

**BOARD OF FINANCE**  
**THE TOWN OF WINDSOR LOCKS**  
**50 Church Street, Windsor Locks, Connecticut 06096**  
**Minutes of the October 8, 2024 Regular Meeting**

<https://us02web.zoom.us/j/84029367026?pwd=TmgunnIFcVPRBaHEb55s3yTXOrvawP.1>

**Meeting ID:** 840 2936 7026

**Passcode:** 915820

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The Board of Finance Regular Meeting of Tuesday, October 8, 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, Cornelius O'Leary, Lacinda van Gieson, Mark Whitten, Michael Ciarcia, Daniel Flanagan, Norman Weigert

**ALSO PRESENT**

Stephan Brown, Assistant Finance Director

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

None

**CORRESPONDENCE**

Chair Quagliaroli- sent board email

Michael Ciarcia- sent board email- Phil update at a future meeting

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS: September 10, 2024**

*Cornelius O'Leary made a motion to approve the September 10, 2024 minutes. Chair Quagliaroli seconded the motion. Motion passes unanimously.*

**ADDED AGENDA ITEMS**

None

**FINANCE OFFICE UPDATE**

**a. Jason (Interim Finance Director) provide update on year-ending closing and medical insurance.**

Jason updated the board stating the auditors would be doing preliminary inquiries and information collection on October 16<sup>th</sup> and 17<sup>th</sup>, and they will be onsite on October 28<sup>th</sup> through November 1<sup>st</sup>. He added that year end closing entries will be arriving on or about that time. He said the finance office has been working hard getting the information to the auditors.

**b. Planning Office staffing update (Selectman Storms)**

Jason updated the board with an office staffing plan. He and Scott met with Gorman and York where they provided a proposal for consulting services rather than hiring a town planner for the balance of the fiscal year. Scott has requested some more information from Gorman and York. He said there would be a transfer request presented later in the meeting reflecting this information.

**406.**

Patty Murphy asked if all of the departments got back to Scott regarding the ARPA funds. Jason said that Steve has done a great job coordinating the responses from the department heads as well as outside organizations. He added once that is put together a timeline regarding reallocation of funds starting with a meeting of the ARPA Fund Committee will be tentatively scheduled for October 31<sup>st</sup>, November 5<sup>th</sup> for the BOS, and November 12<sup>th</sup> for the BOF. Jason said if any of the reallocations require a town meeting, one would be scheduled on November 19<sup>th</sup>. There was discussion regarding the ARPA funds and the proposed dates. Patty suggested ARPA meetings should take place sooner than October 31<sup>st</sup> and Jason revised the start date.

**TRANSFERS**

**T25-09**

Jason Lathrop presented transfer T25-09 in the amount of \$86,800.

The Planning Department is anticipated to operate with consultant in the position of Town Planner help through the end of the fiscal year. The Salary Budget for that position is \$98,325. After a transfer of \$11,525 in August, the current budget balance in the Professional Services account is \$14,025. This Transfer would cover the following hours/rates (approximately 60 hours per month).

From: Account Name: Salary and Wage Regular  
 Account Number : 1005.41000.4157.0000.415700.51610.0000000  
 Amount: \$86,800

To: Acct. Name: Professional Services  
 Account Number 1005.41000.4157.0000.415700.53300.0000000  
 Amount: \$86,800

***Patty Murphy made a motion to approve transfer T25-09. Michael Ciarcia seconded the motion. Motion passes unanimously.***

**T25-08**

Jason Lathrop presented transfer T25-08 from the Finance Office in the amount of \$152,482.78.

The Finance Department is anticipated to operate with consultant help through the end of **Fiscal Year**. After a transfer of \$26,800 at the September meeting, the budget balance stood at \$29,300. This Transfer would cover the following additional estimated hours/rates. **We may** go over budget in this account depending on the department’s needs.

Consultant	Rate	Hours	
		October-June	Extended
JL	\$100.00	1000	\$100,000.00
CS	\$50.00	1000	\$50,000.00
MM	\$100.00	24.82	\$2,482.78
Total			\$152,482.78

From: Account Name: Salary and Wage Regular  
Account Number : 1005.41000.4117.0000.411700.51610.0000000  
Amount: \$99,987.00

From: Account Name: Medical  
Account Number : 1005.41000.4610.0000.461000.52800.0000000  
Amount: \$20,380.64

From: Account Name: FICA  
Account Number : 1005.41000.4610.0000.461000.52200.0000000  
Amount: \$9699.21

From: Account Name: Pension  
Account Number : 1005.41000.4610.0000.461000.52300.0000000  
Amount: \$21,148.07

From: Account Name: Life/Disability  
Account Number : 1005.41000.4117.0000.411700.51610.0000000  
Amount: \$1267.87

To: Acct. Name: Professional Services  
Account Number 1005.41000.4101.0000.410100.53300.0000000  
Amount: \$152,482.78

***Michael Ciarcia made a motion to approve transfer T25-08 a presented. Cornelius O'Leary seconded the motion. Motion passes unanimously.***

### **NEW BUSINESS**

- a. Assessor presentation on preliminary revaluation update figures- moved to next meeting the Assessor was not able to attend the meeting.
- b. Chair Quagliaroli updated the board regarding the initial meeting that took place for the funding of the football field. There was discussion on how the funds will be obtained.
- c. Federal Grant for erosion problem update (it was never submitted)  
The board and Scott Storms discussed the Federal Grant for the erosion problem and the status since finding that the grant was never submitted. Scott confirmed that no application has been filed as of today. Scott stated that he was discouraged from applying. Chair Qualiaroli suggested asking for a list of all the grants that have been done and that are still waiting to be completed. The board agreed and Scott Storm said he would get that list to the board.

### **OLD BUSINESS**

- a. **Debt Policy**- Selectman level (on hold)
- b. **Roofing Update** – Phil and Selectman Storms (future meeting)
- c. **ARPA** – Finance and Selectman Storms (future meeting)
- d. **Radio System** – Selectman Storms (future meeting)
- e. **Old Train Station** (future meeting)
- f. **Canal Path** – **waiting on Dana Steele** (future meeting)
- g. **Erosion Issues** (future meeting)
- h. **Current Senior Citizen Center** (future meeting)
- i. **North Street School Chimney** (future meeting)
- j. **Building Department additional staffing** (future meeting)
- k. **Ambulance Building- update**

***Cornelius O'Leary made a motion to add Ambulance Building to the agenda. Lacinda van Gieson seconded the motion. Motion passes unanimously.***

Chair Quagliaroli went through old business items and if there was an update, it was discussed. The old business items will remain on the future agendas and updated until these items have been completed.

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

Scott Storms- 10 Dexter Rd. – Old County Road is almost completed. He thanks the Public Works Director for getting a lot done in a short period of time. He

Deborah (online audio inaudible) – 14 Center St- asked about the issue with erosion, across from the Middle School, the stream always overflows. The question is what does public works have on their radar to do there. The board discussed this issue with Scott Storms. This has been three to four years later and nothing has been done. The board asked to have this and as well as all other federal monies/grants looked into and at least for this individual who is still asking what is being done, that this gets followed up on. Scott Storms said he will discuss it again, it needs to be addressed, but at this time there are no answers that he has at this time, but he will look into it and discuss this with Phil.

**BOARD MEMBER INPUT**

None

**ADJOURNMENT**

***Patty Murphy made a motion to adjourn the meeting at 7:46 pm. Daniel Flanagan seconded the motion. Motion passes unanimously.***

Respectfully Submitted,

*Meg Martins*

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