

THE TOWN OF WINDSOR LOCKS
BOARD OF FINANCE
Minutes of the April 1, 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 Wednesday, April 1, 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 Alternate and Lacinda VanGieson
Alternate Mark Whitten joined this meeting at 6:33 p.m.

MEMBERS ABSENT:

All members were present.

ALSO ATTENDING REMOTELY:

Finance Director, Amanda Moore
Superintendent Shawn Parkhurst, Windsor Locks Public Schools.

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:

Correspondence Executive Order 7A regarding Board of Education funding and continuation of funding was received. Correspondence was also received from the Connecticut Conference of Municipalities (CCM) with notification of a Special Meeting for the State Bond Commission to be held on April 8, 2020 at 1:00 p.m. This meeting will be held via teleconference.

ADDED AGENDA ITEMS:

Chairman Boucher stated that there was an error in the typing of the March 4, 2020 minutes and the meeting minute approval needed to be amended. The Recording Secretary mistakenly typed “*Minutes of Previous Meeting Approval*” dates as March 3, 2020 and March 4, 2020 when in fact the minute dates that were approved for that night were February 25, 2020 and February 26, 2020. A motion was needed to correct that error. *Lori Quagliaroli moved to amend the motion approving the Minutes of March 4, 2020 to read for the agenda item “Minutes of Previous Meeting Approval” that the dates listed as March 3, 2020 and March 4, 2020 for approval should have been listed as February 25, 2020 and February 26, 2020. Cornelius O’Leary seconded this motion. The vote was 6-0 in favor and this motion carried.*

DISCUSSION WITH THE BOARD OF EDUCATION REGARDING FACILITIES UPGRADE FUNDING:

Superintendent Shawn Parkhurst spoke about the need to update a previous completed facilities study. He recommended this study be updated by the same company who performed the previous study. He also requested funding for a student enrollment study. The ten-year student enrollment study would cost approximately \$5,000.00. To update the facilities study, the cost would be approximately \$13,300.00. The time frame for the facilities study would be about 6 to 8 weeks from start to finish. There may be some delay as school buildings are currently closed due to the Covid-19 pandemic. Funding options totaling \$18,300.00 was discussed along with how to proceed with town meetings. (Due to current Covid-19 situation.) Ms. Moore suggested funding for the first half of requested studies and asking consultants if they would accept pending payment for the remainder. Superintendent Parkhurst was in agreement with this suggestion. If this option is not acceptable to the consultants, Ms. Moore suggested the Board of Education fund approximately \$9,000.00. ***Cornelius O’Leary made a motion to move \$9,300.00 from the Contingency Fund to the Professional and Technical Consultant line item for the Board of Finance. Michael Ciarcia seconded this motion.*** During discussion and to clarify, Chairman Boucher stated that he had requested that the facilities study be done and First Selectman Kervick had requested that the student enrollment study be done to make sure that the educational buildings would be able to accommodate student future enrollment. Superintendent Parkhurst stated that the advantage for such study is that town buildings could also be looked at along with school buildings to see if there could be potentially other uses for buildings should the enrollment and facilities studies show that there may be a more efficient way to utilize space (whether it be for schools or for town use). After discussion, ***the vote was 6-0 in favor and this motion carried.***

DISCUSS AND ACT UPON PREVIOUSLY PRESENTED BUDGETS:

It was agreed by this board that insurance broker Chris Monroe would be invited to the next Board of Finance meeting on April 7, 2020 to discuss advantages of using an outsource pharmacy. It was suggested that the budget process be postponed due to the Covid-19 pandemic situation. Members discussed this topic in detail and continued to go forward and attempt to temporarily approve the fiscal year 2020-2021 budget as scheduled.

Paul Riedi presented a historical spreadsheet of yearly General Fund balances going back to 2007. Spreadsheet information included: Undesignated Fund Balance, Actual full year spend for the Town and Calculations of percentages of the spend - Then based on a given percentage, what remaining funds would be available. There was lengthily discussion with regards to using Fund Balance and what the percentage of the spend should be. Ms. Moore cautioned about drawing down the Fund balance a large amount all at one time.

Discussion continued regarding roadway projects and possible funding options which included using funds from the General Fund, the possibility of lowering medical insurance funding

contributions and using funds from Town Aid Roads (TAR). These funding options were considered in an attempt to keep the mill rate for the 2020-2021 fiscal year budget the same as the current year.

Paul Riedi presented a spreadsheet with regards to historical medical insurance expenses. Ms. Moore recommended medical insurance contribution amounts for the Board of Education and the Town.

Cornelius O'Leary voiced concern with regards to lowering medical insurance contributions due to the current pandemic environment.

Michael Ciarcia stated that road repairs amounted to just under 1.4M, (Drainage/Flood and Erosion Control-\$717,764 and Reclaiming and Paving-\$661,978) and suggested that this amount be funded by not going into debt and without a tax increase. Mr. Ciarcia made a proposal to fund part of the roadway project (\$850,000-from undesignated fund balance; \$150,000 from TAR; and approximately \$390,000 may be funded "due to favorable variance")

There was discussion with regards to WPCA Sewer Fund Reserve Funds contributing to help cover some Sanitary Sewer Installation/Replacement expenses. Cost sharing for sewers was considered as an option for the next fiscal year preparations (2021-2022) however, it was noted that the Board of Finance does not have authority over WPCA budget spending.

After continued deliberation, this board continued to calculate and finalize a fiscal year 2020-2021 budget making every effort to come up with a proposed figure that remained somewhat constant with the current year mill rate. ***Michael Ciarcia made a motion to temporarily approve the overall fiscal year 2020-2021 budget at \$51,019,577.00 as presented with a proposed mill rate of 25.83. Cornelius O'Leary seconded this motion.*** During discussion each Board of Finance member voiced their opinion with regards to the proposed budget. David Wiegert requested verification to explain differences in costs per student and the momentum which the Chairperson from the Board of Education spoke of last evening (March 31, 2020) during Public Input. Chairman Boucher requested that Board of Finance members email any questions they may have pertaining to the Board of Education to him and he will forward the questions to Superintendent Parkhurst and Chairperson Patricia King. After discussion regarding the proposed budget, ***the vote was unanimous 6-0 and this motion carried.***

Ms Moore stated that all temporarily approved budgets will go out to all Departments, Boards and Commissions. Appeals will be heard on April 14, 2020.

TRANSFERS:

There were no transfers.

FINANCE OFFICE UPDATE:

In response to Mr. Ciarcia's question during last evening's meeting (March 31, 2020) regarding monitoring of Covid-19 expenses, Ms. Moore spoke to First Selectman Kervick who will check the Town Charter for direction. It was suggested that a temporary department with a budget of \$25,000.00 be made for Covid-19 expenditures with budget line items. There was discussion as to whether funds should come from Contingency or the Fund Balance.

Ms. Moore also stated that a solution to the Town Meeting process is being discussed.

Ms. Moore also stated that the TIF budget will be discussed at the Board of Selectmen meeting being held on Tuesday, April 7, 2020 and the Selectmen plan to join the Board of Finance meeting following the Board of Selectmen meeting.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

Margaret Byrne offered public input.
Steven Mills 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 David Weigert and seconded by Paul Riedi. The vote was unanimous and this meeting stood adjourned at 8:56 p.m.*

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary