

**BOARD OF FINANCE  
THE TOWN OF WINDSOR LOCKS  
50 Church Street, Windsor Locks, Connecticut 06096  
Minutes of the September 10, 2024 Regular Meeting**

<https://us02web.zoom.us/j/84325547575?pwd=MK7Elg7WC5iPR2rZai9vbuJgFLqqFD.1>  
Meeting ID: 843 2554 7575  
Passcode: 652044

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The Board of Finance Regular Meeting of Tuesday, September 10, 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 (arrived late at 6:32 PM)

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

None

**CORRESPONDENSE**

Shaun Parkhurst – emails to be on the agenda for tonight’s meeting and the 10-8-24 meeting.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS: August 27, 2024**

*Patty Murphy made a motion to approve the August 27, minutes. Mark Whitten seconded the motion.*

**Discussion:**

**Michael Ciarcia explained when the motion under transfers 25-1 that motion was made for \$14,025, the amount should have been made for the presented amount of \$11,525.**

**Michael Ciarcia went on to the next motion that needed to be corrected, he added, it is a similar issue where the board approved \$38,400, and the board should have approved the presented amount of \$26,800.**

**400.**

**Michael Ciarcia made a motion to approve transfer 25-01 as presented at \$11,525. Patty Murphy seconded the motion. Motion passes unanimously.**

**Michael Ciarcia made a motion to approve transfer 25-04 as presented at \$26,800. Patty Murphy seconded the motion. Motion passes unanimously.**

**Patty Murphy made a motion to approve the August 27, 2024 minutes with the noted changes. Daniel Flanagan seconded the motion. Motion passes. 6-Yes, 1-Abstained, Cornelius O'Leary.**

Cornelius O'Leary arrived to the meeting at 6:32 PM.

### **ADDED AGENDA ITEMS**

**Patty Murphy made a motion to move agenda item 9c.before item 9a. due to the length of the presentation. Lacinda van Gieson seconded the motion. Motion passes unanimously.**

### **TRANSFERS**

None

### **FINANCE OFFICE UPDATE**

None

### **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.**

### **NEW BUSINESS**

- a. **BOE Superintendent**  
401.**

Shaun Parkhurst addressed the board regarding the roof project that's in the capital money at North Street School. He added that Greg will be sharing what the request is in terms of the project that's already done and the capital project that was awarded to the BOE in the amount of \$880,000 for the North Street School roof replacement, replacing the shingles with a C & C metal, to match the rest of the building.

Greg said they went out to bid and had several competitive bids that were under budget at \$858,700. Greg stated that during the walkthrough at the beginning of July of this year, they noticed there were some deterioration issues with the chimney that could also be rectified by this roofing company. He said they received competitive bids for the chimney and would need an additional \$51,000 which would be over the roofing budget if they were to include the chimney.

The board had a lengthy discussion and asked questions regarding the funding options for this additional funding request. Chair Quagliaroli said when the BOE comes back to the BOF on October 8<sup>th</sup> this can be further discussed.

**b. Capital Projects Update: Roadway Infrastructure 2019-2025- (September meeting)**

The documentation that was handed out to the BOF is attached at the end of these minutes.

Phil Sissek, Director of Public Works and Jason Lathrup, Interim Finance Director discussed the Roadway Infrastructure document that was presented with the BOF members. There was a lengthy discussion going through the years and projects regarding what has been completed and what still needs to be completed.

**c. Capital Projects Update : Roofing Appropriations 2023- (September meeting)**

Phil Sissek updated the board members regarding the roofing appropriations for town buildings, what repairs have been done and what repairs are still needed to be completed and they are waiting for subcontractors to provide some numbers on those remaining repairs.

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

None

**BOARD MEMBER INPUT**

None

**ADJOURNMENT**

***Patty Murphy made a motion to adjourn the meeting at 8:16 pm. Daniel Flanagan seconded the motion. Motion passes unanimously.***

Respectfully Submitted,

*Meg Martins*

Meg Martins

402.

**Board of Finance Road Update 9/10/24**

**All completion dates are estimates and subject to revision**

**FY 19 ROADWAY INFRASTRUCTURE**

**West (North to Spring)/Oak/Jackson/Vadnais/Taft/Coolidge/Cannon/Birge/View**

**Appropriation: \$2,602,000.00**

**Remaining Balance: \$131,328.37**

**Description of project: Design, rehab/replace sanitary sewer as needed, drainage, reclaim/repave. Widen West Street and install sidewalks**

**Completed: Oak/Jackson/Vadnais/Taft/Coolidge/Cannon/Birge/View**

**Remaining work: Sidewalks West Street**

**Expected completion: Fall 2024**

**FY 20 ROADWAY INFRASTRUCTURE**

**Druid, Cortland, Briarcliff, Sutton, Sherwin, Hamilton.**

**Appropriation: \$2,075,000.00**

**Remaining Balance: \$1,615,564.14**

**Description of Project: Design, rehab/replace sanitary sewer as needed, drainage. Portions of roads will be reclaimed, graded, resurfaced, or milled and paved.**

**Completed: Hamilton Road, Drainage issue on Briarcliff/Druid**

**Remaining work: Engineering and design/construction of sanitary/storm sewers in problem areas/spot paving on Druid, Cortland, Briarcliff, Sutton, and Sherwin**

**Expected completion: Fall 2025**

**FY 21 ROADWAY INFRASTRUCTURE**

Portions of Halfway House Road(Old County to S.W.), Webb, South and Second Streets.

Appropriation: \$3,353,428.00

Remaining Balance: \$3,175,718.10

Description of Project: Design, rehab/replace sanitary sewer as needed, drainage. Portions of roads will be reclaimed, graded, resurfaced, or milled and paved.

Completed: Halfway House paving and ADA accessible sidewalk ramps

Remaining work: Design and construction of Sanitary/drainage, paving on Webb/South/Second

Expected completion: Fall 2024/Spring 2025

FY 22 ROADWAY INFRASTRUCTURE

Portions of Grove, West and Spring Streets.

Appropriation: \$2,157,000.00

Remaining Balance: \$1,803,000.00

Description of Project: Design, rehab/replace sanitary sewer as needed, drainage. Portions of roads will be reclaimed, graded, resurfaced, or milled and paved.

Completed: Milling and paving sections of Spring Street, Grove drainage and sanitary repairs

Remaining work: Paving/sidewalks on Grove cul de sac through Center, West, Grove, Storm/sanitary/sidewalks on West south of Spring Street

Expected completion: Grove complete Fall 2024, Remainder Spring 2025

FY 23 ROADWAY INFRASTRUCTURE

Replace under road culvert and related infrastructure at Center and Whiton Street crossing under lower Pesci Parking lot.

Appropriation: \$200,000.00

Remaining Balance: \$3,221.45

**Description of Project:** Design, rehab/replace sanitary sewer as needed, drainage. Portions of roads will be reclaimed, graded, resurfaced, or milled and paved.

**Completed:** Culvert work completed outfall armoring

**Remaining work:** outfall armoring Fall 2024

**Expected completion:** Fall 2024

#### **FY 24 ROADWAY INFRASTRUCTURE**

**Portions of Project beginning at Main Street through the intersection of Volunteer.**

**Appropriation:** \$6,334,258.00

**Remaining Balance:** \$6,317,890.71

**Description of Project:** Design, rehab/replace sanitary sewer as needed, drainage. Portions of roads will be reclaimed, graded, resurfaced, or milled and paved.

**Completed:** Partial camera work, Design of Spring/West intersection, bid out 3x

**Remaining work:** Design, rehab/replace sanitary sewer as needed, drainage. Portions of roads will be reclaimed, graded, resurfaced, or milled and paved.

**Expected completion:** Fall 2026

#### **FY 25 ROADWAY INFRASTRUCTURE**

**Old County Road- Halfway House Road to Center of Route 20**

**Appropriation:** \$1,719,933.00

**Remaining Balance:** \$1,719,933.00

**Description of Project:** Design, rehab/replace sanitary sewer as needed, drainage, sidewalks. Portions of roads will be reclaimed, graded, resurfaced, or milled and paved.

**Completed:** Milling in process and traffic calming measures at Old County Circle in process

**Remaining work:** Mill/Pave, construction of traffic calming measures, sidewalks, ramps, drainage and minor sanitary repairs.

**Expected completion:** Major construction and mill/pave Fall 2024. Remaining Spring of 2025