requested budget increased by $1,537,070.00 from the approved fiscal year 2019-2020 budget. Superintendent Parkhurst stated that most of the Board of Education budget consists of program operations and contractual salary obligations. These budget commitments include: Contractual Obligations, Employee Benefits, Insurance, Fixed Costs, and State and Federal Mandates. Superintendent Parkhurst discussed mandates with this board.

Funding costs with regards to Rise Academy was discussed along with the verification of such costs. The Board of Finance was informed that the STEM program which was initially cut from the presented budget was reinstated. Student outplacement costs were discussed. Superintendent Parkhurst explained anticipated budget reductions.

In summary, Superintendent Parkhurst stated that the budget request has been aggressively reviewed to present a conscientious and fiscally responsible prioritized 4.9% request over the fiscal year 2019-2020 expenditures. Nearly all the current proposed increase is dedicated to maintain contractual obligations and unfunded State mandates. Limited budgetary requests support advancement in educational programming for students.

The Board of Education Capital Improvement Priority A discussed requests included:
Elevator Repair at both the High School and Middle School $89,500.00
District Wide Sprinkler System Upgrades $70,000.00
Chromebooks at the Middle School $50,000.00
District Server Upgrades $16,000.00
Auditorium Lighting Upgrades (WLHS) $175,000.00
North Street School Airlocks $25,000.00
District Wide Cameras $114,566.00
Superintendent Parkhurst explained needs for requested Capital Improvement requests in detail.

Other Capital Improvements discussed included North Street Parking Lot Renovations ($3,102,300.00) and Athletic Field Renovations at the High School which will be done in three phases (Renovation of the track, field and lower field, tennis courts $6,686,400.00; Softball and upper field renovations $3,546,200.00; Skate park renovations $178,000.00).

Cornelius O’Leary requested District Reference Group (DRG) information from Superintendent Parkhurst. This information will be forwarded to board members and discussed if necessary.

Paul Riedi requested information with regards to per pupil expenditure calculations. Business Manager Charmaine Bradshaw-Hill stated that calculations are determined by the State and certain items are weighted heavier than others and it is hard to determine actual costs per student.

There was discussion regarding Chromebooks. Superintendent Parkhurst stated that parents are required to insure Chromebooks in case of damage. Lacinda VanGieson inquired if this included insurance against loss. Superintendent Parkhurst will research and forward this information to this board. He also stated that textbooks are gradually being replaced by Chromebooks.

Chairman Boucher inquired about student ranking within the alliance district. Superintendent Parkhurst stated there are 16 different ranking categories and he will forward this information to this board.

Discussion continued with regards to graduation rate, continued learning after graduation, special education tuition revenue and costs, special education graduation statistics, absenteeism and proof of residency procedures. Assistant Superintendent Cournoyer will forward graduation statistics to board members. Lori Quaglieroli also requested early graduation statistics.

Michael Ciarcia inquired about high administration costs in comparison to per pupil spending. He stated that each year, overhead costs in relation to administration seems high. Superintendent Parkhurst stated that this situation is definitely on his radar, however this town is low in this ratio in comparison with DRG. Idle capacity of the High School was also discussed.

There was discussion regarding an increase in natural gas bills. Building Manager Steven Mills stated that buildings are used more now than ever before for non-district
events. Superintendent Parkhurst stated that a building user fee, and a building usage policy is being looked into.

A motion to recess was made at 8:11 p.m. by Lori Quagliaroli. This motion was seconded by Cornelius O’Leary. The vote was 6-0 in favor and this motion carried.

At 8:23 p.m. Paul Riedi moved to end recess and resume this meeting. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.

DISCUSS AND ACT ON PRESENTED BUDGETS:

a. **Revenue:** Cornelius O’Leary stated that the Blight line item should not be decreased as presented and felt that the fiscal year 2019-2020 approved amount was appropriate. Cornelius O’Leary made a motion to increase the fiscal year 2020-2021 presented amount for the Blight line item within Estimated Revenue to $3,000.00. Michael Ciarcia seconded this motion. After discussion, the vote was 6-0 in favor and this motion carried. Totals for Revenue Estimates will be updated and discussed at a future meeting.

b. **Selectman:** After discussion with regards to the need for someone to answer the telephone in the Selectman’s Office on Fridays when the Executive Assistant is on vacation or absent, Michael Ciarcia made a motion to reduce the presented amount in the Salary and Wages Temporary/Replace line item of the First Selectman portion of the Selectman budget to $2,025.00. Paul Riedi seconded this motion. After discussion, the vote was 5 in favor (Ciarcia, Riedi, Quagliaroli, Boucher, O’Leary) and 1 opposed (Weigert). This motion carried. (Total $175,883.00)

After discussion with regards to the addition of a temporary position to help with payroll due to vacations in the Finance Office, Michael Ciarcia moved to remove the Salary and Wages Temporary/Replacement line item, in the amount of $1,890.00, within the Finance section of the Selectman’s budget. Paul Riedi seconded this motion. After discussion, the vote was 6-0 in favor and this motion carried. (Total $271,714.00)

Michael Ciarcia stated that within the Assessor budget, the Professional and Technical Services/Software line item, has is a one-time cost for $5,000.00 and he wanted board members to note that this cost should be removed from the 2021-2022 budget next year. Mark Whitten noted that the Salary and Wages Regular line item was previously updated to $181,458.00. Michael Ciarcia also stated that within the Information and Technology budget, there is a one-time cost of $10,000.00 in the Professional and Technical Services/Software line item that needs to be removed from the 2021-2022 budget next year.

With regards to the Building Official budget, there was discussion regarding the Blight Officer salary and certifications. Michael Ciarcia made a motion to remove the Salary and Wages Part Time/Zoning line item from the Building Official portion of the
Selectman’s budget ($6,552.00). Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.

Cornelius O’Leary moved to decrease the Books and Periodicals line item within the Building Official portion of the Selectman’s budget to $1,250.00. Paul Riedi seconded this motion. After discussion, the vote was 6-0 in favor and this motion carried. (Total $285,774.00)

There was discussion with regards to the new vehicle purchase for the Town Hall and possible repairs. Cornelius O’Leary moved to reduce the Repair and Maintenance/Vehicle line item within the Town Hall section of the Selectman’s budget to $100.00. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried. (Total $171,375.00)

During discussion with regards to the Office of Emergency Management the following changes were made:

Michael Ciarcia moved to decrease the Telephone and Communications line item within the Office of Emergency Management section of the Selectman’s budget to $1,200.00. David Weigert seconded this motion. The vote was 5 in favor (Ciarcia, Quagliaroli, Boucher, O’Leary and Weigert) and 1 opposed (Riedi). This motion carried.

Michael Ciarcia moved to decrease the General Supplies line item within the Office of Emergency Management section of the Selectman’s budget to $400.00. Paul Riedi seconded this motion the vote was 6-0 favor and this motion carried.

Michael Ciarcia moved to decrease the General Supplies/Equipment line item within the Office of Emergency Management section of the Selectman’s budget to $800.00. Lori Quagliaroli seconded this motion. The vote was 6-0 and this motion carried.

Based on historical averages of spending, it was agreed to decrease the Repair and Maintenance line items for Radio Tower and Warning System. Michael Ciarcia moved to reduce the Repair and Maintenance/Radio Tower and Repair and Maintenance/Warning System line items portion of the Office of Emergency Management section of the Selectman’s budget to $1,500.00 each. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried. (Total $29,787.00)

Board members requested information with regards to why there were two Disposal line items listed within the Landfill/Refuse Collection section of the Selectman’s budget. The Finance Director agreed to get clarification.
After verifying calculations, was agreed that the total reduction to the Selectman’s budget was $16,855.00.  *Michael Caircia moved to temporarily approve the fiscal year 2020-2021 Selectman budget at $3,936,455.00.  Paul Riedi seconded this motion.  The vote was 6-0 in favor and this motion carried.*

**TRANSFERS:**
There were no transfers.

**FINANCE OFFICE UPDATES:**
There were no Finance Office updates.

**PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:**
There was no public input.

**BOARD MEMBER INPUT:**
It was agreed to wait before approving the Board of Education budget until DRG information is received and can be looked over by all Board of Finance members.  Paul Riedi felt it is imperative that cost per pupil be determined before the Board of Education budget is approved.

Chairman Boucher initiated discussion about a recycling rebate with regards to Materials Innovations and Authority (MIRA).

There was also discussion about funding study requests and administration salaries with regards to the Board of Education.

**ADJOURNMENT:**
* A motion to adjourn was made by David Weigert and seconded by Michael Ciarcia.  The vote was unanimous and this meeting stood adjourned at 9:51 p.m.*

Respectfully submitted,

Terrie-Ann Becker  
Board of Finance Recording Secretary