

**THE TOWN OF WINDSOR LOCKS
BOARD OF FINANCE
50 Church Street, Windsor Locks, Connecticut
Minutes of the January 28, 2020 Regular Meeting**

Chairman Norman Boucher called the Regular Meeting of Tuesday, January 28, 2020 to order at 6:30 p.m.

MEMBERS IN ATTENDANCE:

Chairman Norman Boucher, Michael Ciarcia, Paul Reidi, Lori Quagliaroli, Cornelius O’Leary, David Weigert and Alternate Lacinda VanGieson

MEMBER ABSENT:

Alternate Mark Whitten

ALSO IN ATTENDANCE:

Amanda Moore, Finance Director
Peter Juszczynski, Tax Collector

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

Paul Harrington (10 Meg Way) wished the Board of Finance success with the 2020-2021 budget. He wanted members to keep in mind projects concerning the Senior Center and Public Safety complex while going through the budget process.

CORRESPONDENCE:

There was no correspondence.

ADDED AGENDA ITEMS:

Chairman Boucher requested that item 10 on the agenda (Discussion with Tax Collector) be moved to item 6. *Michael Ciarcia made a motion to move item 10 (Discussion with Tax Collector) to item 6. Lori Quagliaroli seconded this motion. All were in favor and this motion carried.*

MINUTES OF PREVIOUS MEETING APPROVAL: January 14, 2020

Paul Riedi moved to accept the Minutes of January 14, 2020 as written. David Weigert seconded this motion. The vote was 5 in favor (Boucher, Ciarcia, Weigert, Reidi and Quagliaroli) 0 opposed and 1 abstained (Cornelius O’Leary abstained from voting as he was not present for the meeting held on January 14, 2020). This motion carried.

DISCUSSION WITH TAX COLLECTOR REGARDING COLLECTION

METHODS:

Tax Collector, Peter Juszczynski, distributed and discussed an updated spreadsheet of the top twenty (20) delinquent Real Estate accounts with Board of Finance members. He stated that within the last couple days over \$120,000.00 from two (2) delinquent accounts has been received. Two other accounts on the list are expected to be turned over to the Marshall for foreclosure complaint this week. Mr. Juszczynski also stated that seven (7)

delinquent accounts on this list are in “progress” and should be served foreclosure notices within the next two weeks. Bankruptcy was dismissed for two (2) accounts on the list and foreclosure is resuming. Mr. Juszczynski explained the foreclosure process to board members and stated that this process is the slowest with regards to collecting delinquent taxes.

Mr. Juszczynski stated he has contacted three (3) collection agencies and hopes to move forward with one to help recover delinquency collections.

Chairman Boucher asked Mr. Juszczynski what he thought the most effective and efficient method was to recover delinquent accounts. Mr. Juszczynski suggested using tax sales to recover delinquent accounts. He stated that delinquent funds are received after approximately four (4) months and that any other delinquent tax, blight lien or anything owed to the municipality by the individual(s) can also be included with the tax sale (motor vehicle taxes, WPCA fees etc).

After looking at the financials, Ms. Moore stated that property taxes in this town over sixty (60) days owed is approximately 1.2 million. This figure includes delinquent tax and does not include interest owed.

Michael Ciarcia stated that progress is being made as approximately \$200,000.00 in delinquencies have been recovered since Mr. Juszczynski’s last presentation, however he inquired as to why there has been no movement with regards to three to four other accounts. Mr. Ciarcia stated that he is in favor of tax sales and believes that most properties will not get that far as once the process begins, many delinquent funds are recovered.

After lengthily discussion with regards to tax sales, bankruptcy issues, types of delinquencies and delinquent interest fees (18%), *Michael Ciarcia made a motion requesting that the Board of Selectmen revisit the possibility of allowing the Tax Collector to begin process to enter into tax sales with the proper authorities to recover delinquent taxes owed on properties. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.*

Paul Reidi requested that the Tax Collector and other attendees in the future bring historical data with regards to items being discussed so that information can be properly understood by all members.

CAPITAL IMPROVEMENT ADVISORY COMMITTEE (CIAC) DISCUSSION:

Ms. Moore provided a CIAC recommended projects spreadsheet. This spreadsheet showed all Capital Improvement projects ranked as number one (1).

Information received from Barry Bernabe, from Phoenix Advisor about Interest Rate, Credit Overview and Debt Analysis was distributed. Ms. Moore will confirm with Mr. Bernabe that he will be able to attend the February 5, 2020 meeting when CIAC gives their budget presentation.

Paul Harrington was allowed to speak with regards to CIAC functions. He stated that it is the responsibility of CIAC to rank projects by importance or necessity. Ranking was not done properly with regards to information provided by CIAC. He stated that Mr. Bernabe should not be corresponding with CIAC and presenting any type of bonding package as it is not a decision that should be made by CIAC. He believes this decision should be the responsibility of the Board of Finance. Mr. Harrington suggested that the CIAC be disbanded. He believes that CIAC is not doing the job that was established to do.

Discussion continued about how departments presenting projects to CIAC did not follow directions regarding a five (5) year plan and there was no prioritization of projects. Lacinda VanGieson suggested hiring a professional to look at the Town as a whole to find and determine the needs and importance of various Capital Improvement projects. Paul Riedi suggested that the Board of Finance reject information suggested by CIAC. He suggested that the Board of Finance make decisions regarding Capital Improvement projects at a departmental level. ***Paul Riedi made a motion to reject the proposed list of Capital Improvements as suggested by the CIAC for lack of specified requirements. Michael Ciarcia seconded this motion.*** The lack of a five (5) year outlook plan and the lack of prioritization of Capital Improvement projects within departments with regards to CIAC recommendations was discussed. Decision making responsibility regarding Capital Improvements as also discussed. Mr. Riedi amended his previous motion as follows: ***To move to decline the proposed list of Capital Improvements as suggested by the CIAC due to lacking the requirement of prioritization ranking of departmental Capital Improvement projects. Capital Improvements should be ranked by the needs of the Town. Michael Ciarcia seconded this amendment.*** After discussion, ***the vote was 6-0 in favor and this motion carried.***

Ms. Moore suggested that next year more direction be given to departments including five (5) year plan requirements when determining Capital Improvement requests.

MUNICIPAL EMPLOYEE RETIREMENT SYSTEM (MERS) UPDATE:

Ms. Moore stated she contacted MERS for a formal list of active and former vested employees and is waiting for status update. She also discussed investment performance and contract information (1958/1962-no actual formal contract) as requested by Paul Riedi. Clarification of MERS was requested by Paul Riedi. Ms. Moore explained that MERS administers benefits. She also discussed fee structure and annual performance with this board in response to Mr. Riedi's questions. Ms. Moore also stated that she will reach out to the Treasurer for further information and instruct this board as to how

information can be obtained. Exit process was discussed. Estimates for exit consulting fees were requested so that costs can be included in the upcoming budget. Mr. Riedi suggested legal advice to help interpret exit process with MERS. Funding for legal advice was discussed. Cornelius O’Leary requested that legal advice also include looking into what mandates the requirement that all employees must participate. Paul Riedi requested all information received from legal advice be provided in writing, not verbal.

AUDITING SERVICES (RFP) UPDATE:

Ms. Moore stated that the RFP has been published and she has received questions with regards to it. She also stated that there was a conversation with the Town’s existing auditing firm. A future date will be set to include Chairman Boucher when information received will be reviewed.

ORGANIZATIONAL STUDY OF COMBINED SERVICES/BUDGETING UPDATE:

Ms. Moore has received one quote from an organizational consulting firm and is waiting to receive information on a second one.

TRANSFERS:

T20-26

This transfer was submitted by the Finance Department for Veteran Services.

From: Contingency	Acct # 1005-980000-59600	Amount: \$1,325.00
To : General Supplies-Office	Acct # To be created	Amount: \$ 25.00
To : Printing & Binding	Acct # To be created	Amount: \$ 750.00
To : Edu. Training & Prof. Dev.	Acct # To be created	Amount: \$ 50.00
To : General Supplies/Events	Acct # To be created	Amount: \$ 100.00
To : Postage	Acct # To be created	Amount: \$ 400.00

Transfer is for the following: General Supplies to be used for office supply needs between now and June 2020. Printing, Binding and Postage lines will be used for mass mailing to inform Veteran Residents about opening of the new Veteran’s Office, the services provided and how to contact the office. Educational Training and Professional Development is for training to be held in May that the VA conducts. General Supplies/ Events includes items for three (3) coffee house events to be held between now and June 2020.

There was discussion as to what department budget should be responsible for Veteran Services expenses. This item was tabled until a representative from Veteran Services can be present to answer questions regarding this transfer.

T20-27

This transfer was submitted by the First Selectman.

From: Advertising	Acct # 1005-414100-55400	Amount: \$130.00
To : General Supplies	Acct # 1005-411100-56100	Amount: \$130.00

This transfer is submitted to cover costs incurred for food at the employee holiday party. *Paul Riedi moved to approve transfer T20-27 as presented. David Weigert seconded this motion. The vote was 6-0 in favor and this motion carried.*

Ms. Moore stated that printing costs for the 2019 Annual Report was \$48.00 over what was budgeted.

FINANCE OFFICE UPDATE:

Ms. Moore stated that out of thirty (30) budgets, she has received seven (7). Per charter, budgets are not technically due until Saturday (February 1, 2020). She will be sending out e-mails on Friday (January 31, 2020) letting Board of Finance members know how many budgets have been received to determine whether or not they would like to pick up budget notebooks.

Ms. Moore and the Business Manager for the Board of Education have met with Mr. Monroe to discuss medical insurance figures. There will be an additional discussion on Wednesday, January 29, 2020 with regards to some possible cost saving measures concerning pharmacy.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

Paul Harrington (10 Meg Way) asked about findings regarding a medical audit that was conducted to determine if there were any fraudulent dependents. Ms. Moore stated that findings can be found in Board of Finance Meeting Minutes.

Mr. Harrington stated that the First Selectman does not have a budget and that the Board of Selectmen does. He requested that when a transfer is submitted by the First Selectman to the Board of Finance, it first needs to be voted on and approved by all three Selectmen. Ms. Moore responded by saying that one of the departments within the Board of Selectmen budget is called the First Selectman budget. Discussion continued as to whether or not transfers from the First Selectman budget needed to be voted and approved by the Board of Selectmen. Mr. Harrington will be discussing this matter at the next Board of Selectmen meeting. Chairman Boucher requested that Mr. Harrington notify the Board of Finance of his findings.

Mr. Harrington commended Mr. Riedi for not accepting CIAC Capital Improvement recommendations.

BOARD MEMBER INPUT:

Lori Quagliaroli stated that when transfers are submitted after an expense has occurred, the Board of Finance has the right to decline such transfer.

Paul Riedi asked if information could be received ahead of time before presentations are given. He would like to know how performance is measured, what the goals are, what is trying to be accomplished and how is performance being measured over time. He also stated that historical data would be helpful as he is new to this board and has no previous knowledge of past events. Mr. Riedi stated that he had problems understanding the headings with regards to the Tax Collectors spreadsheet and wished there was further explanation.

David Weigert stated he agreed with Paul Riedi's opinion with regards to CIAC. He would like to know where CIAC members get their information to make decisions that the Board of Finance trusts them to make.

Lacinda VanGieson spoke about road repairs and flooding issues in town.

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 8:45 p.m.

Respectfully submitted,

Terrie Becker
Recording Secretary