

**BOARD OF FINANCE
THE TOWN OF WINDSOR LOCKS
50 Church Street, Windsor Locks, Connecticut 06096
Minutes of the March 5, 2024 Regular Meeting**

<https://us02web.zoom.us/j/81754152669?pwd=ZIBHM0kvSm1Lb1RxdU5xOEw3eXM4Zz09>

Meeting ID: 817 5415 2669

Passcode: 134451

The Board of Finance Regular Meeting of Tuesday, March 5, 2024 was called to order at 6:30 p.m. and was followed by the Pledge of Allegiance.

BOARD OF FINANCE MEMBERS PRESENT

Patty Murphy, Lori Quagliaroli, Lacinda van Gieson, Daniel Flanagan, Mark Whitten, Michael Ciarcia

ALSO PRESENT

Mandi Moore, Finance Director

ABSENT

Cornelius O'Leary (arrived at 7:04 PM)

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY

None

CORRESPONDENCE

Email to the board from Chair Quagliaroli with endowment totals
Fire Marshal won't be available for budget meeting on March 12th moved to the March 19th BOF meeting.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

Michael Ciarcia made a motion to approve the minutes of the February 27, 2024 meeting with the following additional comments. Daniel Flanagan seconded the motion.

Discussion:

Chair Quagliaroli would like to add; under New Business Ann Marie did give us the amount of money she had in her endowments, and also she gave the board what would be needed under repairs, and what would be needed when the building is vacated. Chair Quagliaroli would also like to add; CONA discussed their capital requests and the Park and Recreation also discussed their capital requests.

Motion passes unanimously.

Patty Murphy made a motion to approve the February 28, 2023 minutes with additional comments noted. Mark Whitten seconded the motion.

Discussion:

Chair Quagliaroli would like to add; Public Works is still requested to supply the information that was originally requested in the budget that he did not provide.

Motion passes unanimously.

ADDED AGENDA ITEMS

Chair Quagliaroli made a motion to add Noden Reed Presentation to the agenda before the Town Treasurer. Patty Murphy seconded the motion. Motion passes unanimously.

TRANSFERS

T24-21

Amanda Moore explained Chief Ruggiero's transfer request for general supplies, he would like to transfer to the clothing/uniform account to repair and maintenance- vehicle account to cover a shortfall due to repairs and maintenance of equipment. The transfer request is in the amount of \$625.00.

From: Acct. Name: General Supplies – Clothing / Uniform
Acct. # 1005.42000.4203.0000.420300.56107.0000000 Amt: \$ 625.00

To: Acct. Name: Repair & Maintenance - Vehicle
Acct. # 1005.42000.4203.0000.420300.54425.0000000 Amt: \$ 625.00

Michael Ciarcia made a motion to approve transfer T24-2. Daniel Flanagan seconded the motion. Motion passes unanimously.

FINANCE OFFICE UPDATE

Amanda Moore stated that she met with Patty, Michael, and Barry, the municipal advisor, about the debt policy and calculations. Ms. Moore is suggesting that he come in to meet with the board about it. He will not be available to meet until after the 26th where the appeals night is scheduled. The board decided to have Barry come in on March 26th and to temporarily move the appeals to April 2nd to give enough time for everyone to be prepared.

Noden Reed Presentation- Mickey Danyluk Historical Commission Chair, and Jim Roche

Jim Roche presented a detailed report detailing the work done on the Noden Reed Brick Barn, Noden Reed Pinney Barn restoration time line, the 2021-2022 work done with the LOCIP Grant, Items left to do, Noden Reed Brick Barn work completed under the LOCIP Grant, material supply budget from Crosskey Architects, LLC.

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The board discussed that someone has to take responsibility for this, Jim Roche is a volunteer. Chair Quagliaroli said Mickey Danyluk is the Historical Commissioner, and this has to be tracked better. Chair Quagliaroli emphasized that this has to be tracked better and for someone to take control of Noden Reed's capital request by someone other than a volunteer, either by the BOS or Mickey Danyluk. The board asked questions regarding the documentation that was submitted. Chair Quagliaroli said this will be further discussed under capitals.

NEW BUSINESS

Budget Presentations

- **Town Treasurer-** Chris Latournes presented the Town Treasurer budget with a 0% increase and a \$200 budget for the FY25.

Mark Whitten made a motion to temporarily approve the Town Treasurer budget of \$200. Lacinda van Gieson seconded the motion. Motion passes unanimously.

Cornelius O'Leary arrived at 7:04 PM to the meeting.

- **Town Clerk-** Chris Latournes presented the Town Clerk budget with a 4.7% increase at \$172,652.

Chris submitted a capital request for back scanning the land records. He explained that nothing has been done since 2013 and submitted the following request information:

Approximate Total Project cost: \$180,000 2024- \$35,000 capitals and \$6,000 Town Clerk Grant totaling \$41,000 (should bring us back to 1974 by end of Fiscal year 2024) 2023- \$5,500 Town Clerk (back scanning, we indexed 22 books, took about 7 months) MERS, Town Clerk \$1 and \$2 account- approximately spend \$48,500 Request for fiscal year 25 Capitals- \$85,000 (should approximately complete our entire land record collection)

He explained after the land record scanning is completed in a few years he would like to start with the vitals back scanning project and has included an estimated cost:

Birth Certificate Back Scan Costs 3895 loose birth certificates x .38= \$14801.10
56 bound books x 700= \$39200 Total: \$40680.10 Marriage Certificate Back Scan Costs 3269 loose marriage x .38= \$1242.22 19 bound books x \$700= \$13,300 Total: \$14,542.22 Death Certificate Back Scan Costs 3798 loose death x .38= \$1443.24 20 Bound Books x \$700= \$14,000 Total: \$15,443.25
Combined Books Death and Marriage- 36 x \$700= \$25,200

Chris is asking to update the general code back from 2013 to current, doing a little at a time until it is current. He is presenting the capital requests to the board ahead of time to give some clarity and explanation.

Michael Ciarcia discussed updating the code books and agreed that it is a requirement to have the books updated, but he questioned service from COTT for the software and fees for title searches. The board discussed this item and the possibility of costs going up in future years.

Patty Murphy made a motion to temporarily approve the Town Clerk budget request at \$172,652. Lacinda van Gieson seconded the motion. Motion passes. 5-yes, 1- no, Michael Ciarcia

- **Fire Commission**

Fire Commission Chair Mark Urso and Fire Chief Gary Ruggiero presented the Fire Commission budget with a 17.6% increase and a budget of \$486,941. He added that most of the increases were due to inflation. The board went through all the increases line item by line item. There was a lengthy discussion regarding the increases. The board discussed with the Chief and Chair where there could be some cuts made.

Chair Quagliaroli wanted it noted that the Fire Department will hear back regarding the forms that were not submitted that were requested by the BOF. Mark Urso said the information that the Chair is requesting regarding the social club funds can't be provided because they fall under the FOI. Chair Quagliaroli said she will find out from the town attorney if the BOF can request the information. There was further discussion on the fire commission budget pertaining to training and the equipment line item.

Michael Ciarcia made a motion to transfer \$3000 from the TIF Contingency Account to the TIF Equipment line for the purchase of two fire department dry suits in this fiscal year. Chair Quagliaroli seconded the motion. Motion passes unanimously.

The board continued to discuss the Fire Commission budget and what could be changed. The board members discussed some additional line items that could be adjusted in the requested budget.

OLD BUSINESS

- a. **Process for Voting on Budgets -Lori**
- b. **Ethics Policy- Lori**
- c. **Debt Policy- Mike/Patty/Mandi- Michael Ciarcia said the team met with Barry today. The team will provide the statistical analysis to the BOF. After they crafted the analysis, they provided the analysis to Barry and he agreed with the team as to where they were in their findings. Michael said that Barry was very surprised with where the town is at this time. The team asked him to come to the BOF to discuss.**

- d. Dues/Subscriptions- First Selectman
- e. Police
 - i. fuel update
 - ii. uncollected revenue
 - iii. revolving fund
- f. Fire Marshal –wage increase (rescheduled to 3/19)
- g. DPW requested information/budget questionnaire-
- h. Return of funds from Capital accounts – The board discussed with Mandi briefly about a discrepancy with some of the accounts were under the swept accounts and perhaps that is why some of the departments did see where some of the line item budgeted amounts were. This might in part be where there was some confusion.

PUBLIC INPUT- BOARD OF FINANCE MATTERS ONLY

None

BOARD MEMBER INPUT

None

ADJOURNMENT

Patty Murphy made a motion to adjourn the meeting at 9:22 PM. Daniel Flanagan seconded the motion. Motion passes unanimously.

Respectfully submitted,

Meg Martins

Meg Martins
Board of Finance Recording Secretary