

BOARD OF FINANCE
THE TOWN OF WINDSOR LOCKS
50 Church Street, Windsor Locks, Connecticut 06096
Minutes of the May 26, 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, May 26, 2020 to order at 6:30 p.m.

BOARD OF FINANCE MEMBERS PRESENT AND ATTENDING REMOTELY:

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

BOARD OF FINANCE MEMBERS ABSENT:

All members joined this meeting.

ALSO ATTENDING REMOTELY:

Amanda Moore, Finance Director
Ann Marie Claffey, Senior Center Director
Peter Juszczynski, Tax Collector
J. Christopher Kervick, First Selectman
Vic Puia, Director of Emergency Management

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

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

Public input was offered by Mr. William Rousseau, 407 Elmwood Drive.

CORRESPONDENCE:

Correspondence was received from First Selectman J. Christopher Kervick with regards to job description of the Finance Director.

ADDED AGENDA ITEMS:

Michael Ciarcia inquired about the next steps needed to adopt the fiscal year 2020-2021 Town of Windsor Locks budget. First Selectman J. Christopher Kervick responded to Mr. Ciarcia’s request by stating that following the latest revision of the Governor’s Executive Orders, the Board of Selectman shall identify a budget making authority within the Town and this Town budget making authority will adopt the Town budget for this upcoming fiscal year. (2020-2021) First Selectman Kervick stated that the Board of Selectman designated the Board of Finance as the Town’s budget making authority. This now gives the Board of Finance the authority to adopt

the fiscal year 2020-2021 Town budget. *Michael Ciarcia made a motion to add to tonight's agenda (Tuesday, May 26, 2020), "Discussion and Approval of the Fiscal Year 2020-2021 Town of Windsor Locks Budget." Cornelius O'Leary seconded this motion. Without discussion, this motion passed with unanimous voice vote and this item was added to the agenda.*

APPROVAL OF APRIL 28, 2020 REGULAR MEETING MINUTES:

Cornelius O'Leary moved to approve the May 12, 2020 Regular Meeting Minutes as written. Michael Ciarcia seconded this motion. The vote was 6-0 in favor and this motion carried.

STATE OFFICE OF POLICY MANAGEMENT CORRESPONDENCE (Tier Funding)

Ms. Moore explained and discussed an email received from the State Office of Policy Management. This email included tier status of municipalities. She explained the process and stated that it is not beneficial to be included on this list and that Windsor Locks is not designated or listed. Ms. Moore will forward information from CCMC which basically describes the creation of the boards and their function and gives further explanation of this report. After discussion this item was tabled and will be further discussed at the next Board of Finance meeting. (June 9, 2020).

YEAR END EXPENSE PROJECTIONS/COVID-19 EXPENSE UPDATE:

Updates were given by Ms. Moore regarding the balance of COVID-19 expenses and stated there is approximately a \$4,000.00 balance remaining in this account. Emergency Management Director Vic Puia explained how emergency funding is acquired. He spoke of a term called "donated resources" and defined it as payment due to certified (and other workers possibly brought in to help) individuals for work performed when an emergency lasts over a two-hour period. Mr. Puia explained previous emergency situations and the history of why such an ordinance was established. He stated per Town Charter, (section 807) *"If a declaration of public emergency is in accordance with section 406, the Board of Finance or Town Meeting shall make the appropriation to meet the emergency not to exceed the amount of \$25,000.00."*

Mr. Puia stated that FEMA declarations will be filed and expects 75% of COVID-19 emergency expenses to be reimbursed and that the Town will be responsible for the remaining 25%. Mr. Puia stated that he believes if an emergency goes beyond this fiscal year and continues into fiscal year 2020-2021, another \$25,000.00 for emergency funding may be available.

Mr. Puia stated that current expenses for donated resources is approximately (\$25.00/hour) \$11,000.00 which has not been paid out yet. This figure is as of Friday, May 22, 2020. He estimates that emergency spending for COVID-19 testing during next five weeks (one week in May and four weeks in June) could be approximately another \$6,000.00 for donated resource expenses. Mr. Puia suggested payment be made monthly to these individuals with payment for June being in July 2020. He also expects that emergency costs will continue well into the upcoming fiscal year.

Mr. Puia discussed the purchase of electro-static sprayers for the Town. He stated expenses for each machine can range from \$800.00 to \$1,500.00. Mr. Puia stated that the Board of Education has purchased one machine and plans to purchase three more so that there will be one machine in each school. Mr. Puia will speak to Public Works Director, Phil Sissick to determine how many machines may be needed for the Town. It was suggested that there be one machine each for the Town Hall, Senior Center, Library and the Police and Fire Department. Mr. Puia stated that there is no determination when this situation will end and if it will return and stated that he is ordering materials now to be prepared for the future. He brought this information forward to the Board of Finance so that they are aware of how much has been spent by his department so far and also to inform this board as to possible expenses anticipated for the future. Mr. Puia suggested adding \$25,000.00 to the next fiscal year budget for COVID-19 emergency expenses.

Ms. Moore stated that the Town Attorney has been notified to clarify emergency funding with regards to the Town Charter.

Ms. Moore explained possible upcoming COVID-19 expenses with regards to the Board of Education and the Senior Center, particularly requirements for the Senior Center vehicles. She suggested that the Board of Finance appropriate funding from Fund Balance for the current fiscal year to cover what the remainder of spending will be. (Expectation is \$15,000-\$20,000 in additional appropriation) There was discussion centered around other funding options and upcoming changes that will be required for offices, departments and mandated procedures.

Mr. Puia gave statistics for the Town of Windsor Locks stating that as of this date, there have been 109 positive COVID-19 cases and 23 deaths due to COVID-19. He stated that 170 individuals were tested last Friday (May 22, 2020). First Selectman Kervick stated that it is recommended testing be continued and to anticipate future additional expenses to be associated with it.

Ms Moore recommended that \$20,000.00 be transferred from Fund Balance before June 30, 2020 and appropriated to cover COVID-19 emergency expenses for the remainder of the 2020-2021 fiscal year. This appropriation would have to go to the Board of Selectmen for approval.

Balance of the Contingency account was discussed with regards to funding current COVID-19 expenses. Ms. Moore stated the current balance in the Contingency line item account is about \$2000.00.

Lori Quagliaroli made a motion to transfer \$20,000.00 from the Fund Balance line item for funding of COVID-19 emergency expenses and send to the Board of Selectmen for approval. Michael Ciarcia seconded this motion. Discussion centered around different alternative ways of funding COVID-19 emergency expenses and whether to wait until closer to the end of the fiscal year to see if there will be remaining funds left in department accounts that could be used. Ms. Moore stated that she did not feel optimistic that there would be a large of amount of funds available and informed the Board of Finance members that the Town Hall has been open during

the pandemic and still has other expenses. After this discussion, *the vote was 6-0 in favor and this motion carried.*

DISCUSSION REGARDING COVID-19 EXPENSES FOR FISCAL YEAR 2020-2021:

Chairman Boucher discussed possible future COVID-19 situations with regards to the Board of Education. Discussion included possible future mandates regarding school buildings and student transportation and how this pandemic situation may increase future expenses.

Senior Center Director, Ann Marie Claffey stated that possible increase in funding may be needed with regards to addition of special equipment to the Senior Center vehicles. She stated that buses (4 buses) will need to be out-fitted with shields around the drivers and in front of each seat. Ms. Claffey is still waiting for further information with regards to requirements (COVID-19) for the Senior Center building. This information will be forwarded when it becomes available.

DISCUSSION REGARDING JOB DESCRIPTION AND DUTIES OF FINANCE DIRECTOR WITH REGARDS TO EMAIL RECEIVED FROM FIRST SELECTMAN:

Chairman Boucher stated that this situation has been taken care of and the Finance Director will continue to attend Board of Finance meetings.

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

Mr. Ciarcia strongly suggested that when the Board of Finance takes action to adopt the presented Town budget, that it be done at a future meeting when it is actually listed on the agenda for public notification. All Board of Finance members agreed. This item was tabled until the next Board of Finance meeting to be held on June 9, 2020.

TRANSFERS:

T20-57

This transfer was submitted by the Tax Collector:

From: Professional & Technical Services/Legal	Acct #413500-53025	Amount: \$700.00
To : Postage	Acct #413500-55301	Amount: \$700.00

Tax Collector Peter Juszczynski stated that this transfer is due to a change in policy with the tax bill vendor, Quality Data Service (QDS). They are requiring that postage is prepaid for the July 2020 tax bills. Due to the large balance of unexpended legal fees, his office is in a good position to transition and start prepaying postage. The 2020-2021 budget has funds budgeted for tax bill postage but this amount will be used next fiscal year to prepay the July 2021 tax bills. Mr. Juszczynski also reminded this board that the legal expense line was reduced by \$10,000.00 for the 2020-2021 budget to bring it in line with the amount spent during the 2019-2020 fiscal year. *Paul Riedi made a motion to approve transfer T20-57 as presented. Cornelius O'Leary seconded this motion. The vote was 6-0 in favor and this motion carried.*

T20-58

This transfer was submitted by the Inland/Wetland Watercourses Commission:

From: Contingency Acct #1005-41000-9800-0000-980000-59600-0000000 Amount: \$872.00

To : Advertising Acct #1005-41000-4163-0000-416300-55400-0000000 Amount: \$872.00

This transfer is for legal notices as required by CGS 8-7d, Notice of Public Hearings cost approximately \$330.00 per application. Each application requires two Public Hearing notices and one legal result notice.

Based on recent Journal Inquirer bills: Public Hearing Notices (2) \$200.00- \$230.00

Legal Result Notice (1) \$100.00-\$115.00

Further anticipated Inland Wetland/Watercourses Commission costs include:

Current Journal Inquirer Bill Due: \$97.00; Text Amendment Public Hearing notice for March 6, 2020 hearing: \$115.00; One additional application: \$660.00. ***Cornelius O'Leary moved to approve transfer T20-58 as presented. David Weigert seconded this motion.*** After brief discussion, ***the vote was 6-0 in favor and this motion passed.***

FINANCE OFFICE UPDATE;

Ms. Moore discussed tax deferral with regards to interest option. Per Executive Order 7S, mandates that all towns adopt an option to defer the deadline for tax payments. One option defers tax payments by 90 days to October 1, 2020. A second adoption was a relief in interest rates. At a recent Board of Selectmen meeting, the Selectmen voted to defer the deadline for tax payments 90 days. Tax payments will be due October 1, 2020.

Ms. Moore was informed by the Tax Collector that one of the Town's largest taxpayers will be filing for Chapter 11. This could possibly affect revenue receipts. This situation will be followed up during the first meeting in June to see if this situation could have an impact upon the proposed mill rate for 2020-2021.

Ms. Moore confirmed with the Board of Finance members that they have been appointed the budget making authority for the approval of the fiscal year 2020-2021 Town of Windsor Locks budget as approved by the Board of Selectmen.

Ms. Moore stated that she will be meeting with the Human Resources Director and the Board of Education with regards to benefits and this item will be discussed at the next Board of Finance meeting on June 9, 2020.

The conference which the Finance Director attends each year is being held electronically. One segment Ms. Moore participated in was about "*Participation Budgeting*". Ms. Moore explained this process and asked board members if they were open to a presentation from other towns that participate in this process. Chairman Boucher stated this suggestion item could be added to a future agenda possibly in the fall.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

Public input was offered by Mr. William Rousseau, 407 Elmwood Drive.

Public input was also offered by Kristy Hunter Recording Secretary for BAA/Deputy Town Assessor (non-town resident)

BOARD MEMBER INPUT:

Mark Whitten suggested a public notice in the newspaper with regards to the budget vote so that individuals have the opportunity to participate. Recording Secretary, Terrie Becker will work with the Finance Director, Amanda Moore to get this information published.

Chairman Boucher stated that the Town Hall has been open during the COVID-19 pandemic situation and that a large majority of Town Hall workers during this time are non-union. Some Board of Finance members were unaware the Town Hall had been open.

Lori Quagliaroli stated that each position should have updated job descriptions. Chairman Boucher stated that the Selectmen plan to discuss this subject with the Human Resources Director to have job descriptions updated. There was further discussion with regards to the First Selectman getting more involved in this process.

Lori Quagliaroli also suggested a policy be implemented for Town employees working from home to protect the Town. Lacinda VanGieson supported this suggestion.

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 David Weigert. The vote was unanimous and this meeting stood adjourned at 8:33 p.m.*

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary