

BOARD OF SELECTMEN
Tuesday, October 20, 2026

In-Person and via Zoom Teleconference

SELECTMEN PRESENT: Jon Savino and Jim Cannon

SELECTMAN ABSENT: Mark Whitten

ALSO PRESENT: Joe Calsetta, Kurt Brace, Board of Finance Member Mike Ciarcia, Paul Wrabel, Payroll Clerk Tammy, Donna Higgins, Town Planner Justin Lafountain of Goman & York, Mark Packer of TransitAmerica Services, Finance Director Yana Abramovich, and Members of the Public

ATTENDING REMOTELY: Linda Palmer, Eric Marsh, Wendy Morris, and Members of the Public

CALL TO ORDER:

First Selectman Jon Savino called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was observed.

ADDED AGENDA ITEMS:

None

PUBLIC INPUT:

In Person:

Joe Calsetta, Orchard Hill Drive – commented on the intersection of Spring and Main Streets and the box marking that is supposed to be created there.

Kurt Brace, Elm Street – commented that the train station opening was nostalgic and noted he has concerns regarding the TIF District and monies from the Trinity Financial project going to the expenses that they will continue to create with the project. Additionally, he commented that input from the public regarding closing Town Hall on Fridays is needed and he couldn't believe the administration was going to push forward on it with no benefit for the residents. He noted he didn't see a financial benefit, and he thought strong leadership would be a better way.

Name and address inaudible – commented on the 4 day work week.

Mike Ciarcia, 15 Meg Way – commented regarding getting a factual perspective on the 4 day work week, what the dollar savings will be, if any, and what areas would they be coming from.

Paul Wrabel, 33 Pershing Road – asked if the 4 day work week has to go to a Town Meeting or does the Board of Selectmen decide on it.

Tammy, 94 E. Wolcott Ave., Windsor – stated that she does the Town Hall payroll and on Friday there is minimal traffic coming in. She stated that she is usually here later on Fridays and this past Friday there were 4 cars in the parking lot. She stated that residents can do business online such as permits and paying tax bills. She stated that all other towns in the surrounding areas are doing it.

Donna Higgins, no address given – asked what would happen on Fridays for funeral directors who have to get certified copies for funerals the next day or marriage licenses because now it's 48 hours, so if someone's getting married on Sunday what happens?

Via Zoom:

Linda Palmer, 15 No. Main St. – asked how it could be considered to cut Fridays but pay the employees for the whole week and say that will save the Town money. She also asked what was going on with the flock cameras, i.e. who approved the purchase and when, and why were they installed when they were never approved. She noted that Social Services was cut, the Clothing Closet was cut, an employee was cut, the Food Bank was cut. She asked what was being offered for tax dollars. She stated that the departments that were cut hurt residents the most.

Eric Marsh, 94 So. Elm St. – he noted that he doesn't care if Town Hall is closed on Fridays, but he wanted to know if the employees would be working the same number of hours that they were working. He also commented that it was ridiculous that the PD was allowed by the Board of Finance and the rest of the Town to push flock cameras as part of their IT budget.

APPROVAL OF OCTOBER 6, 2026 MEETING MINUTES:

Selectman Cannon moved to approve the Minutes of October 6, 2026. Selectman Savino seconded the motion. All in favor. Motion carried.

CORRESPONDENCE:

Selectman Savino noted that he received correspondence from Mr. Brace for a request for the Homestead Property Tax. He further noted that he received a letter from Paul Harrington which would also be put in the minutes. **(Schedule B attached)**

FINANCE REPORTS AND REQUESTS:

a. Funding Waivers and Approvals

None

b. Financial Reports/Budget Reports/Audit Update

Selectman Savino noted that the first audit is complete and the '24/'25 audit is underway.

OLD BUSINESS:

c. Dr. Carniglia Resolution

Selectman Cannon explained that the resolution had to be readdressed because the Board did not have a second to the motion and then vote on it at the last meeting. Therefore:

Selectman Cannon read the Resolution into the record as the motion. Selectman Savino seconded the motion. All in favor. Motion carried. (Schedule C attached)

a. Main Street Update (WL Commons)

Selectman Savino noted that Commons continues to be under construction and updates will be provided for Board of Selectmen meetings. There is also a possibility that a coffee shop will occupy the building. Also envisioned is a museum with historical facts of Windsor Locks.

b. Buildings Update -Train Station

Selectman Savino noted that the trains began operating from the new station on Sunday, October 18th. The historic train station is expected to open soon and will showcase Windsor Locks memorabilia and local history.

d. Homestead Exemption

Selectman Savino stated that this will remain on the Agenda and is something they still have to look into. Further, there will be another reval in 2 years so he would like to get this started.

NEW BUSINESS:

a. Short Term Rentals

Selectman Savino commented that it has come to his attention that a number of homes in Town are being advertised as short term rentals and some of the properties are being used to host large events. He noted that the Town Attorney is working to evaluate potential regulatory options and determine whether a local ordinance governing short term rentals may be appropriate. He then stated that Mark Doody was not available to be at this meeting to discuss the rentals issue but will be present at the next meeting. He then introduced Town Planner Justin Lafountain who noted there is nothing in place to register the properties and stated that he has been talking to several Town Attorneys to see how Windsor Locks can implement something that would govern them in this Town.

b. Building Department

Selectman Savino noted that Mark Doody will be at the next Board of Selectmen Meeting to provide the information.

TAX REFUNDS:

Selectman Cannon moved to approve the prior year refund in the amount of \$499.57 and the current year refund in the amount of \$1,153.03 for total refund of \$1,652.60 as of October 20, 2026. Selectman Savino seconded the motion. All in favor. Motion carried. (Schedule A attached)

Selectman Savino then introduced Mark Packer of TransitAmerica Services. Mr. Packer stated that his company has a contract to operate CT Rail Trains, which is owned by the State of CT DOT. He noted that his job is the security portion of it and outreach for any issues. He stated that they work closely with Amtrak trains. He noted that construction is underway for double-tracking and aligning the rails with the new train station and provided the current train station schedule. **(Schedule D attached)**

APPOINTMENTS, RE-APPOINTMENTS, RESIGNATIONS:

None

PUBLIC INPUT:

In Person:

Kurt Brace, Elm Street – said the influx of investors coming in needs to be addressed and they shouldn't be included in the Homestead Exemption. He also noted that he was trying to ascertain which positions were made 40 hours instead of 35 when Paul Harrington was First Selectman. He stated that he would send an email inquiring what they are and how they will ensure that the Town is getting those hours if they cut back on the schedule.

Name and address not provided – commented on the 4 day work week.

Yana Abramovich, Finance Director – comments inaudible

Name and address not provided – comments inaudible

Further, during in person public input, there were discussions between the First Selectmen and in person individuals which can be accessed on the video of the meeting posted on the Town website under "Agendas & Minutes".

Via Zoom:

Wendy Morris, Highland Road – commented that she is opposed to the reduction in the work week at the Town Hall and further stated it needs to be open 5 days a week and be accessible to the Town residents.

SELECTMEN'S COMMENTS:

Selectman Cannon stated that he had questions about the 4 day work week which included whether there is a 90 day trial period, questioned the cost savings and asked if it was a done deal. He also noted that he took the train out of the new station on Sunday morning to New Haven and came back on the CT Rail. He said they had a banner ribbon cutting of the first train back at the station.

Selectman Savino, in answer to Selectman Cannon's questions regarding the 4 day work week, stated that it is not etched in stone, if it doesn't work they can always go back. He then read the announcement of the new Town Hall Hours (**Schedule E attached**). Further, he stated they were going to keep looking into it and in response to Selectman Cannon's question regarding the trial period, he noted it could be tried out. Selectman Cannon wanted clarification that the 90 day trial period is written in the MOU and Selectman Savino also stated that he wouldn't sign it until it was added. Also, he stated that Town employees aren't working less hours and getting paid more. They are working their regular hours, just a condensed version.

Again, there were discussions between the First Selectmen and in person individuals which can be accessed on the video of the meeting posted on the Town website under "Agendas & Minutes".

Selectman Savino stated residents could stay after the meeting to discuss issues further, but he wanted to finish his comments and close the meeting. With that, he thanked Boy Scout Troop 263 for constructing a raised flower bed at the Senior Center. Additionally, he noted that the Senior Center hosted a fall craft fair on October 18th attended the Senior Center.

Finally, he stated that the Congregational Church will host its Community Dinner on October 21st at 5:30 p.m. which is open to all members of the community; the American Legion Harvest Dinner is on October 24th at Memorial Hall with tickets available at the door; and they also have the first Sunday of the month pancake breakfast from 8:30 to 11:00.

ADJOURNMENT:

A motion to adjourn the meeting at 7:19 p.m. was made by Selectman Cannon. Selectman Savino seconded the motion. All in favor. Motion carried.

Respectfully submitted

Cathy Ziemian

Recording Secretary

Schedule A

Refund Request October 20, 2026

NAME	BILL NUMBER	REASON FOR REFUND-SOLD DATE	REFUND AMOUNT
PRIOR YEAR REFUNDS:			
JACQUELINE VEGA 45 BELAIRE CIRCLE WINDSOR LOCKS, CT 06096	2022-03-68666	JUNKED	\$14.49
TOYOTA LEASE TRUST 525 FELLOWSHIP RD SUITE 330 MT LAUREL, NJ 08054	2024-03-69565	SOLD	\$485.08
PRIOR YEAR REFUNDS TOTAL:			\$499.57
CURRENT YEAR REFUNDS:			
WILLIAM STAVES/COREY STAVES 20 GANTLEY RD WINDSOR LOCKS, CT 06096	2025-03-69976	SOLD	\$8.62
MICHAEL GAUDREAU 29 WALNUT CIRCLE WINDSOR LOCKS, CT 06096	2025-03-58233	TRADE	\$29.70
TOYOTA LEASE TRUST 525 FELLOWSHIP RD SUITE 330 MT LAUREL, NJ 08054	2025-03-70647	SOLD	\$257.88
KYLE RUSH 381 ELLA GRASSO TPKE WINDSOR LOCKS, CT 06096	2025-03-68998	SOLD	\$10.20
BRUCE SMITH 444 ELMWOOD DR WINDSOR LOCKS, CT 06096	2025-03-69734	SOLD	\$26.97
ACAR LEASING LTD 801 CHERRY ST SUITE 3600 FORT WORTH, TX 76102	2025-03-50062	SOLD	\$498.08
USB LEASING LT 1850 OSBORN AVE OSHKOSH, WI 54902	2025-03-70917	SOLD	\$321.58
CURRENT YEAR REFUND TOTAL:			<u>\$1,153.03</u>
Prior Year Refunds			\$499.57
Current Year Refunds			\$1,153.03
TOTAL REFUNDS			<u>\$1,652.60</u>



Request to Adopt the Homestead

From K Brace <braceintheplace@gmail.com>

Date Sun 10/18/2026 12:35 PM

To Jon Savino <jsavino@wlocks.com>; James E. Cannon III <jcannon@wlocks.com>; Mark Whitten <mwhitten@wlocks.com>

EXTERNAL EMAIL - This email was sent by a person from outside your organization.

Date: October 18, 2026

Subject: Request to Adopt the Homestead Property Tax Exemption (Public Act 26-68)

Dear Members of the Board of Selectmen,

I am writing to urge the Board of Selectmen to exercise its municipal authority under Public Act 26-68 and adopt the Homestead Property Tax Exemption for the residents of Windsor Locks.

The recent property revaluations have placed an unprecedented burden on local homeowners. Residential property assessments jumped by an average of 70%, while commercial property assessments increased by only 20%. As a direct result, residential taxpayers are now bearing a disproportionate share of our town's tax burden.

Without intervention, everyday families, working-class households, and seniors living on fixed incomes will face severe tax increases.

While concerns have been raised regarding the impact of an exemption on our mill rate and commercial grand list, Windsor Locks is in a uniquely strong position to absorb this adjustment.

Unlike purely residential suburbs, nearly a quarter of our Grand List is supported by commercial value, heavily anchored by Bradley International Airport, major rental car agencies, hotels, restaurants, and logistics operations.

These commercial entities rely on town infrastructure and services provided by the community; our resident homeowners should not be left carrying a disproportionate tax load.

Adopting the flat \$50,000 assessment reduction under PA 26-68 will provide immediate, meaningful relief where it is needed most:

Targeted Cushion for Residents: The flat reduction provides significant tax savings for modest and average-value single-family homes, directly offsetting the shock of the 70% residential revaluation increase.

Fair Tax Balancing: It recalibrates the tax burden between residential and commercial sectors, keeping Windsor Locks an affordable place to live and raise a family.

Reinvesting in Neighborhood Stability: Keeping housing costs manageable for long-term residents protects neighborhood stability, prevents displacement, and ensures our community thrives.

The administrative steps and minimal costs required to implement this program are a worthwhile investment in the financial security of the residents you represent.

I respectfully ask that the Board of Selectmen place the adoption of Public Act 26-68 on an upcoming meeting agenda for consideration and public comment.

Thank you for your leadership and service to the Town of Windsor Locks.

Sincerely,
Kurt Brace
Elm Street
Windsor Locks

*Please include with this week's Board of Selectmen Meeting - correspondence



Concerns Regarding Potential Friday Town Hall Closure and Impact on After-School Programming

From Paul Harrington <paulmharrington@gmail.com>

Date Tue 10/20/2026 1:01 PM

To Jon Savino <jsavino@wlocks.com>; Mark Whitten <mwhitten@wlocks.com>; James E. Cannon III <jcannon@wlocks.com>

EXTERNAL EMAIL - This email was sent by a person from outside your organization.

Dear First Selectman Savino, Selectman Whitten, and Selectman Cannon,

I wish I could attend tonight's Board of Selectmen meeting, but unfortunately, I am unable to be there in person. However, I wanted to take a moment to raise a concern regarding the recent discussions about potentially closing Town Hall on Fridays.

Over the past several weeks, I understand there has been discussion about transitioning Town Hall operations to a four-day workweek or otherwise closing municipal offices on Fridays. While I recognize that decisions regarding municipal operating hours are generally management decisions, and I certainly appreciate the need to explore operational efficiencies, I believe there is an important consideration that deserves attention before any final decision is made.

Specifically, I am concerned about the potential impact this change could have on the Parks and Recreation Department's after-school program.

Our Parks and Recreation Department operates a tremendous after-school program five days a week, providing a valuable service to working families throughout our community. For many parents, this program is not simply a recreational opportunity or a convenience. It is an essential part of their childcare arrangements, allowing them to remain at work knowing their children are in a safe, structured, and supervised environment after the school day ends.

Many working parents do not have the flexibility to leave their jobs when school dismisses. Their employers operate five days a week, and their childcare needs do not disappear simply because municipal offices may be closed on Fridays.

With that in mind, I believe several important questions need to be addressed:

- **Will the after-school program continue operating five days a week?** If Town Hall closes on Fridays, will the Parks and Recreation Department still have the staffing, administrative support, and resources necessary to maintain the program's current schedule? *yes*
- **Has the Town evaluated how many families depend on Friday programming?** Understanding the number of children enrolled and the families who rely on this service is critical before making any operational changes that could affect its availability.

- **Have the Parks and Recreation staff been consulted?** The employees who administer and operate this program are best positioned to identify potential staffing, scheduling, and operational challenges that could arise from a change in municipal hours.
- **Could the proposed closure create additional costs or logistical challenges?** Even if the program continues operating, there may be implications involving staffing schedules, building access, supervision, administrative coverage, and other operational responsibilities.
- **How and when will parents be notified if changes are anticipated?** Families deserve adequate advance notice of any potential disruption so they can make informed decisions and, if necessary, secure alternative childcare arrangements.

My greatest concern is that a decision made with the intention of improving municipal efficiency could unintentionally create a significant hardship for working families.

Finding reliable after-school childcare is already challenging for many households. Eliminating even one day of programming could force parents to rearrange their work schedules, use earned time off, reduce their working hours, or seek alternative childcare that may be difficult to find or financially burdensome.

I also believe it is important to distinguish between closing Town Hall to the public and reducing or changing the availability of municipal services. A four-day administrative schedule should not automatically translate into a four-day service schedule, particularly when those services directly support working families and children. There may very well be a way to accomplish the Town's operational goals while preserving the after-school program in its entirety, and I would encourage the Board and administration to explore those options.

I want to be clear that I am not necessarily opposed to exploring different operating schedules for Town Hall. Municipal governments should continually evaluate opportunities to improve efficiency, control costs, and better serve residents. However, those discussions should include a thorough understanding of the potential consequences for the programs and services our residents depend upon.

Before any change is implemented, I would strongly encourage the Town to confirm that Friday after-school programming will remain available or, at a minimum, develop and communicate a clear plan addressing how affected families will be accommodated.

Most importantly, parents should not learn at the last minute that a program they have relied upon may no longer be available on Fridays. These families deserve transparency, an opportunity to provide input, and sufficient time to prepare for any changes.

I respectfully ask that this correspondence be read into the record during tonight's Board of Selectmen meeting so that this concern is publicly acknowledged and, equally important, so that parents who utilize the program are aware of the potential implications and have an opportunity to ask questions before any decisions are finalized.

I appreciate the time and effort each of you puts into serving our community, and I recognize that decisions involving municipal operations are not always easy. My intention in raising this issue is simply to ensure that the needs of working families, particularly those who rely on our Parks and Recreation Department, remain part of the conversation.

Thank you for your consideration, and I hope the Board will give this matter the attention it deserves before moving forward.

Sincerely,

Paul Harrington

Schedule C

**RESOLUTION OF THE
TOWN OF WINDSOR LOCKS BOARD OF SELECTMEN**

At a duly warned meeting of the Board of Selectmen of the Town of Windsor Locks, Connecticut held this 20th day of October 2026, the following resolution was adopted:

WHEREAS, the Town of Windsor Locks Senior Center opened at its present location at 519 Spring Street on September 12, 2025; and

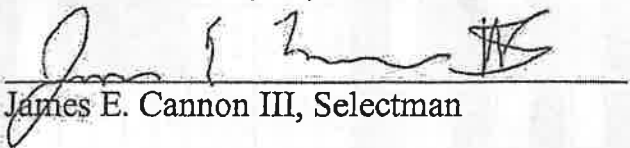
WHEREAS, Windsor Locks resident Mickey Danyluk has presented a petition to continue the legacy of Dr. Ettore F. Cagniglia at the new Senior Center building;

Now therefore **BE IT RESOLVED** that The Board of Selectmen wishes to act upon the petition to maintain the historic continuity of the name "Dr. Ettore F. Cagniglia" on the entity/operations/activities of the Town Senior Center;

BE IT FURTHER RESOLVED that The Board of Selectmen hereby authorizes the First Selectman to execute any documents necessary for that purpose.

Signed this 20th day of October, 2026


Jonathan W. Savino, First Selectman

Mark H. Whitten, Sr., Selectman
James E. Cannon III, Selectman

Schedule E

Town of Windsor Locks Announces New Town Hall Hours

Beginning November 8, the Town of Windsor Locks will adopt a permanent revised schedule for Town Hall offices. Offices will be open from 8:00 a.m. to 5:00 p.m. Monday through Wednesday and from 8:00 a.m. to 6:00 p.m. on Thursdays. Town Hall offices will be closed on Fridays.

The revised schedule is intended to improve access to municipal services, particularly for working residents who may have difficulty conducting business during traditional office hours. The Town has experienced limited resident traffic on Fridays, while residents continue to seek services after 4:00 p.m. on other weekdays. Extending weekday hours will provide residents with additional opportunities to conduct business with the Town.

Hourly Town Hall employees will continue working their regular 35-hour workweek on a compressed schedule. Some positions were previously reduced from 40 to 35 hours as part of budget reductions, generating savings for taxpayers. The new schedule builds on these efforts while maintaining convenient access to municipal services.

Following seven budget referendums, the Town has a responsibility to continue identifying opportunities for savings. Closing Town Hall offices on Fridays is expected to reduce utility expenses, including heating, cooling, and electricity, as well as other operating costs. The revised schedule may also support employee retention and help Windsor Locks remain competitive with other Connecticut municipalities, including Tolland, Mansfield, Vernon, Stafford, and Ellington, that operate on a four-day schedule.

Residents can pay property taxes and other taxes online, access property record cards, look up property assessments, apply for building permits, and conduct other Town business electronically.

Existing after-school and recreation programs will continue as scheduled, including Friday programming.

The Town's goal is to balance responsible fiscal management, employee retention, and convenient access to municipal services for residents.

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