

**BOARD OF FINANCE
THE TOWN OF WINDSOR LOCKS
50 Church Street, Windsor Locks, Connecticut 06096
Minutes of the November 12, 2024 Regular Meeting**

<https://us02web.zoom.us/j/82934245355?pwd=6BTMSqndwrW9E2JX8ltGXmmrmLOaX8.1>

Meeting ID: 829 3424 5355
Passcode: 368764

The Board of Finance Regular Meeting of Tuesday, November 12, 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

Chair Quagliaroli, Patty Murphy, Cornelius O’Leary, Michael Ciarcia, Daniel Flanagan, Norman Weigert, Mark Whitten

ALSO PRESENT

Stephan Brown, Assistant Finance Director

ABSENT

Lacinda van Gieson (arrived late at 6:32 p.m.)

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY

Savino Gonzalez, 29 (inaudible) - spoke to the increases in the mill rate and reassessment of property values.

CORRESPONDENSE

Shawn Parkhurst- email reschedule meeting with BOF to 12-10-24
Email sent to the board – budget letter request

APPROVAL OF MINUTES OF PREVIOUS MEETINGS: October 22, 2024

Cornelius O’Leary made a motion to approve the October 22, 2024 minutes. Michael Ciarcia seconded the motion. Motion passes. 5-yes, 1abstained- Daniel Flanagan

ADDED AGENDA ITEMS

None

FINANCE OFFICE UPDATE-

Jason Lathrop said that Barry Bernabe, Phoenix Advisors, LLC, is ready to speak to the Board of Finance about bonding.

TRANSFERS

T25-10

Transfer T25-10 from the Board of Selectmen, an intra-departmental request, in the amount of \$656.38 for newspaper ad for the 10/19/24 Town Meeting and Public Hearing exceeded the balance in the advertising line.

From: Acct. Name: S&W Wage Temp/Replace Acct. #1005.411100.51621 Amt: \$656.38
To: Acct. Name: Advertising Acct. #1005.411100.55400 Amt: \$656.38

Patty Murphy made a motion to approve transfer T25-10 as presented. Lacinda van Gieson seconded the motion. Motion passes unanimously.

T25-05

The Building Department requested additional funding in the amount of \$37,395.

The Building Department is requesting to promote a part time employee to full time upon receipt of certification. We would anticipate this to be in January 2025.

From: Account Name: Contingency
Account Number : 1005.41000.9800.0000.980000.59600.0000000
Amount: \$37,395

To: Acct. Name: Salary and Wage- Building Department
Account Number 1005.41000.4157.0000.415700.51610.0000000
Amount: \$30,000

Acct. Name: FICA
Account Number 1005.41000.4610.0000.461000.52200.0000000
Amount: \$2,295

Acct. Name: Pension
Account Number 1005.41000.4610.0000.461000.52300.0000000
Amount: \$5100

Cornelius O’Leary made a motion to approve transfer T25-05. Lacinda van Gieson seconded the motion. Motion passes. 4-yes, 2-no, Daniel Flanagan, Michael Ciarcia

NEW BUSINESS

- a. Superintendent of School – moved to 12-10-24 meeting

- b. Barry Bernabe – Bonding Overview- Presentation
Barry Bernabe, Municipal Advisor for the town, from Phoenix Advisors, LLC, made his presentation to the board. These were some of the key points made:

- **Interest rates remain at historically low levels, though not as low as during COVID**
- **Town has an above average bond rating of AA+**
- **Town’s existing debt is amortizing aggressively**
- **The Proposed bonding will permanently finance all the town’s authorized projects except for FY 2024 Roads improvements (Spring Street)**
- **Debt Analysis looks at 4 Scenarios assuming 25-year and 30-year amortization schedules**
- **Town will likely receive a bond premium of \$1 million to \$1.3 million on the bond issue**
- **This bond premium can and should be used to mitigate the impact of the new debt service**

- c. Building Department on additional hire presentation of additional information that was requested.

The board and Mark Doody had a lengthy discussion about this additional hire. The board asked what specifically this new hire would be doing, as a part of his/her job duties, and they asked questions regarding the certification process and how certification would impact this position. The board had a lengthy discussion with the Building Inspector, regarding all aspects of this additional hire to the Building Department. A motion to approve an additional hire was made in transfer T25-05 (see under transfer section of the minutes).

- d. Presentation from Dan Flanagan on his meeting regarding current senior center and Chestnut Street property

Dan Flanagan said he attended the meeting on October 9th, at the BOE. He said (3) three options were discussed and in this order; continue the lease, figure out how to fix the Senior Center and at what cost, and lastly the Chestnut Street property. Dan explained he was disappointed because he asked to be present when they did the walk through, and the call came to him late and he was not in town. The board, Shawn Parkhurst, and the First Selectman discussed these three options and also what took place during the walk through of Chestnut Street.

- e. ARPA Update the amount of funds returned 1.5 million. Meet to see if there is a project or two that can go quickly. Remainder of funds to replace lost revenue? Scott Storms reported on ARPA. He said the numbers were brought together from finance and the closing of the books and also looking for potential budgets that can be closed out by December 31st and then meetings can be called shortly to discuss all of those items.

- f. Update on Annual Report submissions and photo for cover- list of late submissions
 - First Selectman and BOS
 - Conservation Commission
 - EIDC
 - Housing Authority
 - Police Department
 - Registrar of Voters
 - Youth Services Bureau
 - Zoning Board of Appeals

Chair Quagliaroli discussed the departments that still need to get their summaries in for the annual report. Chair Quagliaroli also suggested with the board what photo they would like to have on the cover this year of the annual report. Kylee Christianson, Chairperson of the BOE, offered some ideas. There was further discussion with Shawn Parkhurst offering help from a student for a project he is working on. The board will have a photo for the cover by the next BOF meeting.

Chair Quagliaroli discussed the options for bonding and the time period with the board. Chair Quagliaroli polled the board members to get a consensus of what bonding option they felt would be best. Option #2 – 25 years, skip 1st payment was the option the board favored.

An update and discussion was made by Shawn Parkhurst provided an update regarding the High School track and football field. Mr. Parkhurst will be back to discuss the “State of the Schools” at the December 10th BOF meeting. Michael Ciarcia asked if last year, if there was a female track and field athlete that earned all American. Michael said if that is the case that would be his suggestion for whom he would like to see on the cover of this year’s Annual Report.

OLD BUSINESS-

- a. **Debt Policy-** Selectman level (on hold)
- b. **Roofing Update** – Phil and Selectman Storms (future meeting)
- c. **ARPA Update** did committee meet? The amount of funds returned 1.5 million. Meet to see if there is a project or two that can go quickly. Remainder of funds to replace lost revenue?
- 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** -bid was accepted work beginning quickly (follow up in January meeting)
- 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). There is no litigation as stated on previous agendas. This statement has been removed.
- h. **Current Senior Citizen Center** Dan Flanagan providing update at this meeting 11-12-2024 meeting.

420.

- 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**
- m. **Ambulance Building** – DPW has done signification work (Follow up for completion of project)
- n. **Old County Road** – will update further when completed
- o. **Reevaluation of properties** – Ongoing discussion and planning regarding the future of the Revaluations and the repercussions.

- p. **Quarterly Reporting will begin on January 14, 2025 for the following topics:**
 - i. **Finance Office Funding**
 - ii. **Old Train Station**
 - iii. **Outstanding grants (list and funds expended, not expended, and reimbursement status)**
 - iv. **Current Senior Citizen Center Update**

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. Chair Quagliaroli seconded the motion. Motion passes unanimously.

Respectfully Submitted,

Meg Martins

Meg Martins