BOARD OF SELECTMEN
Tuesday, December 4, 2019

SELECTMEN PRESENT: J. Christopher Kervick, Paul Harrington, Scott Storms
ALSO ATTENDING: Amanda Moore, Douglas Glazier, Gail Stegman, Alan Stegman, Kathleen Montemerlo, John Montemerlo, Michael Bracken, William Rousseau, Lori Quagliaroli, Lenny Montemerlo, Carl Landolina, Vic Puia, Mark Whitten, Steve Bushnik, Joe Calsetta, Cynthia Cooper, and other residents.

CALL TO ORDER:
First Selectman J. Christopher Kervick called the meeting to order at 6:02 p.m.

PLEDGE OF ALLEGIANCE:
The Pledge of Allegiance was observed.

PUBLIC INPUT:
Douglas Glazier, 167 Taft Lane- had concerns regarding the Notice for the December 10, 2019 Town Meeting.

Michael Bracken, 12 Tinker Drive- spoke on the Town Historian position, and a potential location for the Senior Center.

William Rousseau, 407 Elmwood Drive- commented on streaming meetings, transportation to Town Meetings, redesigning the Town Website, the Charter Revision Commission, posting agendas & minutes on the Town Website, posting the recordings of the Board of Selectmen's meeting on the Website, and establishing a “Town Vehicle Use Policy”.

Lori Quagliaroli, 4 Norman Drive- commented on the non-posting of the Inland Wetland Meeting Minutes.

Lenny Montemerlo, 307 South Center Street- inquired on the criteria used to appointed or re-appointed positions, and commented regarding the lack of snow removal from the Route 75 sidewalks.

Gail Stegman, 308 South Center Street- had concerns on snow removal on sidewalks on South Center Street.

John Montemerlo, 18 Woodridge Drive- suggested making an official Town of Windsor Locks Facebook page to provide notices to residents as an informational platform.

APPROVAL OF THE NOVEMBER 19th REGULAR MEETING & THE NOVEMBER 26TH SPECIAL MEETING MINUTES:
Selectman Storms moved the acceptance of the November 19, 2019 Meeting Minutes as published. Selectman Harrington seconded the motion. Selectman Kervick was in favor, both Selectman Harrington & Storms abstained. The vote was 1 in favor & 2 abstentions.

Selectman Storms moved the acceptance of the November 26, 2019 Special Meeting Minutes. Selectman Harrington seconded the motion. All were in favor. Motion carried.
CORRESPONDENCE:
• A letter was received from Mick Danyluk regarding a display case that he placed in the Central Conference Room containing Ella Grasso memorabilia.
• The 2020 Board of Selectmen Meeting Schedule was distributed - the Selectmen agreed to cancel the Tuesday, January 7, 2019 Meeting unless pressing business arises.
• The Town of Windsor Locks 2020 Observed Holidays list was distributed.
• A flyer featuring the Christmas events at Noden Reed Barn and The Annual Torchlight Parade & Tree Lighting Ceremony on Saturday, December 7, 2019 was distributed.

OLD BUSINESS:

a. Discussion Regarding Chestnut Street Properties:
Selectman Harrington thought that three appraisals should have been obtained for each property on Chestnut Street.
Selectman Storms asked that the Town Attorney review the current contracts, and thought that there should be three appraisals per property.
Selectman Kervick noted that no municipal funds would be used to acquire the properties and that the acquisition prices have all been approved by the State of Connecticut.

NEW BUSINESS:

a. Adopt Budget Transfer Policy- Amanda Moore:
Amanda Moore briefly discussed the Budget Transfer Policy. The Board of Finance approved the Policy at their November 12, 2019 Meeting.

Selectman Harrington moved to accept the Budget Transfer Policy as presented. Selectman Storms seconded the motion. All were in favor. Motion carried. (See Schedule B, attached)

b. Emergency Services Radio Upgrade to System for Police & Fire Departments- Vic Puia:
Vic Puia, Emergency Management Director, briefly discussed the “dead radio zones” in town, and provided a quote for the installation of a radio voter at Pesci Park.

c. Town Historian:
Selectman Storms stated that State Statute created the Town Historian and that the position should remain in place.

Selectman Storms moved to reinstate the Municipal Historian position. Selectman Harrington seconded the motion. All were in favor. Motion carried.

Selectman Storms moved to appoint Mickey Danyluk as the Town Historian for the next two years. Selectman Harrington seconded the motion. Selectmen Storms & Harrington were in favor. Selectman Kervick opposed. Motion carried 2 - 1.
APPOINTMENTS, RE-APPOINTMENTS, RESIGNATIONS:

a. Appointments:

1. Town Attorney
   Selectman Storms moved to appoint Carl Landolina as Town Attorney. Selectman Harrington seconded the motion. All were in favor. Motion carried.

2. Town Engineer
   Selectman Harrington moved to appoint Dana Steel of Russo & Associates as Town Engineer. Selectman Storms seconded the motion. All were in favor. Motion carried.

3. Public Works Director
   Selectman Kervick moved to table the reappointment of the Public Work’s Director to the next meeting. Selectman Harrington seconded the motion. All were in favor. Motion carried.

4. Tree Warden
   Selectman Kervick moved to table the reappointment of the Tree Warden to the next meeting. Selectman Harrington seconded the motion. All were in favor. Motion carried.

5. Marine Officer
   Selectman Storms moved to reappoint of Bill Fornier as Marine Officer. Selectman Harrington seconded the motion. All were in favor. Motion carried.

b. Re-Appointment of Mary Jane Perrier to the IWWC for a Term Expiring 02/05/2022:
   Selectman Storms moved to reappoint of Mary Jane Perrier to the IWWC for a Term expiring 02/05/2022. Selectman Harrington seconded the motion. All were in favor. Motion carried.

TAX REFUNDS:
Selectman Storms moved to approve December 4, 2019 Tax Refunds totaling $2,387.10. Selectman Harrington seconded the motion. All were in favor. Motion carried. (See Schedule A, Attached)

PUBLIC INPUT:
Douglas Glazier, 167 Taft Lane- commented on the renovation process of Taft Lane, and limiting the applicability of Roberts Rules of Order in Town Meetings.

Michael Bracken, 12 Tinker Drive- commented on Board & Commission Meetings & Agendas, Town Policy on utilizing Town vehicles, employees working from home, and sharing correspondence with the Board of Selectmen.

Lenny Montemerlo, 207 South Center Street- commented on repaving Taft Lane, and the plans for the Chestnut Street properties.

Mark Whitten, 326 Reed Ave- inquired on the acquisition of 47 Chestnut Street.

Steve Bushnik, 41 Chestnut Street- commented on negotiations with the Town regarding the offer he received for 41 Chestnut Street.
Joe Calsetta- commented on the CIAC positions, and the necessity of upgrading the sound system in the Ella T. Grasso Conference Room.

William Rousseau, 407 Elmwood Drive- gave input on improving the radio system at the Police Department, and on having an Ethics Policy for all Town Officials.

Cynthia Cooper, 287 Elm Street- liked the idea of live stream videos for Town Meetings.

SELECTMEN’S COMMENTS:
Selectman Storms thanked DPW for their efforts in clearing the roadways during the storm. Selectman Harrington reminded everyone that this fiscal budget is already in place and that updating the website and live streaming of meetings ideas in mind for the next fiscal year budget.

ADJOURNMENT:
There being no further discussion or information to come before the Board of Selectmen,

A motion to adjourn the meeting at 8:32 p.m. was made by Selectman Kervick and seconded by Selectman Harrington. All were in favor. Motion carried.

Respectfully submitted,

Rachel DeAlfi
Rachel DeAlfi
Recording Secretary
### Schedule A

**Refund Request for December 4, 2019**

<table>
<thead>
<tr>
<th>Name</th>
<th>Bill Number</th>
<th>Reason for Refund</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prior Year Refunds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cab East</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O. Box 67000, Dept. 231601</td>
<td>2017-3-51779</td>
<td>Vehicle</td>
<td>$143.97</td>
</tr>
<tr>
<td>Detroit, MI 48267</td>
<td>2017-3-51770</td>
<td>Sold</td>
<td>$378.41</td>
</tr>
<tr>
<td><strong>Beatrice Clark</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>124 Southwest Apt W-17</td>
<td>2017-3-52326</td>
<td>Vet's Exemption</td>
<td>$12.33</td>
</tr>
<tr>
<td>Windsor Locks, CT 06096</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Year Refunds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Song Tao</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 James Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windsor Locks, CT 06096</td>
<td>2017-3-68836</td>
<td>Over Payment</td>
<td>$61.58</td>
</tr>
<tr>
<td><strong>Wayne Jones</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4747 Berry Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fredonia, NY 14063</td>
<td>2018-1-4206</td>
<td>Over Payment</td>
<td>$1265.67</td>
</tr>
<tr>
<td><strong>RSM &amp; CIM Investment Inc.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Hillside Drive Unit 7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Windsor, CT 06074</td>
<td>2018-1-4114</td>
<td>Over Payment</td>
<td>$271.22</td>
</tr>
<tr>
<td><strong>John &amp; Beatrice Scheib</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Foxcroft Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Hartford, CT 06119</td>
<td>2018-1-4260</td>
<td>Over Payment</td>
<td>$236.86</td>
</tr>
<tr>
<td><strong>Lorraine Weatherbee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Academy Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lincoln ME 04457</td>
<td>2018-1-4977</td>
<td>Over Payment</td>
<td>$17.06</td>
</tr>
<tr>
<td><strong>Prior Year Refunds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$596.29</td>
</tr>
<tr>
<td><strong>Current Year Refunds</strong></td>
<td></td>
<td></td>
<td>$1790.81</td>
</tr>
<tr>
<td><strong>Total Refunds</strong></td>
<td></td>
<td></td>
<td>$2387.10</td>
</tr>
</tbody>
</table>

01-Real Estate  03- Motor Vehicle
Town of Windsor Locks
Budget Transfer Policy

As stated in the Town Charter Section 805-B, “No amount appropriated for any purpose on the budgets submitted shall be used or appropriated for any other purpose unless approved by the Board of Finance.”

In an effort to increases efficiency, the Board of Finance shall delegate the approval process to the Finance Office if the following criteria is met:

1. A transfer from and to lines that are in the same department.
2. The net transfer for each line does not exceed $1,500.00, cumulative for the fiscal year.
3. The cumulative net total of all transfers for the department do not exceed $5,000.00 for the fiscal year.
4. The transfer does not include any Salary and Wage lines.

The Board of Finance shall retain the approval authorization for transfers that meet the following criteria:

1. A transfer of any amount from or to a Salary and Wage line.
2. A transfer exceeding $5,000.00 but not exceeding $10,000.00.
3. To create a new budget line per section 805-C of the Town Charter.
4. Any transfer from Contingency, per section 805-A of the Town Charter.
5. By default, any transfer that does not meet the criteria for Finance Office approval as listed above, or does not require additional approval as listed below.

The following transfers require additional approval after the Board of Finance:

1. A transfer that exceeds $10,000.00 for any one office, board, commission, or similar body in any one year requires Town Meeting approval, per section 805-C of the Town Charter.
2. Additional capital expenditures exceeding $200,000 with authorization to issue bonds or notes requires a referendum, per section 806 of the Town Charter.