

THE TOWN OF WINDSOR LOCKS
BOARD OF FINANCE
50 Church Street, Windsor Locks, Connecticut
Minutes of the March 31, 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 Regular Meeting of Tuesday, March 31, 2020 to order at 6:30 p.m.

MEMBERS IN ATTENDANCE:

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

MEMBERS ABSENT:

All members were present.

ALSO ATTENDING REMOTELY:

Finance Director, Amanda Moore

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

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

There was no public input.

CORRESPONDENCE:

Chairman Boucher stated correspondence was received from Board of Education Superintendent Shawn Parkhurst regarding per pupil expenditure calculations. (District Reference Group -DRG-Information)

ADDED AGENDA ITEMS:

There were no added agenda items.

MINUTES OF PREVIOUS MEETINGS APPROVAL: March 10, 2020

After discussing the Minutes of March 10, 2020 for agenda item listed as: “*Board Member Input*”, it was brought to this board’s attention that the word “*Recycling*” was omitted during referral of Materials Innovation **Recycling** Authority. Minutes were amended to read “*Chairman Boucher initiated a discussion about a recycling rebate with regards to Materials Innovations Recycling Authority (MIRA)*”. **Cornelius O’Leary made a motion to accept the Minutes of March 10, 2020 as amended. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.**

March 11, 2020

Lori Quagliaroli made a motion to accept the Minutes of March 11, 2020 as written. Michael Ciarcia seconded this motion. The vote was 6-0 in favor and this motion carried.

March 25, 2020

David Weigert made a motion to accept the Minutes of March 25, 2020 as written. Cornelius O'Leary seconded this motion. The vote was 6-0 in favor and this motion carried.

TIF DISCUSSION:

Ms. Moore discussed revisions made to the TIF Revenue Policy Draft as suggested by Board of Finance members during previous meeting of March 11, 2020. After discussion, *Michael Ciarcia moved to approve the TIF Revenue Policy Draft as presented and to send to the Board of Selectmen for approval. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.*

DISCUSS AND ACT UPON PREVIOUSLY PRESENTED BUDGETS:

Board of Finance members discussed mandatory increases within the Board of Education budget which cannot be changed. These items included: Insurance costs, special education costs and mandatory salary increases. Paul Riedi presented information with regards to statistics sent to the Board of Finance from the Board of Education covering student performance and per student costs in comparison to other districts within the State of Connecticut. These statistics showed that the Town of Windsor Locks rated above the median in comparison to other towns within the State. Median income amount per family with regards to each town was not included in statistic calculations.

Town budget mill rate calculations were observed using different budget scenarios with regards to the Board of Education requested fiscal year 2020-2021 budget. There was lengthily discussion regarding the requested budget increases to the Board of Education and necessary costs for the Town. There was also discussion with regards to Grand List per capita and per student cost ratios.

This board continued discussion with regards to the current unemployment situation caused by the covid-19 pandemic. It was agreed that based on such situations, every effort should be taken to keep the tax rate constant with the current tax rate. *Lori Quagliaroli made a motion to temporarily approve the fiscal year 2020-2021 Board of Education budget remaining constant with the same amount as the fiscal year 2019-2020 approved budget amount of \$32,380.043.48. Paul Riedi seconded this motion.* During discussion, David Weigert and Mark Whitten stated they could not support this motion due to uncontrollable increases in insurance, special education and salary costs. There was discussion with regards to transportation increases of approximately 10% within the Board of Education budget and verification was requested. Cornelius O'Leary stated that it is not realistic to hold the Board of Education budget at a zero increase when other budgets had been temporarily approved with increases. It was agreed that

the Board of Education can address and review the temporarily approved budget during the appeal process. ***The vote was three in favor (3-Michael Ciarcia, Lori Quagliaroli and Paul Riedi) in favor and two opposed (2-Cornelius O’Leary and David Weigert). This motion carried.***

At this point Board of Finance members observed temporarily approved fiscal year 2019-2020 budget calculations to see what the mill rate would be by leaving the Board of Education budget the same as last year. Mill rate figure calculated out just .95% less from the current year mill rate.

There was lengthily discussion with regards to non-union salary increases and the current economic environment. ***Michael Ciarcia move to temporarily approve fiscal year 2020-2021 non-union budget with a zero percent increase. Paul Riedi seconded this motion.*** Ms. Moore stated that there are some employees that would have to be considered for minimum wage increases. There was also discussion with regards to increases already approved for the Assistant to the Senior Center Director and the Assistant to the Park and Recreation Director. After this discussion, ***Michael Ciarcia amended his previous motion: To temporarily approve fiscal year 2020-2021 non-union budget with a zero percent increase except for any increase associated with a minimum wage increase and except for increases previously approved for the Assistant to the Senior Center Director and the Assistant to the Park and Recreation Director. Paul Riedi seconded amended motion. The vote was three in favor (3-Michael Ciarcia, Lori Quagliaroli and Paul Riedi) and two opposed (2-David Weigert and Cornelius O’Leary). This motion carried.***

The next item discussed with regards to the fiscal year the 2020-2021 budget was Capitals. Ms Moore explained Local Capital Improvement Projects (LOCIP) requirement guidelines and what requested projects may qualify. There was also discussion as to whether roadway projects should be paid utilizing debt or as “pay as you go”. After lengthily deliberation with regards to Capital funding, Mr. Riedi requested this item be tabled until next meeting (Wednesday, April 1, 2020) as he wanted to present alternate options to fund the roadway projects.

There was discussion with regards to repair cost funding for the barn at Nodeen Reed (Total \$480,000-It was agreed to fund \$200,000). Lori Quagliaroli and Lacinda VanGieson stated they will find pertinent paperwork which may state maintenance requirements. Lori Quagliaroli requested that Ms. Moore reach out to James Roche to verify information regarding Noden Reed barn repair needs and approximate costs.

(Capital request items have been previously temporarily approved.)

TRANSFERS:

There were no transfers.

FINANCE OFFICE UPDATE:

Ms. Moore stated that she reached out to the Board of Selectmen regarding the TIF budget and is waiting response.

Ms. Moore stated she anticipates presenting a transfer for debt issuance costs and that expenses should be reclassified.

Ms. Moore stated she met with the Emergency Management Director. She said that in the Town Charter, up to \$25,000 can be utilized for expenses during emergency situations. She stated that departments may be spending out of certain line items so that they can better quantify that each expense was in fact needed for the Covid -19 epidemic. Ms. Moore asked this board for their thoughts as this protocol would create overspending in some accounts which would require transfers at a later date. A percentage of cost reimbursement for Covid-19 expenses may be available. It was suggested that a specific individual monitor Covid-19 expenses.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

Margaret Byrne offered public input.
Patricia King offered public input.

BOARD MEMBER INPUT:

There was no board member input.

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 seconded by Lori Quagliaroli*. The vote was unanimous and this meeting stood adjourned at 8:33 p.m.

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary