

**TOWN OF WINDSOR LOCKS**  
**BOARD OF FINANCE**  
**50 Church Street, Windsor Locks, Connecticut**  
**Minutes of the Wednesday, February 12, 2020 Regular Meeting**

Chairman Norman Boucher called the Regular Meeting of Wednesday, February 12, 2020 to order at 6:30 p.m.

**MEMBERS IN ATTENDANCE:**

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

**MEMBER ABSENT:**

All members were present.

**ALSO PRESENT:**

Amanda Moore, Finance Director  
Michelle Hill and Ed Barry, Veteran Office Representatives  
Barry Bernabe, Phoenix Advisors, LLC  
Neal Cunningham, Chairman, CIAC

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

There was no public input.

**CORRESPONDENCE:**

There was no correspondence.

**ADDED AGENDA ITEMS:**

*Michael Ciarcia moved to add Transfers after item #5 to the Agenda as Michelle Hill was present to discuss a previously tabled transfer and to also add Mr. Barry Bernabe so he could give a Capitals/Bonding presentation before budget presentations. The motion was seconded by Cornelius O'Leary. The vote was 6-0 in favor and this motion carried.*

**MINUTES OF PREVIOUS MEETING APPROVALS:** February 4, 2020

*Cornelius O'Leary moved to accept the Minutes of February 4, 2020 as written. Lori Quagliaroli seconded this motion. The vote was 5 in favor (Boucher, Ciarcia, Riedi, Quagliaroli, and O'Leary) 0 opposed and 1 abstained. (David Weigert abstained from voting as he was not present at the meeting held on February 4, 2020.)*

February 5, 2020 Cornelius

*Cornelius O'Leary moved to accept the Minutes of February 5, 2020 as written. Lori Quagliaroli seconded this motion. The vote was 5 in favor (Boucher, Ciarcia, Riedi, Quagliaroli, and O'Leary) 0 opposed and 1 abstained. (David Weigert abstained from voting as he was not present at the meeting held on February 5, 2020.)*

**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 make resident Veterans aware of this office, the services provided, and how to contact this office. Educational Training and Professional Development is for training to be held in May that the Veteran's Administration will conduct. General Supplies/ Events includes items for three (3) coffee house events to be held between now and June 2020.

Veteran's Office Representatives, Michelle Hill and Ed Barry explained the reason why the Veteran's Office was opened and why it is so important to have such a service. Ms. Hill stated an open house was held on January 23, 2020. Office hours for this office will be held from 5:00 p.m. to 7:00 p.m. on the 4<sup>th</sup> Thursday of each month and plans are to expand these hours in the future. The bulk of requested funding will be for bulk mailings to inform Veteran residents that there are services available. There will be three coffee houses held with guest speakers. Ms. Hill stated that many out of town individuals have also inquired about services. Ms. Hill and Mr. Barry will attend training in May. ***Michael Ciarcia moved to approve transfer T20-26 as presented. David Weigert seconded this motion. The vote was 6-0 in favor and this motion carried.***

**CAPITALS/BONDING PRESENTATION WITH BARRY BERNABE-PHOENIX ADVISORS, LLC:**

Mr. Barry Bernabe presented several Capital bonding scenarios to determine what the financial impact would be on the town. Mr. Bernabe stated that long term rates peaked in 1981 and have been going down since, hitting an all-time low in July 2016. The Town of Windsor Locks has a very good bond rating (AA+ Standard & Poor's/Aa-1 Moody's) Mr. Bernabe explained major rating assessment categories with respect to the Town of Windsor Locks. He also spoke of existing debt service. Mr. Bernabe stated that the town is financially very well managed.

Mr. Bernabe spoke about bonds that are expected to be issued in the next few weeks which are to include the following projects: WPCA Projects, Roadway Infrastructure (FY 19), West and Spring Street (FY 19), High School Partial Roof Replacement (FY 20), South Elementary School Roof Replacement (FY 20), and Roadway Infrastructure (FY 20).

Mr. Bernabe spoke of proposed Capital Projects and presented four different graphed scenarios with regards to existing and proposed debit service.

Mr. Bernabe told this board that in July 2022, a new law will be going into effect regarding Capital projects which states that any non-school or sewer project can only be amortized over twenty years.

### **BUDGET PRESENTATIONS:**

#### ***a. Capital Improvement Advisory Committee (CIAC)***

***Capital Requests Presentation:*** Chairman Neal Cunningham discussed Capital Improvement Rankings with this board and explained how rankings were determined. Capital Improvement requests will be discussed in detail during specific budget presentations. Priority ranking of projects was listed per department (Ranking priorities listed as A, B, C, D)

Debt Issuance Costs were explained to this board by Ms. Moore. Library air-conditioning condensing unit and vehicle replacement for Town Hall were included in requests, however these projects have been previously approved by the Board of Finance and will be voted upon at an upcoming Town Meeting. If approved, both projects will be funded in this fiscal year. (Library air-conditioning was rated as B and vehicle replacement for the Town Hall vehicle was rated as C.) There was discussion as to why chromebooks at the Middle School was rated as A by the Board of Education. Superintendent Parkhurst stated that the life of a chromebook is approximately five years and the chromebooks at the Middle School are four years old. There was discussion about lights requested by the Park and Recreation Department at Southwest Park/Veteran's Memorial Park (B) with regards to property ownership. There was question as to whether this land is owned by the Housing Authority or if it is Federal property and who's responsibility it would be to fund improvements.

There was discussion about removal of an underground storage tank (oil) at the Safety Complex (C). Need for replacement of air-conditioning units at Pesci Park (A) and upgrading of wiring at Noden Reed (A) was also discussed.

There was discussion as to why CIAC makes a Capital Improvement presentation if each department will be presenting their own requests. It was determined that by presenting this spreadsheet beforehand, the Board of Finance can see a global picture of what the town needs instead of separate departmental needs.

***CIAC Operating Budget:*** Mr. Cunningham stated that \$436.00 is requested for recording secretary payment for six meetings.

Mr. Cunningham thanked Ms. Amanda Moore and Mr. Steven Brown for their help and all the work they do. CIAC voting members include one member each from the Board of Selectmen, Board of Finance, Park and Recreation Commission, Police Commission, Fire Commission, Board of Education and up to three other members at large.

There was discussion as to how information can be obtained with regards to results from studies that have been performed in town.

**DISCUSS AND ACT ON PRESENTED BUDGETS:**

- a. **Capital Improvement Advisory Committee/Operating Budget:**  
*Cornelius O’Leary moved to temporarily approve the Capital Improvement Advisory Committee fiscal year 2020-2021 Operating Budget at \$436.00. Michael Ciarcia seconded this motion. The vote was 6-0 in favor and this motion carried.*

**TRANSFERS:**

Transfer T20-26 was previously discussed and approved earlier in this meeting.

**FINANCE OFFICE UPDATE:**

Ms. Moore stated that the rating review call went well. Due diligence call will be on Friday with legal council, and an update should be available next week. An e-mail was forwarded to all Board of Finance members from the Tax Collector regarding the number of office and e-mail payment transactions as requested.

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

There was no public input.

**BOARD MEMBER INPUT:**

Chairman Boucher stated that there will be a Town Meeting held in the Ella Grasso Conference Room next Tuesday, February 18, 2020. It was agreed that the Board of Finance meeting for that night will be moved to the Central Conference Room upstairs if it is available.

**ADJOURNMENT:**

*A motion to adjourn was made by Lori Quagliaroli and seconded by Paul Riedi. The vote was unanimous and this meeting stood adjourned at 8:38 p.m.*

Respectfully submitted,

Terrie-Ann Becker  
Recording Secretary