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**BOARD OF SELECTMEN**  
**Tuesday, January 20, 2026**

**In-Person and via Zoom Teleconference**

**SELECTMEN PRESENT:** Jon Savino and James Cannon

**ALSO PRESENT:** Assistant Finance Director Steve Brown, Kevin Knapp, Linda Palmer, William Rousseau, Joe Calsetta and Members of the Public

**ATTENDING REMOTELY:** Selectman Mark Whitten, Kurt Brace, Jennifer Howell, Sherryl (no last name provided), 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:**

**Selectman Cannon made a motion to add three things under New Business: 2026 Budget, Taxes Due and Communications. Selectman Savino seconded the motion. All in favor. Motion carried.**

**PUBLIC INPUT:**

**In Person:**

*Linda Palmer, 15 North Main Street –she stated the she is following up on FOIA requests that she is getting no responses to and noted the further steps she has therefore taken.*

*Kevin Knapp, 6 West Street – stated that he came to Town Hall today and got all the times that former First Selectman Storms voted when he wasn't a resident of the Town. Further, he stated that he had asked the present Board of Selectmen if they were going to investigate Scott and Jason for collusion and manipulation of the Town budget at referendum and Carl Landolina for collusion on that. He also noted that he is waiting for FOIA requests for 10 to 12 months and is going to bring a petition to have Selectmen Savino and Cannon removed and the Board of Finance members that ignored Jason Lathrop's abuse and mismanagement of taxpayer funds.*

*William Rousseau, 407 Elmwood Drive – stated that he has put in a request to the Chief of Police to change the dispatch policy.*

**Via Zoom:**

*Kurt Brace, Elm Street – stated that he is grateful to have lived in Windsor Locks for 50 years and during that time he has seen the Town be fiscally responsible which has kept taxes low. Further, he stated that what he thinks now is that optics are bad and we need to look at what funds are being spent on.*

**APPROVAL OF JANUARY 6, 2025 REGULAR MEETING MINUTES:**

***Selectman Cannon moved to approve the January 6, 2025 Regular Meeting Minutes. Selectman Whitten seconded the motion. All in favor. Motion carried.***

**CORRESPONDENCE:**

Selectman Cannon read the email correspondence\* sent to the Board of Selectmen requesting a Town Meeting to authorize an independent audit of the Town's finances.

\*A copy of the email is attached as Schedule B.

**FINANCE REPORTS AND REQUESTS:**

**a. Funding Waivers and Approvals**

Assistant Finance Director Steve Brown presented the bid waiver\* as the following motion:

***The Council on the Needs of the Aging (CONA) requests a bid waiver not to exceed \$50,000.00 for a Pavilion from Kloter Farms under Section 8.3b Standardization. CONA is utilizing the same vendor as was selected for their prior purchase of a storage shed.***

***Selectman Cannon so moved. Short discussion followed. Selectman Cannon moved to accept Kloter Farms bid of \$49,465. Selectman Whitten seconded the motion. All in favor. Motion carried.***

\*A copy of the bid waiver is attached as Schedule C.

**b. Financial Reports and Budget Reports**

Assistant Finance Director Steve Brown stated that the budgets went out today to the boards and commissions that were missed in the original email sent by the Interim Finance Director. They were told to look it over and get back to him with any questions or concerns by February 1st but there will be a little leeway on that.

**OLD BUSINESS:**

**a. Veteran's Property Assessment Update**

Selectman Savino stated that he received the wording for the ordinance\* today. The Board has reviewed it, and they are moving it to the February 3rd meeting with a Public Hearing at 5:30 p.m. that evening, with the Board acting on it at their meeting directly after.

\*A copy of the ordinance is attached as Schedule D.

**b. Main Street Update (WL Commons)**

Selectman Savino stated that's still going forward for April for the new Train Station. The historic Train Station is 99.9% complete.

**c. Buildings Update -Train Stations**

Included in the Main Street Update above.

**NEW BUSINESS:**

**a. 2026 Budget**

Selectman Savino stated that he put the Finance Director position out for bid and they had 15 applicants which they narrowed down to five and then 3 that were ready to step into the

position. He stated that they found one and that person has accepted. He thereafter told the Interim Finance Director that his services were no longer needed with the Town of Windsor Locks because he was a contract employee and his contract ran out in June. The new Finance Director will be stepping in in the middle of February. In the meantime, Steve Brown will be handling the finances until the new Director steps in.

He also noted that he wants everyone to come to the budget hearings with any questions they may have. He further stated that it's going to be another tight budget with the second year of reval. He has asked all the directors to tighten the belts with no unnecessary spending with a zero percent increase, if possible.

**b. Taxes Due**

Selectman Savino stated that taxes are due up to February 2nd with no penalties.

**c. Communications**

Selectman Savino stated that he's going to try to get as much communication as possible out to everyone. He has opened a Facebook page to put out information going on around Town, will put an article in the Windsor Locks Journal once a month and in the Senior Center newsletters.

**TAX REFUNDS:**

**Selectman Cannon moved to approve the current year refund in the amount of \$2,982.68 and the prior year refund in the amount of \$0 for total refund of \$2,982.68. Selectman Whitten moved to approve. All in favor. Motion carried. (Schedule A attached)**

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

Selectman Savino read the following portion of a letter from the Republican Town Committee\* regarding the appointment of Paul Riedi: "The Republican Town Committee has nominated Paul Riedi to fill the republican vacancy for Housing. Please appoint Paul Reidi at your next Board of Selectman meeting."

**Selectman Savino motion to appoint Paul Riedi. Selectman Cannon seconded. All in favor. Motion carried.**

\*The letter from the Republican Town Committee is attached as Schedule E.

Selectman Savino stated that on behalf of the Windsor Locks Democratic Town Committee has put forward nominated Linda Zettlemoyer to fill the Democratic vacancy on the Housing Authority.\*

**Selectman Whitten moved the motion. Selectman Cannon seconded the motion. All in favor. Motion carried.**

\*The letter from the Democratic Town Committee is attached as Schedule F.

**PUBLIC INPUT:**

**In Person:**

*Kevin Knapp – expressed concerns about the Town’s handling of the police building financing. He also noted that he had requested a meeting with the police commissioner and Selectman Savino regarding police harassment against him, which was refused.*

*William Rousseau, 407 Elmwood Drive – stated that getting communications out to residents via Facebook and local publications is a great idea. He noted that he had recommended an electronic billboard that would run constantly to get information out. He also raised questions about the approval of the \$50,000.*

*Linda Palmer – inaudible*

*Joe Calsetta, 121 Orchard Hill Drive – questioned what the pavilion would be used for.*

*Jennifer Howell, So. Elm Street – raised a question regarding disability benefits for veterans.*

**Via Zoom:**

*Sherryl, no last name or address provided – commented that she feels all town meetings should be available via zoom.*

**EXECUTIVE SESSIONS WITH ASSESSOR AND ATTORNEY:**

- ***HHB-CV25-6095785S: Walgreens Eastern Co. Inc. v Town of Windsor Locks***
- ***HHB-CV25-6095798S: Swarga LLC v Town of Windsor Locks***

***Selectman Cannon moved to go into Executive Session to discuss the pending claims Walgreens Eastern v Town of Windsor Locks and Swarga LLC v Town of Windsor Locks to include Jon Savino, Jim Cannon, Mark Whitten via telephone, the attorney representing the Town - not Carl Landolina, and John Creed, the Town Assessor at 6:29 p.m.. Selectman Whitten seconded the motion. All in favor. Motion carried.***

Selectman Cannon noted that the Board of Selectmen came out of Executive Session at 6:44 p.m.

**ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION:**

Selectman Cannon stated that no votes were taken in the Executive Session.

***Selectman Savino moved to authorize John Creed to settle the cases as discussed in Executive Session. Selectman Cannon seconded the motion. Selectman Cannon clarified that they were authorizing Selectman Savino to sign as was discussed. All in favor. Motion carried.***

**SELECTMEN’S COMMENTS:**

Selectman Cannon noted on Thursday, January 22nd at 6:00 on zoom is a discussion of the Fire Department’s CIF Grant Application Informational Session with Justin LaFountain from Goman and York. The zoom information is on the Town’s website. Also, he stated that complementary tours of Windsor Locks Memorial Hall are on the first Sunday of every month

with the next one this coming Sunday starting at 1:00, 2:00, and 3:00; no appointment is necessary.

Selectman Savino noted the American Legion breakfast is the first Sunday of every month. They are asking for donations of packages of toiletries for veterans.

**ADJOURNMENT:**

***A motion to adjourn the meeting at 6:47 p.m. was made by Selectman Savino. The motion was seconded. All in favor. Motion carried.***

Respectfully submitted

***Cathy Ziemian***

Recording Secretary



**Cathy Ziemian**

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**From:** K Brace <braceintheplace@gmail.com>  
**Sent:** Tuesday, January 20, 2026 1:25 PM  
**To:** Jon Savino; Mark Whitten; James E. Cannon III  
**Subject:** Request for Town Meeting – Independent Transition Audit

Dear members of the Board of Selectmen,

I am writing to formally request that the Board of Selectmen take the proactive step of calling a Town Meeting to authorize an independent audit of our town's finances.

With the recent departure of our Interim Finance Director and the transition to new leadership, it is imperative that we establish a "clean baseline." My concerns, and those of many residents, are rooted in the following:

- **Audit Delinquency:** Our audits for the past two fiscal years have reportedly not yet been cleared by the Office of Policy and Management (OPM).
- **Leadership Transition:** It is standard municipal best practice to conduct a transition audit when a Finance Director departs. This protects both the town and the incoming director by ensuring all accounts are reconciled and accurately reported.
- **Public Trust:** Given the current "financial crunch" our taxpayers are feeling, full transparency regarding our various "pots" of money is the only way to restore community confidence.

While I am aware that citizens have the right to petition for a Town Meeting, I believe it would be in the best interest of the town for the Board of Selectmen to **call this meeting voluntarily**. Taking the lead on this initiative shows that the Board is committed to fiscal accountability and transparency. Waiting for a petition only creates an atmosphere of distrust, whereas leading the call for an audit demonstrates that you take your role as stewards of our tax dollars seriously.

I look forward to hearing how the Board intends to address these outstanding audit issues and ensure a smooth, transparent transition for our next Finance Director.

Sincerely,

Kurt Brace

Elm Street, Windsor Locks

**\*I ask that the above be submitted as part of the public record for tonight Board of Selectmen meeting**

The Council on the Needs of the Aging (CONA) requests a bid waiver not to exceed \$50,000.00 for a Pavilion from Kloter Farms under Section 8.3b. Standardization. CONA is utilizing the same vendor as was selected for their prior purchase of a storage shed.

**SECTION 8 – Exceptions, Waivers, or Allowances:**

The following items shall be exempt from formal bid requirements, regardless of the payment threshold.

1. Professional Services: Professional services are defined as being services which meet one of the following requirements:
  - a. Work requiring knowledge of an advanced type or field of science or learning, including but not limited to engineers, architects, appraisers, attorneys, auditors, medical services.
  - b. Work that is original and creative in character in a recognized field or artistic endeavor, and the result of which depends on a person's invention, imagination, or talent.
  - c. Work as a certified teacher or trainer.Depending on the scope of the project, the Board of Selectmen may require that the requesting department develop RFP specifications so that multiple proposals for professional services can be evaluated on a competitive, albeit subjective basis.
2. Emergencies: The Town acknowledges there are emergencies when normal procedures must be suspended to ensure continuity of operations. The Board of Selectmen shall be empowered to suspend the normal procedure during a declared emergency. The First Selectman, or Selectman acting in his or her place, may suspend the normal procedure when public safety is at risk, or when damage or destruction of a Town asset is at risk.
  - a. If a suspension of procedures is made by the First Selectman under an emergency, it should be reported to the Board of Selectman at the next scheduled meeting.
  - b. If a suspension of procedures is made by the Board of Selectman, an update should be provided at the next scheduled Board of Selectmen meeting.
3. Standardization:
  - a. When equipment is being purchased for compatibility with existing equipment. This includes fleet management and fixtures for existing assets.
  - b. In the case where the Board of Selectmen feel that a current vendor has consistently provided satisfactory service and the continuity of service is the predominate deciding factor in selecting a vendor.
4. Investments: Purchases made for investment purposes.
5. Travel: Expenses such as mileage, transportation, and lodging related to professional development.
6. Public utilities.
7. Sole source: When the services or goods offered are unique to one vendor. A sole source certificate should be included with the requisition. Any sole source vendor has no competition so profit must be negotiated as a separate element.
8. Purchases made through Local, State, or Federal surplus agencies.
9. Purchases of used equipment, vehicles, machinery, etc. Quotes are required, but given the nature of varied use, remaining life, wear and tear to used items, a Bid is not feasible.
10. Formal Resolution by the Board of Selectmen: By a two-thirds majority vote, the Board of Selectmen can waive the formal bid requirements if such a waiver is in the best interest of the town. The requesting department should provide documentation to the Board as to the reason the request to waive the process has been made.

## Article XII

### § Section 320-30 Additional Exemptions for Disabled Veterans

In addition to any other exemptions for veterans as set forth in this Code, Town Ordinances, or as required under Connecticut Law including but not limited to those exemptions as provided pursuant to C.G. S. § 12-81 (83), veterans who have a 100% service connected permanent and total disability rating shall be exempt from the payment of property taxes on up to two (2) acres of land upon which their principal dwelling is located and exempt from the payment of property taxes on any detached garage, shed or other outbuilding located on that two (2) acre parcel under the following conditions:

- A. Individuals shall establish their eligibility as provided in C.G.S. §12-95 and as required under any other provision of state law.
- B. Individuals shall make application for this exemption to the office of the town assessor on forms provided for such purposes and any other forms as required under state law.
- C. The provisions of C.G.S. § 12-81 (83) (D) (i), (ii) and (iii) shall apply to all such applications.
- D. Any individual who has already been deemed eligible for the tax exemption on their principal dwelling as provided under Connecticut Public Act 24-1 June Session shall be automatically entitled to the additional exemptions provided herein as long as they have complied with the required initial and annual application process.

Schedule E

WINDSOR  
LOCKS  
REPUBLICAN  
TOWN  
COMMITTEE

January 8, 2026

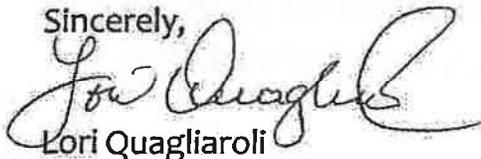
*Jon:*

First Selectman Jon Savino  
Town Of Windsor Locks  
50 Church Street  
Windsor Locks, CT 06096

The Republican Town Committee has nominated Paul Riedi to fill the republican vacancy for Housing. Please appoint Paul Riedi at your next Board of Selectman meeting.

If I can be of any further help, please feel free to reach out.

Sincerely,



Lori Quagliaroli  
Chair Windsor Locks Republican Town Committee

Cc: Christopher Latournes, Town Clerk



**Peggy Sayers, Chairperson**  
**Alba Osorio, Vice Chairperson**  
**Jacob LaValley, Secretary**  
**Rosemary Hogan, Treasurer**  
**Treasurer**



The Honorable Jon Savino  
Office of the First Selectman  
Windsor Locks Town Hall  
50 Church Street  
Windsor Locks, CT 06096

Wednesday, January 21, 2026

**RE: Windsor Locks Housing Authority – Vacancy Recommendation**

Dear First Selectman Savino,

Please accept this recommendation on behalf of the Windsor Locks Democratic Town Committee in accordance with Windsor Locks Town Charter section § 704, that we nominate **Linda Zettlemoyer** to fill the vacancy on the Windsor Locks Housing Authority.

At a meeting of the Windsor Locks Democratic Town Committee, Linda was nominated and received the unanimous endorsement of the Democratic Town Committee to fill the vacancy on the Windsor Locks Housing Authority.

Below, please find our nominee's contact information should you need it. If you have any questions, please do not hesitate to contact me at (860) 729-9405 or via email [peggymsayers@gmail.com](mailto:peggymsayers@gmail.com)

**NOMINEE'S INFORMATION**

**Linda Zettlemoyer**  
**74 South Center Street, WL CT 06096**  
**860-202-9201**  
[lzettlemoyer36@comcast.net](mailto:lzettlemoyer36@comcast.net)

Sincerely,

Peggy Sayers, Chairperson  
Windsor Locks DTC

CC: Mr. Mark Whitten, Selectman  
Mr. James Cannon, III, Selectman  
Ms. Linda Zettlemoyer, Nominee

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