THE TOWN OF WINDSOR LOCKS
BOARD OF FINANCE
50 Church Street, Windsor Locks, Connecticut
Minutes of the March 25, 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, March 25, 2020 to order at 6:30 p.m.

MEMBERS IN ATTENDANCE:
Chairman Norman Boucher, Cornelius O’Leary, David Weigert, Lori Quagliaroli, Paul Riedi and Alternates Mark Whitten and Lacinda VanGieson

Michael Ciarcia joined this meeting at 6:46 p.m.*

MEMBERS ABSENT:
All members were present.

ALSO IN ATTENDANCE:
Finance Director, Amanda Moore

Ms. Moore went over basic rules for participants during this meeting. She stated that the meeting was being recorded. She also stated that the general public would be muted, video would be turned off and the chat feature would be turned off to eliminated distraction during the meeting. Ms Moore also stated that all video and chat features would be turned on, one at a time, during “Public Input” and participants could raise their hand if they had a problem and a direct message would be sent through the chat if necessary. Ms. Moore also stated that per “Executive Order 7-B” from the Governor, all participants taking part in this meeting shall clearly state their name and title, if applicable, before speaking on each occasion that they speak.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:
There was no public input.

CORRESPONDENCE:
Correspondence was received from First Selectman J. Christopher Kervick about sample resolution information provided by CCM, that was sent out to all municipalities, regarding fiscal year 2020-2021 budget scheduling.

ADDED AGENDA ITEMS:
There were no added agenda items.
ZOOM MEETING DISCUSSION: Chairman Boucher checked in with all Board of Finance members to make sure all understood teleconferencing procedures and that all members’ audio service was working. Teleconferencing functions for all members was working fine*.

TRANSFERS:
T20-43
This transfer was submitted by the Department of Public Works:

From: Repair & Maintenance-Building  Acct. # 1005-434000-54301  Amount: $2,000.00
To : Repair & Maintenance-Building  Acct. # 1005-434030-54301  Amount: $2,000.00

This transfer was for repair of indoor (fire) sprinklers at the Safely Complex. Quote was obtained. It was confirmed that this would be a one-time repair. Cornelius O’Leary moved to approve transfer T20-43 as presented. David Weigert seconded this motion. After discussion, the vote was 6-0 in favor and this motion carried.

FINANCE OFFICE UPDATE:
Ms. Moore stated that all departments have been issued a form to track all costs related the COVID-19 virus.

Ms. Moore gave a MERF update. She stated that information received was incomplete as only the active retirees were listed.

Ms. Moore stated that there was a conference call between Human Resources and Payroll about legislation with regards to new Family Medical Leave Act (FMLA) guidelines that may affect the town.

There was discussion with regards to future meetings moving forward and the budget process. Ms. Moore stated there has been discussion from departments, commissions, and boards about how appeals of temporarily approved budgets would be handled. The board discussed a meeting schedule and agreed that any previously presented budgets not yet approved would be temporarily approved during upcoming meetings and appeals would be tentatively scheduled for April 14, 2020. All members agreed that the Public Hearing would be tentatively set for April 28, 2020. After discussing this schedule, Michael Ciarcia moved to reschedule budget appeals for temporarily approved fiscal year 2020-2021 budgets to Tuesday, April 14, 2020 and rescheduling the Public Hearing to present the fiscal year 2020-2021 budget for Tuesday, April 28, 2020. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:
There was no public input.
BOARD MEMBER INPUT:
David Weigert asked about anticipated expenses with regards to COVID-19. Ms. Moore explained and discussed current and anticipated expenses that have and may occur.

Paul Riedi asked if any funds from capitals or reoccurring costs will be saved because of the COVID-19 situation. Ms. Moore stated there could be cost savings to some departments due to event and program cancellations.

Cornelius O’Leary inquired if information was available with regards to the State or Federal Government considering reimbursement for extraordinary costs. Ms. Moore stated that she anticipates there may be some Federal Emergency Management Agency (FEMA) reimbursement and that this information has been taken into account and all requests will be submitted right away if qualified and available.

Lori Quagliaroli suggested that there be some sort of monitoring in place with regards to COVID-19 expenses.

Michael Ciaria asked for an update with regards to the TIF policy. Ms. Moore stated that amendments have been made and a new draft will be presented to this board for approval so it can move forward to the Board of Selectmen. Mr. Ciarcia mentioned having a possible presentation with the Selectman with regards to specific projects which include the Downtown Main Street TIF district. Mr. Ciarcia suggested this topic be revisited.

Chairman Boucher reconfirmed with all board members that they understood teleconference procedures and everyone’s equipment was properly working.

ADJOURNMENT:
A motion to adjourn was made by Paul Riedi and seconded by David Weigert. The vote was unanimous and this meeting stood adjourned at 7:29 p.m.

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary
This page was intentionally left blank.