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

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

MEMBERS ABSENT:
All members were present.

ALSO IN ATTENDANCE:
Finance Director, Amanda Moore
Wendy Knowles, Youth Services Director
First Selectman, J. Christopher Kervick and Selectmen Paul Harrington and Scott Storms

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

CORRESPONDENCE:
There was no correspondence.

ADDED AGENDA ITEMS:
Ms. Moore requested that transfers be presented before the Youth Services budget presentation as it pertained to Youth Services. All members agreed.

MINUTES OF PREVIOUS MEETING APPROVAL: March 3, 2020
Cornelius O’Leary moved to accept the Minutes of Tuesday, March 3, 2020, as written. Lori Quagliaroli seconded this motion. The vote was 6-0 in favor and this motion carried.

March 4, 2020
Ms. Moore stated there was a typographical error in the transfer as submitted for transfer T20-37. The account number for 17 SW Refurbish Basketball account number should have been 3600-450300-57300-0000000. Michael Ciarcia moved to accept the Minutes of Wednesday, March 4, 2020, as amended. Cornelius O’Leary seconded this motion. The vote was 6-0 in favor and this motion carried.

TRANSFERS:
T20-33
From: General Supplies/Office Acct # 1005-441900-56101 Amount: $192.00
To : Telephone/Communications Acct # To be created Amount: $192.00
Youth Services Director, Wendy Knowles discussed this transfer request with the board. Ms. Knowles would like to purchase (for Youth Services Department) a cell phone and leveraging at T Mobil pricing. This contract would be at a government rate of $288.00 for 12 months and the cellphone is free. Ms. Knowles stated this cellphone is needed due to confidentiality issues and safety for parents in case they need to be contacted in case of emergency. Many of the Youth Services programs are held off-site. A cellphone policy was discussed. **David Weigert moved to accept transfer T20-33 as presented. Paul Riedi seconded this motion. The vote was 6-0 in favor and this motion carried.**

**BUDGET PRESENTATIONS:**

a. **Youth Services:** Ms. Wendy Knowles introduced herself as the new Youth Services Director. She spoke of upcoming programs and events and the value of Youth Services programs to Town citizens.

Windsor Locks High School student, Saanja Sharma explained how she and her family benefited from Youth Services programs.

Ms. Knowles presented the Youth Services fiscal year 2020-2021 Youth Services budget at $71,017.00. Each line item request was explained and discussed in detail. Ms. Knowles stated that the Postage line item decreased as the Shattered Dreams program is going to be held this current year and is only held every four years. Ms. Knowles stated that many of the increases are due to reinstatement of programs that have been stagnate in the past and she is very motivated to start them up again. Ms. Knowles stated that many programs are expected to be added using grant funding which she has initiated.

b. **Board of Selectman:** First Selectman J. Christopher Kervick presented the fiscal year 2020-2021 Selectman’s budget at $3,953,310.00 which is a 1.99% increase from last fiscal year. Highlights of this budget included discussion of the following line items: Landfill/Refuse Collection line item - There are currently no active recycling programs and increase to one-year trash removal contract is $91.00 per ton; There is an increase to Watermain and Hydrant line item, however there is a decrease in the Street Lighting line item due to changeover of light fixtures; Town Labor Attorney and Town Engineer expenses are expected to also decrease.

First Selectman Kervick and Ms. Moore addressed questions from this board with regards to this presented budget and explained each line item requested funding in detail.

c. **Non-Union Personnel:** Appropriate wage increase was discussed. First Selectman J. Christopher Kervick stated after researching wage increases of surrounding towns for comparable positions, he found that the average wage increase was 2%. Paul Riedi suggested that wage increases should be based on job performance and how
performance review could be accomplished. Discussion continued with regards to Union and Non-Union wage increases. There was also discussion with regards to funding a Town Manager/Administrator position as opposed to having a Selectmen form of government. First Selectman Kervick stated he would work with the Board of Finance to explore this idea. It was agreed that further discussion with regards to having a Town Manager/Administrator would be explored post budget season.

In summary, First Selectman Kervick stated that after checking with CCM and the Union, an appropriate wage increase for non-union personnel would be 2%.

Ms. Moore proposed that Vacation Replacement Clerks wages be increased to $13.50 to stay above minimum wage increase. Increase to the Senior Center Assistant Director and Assistant to the Director for Park and Recreation was discussed.

**DISCUSS AND ACT ON PRESENTED BUDGETS:**

- **Youth Services:** Lori Quagliaroli made a motion to temporarily approve the fiscal year 2020-2021 Youth Services presented budget at $71,017.00. Cornelius O’Leary seconded this motion. After discussion, the vote was 6-0 in favor and this motion carried.

  Paul Riedi stated that job performance reviews with regards to wages and wage increase needs to be addressed. After lengthily discussion, it was agreed that this topic be further addressed post budget.

  It was agreed to revisit the topic of having a Town Manager/Administrator after the budget season is over.

**TRANSFERS:**

Transfer was approved earlier in this meeting.

**FINANCE OFFICE UPDATE:**

Ms. Moore stated that the link to the LOCIP document was sent out today (March 4, 2020). Town Planner, Jennifer Rodriquez was thankful that she was notified to be included in the process. Ms. Moore will be reaching out to the State for further information.

**BOARD MEMBER INPUT:**

Lori Quagliaroli stated that someone from the Board of Finance needs to formally notify Susan Barsanti that they want to be on the Senior Center Study/Project Committee. As previously discussed, and agreed upon by this board, Chairman Boucher will notify Ms. Barsanti that Mark Whitten will act as representative from the Board of Finance, and Chairman Boucher will act as member at large. Cornelius O’Leary moved to appoint Mark Whitten as Board of Finance representative and Chairman Norman Boucher as Member At Large on the Senior Center
Study/Project Committee. This motion was seconded by Paul Riedi. The vote was 6-0 in favor and this motion carried.

Chairman Boucher asked board members if they would be available on Monday, March 9, 2020.

ADJOURNMENT:
A motion to adjourn was made by Paul Riedi and seconded by Mark Whitten. The vote was unanimous and this meeting stood adjourned at 10:10 p.m.

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary