

**BOARD OF SELECTMEN**  
**Tuesday, December 3, 2024**

**In-Person and via Zoom Teleconference**

**SELECTMEN PRESENT:** Scott Storms and James Cannon

**ALSO PRESENT:** WL Public Library Director, Lois Crozier, Jason Lathrop, Interim Finance Director, Mike Ciarcia, Janet Lomba and Members of the Public

**ATTENDING REMOTELY:** Selectman Jon Savino

**CALL TO ORDER:**

First Selectman Scott Storms called the meeting to order at 6:12 p.m.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was observed

**PUBLIC INPUT:**

***In Person:***

*Mike Ciarcia, 15 Meg Way – stated that he has not been able to find information regarding whether suit has been filed against the woman who damaged the fire truck.*

***Via Zoom:***

*None*

Selectman Storms asked for a motion to add Recission of the Open Burning Ban to the Agenda.

***Selectman Cannon moved that Recission of the Open Burning Ban in Town be added to the Agenda under Old Business Item c. Selectman Savino seconded the motion. All in favor. Motion carried.***

**APPROVAL OF NOVEMBER 19, 2024 REGULAR MEETING MINUTES:**

***Selectman Savino moved to approve the Meeting Minutes for November 19, 2024. Selectman Cannon seconded the motion. All in favor. Motion carried.***

**CORRESPONDENCE:**

Selectman Storms stated that the Board received a letter this afternoon from a resident concerning dark spaces between Town Hall and the Library and in the area of Pesci Park toward North Street. He said he would pass the information to the Public Works Department.

**FINANCE REPORTS AND REQUESTS:**

**a. Funding Waivers and Approvals**

Library Director Lois Crozier stated that she is looking to replace the failing gutter system on the front of the library. She has received three quotes, with one of them being a contractor experienced in the type of gutters needed at that location. At this time, she is looking for a bid waiver of the Purchasing Policy.

**Selectman Cannon moved to waive the Purchasing Guidelines in relation to the gutters at the library. Selectman Savino seconded the motion. All in favor. Motion carried.**

Selectman Storms stated that this does not approve the gutter project, it only approves the bid waiver.

Other waivers will be presented later in the meeting.

**b. Financial Reports**

None

**OLD BUSINESS:**

**a. Building Committee Update:**

Selectman Storms stated that the project is on track and continues to move along. He also said they are within the balances under the budget.

**b. Main Street Update**

Selectman Storms stated that more work is being done in the parking areas.

**c. Recission of the Open Burning Ban**

Selectman Storms stated that, in light of the State ban being lifted last week, he was asking for a motion lifting the Town’s ban.

**Selectman Cannon moved to rescind the ban on open burning. Selectman Savino seconded the motion. Discussion followed. All in favor. Motion carried.**

**NEW BUSINESS:**

**a. ARPA – Resolution and Referral to Board of Finance:**

Selectman Storms stated that there was an ARPA Committee meeting yesterday where several projects were brought forward for discussion totaling \$1,045,849.13 for consideration from funds available. Under ARPA regulations, the Town has until December 31, 2024 to spend through purchase orders and contracts with the actual spending to occur by December 31, 2026.

The ARPA Committee, because of the timeframe, were presented with the following six projects:

• A change order adjustment to the new firetruck	\$ 9,900.00
• WPCA Pump Station at Halfway House Road	\$ 198,600.00
• WPCA Scum Buster	\$ 198,496.00
• Roofing, Underlayment and Substrate at Town Hall	\$ 180,180.55
• Financial Software Upgrade	\$ 100,000.00
• Public Safety Communications Handheld Radios	\$ 198,500.00
• Balance going to Additional Revenue Replacement 24/25	\$ <u>160,172.58</u>
<b>Total</b>	<b>\$1,045,849.13</b>

Selectman Storms reported any scheduling necessary for approval would be under the ARPA regulations. After discussion, a motion was made and seconded, however, both were rescinded. Thereafter, the following motions were made:

**Selectman Cannon moved, regarding the Public Safety Truck Adjustments of \$9,900.00, be approved from the ARPA recommendation of the ARPA Committee to the Board of Finance. Selectman Savino seconded the motion. All in favor. Motion carried.**

**Selectman Cannon moved WPCA Pump Station Halfway House Road, for \$198,600.00 to pass on recommendation by ARPA to move forward to the Board of Finance. Selectman Savino seconded the motion. All in favor. Motion carried.**

**Selectman Cannon moved WPCA Scum Buster, for 198,496.00, recommendation by the ARPA Board to pass on to the Board of Finance. Selectman Savino seconded the motion. All in favor. Motion carried.**

**Selectman Cannon moved Roofing, Underlayment and Substrate for \$180,180.55 recommendation by the ARPA Board to pass on to the Board of Finance. Selectman Savino seconded the motion. All in favor. Motion carried.**

**Selectman Cannon moved Financial Software for \$100,000.00 as recommended by the ARPA Board to pass on to the Board of Finance. Selectman Savino seconded the motion. All in favor. Motion carried.**

**Selectman Cannon moved Public Safety Communication Handhelds for \$198,500.00 as recommended by the ARPA Board to pass on to the Board of Finance. Selectman Savino seconded the motion. All in favor. Motion carried.**

**Selectman Cannon moved Additional Revenue Replacement Fiscal Year 24-25 for \$160,172.58 as recommended by the ARPA Board to pass on to the Board of Finance. Selectman Savino seconded the motion. All in favor. Motion carried.**

**b. ARPA – Possible Motion for Public Hearing and Town Meeting:**

*Following a request from Selectman Storms regarding the need for the Public Hearing and Town Meeting:*

**Selectman Cannon moved to set the Public Hearing at 7:00 on December 19th followed by the Town Meeting at 7:30 to take up the ARPA recommendations if they are approved by the Board of Finance. Selectman Savino seconded the motion. All in favor. Motion carried.**

**FINANCE REPORTS AND REQUESTS:**

**a. Funding Waivers and Approvals (Additional waivers from Finance Reports and Requests Item (a) above**

Jason Lathrop, Interim Finance Director, explained the need for the following waivers:

- *Request for a bid waiver for Public Safety Fire Truck Adjustments for \$9,900.00.*

**Selectman Cannon moved for a purchase waiver of the Purchase Guidelines for \$9,900.00 expenditure for the firetruck modification. Selectman Savino seconded the motion. All in favor. Motion carried.**

- *Request for a bid waiver for the WPCA Pump Station Halfway House Road for \$198,600.00.*

**Selectman Cannon moved for purchase waiver for the Pump Station on Halfway House Road for \$198,600.00. Selectman Savino seconded the motion. All in favor. Motion carried.**

- *Request for bid waiver for the WPCA Scum Buster for \$198,496.00.*

**Selectman Cannon moved for a purchase waiver for the Sewer Plant Upgrade (Scum Buster) for \$198,496.00. Selectman Savino seconded the motion. All in favor. Motion carried.**

- *Request for bid waiver for Roofing, Underlayment, and Substrate for \$180,180.55.*

**Selectman Cannon moved for a purchase waiver for replacing the West Wing of the Town Hall Roof for \$180,180.55. Selectman Savino seconded the motion. All in favor. Motion carried.**

- *Request for bid waiver for Financial Software for \$100,000.00.*

**Selectman Cannon moved for a purchase waiver for upgrade to ERP Pro for \$100,000.00. Selectman Savino seconded the motion. All in favor. Motion carried.**

- *Request for Public Safety Communication Handhelds for \$198,500.00.*

**Selectman Cannon moved for a purchase waiver for the Public Safety Handhelds for \$198,500.00. Selectman Savino seconded the motion. All in favor. Motion carried.**

**c. Re-Adopt and Amend for 2025:**

- 1. ADA Notice**
- 2. Affirmative Action Policy Statement**
- 3. Fair Housing Policy Statement**
- 4. Fair Housing Resolution**
- 5. Municipal Grievance Procedure**
- 6. Compliance with Title IV of the Civil Rights Act of 1964**

Selectman Storms explained that every year the Board must re-adopt the above notices and policies, and there are no pending or proposed changes to the documents. He stated he would need a motion to be able to sign each of the motions.

**Selectman Cannon moved to formally introduce items 1 through 6 under Item (a) and authorize the First Selectman on behalf of the Board of Selectmen, Town of Windsor Locks, to sign the documents and put them into effect. Selectman Savino seconded the motion. All in favor. Motion carried.**

**d. Board of Selectman 2025 Meeting Dates:**

Selectman Storms stated that the dates are the first and third Tuesdays of the month.

**Selectman Cannon moved to approve the meeting schedule for 2025 for the meeting dates First and Third Tuesday of every month for the Board of Selectmen. Selectman Savino seconded the motion. All in favor. Motion carried.**

**e. 2025 Town Holidays**

Selectman Storms stated that these are in accordance with the Town contracts.

**Selectman Cannon moved to approve the holidays as presented for the 2025 observed holidays for the Town of Windsor Locks. Selectman Savino seconded the motion. All in favor. Motion carried.**

**TAX REFUNDS:**

Selectman Storms stated that there are no refunds.

**APPOINTMENTS, RE-APPOINTMENTS, RESIGNATIONS:**

Selectman Storms stated that there are none.

**PUBLIC INPUT:**

***In Person:***

*Janet Lomba, 144 Elm Street – commented on the ARPA requests and possible tax consequences if not accepted. Also requested as much notice as possible when the train track over Route 140 is replaced.*

***Via Zoom:***

*None*

**SELECTMEN'S COMMENTS:**

Selectman Savino advised everyone to stay safe and expressed Happy Holiday wishes. He also provided information regarding the American Legion Christmas Holiday on December 14th.

Selectman Storms provided program information regarding the Holiday Extravaganza on December 7th.

**ADJOURNMENT:**

***A motion to adjourn the meeting at 7:09 p.m. was made by Selectman Cannon. Selectman Savino seconded the motion. All in favor. Motion carried.***

Respectfully submitted

***Cathy Ziemian***

Recording Secretary

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