

**BOARD OF FINANCE
THE TOWN OF WINDSOR LOCKS
50 Church Street, Windsor Locks, Connecticut 06096
Minutes of the August 27, 2024 Regular Meeting**

<https://us02web.zoom.us/j/84830219466?pwd=vgtMaDzKg7mSKJjOXqsTHnogn9mEwRj.1>

Meeting ID: 848 3021 9466

Passcode: 338877

The Board of Finance Regular Meeting of Tuesday, August 27, 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, Mark Whitten, Michael Ciarcia, Daniel Flanagan, Norman Weigert

ALSO PRESENT

Stephan Brown, Assistant Finance Director

ABSENT

Cornelius O'Leary

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY

None

CORRESPONDENCE

None

APPROVAL OF MINUTES OF PREVIOUS MEETINGS: June 25, 2024 Special Meeting
Michael Ciarcia made a motion to approve the June 25, 2024 special meeting minutes. Patty Murphy seconded the motion. Motion passes unanimously.

ADDED AGENDA ITEMS

Michael Ciarcia made a motion to move item #6 transfers after the board comes out of item #8 executive session. Daniel Flanagan seconded the motion. Motion passes unanimously.

FINANCE OFFICE UPDATE

a. Staffing Updates

Scott Storms presented staffing updates to the board. Mark Doody explained his situation requesting more help in his department due to increased responsibilities.

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Mr. Doody spoke to the board with Scott Storms input as to all the work that Mr. Doody performs throughout the day and the increase of workload. First Selectman Storms also asked if there was any questions and added that he felt the added help in the building department could use some extra help. There was some discussion with the board and Mr. Doody.

Scott Storms also presented to the board the request funding the position of Land Planner at an increase to the current salary to attract better candidates. The First Selectman explained why having this position is so important to the town. There was some discussion with the board about this position.

Lastly Mr. Storms updated the board on the Finance Director position. He said he is actively engaged and still recruiting for this position. The position has been increased to attract better candidates. Scott Storms said Mandi's departure has left a large void at the town hall. He added that there is work now that has not been completed and the Interim Director needs more hours to be able to get the work done. The First Selectman said there needs to be a larger discussion with the board regarding this situation.

b. Medical Self Insurance Fund Update

Chris Monroe, Senior Vice President – Employee Benefits, USI Insurance

Services made a presentation and had a lengthy discussion with the board regarding the medical self-insurance fund. The topics he covered are;

1. Summary Letter – the attached attempts to summarize the 3-issues that we have at play.
 - a. Recently completed plan year and the \$550k deficit that grew out of that plan year.
 - b. Current budget and the need to infuse additional capital into that budget.
 - c. Current reserves and the need to recapitalize both the IBNR and Claim Fluctuation reserve.
2. Backup – I have included two documents.
 - a. 2023/2024 Plan Year – this is the claim liability report that shows the value of the \$550k plan year deficit.
 - b. An excel file that has two tabs. The first tab speaks to the original budget and the fact that budget estimated is now understated. This exhibit also provides a funding target around what capital is needed to “shore” up that account (\$800k to \$1.2M). This exhibit also addresses the need to build back up our reserves. The second tab addresses the driver behind why we ran a \$550k deficit in the prior plan year.

EXECUTIVE SESSION – Pending Claims and Litigation; Sales v Town of Windsor Locks, Discussion with Town Attorney

Lacinda van Gieson made a motion to go into executive session to discuss pending claims and litigation; sales v town of Windsor Locks, discussion with town attorney and invite the Board of Selectmen, Mr. Brown, and Town Attorney Landolina. Mark Whitten seconded the motion. Motion passes unanimously.

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Meeting resumed at 8:38 PM and no action will be taken from the executive session.

OLD BUSINESS

- ~~a. **Board Member Process for Voting on Budgets** Chair Quagliaroli has a call out to the town attorney. The attorney answered the question regarding process for board members voting on budgets and holding another town position.~~
- ~~b. **Ethics Policy** Chair Quagliaroli has a call out to the town attorney. Attorney answered this question.~~
- ~~c. **Dues/Subscriptions** First Selectman it is on the list for the First Selectman Scott Storms answered some of the questions regarding dues and subscriptions.~~
- d. **Debt Policy**-** Selectman level- The issue is not dead, but has been taken off their agenda for the moment but he has the power point presentation prepared by Phoenix Advisors. He passed the presentation onto the BOS along with the Debt Policy and the BOS had met with Michael and Patty. The BOS did not feel comfortable passing the policy. First Selectman Storms said he had some reservations about the policy and didn't understand it in its entirety. He added that once he is more comfortable with it and understands all of it, he is still reviewing the policy and he will come back to the BOF and propose a future meeting.

TRANSFERS

T24-51

Stephan Brown presented transfer T24-51 on behalf of the Selectman's Office in the amount of \$100,000 for the wage adjustment reserve lines to respective departments.

Type	Acct Name:	Department	Full Account Number	Amount
From:	Wage Reserve	Selectmen	1005.41000.4111.0000.461000.51660.0000000	\$100,000.00
Type	Acct Name:	Department	Full Account Number	Amount
To:	S&W Regular	Selectmen	1005.41000.4111.0000.411100.51610.0000000	\$1873.94
To:	S&W Regular	Finance	1005.41000.4117.0000.411700.51610.0000000	\$10,727.52
To:	S&W Regular	Assesor	1005.41000.4131.0000.413100.51610.0000000	\$8,071.94
To:	S&W Regular	Personnel	1005.41000.4141.0000.414100.51610.0000000	\$1535.21
To:	S&W Regular	Building	1005.41000.4157.0000.415700.51610.0000000	\$15,532.97
To:	S&W Regular	CONA	1005.44000.4417.0000.441710.51610.0000000	\$22,384.59
To:	S&W Regular	Youth Serv.	1005.44000.4419.0000.441900.51610.0000000	\$4,821.70
To:	S&W Regular	Social Serv.	1005.44000.4427.0000.442700.51610.0000000	\$4,821.70
To:	S&W Regular	Parks Comm.	1005.45000.4503.0000.450300.51610.0000000	\$8,917.45
To:	Emp Benefits FICA	Benefits	1005.41000.4610.0000.461000.52200.0000000	\$5,913.94
To:	Emp Benefits MERS	Benefits	1005.41000.4610.0000.461000.52300.0000000	\$15,399.05
				\$100,000.00

Patty Murphy made a motion to approve transfer T24-51. Mark Whitten seconded the motion. Motion passes unanimously.

T24-53

Stephan Brown presented transfer T24-53 on behalf of the Selectman’s Office in the amount of \$9,850 payment for Advisory and Planning Services for Town Planner Assistance for June 2024.

Mark Whitten made a motion to approve transfer T24-53. Michael Ciarcia seconded the motion. Motion passes unanimously.

T24-54

Stephan Brown presented transfer T24-54 on behalf of the Town Clerk in the amount of \$50.65. This is for an ad for the newspaper and his line was zero.

From: Acct. Name: Prof & Tech Serv- Software Acct. # 414700.53507 Amt: \$ 50.65
To: Acct. Name: Advertising Acct. # 414700.55900 Amt: \$ 50.65

Patty Murphy made a motion to approve transfer T24-54. Lacinda van Gieson seconded the motion. Motion passes unanimously.

T24-55

Tabled until later in the transfers

T25-01

Stephan Brown presented transfer T25-01 on behalf of the Selectman’s Office in the amount of \$14,025.

The Planning Department is anticipated to operate with consultant help through at least the end of September. The current balance in the Professional Services account is \$2,500. This Transfer would cover the following hours/rates.

Account Name: Salary and Wage Regular
Account Number : 1005.41000.4157.0000.415700.51610.0000000
Amount: \$11,525

Acct. Name: Professional Services
Account Number 1005.41000.4157.0000.415700.53300.0000000
Amount: \$11,525

		Hours	Hours	Hours	
Company	Rate	July	August	September	Extended
Gorman And York	\$165.00	45	20	20	\$14,025.00
Total					\$14,025.00

Mark Whitten made a motion to approve transfer T25-01 in the amount of \$14,025. Michael Ciarcia seconded the motion. Motion passes unanimously.

T25-04

Stephan Brown presented transfer T25-04 on behalf of Finance in the amount of \$26,800.

The Finance Department is anticipated to operate with consultant help through at least the end of September. The current balance in the Professional Services account is \$11,600. This Transfer would cover the following hours/rates.

		Hours	Hours	
Person	Rate	August	September	Extended
MM	\$100.00	30	40	\$7,000.00
JL	\$100.00	104	160	\$26,400.00
OPEN	\$50.00	10	90	\$5,000.00
Total				\$38,400.00

Account Name: Salary and Wage Regular_
 Account Number : 1005.41000.4117.0000.411700.51610.0000000
 Amount: \$26,800

Acct. Name: Professional Services
 Account Number 1005.41000.4101.0000.410100.53300.0000000
 Amount: \$26,800

Mark Whitten made a motion to approve transfer T25-04 in the amount of \$38,400. Michael Ciarcia seconded the motion.

Discussion: Staffing increase help in the finance department discussion.

Motion passes unanimously.

T25-05

Lacinda van Gieson made a motion to approve T25-05. Mark Whitten seconded the motion.

Discussion: Michael Ciarcia questioned the motion. He commented he will be voting no stating that two years ago the building official came to the BOF asking for a part-time employee to help with the backlog and the BOF granted that request. Michael Ciarcia stated this past year he expressed nothing was ever brought before the BOF. Michael also stated his concern is if the board grants this mid-year appropriation, he said, this is not transferring from salary to consultant, this is additional spending, the door would be open for more of these mid-year appropriations to come through. Michael also questioned the verbiage; upon receipt of certification notation.

Mark Whitten asked if this is something that should be put on hold until the training and certification is obtained. There was some discussion with the BOF, First Selectman and Town Attorney as to when this transfer should be addressed and it might be beneficial to have more information.

Lacinda van Gieson and Mark Whitten rescinded their previous motions.

T24-55

Tabled until December 2024.

T25-3

Tabled until January 2025.

NEW BUSINESS

- a. Capital Projects Update : Roadway Infrastructure 2019-2025- (September meeting)
- b. Capital Projects Update : Roofing Appropriations 2023- (September meeting)

PUBLIC INPUT- BOARD OF FINANCE MATTERS ONLY

None

BOARD MEMBER INPUT

None

ADJOURNMENT

Patty Murphy made a motion to adjourn the meeting at 9:54 pm. Mark Whitten seconded the motion. Motion passes unanimously.

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