

**BOARD OF FINANCE  
THE TOWN OF WINDSOR LOCKS  
50 Church Street, Windsor Locks, Connecticut 06096  
Minutes of the October 22, 2024 Regular Meeting**

<https://us02web.zoom.us/j/89534348275?pwd=QhdgPj0eae41lpttz0feUDaR91kQaO.1>

Meeting ID: 895 3434 8275

Passcode: 362623

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The Board of Finance Regular Meeting of Tuesday, October 22, 2024 was called to order at 6:30 p.m. by Michael Ciarcia, and was followed by the Pledge of Allegiance.

**BOARD OF FINANCE MEMBERS PRESENT**

Patty Murphy, Cornelius O’Leary, Michael Ciarcia, Norman Weigert (voting for Daniel Flanagan)

**ALSO PRESENT**

Stephan Brown, Assistant Finance Director

**ABSENT**

Mark Whitten, Daniel Flanagan, Lacinda van Gieson, Lori Quagliaroli

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

Joe Calsetta121 Orchard Hill Drive- He spoke about the erosion issues under Old Business of the agenda. He expressed concerns and spoke about new regulations and the possibility of reapplying for grants.

**CORRESPONDENSE**

Michael Ciarcia said he was asked to bring to the attention of the board that Chair Quagliaroli received a FOI request from Mr. Rousseau on October 17<sup>th</sup>, and she forwarded the request to the First Selectman and members of the Finance Department and as of today the town attorney responded acknowledging the receipt of the FOI request.

Email from Selectman Storms-Current senior citizen center and Bonding

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS: October 8, 2024**

***Patty Murphy made a motion to approve the October 8, 2024 minutes. Norman Weigert seconded the motion. Motion passes unanimously.***

**ADDED AGENDA ITEMS**

None

**FINANCE OFFICE UPDATE-** Update on Auditors visit

Jason said the auditors came out last week to do some preliminary field work and they are scheduled to come out again next week to follow up. Jason presented the board with a 2-page report on the status on the year-end close. The board along with Jason discussed his report. The board discussed how to use the ARPA money and other funds with the information

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received from this report as guidance. Michael Ciarcia asked the First Selectman and Selectman Savino, as an ARPA Committee member, to weigh in on a scheduling time line with the ARPA funds. Scott Storms said he would not be able to provide any action by the next BOF meeting and Mr. Savino said he advised to bring the recommendation back to the ARPA Committee since there is time table to use the ARPA funds.

## **TRANSFERS**

### **T24-61**

Chief Osanitsch presented the transfer T24-61 in the amount of \$401,522.54. This transfer reflects the costs of police services for the 2023-2024 year.

To: Acct. Name: S&W Overtime  
Account Number 10054200042010000420120516300000000  
Amount: \$ 352,318.90

To: Acct. Name: S&W Overtime - Dispatch  
Account Number 10054100041490000414900516210000000  
Amount: \$ 36306.43

To: Acct. Name: Gasoline  
Account Number 10054100041490000414900516200000000  
Amount: \$ 8194.24

To: Acct. Name: S&W Dispatch  
Account Number 10054200042010000420130516100000000  
Amount: \$ 12601.28

To: Acct. Name: Detective Supplies  
Account Number 10054200042010000420150561030000000  
Amount: \$ 295.93 - L.N.E

***Cornelius O'Leary made a motion to approve transfer T24-61 as presented. Patty Murphy seconded the motion. Motion passes 3-1. Michael Ciarcia voted no.***

### **T24-56**

**Transfer T24-56 requested by the Finance Department in the amount of \$1,656 for;**  
There were small incremental invoices for audit work beyond the agreed scope.

From: Account Name: Contingency  
Account Number : 1005.41000.9800.0000.980000.59600.0000000  
Amount: \$1,656

To: Acct. Name: Auditing  
Account Number 1005.41000.4125.0000.412500.53310.0000000  
Amount: \$1,656

***Patty Murphy made a motion to approve transfer T24-56 as presented. Michael Ciarcia seconded the motion. Motion passes unanimously.***

**T24-57**

Transfer T24-57 requested by the Finance Department in the amount of \$7,225.49.

These costs reflect the orderly transfer of responsibilities in the Finance office along with increase use of Brinks for cash management.

From: Account Name: Contingency  
 Account Number : 1005.41000.9800.0000.980000.59600.0000000  
 Amount: \$7225.49

To: Acct. Name: S&W Regular  
 Account Number 1005.41000.4117.0000.411700.51610.0000000  
 Amount: \$1799.84

To: Acct. Name: S&W Temp/Replace  
 Account Number 1005.41000.4117.0000.411700.516210.000000  
 Amount: \$2627.17

To: Acct. Name: Prof & Tech Serv- Banking  
 Account Number 1005.41000.4117.0000.411700.533150.000000  
 Amount: \$2798.48

***Norman Weigert made a motion to approve transfer T24-57 as presented. Cornelius O'Leary seconded the motion. Motion passes unanimously.***

**T24-58**

Transfer T24-58 requested by the Selectman's Office for legal services in the amount of \$5507.05.

These costs reflect the costs of legal services for labor negotiations, general legal services, and workers compensation litigation.

From: Account Name: Contingency  
 Account Number : 1005.41000.9800.0000.980000.59600.0000000  
 Amount: \$ 3157.53

Acct. Name: Prof & Tech Serv- Legal  
 Account Number 10054100041390000413900533000000000  
 Amount: \$2045.00

Acct. Name: Prof & Tech Serv- Legal  
 Account Number 10054100041390000413900530250000000  
 Amount: \$304.52

To: Acct. Name: Prof & Tech Serv- Legal  
 Account Number 10054100041390000413920530250000000  
 Amount: \$5507.05

***Patty Murphy made a motion to approve transfer T24-58 as presented. Norman Weigert seconded the motion. Motion passes unanimously.***

*Lacinda van Gieson arrived at 7:21PM.*

**T24-59**

Transfer T24-59 presented by the finance office and requested by Engineering in the amount of \$8,348.67.

This transfer reflects the costs of engineering services for Town projects.

From: Account Name: Contingency  
Account Number : 1005.41000.9800.0000.980000.59600.0000000  
Amount: \$ 8348.67

To: Acct. Name: Prof & Tech Serv- Engineering  
Account Number 1005.41000.4305.0000.430500.53401.0000000  
Amount: \$8348.67

Lori Quagliaroli arrived at 7:22PM.

**Cornelius O'Leary made a motion to approve transfer T24-59 as presented. Patty Murphy seconded the motion. Motion passes unanimously.**

#### **T24-60**

Transfer T24-60 requested by the Registrar of Voters in the amount of \$6,274.44 for the costs of staffing voter registration and elections for the 2023-24 year.

From: Account Name: Contingency  
Account Number : 1005.41000.9800.0000.980000.59600.0000000  
Amount: \$ 6274.44

To: Acct. Name: S&W Part Time  
Account Number 10054100041490000414900516200000000  
Amount: \$524.44

To: Acct. Name: S&W Election  
Account Number 10054100041490000414900516210000000  
Amount: \$5750.00

**Cornelius O'Leary made a motion to approve transfer T24-60 as presented. Patty Murphy seconded the motion. Motion passes 5-yes,0 no, 1 abstained. Lacinda van Gieson abstained.**

#### **T24-62**

Transfer T24-62 requested by Social Services in the amount of \$22,506.23.

This transfer reflects the costs of eviction support services for the 2023-2024 year.

From: Account Name: Contingency  
Account Number : 10054100098000000980000596000000000  
Amount: \$ 22,506.73

To: Acct. Name: Eviction Expense  
Account Number 10054400044270000442700544000000000  
Amount: \$ 22,506.73

**Cornelius O'Leary made a motion to approve transfer T24-62 as presented. Lori Quagliaroli seconded the motion. Motion passes unanimously.**

#### **T24-63**

Transfer T24-63 requested by Finance/OPEB in the amount of \$5,029.25.

**Cornelius O'Leary made a motion to approve transfer T24-63 as presented. Patty Murphy seconded the motion. Motion passes unanimously.**

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## **NEW BUSINESS**

- a. Assessor presentation on preliminary revaluation update figures – John Creed updated the board on the revaluation progress. He explained that the real estate piece is coming together even though there will be appeals, and there could be some movement on both personal property and motor vehicles. The board members asked questions and there was some discussion.
- b. Presentation from Dan Flanagan on his meeting regarding current senior center and Chestnut Street property- Dan Flanagan was not in attendance to present.
- c. Presentation from Patty Murphy regarding bonding meeting- Patty Murphy updated the board stating there was a meeting with bond council, Barry Barnabe, Municipal Advisor, Jason, and Scott to discuss potential bonding and looking for the January/February timeframe. Patty added that Barry would be willing to come to a BOF meeting, possible on November 12<sup>th</sup>, to discuss and talk about different scenarios on how to structure the bonding issues. Patty asked Chair Quagliaroli to add this to the list of agenda items for the November 12<sup>th</sup> BOF meeting.

## **OLD BUSINESS**

- a. **Debt Policy-** Selectman level (on hold)
- b. **Roofing Update** – Phil and Selectman Storms (future meeting)
- c. **ARPA** – Finance and Selectman Storms. Waiting on total that is being turned back in from various groups. Tentative dates for ARPA committee to meet 10/31; meeting 11/5; BOF 11/12; BOS to set Town Meeting 11/19
- d. **Radio System** – Selectman Storms met with Chief of Police, Fire and State regarding system, update when finalized or additional information is provided
- e. **Old Train Station** (future meeting) Has gone out to bid for work to be completed
- f. **Canal Path – waiting on Dana Steele** (future meeting)
- g. **Erosion Issues** discussed the fact that the Federal grant was not submitted at last meeting even though there was work performed in order to prepare for grant submission. (Staying on agenda as it is an ongoing issue) in Litigation
- h. **Current Senior Citizen Center** Dan Flanagan providing update at this meeting
- i. **North Street School Chimney – (Capital Project referred back to school)** (Purchasing guidelines) Superintendent coming in 11/12 for a “State of the Schools Discussion” and will discuss this with him as well in public meeting
- j. **Building Department additional staffing** – (Presentation to be made at 11/12 meeting)
- k. **High School Track** (Capital Project - Engineering design) Superintendent coming in 11/12 for a “State of the Schools Discussion” and will discuss this with him as well in public meeting
- l. **Jason (interim Finance Director) provide update on year-ending closing and medical insurance (November 12<sup>th</sup> meeting)**
- m. **Ambulance Building** – DPW has done signification work (Follow up for completion of project)
- n. **Old County Road** – will update further when completed
- o. **Outstanding Grants** – quarterly report to be given
- p. **Finance Office** – quarterly reports to be given regarding funding

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

Scott Storms- 10 Dexter Road- Commends the Finance Department staff has been working really hard with the auditors and working over the weekend and long hours. He said there is a large learning curve since there is no institutional knowledge at this time.

## **BOARD MEMBER INPUT**

Patty Murphy said she was looking for the tax stabilization fund policy and was surprised there was not a centralized place where items such as this are located. Patty suggested creating a file where polices can be easily located and retrieved when needed. Michael Ciarcia discussed an email that he sent out to board members regarding transfers approved at BOF meetings in excess of \$10k and the need for Town Meetings approvals, and indicating this with motions, which was backed by the town attorney. He added this can be discussed at the next meeting after all board members read the email that he sent.

## **ADJOURNMENT**

***Chair Quagliaroli made a motion to adjourn the meeting at 8:43 pm. Patty Murphy seconded the motion. Motion passes unanimously.***

Respectfully Submitted,

*Meg Martins*

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