

**THE TOWN OF WINDSOR LOCKS**  
**BOARD OF FINANCE**  
**50 Church Street, Windsor Locks, Connecticut**  
**Minutes of the Wednesday, February 5, 2020 Regular Meeting**

Chairman Norman Boucher called the Regular Meeting of Wednesday, February 5, 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

J. Christopher Kervick, First Selectman

Richard Pease, Chairman-Board of Assessment Appeals

Alan Gannuscio, Chairman-Planning and Zoning Commission

John Ferrari and Rose Horan, Registrar of Voters

David Barum, Judge of Probate

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

There was no public input.

**CORRESPONDENCE:**

Chairman Boucher received correspondence from Paul Harrington. In this correspondence, Mr. Harrington stated that he is in favor of purchasing a new vehicle for Town Hall usage.

**ADDED AGENDA ITEMS:**

Chairman Boucher stated the First Selectman would like to discuss the need for purchase of a new vehicle for necessary Town Hall usage. *Cornelius O’Leary made a motion to add “Discussion with the First Selectman Regarding Town Hall Vehicle Purchase” to the Agenda. Mark Whitten seconded this motion. The vote was 6-0 in favor and this motion carried.*

**DISCUSSION WITH THE FIRST SELECTMAN REGARDING TOWN HALL VEHICLE PURCHASE:**

First Selectman J. Christopher Kervick stated that one of the two Town Hall vehicles can no longer be used due to safety issues. First Selectman Kervick suggested that this vehicle be purchased in the current year. First Selectman Kervick presented a quote using the State Bid Program through a Ford dealer, which represents this program, to the Board of Finance. This vehicle (Ford Escape) would be used by the Assessor’s Office, Blight

Officer, Building Department Office Personnel and for other Town Hall usage. The cost for this vehicle would be \$24,038.00. This vehicle will not be an additional vehicle, but a replacement vehicle. The recommendation from the Board of Selectmen is that this vehicle not be leased but purchased in this fiscal year. A Town Meeting will be held with regards to this vehicle purchase due to the cost.

First Selectman Kervick then presented information of unanticipated income from the Building Inspector with regards to Montgomery Mill.

After lengthily discussion regarding funding for the new vehicle, *Cornelius O'Leary moved to fund a vehicle for Town Hall usage for the amount of \$24,039.00 from the Contingency Fund to a Capital account to be created for a Town Hall vehicle and to recommend to the Board of Selectmen to set a Town Meeting. Lori Quagliaroli seconded this motion.* During discussion, Michael Ciarcia stated that he was not opposed to the purchase of the vehicle, however he questioned the ranking for it within the Capitals requests. *The vote was 5 in favor (Quagliaroli, O'Leary, Whitten, Boucher and Riedi) and 1 opposed (Ciarcia). This motion carried.*

First Selectman Kervick submitted back-up information to the Board of Finance to justify a 2020-2021 EIDC Capital Request.

#### **BUDGET PRESENTATIONS:**

- a. Board of Assessment Appeals:*** Chairman Richard Pease presented this budget at \$1,166.00. An increase to Salary and Wages was due to a stipend that was not added for fiscal year 2020. The Board of Assessment Appeals meets four (4) times per year. Other than increases in the Salary and Wages line, the rest of the budget remained constant with last year.
- b. Probate Court:*** Judge David Barum presented this budget at \$22,600.00. He stated the budget remains basically the same as last year except for an increase to the General Supplies line item. This increase is due to the start of an E-filing system utilized by the Probate Courts Statewide. (As of 1-1-2020). E-filing is mandatory for attorneys practicing probate in Connecticut. This will cause an increased amount of paper usage. Judge Barum reminded board members that this budget is divided between four (4) towns which include Bloomfield, Windsor Locks, Suffield and East Granby.
- c. Planning and Zoning Commission:*** Chairman Alan Gannuscio presented this budget at \$10,134,00. Mr. Gannuscio stated that the Planning and Zoning Commission is back to a more representative budget than there has been in the past as there are no anticipated legal expenses. An increase of \$250.00 in the Advertising line item is due to costs with regards to legal notices.

This Commission meets twelve (12) times per year and potentially may have two (2) special meetings.

- d. **Zoning Board of Appeals:** There was no presentation.
- e. **Capital Improvement Advisory Committee (CIAC-Operating Budget):** Will be presented on February 12, 2020 along with Capital Requests.
- f. **Registrar of Voters:** Registrars John Ferrari and Rose Horan presented this budget at \$54,652,72. Increases in the Salaries and Wages-Temporary/Replacement line item included minimum wage increases, increases for large voter turn-out anticipated for the November 2020 election, and increase due to a possible primary election which will require additional staff. Due to the anticipated voter turn-out for the November 3, 2020 election, more regular and absentee ballots will be needed.

**DISCUSS AND ACT ON PRESENTED BUDGETS:**

- a. **Board of Assessment Appeals:** *Mark Whitten moved to temporarily approve the fiscal year 2020-2021 Board of Assessment Appeals budget as presented at \$1,166.00. Cornelius O’Leary seconded this motion. The vote was 6-0 in favor and this motion carried.*
- b. **Planning and Zoning Commission:** *Mark Whitten moved to temporarily approve the fiscal year 2020-2021 Planning and Zoning Commission budget as presented at \$10,134.00. Michael Ciarcia seconded this motion. After discussion, the vote was 6-0 in favor and this motion carried.*
- c. **Zoning Board of Appeals:** *The General Supplies/Office line item was reduced from \$150.00 to \$50.00 which adjusted the total amount of this budget to \$4,120.00. Mark Whitten moved to temporarily approve the fiscal year 2020-2021 Zoning Board of Appeals budget as amended at \$4,120.00. Michael Ciarcia seconded this motion. The vote was 6-0 in favor and this motion carried.*
- d. **Registrar of Voters:** *Cornelius O’Leary moved to temporarily approve the fiscal year 2020-2021 Registrar of Voters budget at \$54,652.72. Paul Riedi seconded this motion. The vote was 6-0 and this motion carried.*
- e. **Probate Court:** *After discussion regarding the Professional and Technical Services/Recording line item and increase of paper use with regards to mandatory E-Filing System, Cornelius O’Leary moved to temporarily approve the Probate Court fiscal year 2020-2021 budget at \$22,600.00. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.*

**FINANCE OFFICE UPDATE:**

Ms. Moore followed up on several items from last evening's (February 4, 2020) Board of Finance meeting. E-mails were sent to the Board of Selectmen with regards to the Historical Commission requests and Library Engineer Specification request. Ms. Moore spoke to the First Selectman regarding possible funding for these projects. Ms. Moore made suggestions and these suggestions were discussed. After lengthily discussion the following was agreed upon:

With regards to the Library air-conditioning replacement, *Cornelius O'Leary made a motion to transfer from :*

<i>TIF Contingency</i>	<i>(2880-417710-59600)</i>	<i>\$22,000.00</i>
<i>OEM Radio Upgrade</i>	<i>(3600-422300-57300)</i>	<i>\$ 1,793.34</i>
<i>Noden Reed Barn Study</i>	<i>(3600-434000-53401)</i>	<i>\$ 1,109.50</i>
<i>Novar Building Automation System</i>	<i>(3600-450100-57201)</i>	<i>\$24,692.00</i>

*totaling \$49,594.84 with remaining funds coming from:*

<i>Contingency</i>	<i>(1005-980000-59600)</i>	<i>\$ 1,406.00</i>
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*To: A Capital Account to be created for Library Air-Conditioning Replacement for the amount of \$51,000.84 for replacement of air-conditioning units at the Library and to recommend to the Board of Selectmen to set a Town Meeting. This motion was seconded by Mark Whitten. The vote was 6-0 in favor and this motion carried.*

With regards to the Library Engineering Specifications Bid (A/C Project to begin now.), *Mark Whitten made a motion to transfer \$5,000.00 from Contingency (1005-980000-596000) to Repair and Maintenance/Building (1005-434000-54301) for Engineering Specifications for the Library. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.*

Ms. Moore submitted a spreadsheet of revenue and expenses with regards to John Chapman events which were previously held. This spreadsheet showed total remaining funds at \$5,248.38. Clarification of what will be done with remaining funds was requested. There was a suggestion that remaining funds go to the Veteran's Office.

Ms. Moore notified Mr. Danyluk (Historical Commission Chairman) of the prison possibly being able to digitize the Windsor Locks Journal. The requested amount of \$5,000.00 by the Historical Commission will be discussed at the next Board of Selectmen meeting.

Ms. Moore confirmed with Town Planner, Jen Rodriguez that there are plans to use the \$3,000.00 presented in the budget from EIDC for consulting.

Ms. Moore reached out to CCM with regards to a CMERS vs Town of Thompson case. A response from Joe DeLong, Executive Director CCM was distributed to Board of Finance members and there was continued discussion. Ms. Moore also reached out to the Town Labor Attorney, Kevin Dineen, to see if he could review this case to see if it is probable that this case could be successful. The cost of this review could be approximately \$2,000.00 to \$3,000.00. There are funds available in the Board of Finance legal line item for this review. After lengthily discussion about considering an attorney (and which attorney) should be used for this review, *Mark Whitten made a motion to allot \$2,000.00 to the Labor Attorney to perform an analysis on the Thompson suit to see if it is applicable to the Town of Windsor Locks and the likelihood of that lawsuit being successful. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.*

Moving forward with bonding, Ms. Moore stated that a rating call is coming up. She stated that there was a suggestion made by Barry Bernabe to change rating agencies to one that is a little more optimistic. Mr. Bernabe had suggested Standard & Poor's. Ms. Moore explained costs and wanted this board to be aware that there may not be enough funds available to cover expenses.

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

There was no public input.

**BOARD MEMBER INPUT:**

The schedule for next week was discussed.

**AJOURNMENT:**

*A motion to adjourn was made by Paul Riedi and seconded by Lori Quagliaroli. The vote was unanimous and the meeting stood adjourned at 8:22 p.m.*

Respectfully submitted,

Terrie Becker  
Recording Secretary