

**THE TOWN OF WINDSOR LOCKS
BOARD OF FINANCE
50 Church Street, Windsor Locks, Connecticut
Minutes of the Tuesday, February 4, 2020 Regular Meeting**

Chairman Norman Boucher called the Regular Meeting of Tuesday, February 4, 2020 to order at 6:30 p.m.

MEMBERS IN ATTENDANCE:

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

MEMBER ABSENT:

David Weigert

Alternate Mark Whitten voted on behalf of David Weigert

ALSO IN ATTENDANCE:

Amanda Moore, Finance Director

Edward Sabotka, Chairman Holiday Committee

Robert Crochetieri, Chairman Inland/Wetlands Committee

Mickey Danyluck, Chairman and James Roche- Historical Commission

Richard Frawley, Chairman and Rose Horan, Recording Secretary- Conservation Commission

Michael Mannheim, Chairman Economic & Industrial Development Committee

Christopher LaTournes, Town Treasurer

Gloria Malec, Director, James Roche and Mickey Danyluk- Windsor Locks Library

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

There was no public input.

CORRESPONDENCE:

Chairman Boucher received an email stating that Town Treasurer, Mr. LaTournes would be late to this evening’s meeting.

ADDED AGENDA ITEMS:

There were no added agenda items.

MINUTES OF PREVIOUS MEETING APPROVAL: January 28, 2020

Ms. Moore stated that under “*Capital Improvement Advisory Committee (CIAC) Discussion*”, the CIAC presentation of Capitals is on February 12, 2020. CIAC will also be presenting their Operating Budget on that evening.

Paul Riedi stated that under “*Capital Improvement Advisory Committee (CIAC) Discussion*” he suggested that the Board of Finance make decisions regarding Capital Improvement projects at a “*Town level*” not “*Departmental level*”.

Mr. Riedi also stated that under “*Municipal Employee Retirement System (MERS) Update*”, fee structure was not “*discussed*”, text should read: “*information regarding fee structure was requested*”. Mr. Riedi also stated that he also requested information regarding “*change for new employees as opposed to current employees*”. Michael Ciarcia moved to accept the Minutes of January 28, 2020 as amended. Cornelius O’Leary seconded this motion. The vote was 5 in favor (Boucher, Ciarcia, Riedi, Quagliaroli and O’Leary) 0 opposed, and 1 abstained. (Mark Whitten abstained from voting as he was not present at the January 28, 2020 meeting.

BUDGET PRESENTATIONS

- a. **Holiday Committee:** Chairman Edward Sabotka stated that the Holiday Committee has been renamed to the Windsor Locks Veteran’s Council. After explaining the responsibilities of this council, he presented the budget for the Windsor Locks Veteran’s Council (Holiday Committee) at \$3,300.00.
Mark Whitten made a motion to temporarily approve the Windsor Locks Veteran’s Council (Holiday Committee) fiscal year 2020-2021 budget as presented at \$3,300.00. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.
- b. **Inland/Wetlands Committee:** Chairman Robert Crochetieri presented this budget at \$4,031.00. Mr. Crochetieri explained increases to this budget. He stated there is a new Recording Secretary and this committee usually meets one time per month each year. The Education, Training and Professional Development line item increased due to new members needing certification. There is also anticipated cost increases to the Advertising and General Supplies line item.
- c. **Historical Commission:** Chairman Mickey Danyluk presented this budget at \$28,605.00. He explained that the Anniversary line item decreased (by \$900.00) as extra funds were needed last year due to the Ella Grasso celebrations and are no longer needed. Mr. Danyluk explained large requests which included a basement abatement project at the Historic Train Station (\$15,000.00), digitization of Windsor Locks Journals (\$6,800.00), and maintenance and repair for Noden Reed buildings (\$5,000.00). James Roche stated that total repairs for Historical Train Station completion could be approximately \$700,000.
- d. **Conservation Commission:** Chairman Richard Frawley and Recording Secretary Rose Horan presented this budget at \$3,333.00. There was an increase to the Educational Training and Development line item for training of three (3) members (\$65.00 per individual). There are ten (10) meetings per year. Dues/fees are paid to North Central Conservation District

(\$1,100.00 mandatory-Planning and Zoning and Inland/Wetland can also use for testing, ei. soil testing) and the Connecticut Association of Conservation and Inland/Wetlands Commission (\$120.00 which is split with the Inland/Wetlands Commission).

There was discussion with regards to a “Contra” Fund that was donated by Hamilton Standard years ago. Ms. Horan stated there may be \$120.00 available. There was also discussion about the need to purchase a new book to hold meeting minutes. Mr. Frawley thanked Public Works for all their help cleaning and clearing out the Water Works property.

- e. **Economic Industrial Development Committee (EIDC):** Chairman, Michael Mannheim spoke about achievements and sponsored events with regards to the Economic Industrial Development Committee. Mr. Mannheim presented this budget at \$11,494.00. Although this total budget decreased, there was a notable increase in the Dues and Fees line item. A new program called “Survey Monkey” is being used. This program fee is \$384.00 per year. This Committee meets each month except November and December.

- f. **Library:** Library Director, Gloria Malec began the presentation for the Library with a Capital request. She stated that the air-conditioning units (2) are failing due to age. Cooling and ventilation are necessary for the operation of the Library. There were no apparent problems with the air-conditioning units when the boiler was replaced. James Roche verified that the units are failing. He also stated that these units use Freon-22 which is prohibited by the government. The air-conditioning units are twenty (20) years old. After discussion, it was agreed that the air-conditioning units should be replaced as soon as possible. Ms. Malec presented a quote from RZ Design Associates, Inc. for \$56,000.00. Funding of this project was discussed. Ms. Moore will explore possible funding options. The cost for engineering specification for replacement is \$5,000.00. (This figure is included in the \$56,000.00 quote.) It was suggested that the \$5,000.00 be funded from the Selectman’s All Buildings line item and possibly the TIF line item.

Ms. Malec presented the requested Library budget at \$474,231.00, which is a 1.76% increase from last year. There was lengthily discussion regarding utilities. Ms. Malec stated that gas and electricity are the largest portion of the utilities cost, electric costs being the highest. The current level of funding does not support these annual costs. The proposed increase for utilities was 21.95%.

Ms. Malec anticipates cost savings in the Salaries and Wages line due to future retirement of the Adult Services Librarian as a replacement will most likely be hired at a lower rate, however there will be an increase due to mandated minimum wage increase.

Library services and statistics were discussed with regards to surrounding towns. Ms. Malec stated that one third of circulation is from out of town individuals. The Library is open 56 hours per week and the minimum number of staff members at any one time is three (3).

- g. Town Treasurer:*** Town Treasurer, Christopher LaTournes presented the Town Treasurer's budget at \$200.00 which remains unchanged from the previous year. ***Lori Quagliaroli moved to temporarily approve the Town Treasurer fiscal year 2020-2021 budget as presented at \$200.00. Mark Whitten seconded this motion. The vote was 6-0 in favor and this motion carried.***

DISCUSS AND ACT ON PRESENTED BUDGETS:

- a. Windsor Locks Veteran's Council (previously Holiday Committee):*** This budget was previously temporarily approved. Lori Quagliaroli requested information with regards to remaining funds from donations for the John Chapman memorial events of last summer. Ms. Moore will research and forward information to board members in response to Ms. Quagliaroli's request.
- b. Inland/Wetlands Committee:*** After discussion, ***Mark Whitten made a motion to temporarily approve the Inland/Wetlands fiscal year 2020-2021 budget as presented at \$4,031.00. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.***
- c. Historical Commission:*** There was discussion regarding requested funds for an environmental impact study (\$15,000,00). Funding options discussed included funding from the TIF district, and whether or not this study should be a Capital expense. Michael Ciarcia was not opposed to funding for the Noden Reed barn or repairs to the Historical Train Station (totaling \$20,000.00) however, he suggested that costs should be funded from the Selectman's Building Repair line item. He also suggested the microfilm digitalization of the Windsor Locks Journals (\$6,800.00) be further researched to see if prison residents can complete this project as they have done in the past for the Library. After discussion, ***Michael Ciarcia made a motion to temporarily approve the Historical Commission fiscal year 2020-2021 budget at \$1,805.00, removing requested items for Repair and Maintenance/Building***

*(\$5,000.00), Microfilm-Digitize Journal (\$6,800.00) and Environmental Impact Study (\$15, 000.00). Mark Whitten seconded this motion. During discussion, Mr. Whitten wanted to make sure the Selectman's budget is looked at to determine whether or not funds are available for the Repair and Maintenance request and the Environmental Impact Study. Ms. Moore will inform Mr. Danyluk of the possibility of the prison helping to microfilm-digitize the Windsor Locks Journals. **The vote was 6-0 in favor and this motion carried.***

- d. Conservation Commission:** During discussion, it was agreed that the Dues and Fees line item be changed to \$1,160.00. It was also agreed that the record book for minutes be purchased in this (2019-2020) fiscal year. **Mark Whitten made a motion to temporarily approve the Conservation Commission fiscal year 2020-2021 budget at \$3,123.00 on the premise that \$100.00 be spent this year for a recording book for minutes and the dues and fees line item be reduced to \$1,160.00 to account for the dues and fees they currently pay. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.***
- e. Economic Industrial Development Committee:** After discussion with regards to funds requested for the Professional and Technical Service/Consultant line, **Paul Riedi made a motion to temporarily approve the Economic Industrial Development Committee fiscal year 2020-2021 budget as presented at \$11,494.00. Cornelius O'Leary seconded this motion. The vote was 6-0 in favor and this motion carried.***
- f. Town Treasurer:** This budget was previously temporarily approved.*
- g. Library:** After discussion regarding salaries, staffing, library services and non-resident usage, this board agreed to reduce the Salaries and Wages line item by \$3,758.00 which also included a reduction in FICA taxes of \$288.00 for a total reduction of \$4,046.00. This reduction changed the requested 2020-2021 requested budget amount to \$470,185.00. **Michael Ciarcia made a motion to temporarily approve the Library fiscal year 2020-2021 budget at \$470,185.00 which includes reduction in requested salary increases and related payroll taxes. (\$4,046.00). Mark Whitten seconded this motion. The vote was 6-0 in favor and this motion carried.***

TRANSFERS:

There were no transfers.

Ms. Moore stated that Michelle Hill is not available on Tuesday evenings to discuss the transfer that was submitted and tabled requesting further information with regards to the

Veteran's Office but she will arrange for a representative to attend. Ms. Moore stated that most of the items given out at the recent event for the opening of the new Veteran's Office were supplied by volunteers. There is a cost for mailings.

FINANCE OFFICE UPDATE:

Ms. Moore stated she has had conversations with more vendors.

CIAC Capitals and Operating budget will be presented on February 12, 2020.

Ranking for CIAC Five Year Plan has been revised and new spreadsheet was distributed to board members.

Ms. Moore reminded all board members that FOI training will be held on February 20, 2020 at 6:00 p.m.

BOARD MEMBER INPUT:

There was discussion regarding exiting of MERS. Mr. Riedi stated that there is urgency with regards to this issue and it should not be put off any longer. Consultant costs and exit process plan was also discussed. Mr. Riedi suggested having an attorney look into a situation with regards to Thompson. (Town of Thompson's effort to sustain successful arbitration award that allowed Municipal Employees Retirement System (MERS) new hires to be placed in a defined contribution plan.)

AJOURNMENT:

A motion to adjourn was made by Lori Quagliaroli and seconded by Cornelius O'Leary. The vote was unanimous and the meeting stood adjourned at 10:15 p.m.

Respectfully submitted,

Terrie Becker
Recording Secretary