

**BOARD OF FINANCE  
THE TOWN OF WINDSOR LOCKS  
50 Church Street, Windsor Locks, Connecticut 06096  
Minutes of the October 13, 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 Zoom teleconferencing.

Chairman Norman Boucher called the Board of Finance Regular Meeting of Tuesday, October 13, 2020 to order at 6:30 p.m.

**BOARD OF FINANCE MEMBERS PRESENT AND ATTENDING REMOTELY:**

Chairman Norman Boucher, Cornelius O’Leary, Michael Ciarcia, David Weigert, Lori Quagliaroli, Alternates Mark Whitten and Lacinda Van Gieson

Alternate Mark Whitten voted for Cornelius O’Leary until Mr. O’Leary joined this meeting at 6:42 p.m.

**BOARD OF FINANCE MEMBERS ABSENT:**

Paul Riedi was absent for this meeting.  
Lacinda VanGieson voted for Mr. Riedi in his absence.

**ALSO ATTENDING REMOTELY:**

Finance Director, Amanda Moore; Emergency Management Director, Vic Puia; Public Works Director, Philip Sissick; Board of Education Chairperson, Patricia King; Windsor Locks Public Schools Superintendent, Shawn Parkhurst and Police Chief, Eric Osanitsch

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

**PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:**

There was no public input.

**CORRESPONDENCE:**

Chairman Norman Boucher received correspondence from the Chairman of the Senior Center Study Committee, Mike Rosadini and First Selectman, J. Christopher Kervick with regards to requesting a transfer of \$400.00 to cover Recording Secretary costs.

Correspondence was also received from Emergency Management Director Vic Puia with regards to COVID-19 and Storm Isaias expenses.

Public Works Director Philip Sissick submitted correspondence with regards to Town Fuel Purchase Practice.

Revenue and Expense spreadsheets and Transfer request forms were received by Finance Director Amanda Moore.

**ADDED AGENDA ITEMS:**

*Michael Ciarcia made a motion to add “Senior Center Transfer Request for Recording Secretary” to the agenda as item 9a. Mark Whitten seconded this motion. All were in favor and this motion carried.*

**MINUTES OF PREVIOUS MEETING APPROVAL: September 8, 2020**

*Michael Ciarcia made a motion to approve the Minutes of September 8, 2020 as written. Mark Whitten seconded this motion. All were in favor and this motion carried.*

**EMERGENCY MANAGEMENT, COVID/ISAIAS EXPENSES:**

Emergency Management Director, Vic Puia presented expenses for COVID-19 and Storm Isaias. Mr. Puia stated that there was originally \$45,000.00 allocated for COVID-19 pandemic expenses. Total Town expenses beginning in February 2020 through June 30, 2020 for PPE, equipment and salaries totaled \$44,370.00. The amount approved by FEMA for reimbursement was \$23,043.00. Items such as plexiglass, wipes and laptop computers were not approved for reimbursement. Mr. Puia stated he expects 75% of the approved FEMA amount to be reimbursed. For the time period between February 2020 through June 30, 2020, total expected reimbursement amount from FEMA will be approximately \$17,282.00 and total expenses for the Town will be approximately \$27,088.00.

Mr. Puia stated that the State has a COVID Relief Fund (CRF) which may cover some expenses that will not be reimbursed by FEMA. He stated that the CRF program may reimburse the remaining twenty-five percent of what FEMA did not reimburse and may give reimbursement for items that FEMA did not approve.

Mr. Puia also presented COVID-19 expenses from July 1, 2020 through October 6, 2020. He stated that there is presently a balance of \$22,954.00 remaining from the amount allocated of \$30,000.00. Total spent on PPE, equipment and salaries was \$4,189.00 (OEM). The amount approved by FEMA is expected to be \$3,181.00 with a 75% reimbursement amount of \$2,386.00. Mr. Puia stated that no application for reimbursement has been made at this time as he is still waiting for FEMA instruction to do so.

Mr. Puia presented a financial report with regards to Storm Isaias expenses. There were no funds provided by the Town and expenses totaled \$82,452.00 (Expenses were as follows: Public Works-\$29,550.00; Board of Education-\$52,052.00; and Office of Emergency Management \$850.00). The amount expected to be reimbursed by FEMA is \$61,839.00 and the amount expected to be paid by the Town is \$20,613.00.

Michael Ciarcia inquired about storm expenses with regards to salaries and already budgeted expenses within the fiscal year 2021 budget. There was discussion as to whether or not regularly

scheduled hours and overtime expense already budgeted for in fiscal year 2021 should absorb part of the storm clean-up expense.

Superintendent Shawn Parkhurst stated that a fence was damaged at the Windsor Locks High School due to the storm. He stated that Evergreen Tree Service was used to clean fallen trees at the Windsor Locks Middle School, Windsor Locks High School and North Street School. The most significant damage was at the Windsor Locks High School. Superintendent Parkhurst stated there is \$15,000.00 allocated in the fiscal year 2021 Board of Education budget for storm clean up.

Public Works Director, Philip Sissick stated that a lot of the storm clean-up work was done “in house” and there was an expense of about \$6,000.00 for hired contract work for tree clean-up. He stated that most of the over-time expense was due to loss of power at WPCA. (Separate budget). There was lengthily discussion as to whether or not regular hours worked while performing storm related clean-up would be reimbursed by FEMA or not.

Chairman Boucher asked Superintendent Parkhurst and Public Works Director, Mr. Sissick what costs related the storm would have been covered over the normal costs within the fiscal year 2021 budget. Mr. Sissick stated that all costs related to the storm would be covered under the fiscal year 2021 budget (except brush removal) and that the reason storm expenses are listed out separately is for FEMA reimbursement.

Michael Ciarcia requested that someone look into whether or not salary hours used for storm cleanup are reflected in the Board of Education figure to be submitted to FEMA for reimbursement approval. Superintendent Parkhurst stated that the figures he has for storm related issues was approximately \$62,000.00 and requested information presented by Mr. Puia for figure comparison.

**TOWN FUEL PURCHASE PRACTICE:**

Public Works Director, Philip Sissick stated that the Town contracts for both diesel fuel and gasoline. (Cost and usage are estimated for Public Works, Ambulance, Fire Department, Building Department and Senior Center) On June 3, 2020 the Board of Education emailed Public Works with notification stating they did not want to be included in the fuel contract any longer. In July 2020, 24,000 gallons of diesel fuel was contracted from East River Energy (\$1.82/gal). Mr. Sissick stated that when the amount of diesel fuel was contracted for this year it did not include the Board of Education but after the contract was approved, the Board of Education stated they anticipated using the fuel. Mr. Sissick stated that he believed the Board of Education did not want to get locked into a contract, but still wanted to be able to use the Town fuel pumps at Public Works.

Mr. Sissick explained the fuel contract. If the gallon amount contracted for is not met, payment has to be made to East River Energy to hold and store the fuel. If the amount of usage is

exceeded, the price changes to the rate price. The 24,000 currently contracted only includes the Town side of the current budget. Public Works fuel usage for last year decreased, however, Town fuel usage increased. As fuel is used, transfers are made within the departments, and if gallons are exceeded, the extra costs are absorbed by the Town departments sharing this fuel. The Board of Education was not included in the gallon estimate however, is continuing to use the fuel. Typical fuel usage for the Board of Education is approximately 3,000 gallons.

Discussion continued with regards to whether the Board of Education would be responsible to cover any increase in fuel costs and what fuel usage estimates would be. The diesel contract runs July through June and the gasoline contract runs January through December. Superintendent Parkhurst stated that he and Mr. Greg Wiegert were not included in conversations with regards to the fuel contract and that he will be in contact with the new Board of Education Business Manager to find out why the decision was made not to include the Board of Education in the diesel fuel contract.

**BOARD OF EDUCATION REQUEST FOR \$25,000 FOR ARBITRATION:**

Superintendent Parkhurst stated that back in August the Board of Education began negotiations with the Windsor Locks Teacher's Association. Forty-one demands were made by the Windsor Locks Teacher's Association. Demands included items such as paying for part of teachers' internet bills, allowing teachers to teach from home, childcare and many other concerns. After several negotiations, the list of demands narrowed down to approximately twenty-one items and it was determined that the Board of Education and the Windsor Locks Teacher's Association were not going to reach an agreement through mediation. The next step is arbitration. Superintendent Parkhurst stated that the attorney representing the Board of Education estimates arbitration cost to be \$25,000.00. Superintendent Parkhurst stated there are no funds for this arbitration available in the Board of Education budget and he requested funding approval from the Board of Finance to cover this expense. The first meeting of arbitration is scheduled for Monday, October 19, 2020. (Negotiations are due to change in working conditions due to the COVID-19 pandemic.)

Superintendent Parkhurst also stated there will be a MOU (Memorandum of Understanding) issued. One item of concern is social distance spacing at schools and Superintendent Parkhurst added that a total of eight additional teachers may have to be hired at a cost of approximately \$800,000.00 if this concern is not mutually agreed upon.

Superintendent Parkhurst shared slides showing how the Board of Education has been protecting the health and safety of students and staff during the COVID-19 pandemic on school grounds and buildings. After lengthily discussion, ***Cornelius O'Leary made a motion to transfer \$25,000.00 from Contingency for Board of Education arbitration, to the Legal and Professional Services/Legal line item within the Board of Finance budget, and to send to the Board of Selectmen for approval. Lacinda VanGieson seconded this motion. After discussion, the vote was 6-0 in favor and this motion carried.***

**BOARD OF EDUCATION REQUEST TO RE-APPROPRIATE CAPITAL ACCOUNT FOR TECHNOLOGY:**

Superintendent Parkhurst stated that in the current Board of Education Capital budget, \$50,000.00 was allocated for Student Devices and stated that it should have been listed as Electronic Devices. He stated that these funds need to be reallocated to include staff devices. After further discussion, it was suggested the Capital account be renamed due to the need for electronic upgrades required by teaching staff and because of virtual teaching practices required during the COVID-19 pandemic. After lengthily discussion, *Cornelius O’Leary made a motion to transfer \$50,000.00 from Board of Education Capital Account, 21 MS Chromebooks to a Capital Account to be created for Board of Education Technology Devices and to send this transfer to the Board of Selectmen for approval. David Wiegert seconded this motion. The vote was 6-0 in favor and this motion carried.*

**SENIOR CENTER TRANSFER FOR RECORDING SECRETARY:**

Chairman Mike Rosadini of the Senior Center Study Committee requested additional funds of \$400.00 for Recording Secretary payment for additional future anticipated meetings. After discussion, *David Wiegert made a motion to transfer \$400.00 from Contingency to cover Recording Secretary costs for the continuation of Senior Center Study Committee meetings. Michael Ciarcia seconded this motion. The vote was 6-0 in favor and this motion carried.*

**TRANSFERS:**

**T20-105**

This transfer was submitted by the Police Department:

Chief Eric Ostantich stated the transfers submitted by the Police Department were inter-budget and to close out the 2020 year. He explained transfers and answered questions from the Board of Finance.

From: S & W Dispatch	Acct #420130-51610	Amount: \$13,610.14
To : S & W OT Dispatch	Acct #420130-51630	Amount: \$13,610.14
From: S & W ACO	Acct #420140-51620	Amount: \$16,761.83
EDU Training	420100-53200	Amount: \$ 8,623.23
Prof/Tech	420100-53505	Amount: \$ 11.69
To: S & W Regular/Patrol	Acct #420120-51610	Amount: \$25,396.75

*Cornelius O’Leary made a motion to approve transfer T20-105 as presented. David Wiegert seconded this motion. The vote was 6-0 in favor and this motion carried.*

**T20-106**

This transfer was submitted by the Police Department:

From: S & W PT	Acct #420100-51620	Amount: \$ 612.79
To : Dues and Fees	Acct #420100-58100	Amount: \$ 612.79

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From: General Supplies	Acct #420100-56101	Amount: \$10,429.23
S & W OT	Acct #420100-51630	Amount: \$ 1,087.55
Testing/Per	420100-53072	Amount: \$ 1,901.41
Testing/Equip	420100-53071	Amount: \$ 227.73
To : S & W Reg Admin	Acct #420110-51610	Amount: \$13,645.92
From: Equip/Contract	Acct #420100-54420	Amount: \$16,499.16
Gasoline	420100-56260	Amount: \$ 4,106.21
To : S & W OT Patrol	Acct #420120-51630	Amount: \$20,605.37
From: Detect. Supplies	Acct #420150-56103	Amount: \$ 2,409.01
To : S & W OT Training	Acct #420120-51635	Amount: \$ 2,409.01

***Cornelius O’Leary made a motion to approve transfer T20-106 as presented. David Wiegert seconded this motion. The vote was 6-0 in favor and this motion carried.***

**T20-82**

This transfer was submitted by the Fire Department:

From: Repair & Maintenance	Acct #1005-42000-4203-0000-420300-54300-0000000	Amount: \$ 7,460.00
To : Repair & Maintenance/Veh	Acct #1005-42000-4203-0000-420300-54425-0000000	Amount: \$ 7,460.00

Transfer funds are needed for Repair and Maintenance/Vehicle for \$7,455.16 shortfall for repairs in the FY20 budget. Repairs were made to Tower 1 re: hydraulic pump compensator failure and replacement.

***Cornelius O’Leary made a motion to approve transfer T20-82 as presented. David Wiegert seconded this motion. The vote was 6-0 in favor and this motion carried.***

Cornelius O’Leary suggested a blanket approval of remaining transfers as they were technical adjustments and year end closings. After reviewing and discussing transfers, ***Cornelius O’Leary made a motion to approve presented transfers T20-79 through T20-104, absent T20-82 which was previously approved separately, on the basis that these transfers were technical adjustments. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.***

***Approved transfers were as follows:***

**T20-79**

This transfer was submitted by the Tax Department:

From: Prof & Tech. Serv-Legal	Acct #413500-53025	Amount: \$ 50.00
To : General Supplies-Office	Acct #413500-56101	Amount: \$ 50.00

Needed to purchase a toner for a non-contracted printer.

**T20-83**

This transfer was submitted by Public Works:

From: General Supplies/Street Paint Acct #1005-430120-56103	Amount: \$	40.00
To : Repair & Maint./Sidewalks Acct #1005-430120-56103	Amount: \$	40.00

No description noted.

**T20-87**

This transfer was submitted by Finance for the Selectmen:

From: S & W Temp/Replace Acct #1005-411100-51621	Amount: \$	1,221.00
To : S & W Part-time Acct #1005-411100-51620	Amount: \$	43.00
S & W Regular Acct #1005-411100-51610	Amount: \$	1,178.00

Part-time line is for the Recording Secretary for the Board of Selectmen, paid on a per meeting basis. Budget assumes two meetings will be held per month. Extra meetings were held. Regular line is due to split week payroll for weekending 7/4/2020.

**T20-88**

This transfer was submitted by the Finance Department:

From: Advertising Acct #1005-411100-55400	Amount: \$	2,100.00
S & W Part Time 1005-411120-51620	Amount: \$	2,000.00
General Supplies-CAC 1005-411100-56103	Amount: \$	667.00
To : S & W Regular Acct #1005-411700-51610	Amount: \$	4,767.00

Budgeted salary for union positions (AP and Payroll Clerks) at FY18 rate, due to date of ratification of contract. Additional overage due to split week payroll for week ending 7/4/2020.

**T20-89**

This transfer was submitted by the Finance Department for the Tax Collector:

From: Prof & Tech Serv/Legal Acct #1005-413500-53025	Amount: \$	2,106.00
To : S & W Regular Acct #1005-413500-51610	Amount: \$	2,106.00

From: Ins Other Than Emp. Benef Acct #1005-463000-55200	Amount: \$	33,792.00
To : Prior Year Refunds Acct #1005-413500-58400	Amount: \$	33,792.00

For Salaries: Budgeted salary for union position at FY18 Rate, due to date of ratification of contract. Additional overage die to split week payroll week ending 7/4/2020.

For Prior Year Refunds: Correction to posting error causing overage in account.

**T20-90**

This transfer was submitted by the Finance Department for Human Resources:

From: Advertising Acct #1005-414100-55400	Amount: \$	575.00
To : S & W Regular Acct #1005-414100-51610	Amount: \$	575.00

Due to split week payroll weekending 7/4/2020.

**T20-91**

This transfer was submitted by the Finance Department for IT:

From: Supplies/IT Licensing	Acct #1005-414300-56601	Amount: \$ 223.00
To : Prof & Tech Serv/Software	Acct #1005-414300-53507	Amount: \$ 223.00

Overage due to ADP payroll charges.

**T20-93**

This transfer was submitted by the Finance Department for the Building Department:

From: General Suppllies/Blight	Acct #1005-415730-56103	Amount: \$2,000.00
Edu Training & Prof Dev	1005-415700-53200	Amount: \$1,875.00
Supplies/Maps	1005-415700-56411	Amount: \$ 525.00
S & W Temp/Replace	1005-415720-51621	Amount: \$ 575.00
S & W Temp/Replace	1005-415710-51621	Amount: \$ 425.00
Gasoline	1005-415700-56260	Amount: \$ 199.00
To : S & W Regular	Acct #1005-415700-51610	Amount: \$5,599.00

Budgeted salary for union position at FY18 rate, due to date of ratification of contract.

Additional overage due to split week payroll week ending 7/4/2020.

**T20-94**

This transfer was submitted by the Finance Department for Inland/Wetland and Watercourse Commission:

From: Advertising	Acct #1005-416300-55400	Amount: \$ 236.00
To : S & W Part Time	Acct #1005-416300-51620	Amount: \$ 236.00

Thirteen meetings were held in FY 20, annual budget estimate is for twelve meetings.

**T20-96**

This transfer was submitted by the Finance Department for Town Buildings (Selectmen/DPW):

Town Hall:

From: Electricity	Acct #1005-434010-56220	Amount: \$2,858.00
To : S & W Regular	Acct #1005-434010-51610	Amount: \$2,644.00
S & W Overtime	1005-434010-51630	Amount: \$ 214.00

Senior Center:

From: Rep & Maint/Building	Acct #1005-434030-54301	Amount: \$1,700.00
Electricity	1005-434030-58220	Amount: \$1,294.00
To : S & W Regular	Acct #1005-434020-51610	Amount: \$2,994.00

Safety Complex:

From: Tele & Communications	Acct #1005-434030-55300	Amount: \$3,938.00
To : S & W Regular	Acct #1005-434030-51610	Amount: \$2,644.00
To : S & W Overtime	1005-434030-51630	Amount: \$1,294.00

Budgeted salary for union positions at FY 18 rate, due to date of ratification of contract.

**T20-97**

This transfer was submitted by the Finance Department for Town Buildings (Selectmen/DPW)

From: Repair and Maint.Buildings	Acct #1005-434000-54301	Amount: \$2,998.00
To : Tele & Communications	Acct #1005-434032-55300	Amount: \$ 83.00
Natural Gas	1005-434032-56210	Amount: \$ 102.00
Electricity	1005-434032-56220	Amount: \$ 581.00
Water	1005-434040-54411	Amount: \$ 58.00
Natural Gas	1005-434040-56210	Amount: \$2,174.00

Small balances at ACO facility and PW Garage needing transfer from another department (All Buildings)

**T20-98**

This transfer was submitted by the Finance Department:

From: Employee Benefits/FICA	Acct #1005-461000-52200	Amount: \$8,041.00
To : Employee Benefits/Unempl.	Acct #1005-461000-52600	Amount: \$7,614.00
Employee Benefits/Pension	Acct #1005-461000-52300	Amount: \$ 427.00

The Town of Windsor Locks does not pay for unemployment as a payroll tax, but rather on a case by case basis. Due to COVID-19, there were claims filed for employees of the Town that work for multiple employers, and although their hours at the Town of Windsor Locks may not have been reduced or eliminated, they had a change in hours at their other job. Ms. Moore explained this transfer in detail and stated this situation may be of concern in the future.

**T20-99**

This transfer was submitted by the Finance Department for the Fire Commission:

From: Gen. Supplies/ClothingUniform	Acct #1005-420300-56107	Amount: \$1,298.00
To : S & W Emergency Standby	Acct #1005-420300-51621	Amount: \$1,298.00

The Emergency Standby line is unfunded, but fees are collected from the private entity needing firefighter coverage. The fees charged offset the labor costs expended.

**T20-100**

This transfer was submitted by the Finance Department for the Department of Public Works:

From: S & W Seasonal	Acct #1005-430100-51623	Amount: \$ 487.00
To : S & W Regular	Acct #1005-430100-51610	Amount: \$ 487.00

Budgeted salary for union position at FY18 rate, due to date of ratification of contract.

**T20-101**

This transfer was submitted by the Finance Department for Landfill/Refuse Collection:

From: Yard Waste	Acct #1005-431930-54101	Amount: \$27,673.00
To : Disposal	Acct #1005-431900-54421	Amount: \$10,833.00
To : Recyclables	#1005-431920-54101	Amount: \$16,840.00

From: Disposal	Acct #1005-431930-54421	Amount: \$ 2,000.00
From: MSW Pickup/Refuse	#1005-431910-54101	Amount: \$ 1,309.00

To : Hazardous Waste Day Costs Acct #1005-431940-54101 Amount: \$ 3,309.00  
Realignment of contractual fees for waste disposal after budget was established.

**T20-102**

This transfer was submitted by the Finance Department for CONA:

From: Gasoline	Acct #1005-441700-56260	Amount: \$ 919.00
To : S & W Regular	Acct #1005-441710-51610	Amount: \$ 764.00
To : S & W Part Time	#1005-441730-51620	Amount: \$ 50.00
To : Equipment Contract	#1005-441700-54420	Amount: \$ 105.00

Regular line overage is due to due to split week payroll week ending 7/4/2020. Part time line is due to a data entry error when reclassifying wages from CONA fund. The overage in the equipment contract line is due to a meter reading error by AA that is being credited back in FY 2021.

**T20-103**

This transfer was submitted by the Finance Department for Social Services:

From: Eviction Expenses	Acct #1005-442700-54400	Amount: \$ 476.00
From: S & W Temp/Replacement	#1005-442700-51621	Amount: \$ 300.00
To : S & W Regular	Acct #1005-442700-51610	Amount: \$ 776.00

Budgeted salary for union positions at FY18 rate, due to date of ratification of contract.

**T20-104**

This transfer was submitted by the Park and Recreation Department:

From: General Supplies/Equipment	Acct #1005-450300-56109	Amount: \$ 1,251.00
To : S & W Regular	Acct #1005-450300-51610	Amount: \$ 880.00
To : Water	#1005-450300-54411	Amount: \$ 265.00
To : S & W Period/Basketball	1005-450320-51623	Amount: \$ 106.00

Regular overage due to split week payroll week ending 7/4/2020. Water overage due to excessively dry summer and additional water needs. Basketball overage due to an extra Saturday of work in February 2020. (Five Saturdays instead of four.)

**FINANCE OFFICE UPDATE:**

Ms. Moore stated that the audit team started yesterday (Monday, October 12, 2020) and they were physically on site today (Tuesday, October 13, 2020). The auditors will be physically on site next Thursday (October 22, 2020) at the Board of Education. The new software enables each auditor remote password access to information without relying on Finance Department help. On site audit will begin next week. This audit has been occupying most of the Finance Department time.

Contingency balance was reviewed.

**PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:**

There was no public input.

**BOARD MEMBER INPUT:**

Chairman Boucher spoke of the upcoming fiscal year 2022 budget process and stated that it may be difficult if it has to be done via Zoom. There was discussion with regards to holding in person Board of Finance meetings.

Chairman Boucher stated that Tax Collector, Peter Juszczynski is scheduled to come to a Board of Finance meeting in November.

**ADJOURNMENT:**

There being no further discussion or information to come before the Board of Finance, a *motion to adjourn was made by David Wiegert and this motion was seconded by Cornelius O'Leary. The vote was unanimous and this meeting stood adjourned at 9:01 p.m.*

Respectfully submitted,

Terrie-Ann Becker  
Board of Finance Recording Secretary

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