

BOARD OF FINANCE

THE TOWN OF WINDSOR LOCKS

50 Church Street, Windsor Locks, Connecticut 06096

Minutes of the February 17, 2025 Regular Meeting

<https://us02web.zoom.us/j/82811337100?pwd=kfT75BOUFW3dh53ztn2G4SnbfbhYB.1>

Meeting ID: 828 1133 7100

Passcode: 348346

The Board of Finance Meeting of Wednesday, February 17th, 2026, was called to order at 6:30pm by Chairwoman Patty Murphy and was followed by the Pledge of Allegiance.

BOARD OF FINANCE MEMBERS PRESENT:

Chairwoman Patty Murphy, Michael Ciarcia, Norm Weigert, Dan Flanagan, Con O’Leary, Sean Twitchell, Judy Chapman and Roy Zettlemoyer.

ALSO PRESENT:

Steve Brown, Assistant Finance Director

PUBLIC INPUT- BOARD OF FINANCE MATTERS ONLY:

In Person:

William Rousseau, 407 Elmwood Drive, Windsor Locks- Williams stated that he did not believe attaching his email to the minutes was sufficient and read key portions of it into the record. He discussed the current assignment of School Resource Officers, particularly patrol reassignment during periods when school is not in session and suggested that vacation and leave time be scheduled during those periods to reduce overtime costs. He stated that he believes this approach could significantly reduce police overtime expenses and be implemented immediately. He also noted that leave requests could be prioritized by seniority.

Chairwoman Murphy provided clarification that the town reduced the number of school resource officers, from four to three, as North Street School and South Elementary School share.

Via Zoom:

None.

CORRESPONDENCE:

Correspondence received from William Rousseau regarding the police budget are attached here. Chairwoman Murphy stated that she received correspondence from Dan Kevric, forwarded to the Board of Education.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS, FEBRUARY 10 and 11:

Con O’Leary made a motion to approve the February 10th, 2026 meeting minutes. Sean Twitchell seconded the motion. Motion passes unanimously.

Judy Chapman made a motion to approve the February 11th, 2026 meeting minutes. Sean Twitchell seconded the motion. Motion passed unanimously.

ADDED AGENDA ITEMS:

Chairwoman Murphy requested time to review the Senior Center’s request for a new senior bus prior to the budget presentations.

Sean made a motion to add discussing the Senior Center bus request to the agenda before Item 7, Budget Presentations. Dan Flanagan seconded the motion. Motion passes unanimously.

TRANSFERS:

None.

SENIOR CENTER BUS REQUEST:

Anne Marie Claffey and Michael Rosadini presented the CONA Senior Center bus request. CONA was awarded a Section 5310 grant through the Department of Transportation to purchase a new senior bus. The grant provides 80% of the funding, with the Town of Windsor Locks responsible for the remaining 20% cost share. Board members discussed the impact of inflation on the Town’s required 20% contribution and the resulting increase in funding needed. It was noted that \$15,000 had previously been set aside in last year’s capital funds for the bus purchase; however, an additional \$14,000 is required to meet the updated cost share. Discussion focused on identifying available accounts that could fund the additional amount. The Board agreed to further investigate funding options and revisit the request at the next meeting. Chairwoman Murphy outlined the anticipated next steps, which include a vote by the Board of Finance, referral to the Board of Selectmen for approval, and subsequent consideration at a Town Meeting.

* Capital Request Form is attached as Schedule A1

* Acceptance Certification Section 5310 Grant is attached as Schedule A2

* Greater New Haven Transit District Memorandum of Understanding is attached as Schedule A3

*Bus Configuration attached as Schedule A4

BUDGET PRESENTATIONS:

Board of Finance:

The Board of Finance and Steve Brown presented the FY27 BoF budget.

ORG	OBJ	DEPT	DESC	FY 2025 BUDGET	FY 2025 IVEE ACT	FY 2025 YTD Expended	FY 2026 BUDGET	FY 2026 ACTUAL	FY 2027 DEPARTMENT	BOF TEMP APPROVE	TIF ADJUST	BOF REDUCE	NU SAL ADJUST	BOF REVISED	\$ CHANGE	% CHANGE	
10410170	51620	4101	S&W PART TIME	\$5,517.00	\$5,516.52	\$0.48	\$6,136.15	\$499.71	5,737	-	-	-	-	5,737	-	-	
10410170	53025	4101	PROF & TECH SERV-LEGAL	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	20,000	-	-	-	-	20,000	-	-	
10410170	53300	4101	PROF & TECH SERV-CONSULTANT	\$289,352.78	\$289,323.00	\$37.78	\$0.00	\$10,400.00	-	-	-	-	-	-	-	-	
10410170	55400	4101	ADVERTISING	\$1,000.00	\$110.18	\$889.82	\$500.00	\$0.00	-	-	-	-	-	-	-	-	
10410170	55500	4101	PRINTING & BINDING	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	2,000	-	-	-	-	2,000	-	-	
10410170	56101	4101	GENERAL SUPPLIES - OFFICE	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	-	-	-	-	-	-	-	0.00%	
				\$290,479.78	\$285,951.70	\$4,528.08	\$7,636.15	\$10,899.71	\$27,737.08	\$0.00	\$0.00	\$0.00	\$0.00	\$27,737.08			
4125 Prof & Tech Serv-Accounting				\$35,000.00	\$35,939.00	-\$939.00	\$41,000.00	\$21,250.00	-	-	-	-	-	-	-	-	-
				\$35,000.00	\$35,939.00	-\$939.00	\$41,000.00	\$21,250.00									
Contingency				\$200,000.00			\$150,000.00		150,000	-	-	-	-	150,000			
				\$200,000.00			\$150,000.00										

The Board discussed the potential increase to the Prof & Tech Serv-Consultant line item to \$20,000 in the event the incoming Finance Director decided to conduct more in-depth research into financial accounts. A discussion was also held regarding the possibility of utilizing mailers to provide residents with information about the budget prior to the vote. The Board reviewed potential costs associated with such mailings, including the possibility of needing additional mailings should budget details change. Chairwoman Murphy invited additional parts to increase community awareness and engagement regarding the budget process. The Board further discussed decreasing the Printing & Binding line item, noting that two new books were purchased this year and no additional related expenses are anticipated at this time. Michael Ciarcia inquired whether the Printing & Binding line item includes costs associated with the Annual Reports. Steve Brown stated that he will review this item further.

The Prof & Tech Serv-Accounting line item was identified as funding for the current auditors and is expected to increase in accordance with their annual contract. Steve Brown will confirm the proposed FY27 cost.

The Contingency Fund was reviewed, and Chairwoman Murphy reiterated that it is used to provide emergency funding support to departments as needed. The Board discussed upcoming union contract negotiations, noting that four contracts are set to expire on 6/30/2027, and that the contingency fund may be utilized for associated salary adjustments. Steve Brown will verify the current balance of the fund.

The Board agreed to table votes on the Board of Finance budget (operating, accounting, and contingency line items) until outstanding questions can be addressed at tomorrow night's meeting.

● **Debt Service:**

Account Number	Old Account Title	Account Title	FY 2024 Budget	FY 2024 YTD EXPENDED	FY 2025 Budget	FY 2025 YTD EXPENDED	FY 2027 Request	BOF Temp Approve	\$ Increase (Decrease)	% Increase (Decrease)
- DEBT SERVICE										
-48000.4801.0000-480100.58010	PRINCIPAL	Debt Service Principal	2,802,918	2,802,918	1,245,000	1,245,000	3,210,000			
	3/24/16 Bond Principal	2014 GO Refunding Bond								
	7/1/14 Bond Principal	2016 GO Bond								
	10/1/13 Bond Principal	2018 GO Bond								
		2020 GO Refund Bond								
		2022 GO Bond								
-48000.4803.0000-480300.58010	INTEREST	Debt Service Interest	1,423,043	1,423,043	2,202,615	2,005,788	2,125,619			
	3/24/16 Bond Interest	2014 GO Refunding Bond								
	7/1/14 Bond Interest	2016 GO Bond								
	10/1/13 Bond Interest	2018 GO Bond								
		2020 GO Refund Bond								
		2022 GO Bond								
	Tower 1 Capital Lease Interest									
	Fire Pumper Cap Lease Interest									
	3/22/18 Bond Interest (Town)									
	BAN Interest									
			4,225,961	4,225,961	3,447,615	3,250,788	5,335,619			

Steve Brown reviewed the Debt Service budget and the debt schedule. It was explained that there will be an increase in debt service this year as it will include the principle for the new senior center and police station. Steve also notes that while the total amounts in the spreadsheet are accurate, the header years will be corrected to reflect the accurate fiscal years. Con O’Leary suggested that the fiscal year be represented going forward with the 2 years that it encompasses, i.e. FY27 becoming FY26-27. Michael Ciarcia also suggested sending the debt schedule to Barry J. Bernabe for review. Debt Service will be rereviewed at a future meeting.

*Debt Service Schedule is attached as Schedule B

● **Revenues:**

An in-depth revenue discussion will be held once new finance director is present. Steve Brown reviewed the new CCM Governor’s proposed budget and Windsor Locks’ share. John Creed is set to come in on 3/3 to review the Grand List and the money anticipated to be received from taxes. Michael Ciarcia questioned whether the car tax depreciation method will be revisited during John Creed’s presentation.

*CCM Governor’s Proposed FY27 Budget is attached as Schedule C

REVIEW, DISCUSS AND TEMPORARILY APPROVE ANY PREVIOUS BUDGETS PRESENTED:

BAA:

Bd Assessment Appeals	FY2025 Budget	FY2025 YTD Expended	FY2025 YTD Balance	FY2026 Budget	FY2026 YTD Balance	FY 26 TIF Adjustment	FY 2027 Request	BOF TEMP APPROVE	TIF ADJUST	BOF REDUCE	NU SAL ADJUST	BOF REVISED	\$ CHANGE	% CHANGE
4132 S&W STIPEND	\$1,677.00	\$1,684.58	\$12.42	\$878.80	\$300.00		879	879	-	-	-	-		
4132 EDU TRAINING & PROF DEV	\$100.00	\$100.00	\$0.00	\$50.00	\$0.00		50	50	-	-	-	-		
4132 ADVERTISING	\$50.00	\$47.80	\$2.20	\$115.00	\$0.00		75	75	-	-	-	-		
4132 GENERAL SUPPLIES	\$150.00	\$146.97	\$3.03	\$0.00	\$0.00		-	-	-	-	-	-		
	\$1,977.00	\$1,959.35	\$17.65	\$1,043.80	\$300.00	\$0.00	\$1,004.00	\$1,004.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Michael Ciarcia spoke with Chairwoman Quagliaroli who clarified that each of the three commissioners are provided a \$100 stipend per meeting, with 2 meetings per fiscal year, with the Salary & Wage Stipend line item consisting of the commissioners and recording

secretary stipends. He feels that with that breakdown explanation, the requested amount should be closer to the FY26 request of \$878.80. The Board reviewed the Advertising line item and discussed dropping the requested \$115 to \$75 as they are anticipating less appeals for FY27.

Sean Twichell made a motion to temporarily approve the BAA FY27 budget in the amount of \$1,004, with the only changes being the S&W Stipend line of \$879 and Advertising line of \$75. Michael Ciarcia seconded the motion. Motion passes unanimously.

Registrar:

Chairwoman Murphy reported that she spoke with the First Selectman regarding the process and timing for setting the mill rate. At this time, the plan is to evaluate the mill rate following the first budget vote. There was a lengthy discussion regarding the number of referendums included in the proposed budget. Michael Ciarcia suggested postponing further discussion of this budget item until the larger departments have presented their budgets, in order to better assess the overall impact of requested increases. Further discussion was tabled.

Probate:

No update at this time.

Holiday:

No additional presentation provided at this time.

ORG	DEPT	DESC	FY 2025 BUDGET	FY 2025 YTD Expended	FY 2025 YTD Balance	FY 2026 Budget	FY 2026 YTD Expended	FY 26 TIF Adjustment	FY 2027 Request	BOF TEMP APPROVE	TIF ADJUST	BOF REDUCE	MU/SAL ADJUST	BOF REVISED	\$ CHANGE	% CHANGE
	4511	General Supplies Program	3,300.00	\$0.00	\$3,300.00	\$2,500.00	\$0.00		2,425	2,425					(7,908)	-100.00%

Sean Twichell made a motion to temporarily approve the Holiday Committee FY27 budget in the amount of \$2,425. Con O’Leary seconded the motion. Motion passes unanimously.

EIDC:

OBJ	DEPT	Dept	EIDC Description	FY 2025 Budget	FY 2025 YTD Expended	FY 2025 YTD Balance	FY 2026 Budget	FY 2026 YTD Expended	FY 26 TIF Adjustment	FY 2027 Request	BOF TEMP APPROVE	TIF ADJUST	BOF REDUCE	MU/SAL ADJUST	BOF REVISED	\$ CHANGE	% CHANGE
	1041327051625	4173	S&W STIPEND	\$817.00	\$732.18	\$84.82	\$858.00	\$84.92		858	858						
		4173	Prof & Tech Serv-Consultant	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00		3,000	1,000						
		4173	Postage	\$50.00	\$0.00	\$50.00	\$50.00	\$0.00		50	50						
	1041327053200	4173	General Supplies-Office	\$50.00	\$0.00	\$50.00	\$50.00	\$0.00		50	50						
	1041327055400	4173	General Supplies-Program	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00		500	500						
	1041327056100	4173	Dues & Fees	\$5,800.00	\$4,501.40	\$1,298.60	\$3,000.00	\$4,501.40		3,000	2,000						
				\$10,217.00	\$5,233.58	\$4,983.42	\$7,458.00	\$4,506.32	\$0.00	\$7,458.00	\$4,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Steve Brown identified that the Main Street Development League is still in business, but the Town has not provided payment to them in recent years. The decision was made to cut

them from the budget. The Professional and Technical Service-Consultant line was discussed and also decreased to \$1,000.

Sean Twitchell made a motion to temporarily approve the EIDC FY27 budget in the amount of \$4,458, with the changes being to the Prof & Tech Service-Consultant line of \$1,000 and the Dues & Fees line of \$2,000. Judy Chapman seconded the motion. Motion passes unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

Con O'Leary identified information in the town charter regarding board members receiving stipends and suggested checking the state statues to investigate further.

FINANCE OFFICE UPDATE:

- A. Annual Reports- Steven Brown found the 2024 Annual Report file. 2025 has not been requested at this time but will be addressed with the new finance director. Michael Ciarcia suggested having the Board of Finance review the 2024 Annual Report first.

- B. Audit Update: FY24 audit remains ongoing.

PUBLIC INPUT- BOARD OF FINANCE MATTERS ONLY:

In Person:

William Rousseau, 407 Elmwood Drive, Windsor Locks- William expressed his support for conducting a forensic audit and stated that he lacks confidence in the town's current management. He indicated that he supports voting against the budget until a forensic audit is completed. He acknowledged that while there are auditors are currently working, he would prefer a neutral, outside party to conduct a more detailed review. He also expressed hope that the new Board Chair will provide a new direction for the town. Additionally, William questioned whether the Senior Center should have first requested emergency funding for the bus through the Board of Selectmen before presenting to the Board of Finance. He suggested placing Senior Center buses on a replacement cycle similar to that used by the fire and police departments. He also expressed concern that the contingency fund may reduce incentives for departments to remain within their approved budgets.

Linda Palmer, 15 North Main Street, Windsor Locks- Linda expressed support for transitioning to a town manager form of government rather than the town's current structure. She also advocated for conducting a forensic audit. She stated that she believes

there is a lack of transparency and accountability within town management and suggested that outside intervention is necessary.

Via Zoom:

Tamie Quagliaroli, 233 Sutton Drive, Windsor Locks- Tammy provided input regarding the proposed budget mailing, suggesting that a lower-cost postcard mailing be considered instead of a full mailer, and that it include the dates of upcoming budget meetings. She stated that providing this information directly to residents would increase awareness and accountability for attendance. She also suggested utilizing senior bus transportation to assist elderly residents in attending budget presentation meetings.

BOARD MEMBER INPUT:

Dan Flanagan inquired about the process for a department head to request a budget transfer or modification within the current fiscal year. He was advised to have the department head contact the Finance Department directly to initiate the request and then the matter would then be presented to the Board of Finance for review.

ADJOURNMENT:

Sean Twitchell made a motion to adjourn at 8:33pm. Dan Flanagan seconded the motion. Motion passed unanimously.

CORRESPONDENCE

Fw: Management Rights Windsor locks Police Department

From: Patty Murphy (pmurphy@wlocks.com)

To: michaelsciarcia@yahoo.com; 2olehappycampers@gmail.com; ndestina@aol.com; olearyc@ccsu.edu; stwitch0741@gmail.com; jmchapman22@gmail.com; rzett2@gmail.com

Cc: sbrown@wlocks.com; miagrit@ymail.com

Date: Sunday, February 15, 2026 at 05:32 PM EST

Get Outlook for iOS

From: Patty Murphy <prtmurphy@yahoo.com>

Sent: Friday, February 13, 2026 9:55:47 AM

To: Patty Murphy <pmurphy@wlocks.com>

Subject: Fwd: Management Rights Windsor locks Police Department

Sent from my iPhone

Begin forwarded message:

From: WILLIAM ROUSSEAU <wr2001@aol.com>

Date: February 12, 2026 at 8:16:15 PM EST

To: Murphy Patty <prtmurphy@yahoo.com>

Subject: Fwd: Management Rights Windsor locks Police Department

Bill Rousseau

Begin forwarded message:

From: WILLIAM ROUSSEAU <wr2001@aol.com>

Date: February 12, 2026 at 8:15:26 PM EST

To: Savino Jon <jsavino@wlocks.com>, mwhitten@wlocks.com, jcannon@wlocks.com

Subject: Management Rights Windsor locks Police Department

For the Record,

Gentlemen , I William Rousseau served as Union President of the Police Union for 13 years

and many of the Memorandums of Understanding were disregarded by Chief Osanitsch.

Those Rights that are not abridged by CONTRACT LANGUAGE ARE RETAINED BY THE TOWN OF WINDSOR LOCKS !

I have been a Public Critic of the amount of Police Oversight and have stated that are Police Service Are being Grossly Mismanaged!!

The following is a Management Prerogative that I believe is fair to the Taxpayer and our Officers .

To the best of my knowledge we have 4 School Resource Officers that are assigned to Patrol Duties when there is no school.

My current understanding is that when there is No School that 2 officers are assigned to the day shift and 2 officers are assigned to the evening shift.

With this configuration there are approximately 10 weeks were school is out for regular summer vacation and an additional 4-5 weeks for regularly scheduled breaks .

In order to reduce the excessive amount of taxpayer paid overtime. Vacation time and Comp Time must be scheduled when the School Resource Officer are assigned to parole duties and will not create any overtime

This gives officers a 16 week window to schedule their vacation time! There is in addition approximately 13 holidays where school is not in season for Holidays . Again leaving the day shift and evening shifts overstaffed .

If the work week is still 4 days on and 2 days off . This gives the officer almost 1/2 year to schedule their leave Time !!

I am unsure of the current number of Officers that are assigned to work each shift or the number of Officers removed from Patrol to do other duties

With this language I would believe that Police Overtime could be significantly reduced

If 2 officers requests the same time off the Senior Officers will be given preference .

Extended Leave time if 2 or more weeks will be granted upon request

These changes can be implemented Immediately and I believe can save a significant amount of overtime!!

I would be happy to answer any further questions that you might have.

You can expect Chief Osanitsch to respond that the major of the Police BUDGET issue to wage increases his unusual fall back language

I further am a proponent of a Forensic Audit before we can approve a 26-27 Budget

I believe that our BOS must present this to our Chief for a response

Bill Rousseau

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Fw: Our 26-27 Budget

From: Patty Murphy (pmurphy@wlocks.com)

To: ndestina@aol.com; 2olehappycampers@gmail.com; olearyc@ccsu.edu; stwitch0741@gmail.com;
jmchapman22@gmail.com; rzett2@gmail.com

Cc: sbrown@wlocks.com; miagrit@ymail.com

Date: Sunday, February 15, 2026 at 05:29 PM EST

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From: Patty Murphy <prtmurphy@yahoo.com>

Sent: Friday, February 13, 2026 9:56 AM

To: Patty Murphy <pmurphy@wlocks.com>

Subject: Fwd: Our 26-27 Budget

Sent from my iPhone

Begin forwarded message:

From: WILLIAM ROUSSEAU <wr2001@aol.com>

Date: February 13, 2026 at 9:39:31 AM EST

To: Murphy Patty <prtmurphy@yahoo.com>, Savino Jon <jsavino@wlocks.com>, Ciarcia Mike
<michaelsciarcia@yahoo.com>

Subject: Our 26-27 Budget

BUDGET TIME IN WINDSOR LOCKS

For the Record under Correspondence and Public Input .

There are ways to Reduce Police Overtime with Proper Management .

I trust that the BOF WILL LOOK HARD AT MY PROPOSAL TO REDUCE OVERTIME .

This is Documented in my previous email to you that I am requesting to be read into the Record under
Correspondence OR Public Input

Department Heads must be held responsible and accountable to operating within their approved annual
budget.

Our Windsor Locks Police Department is being Completely and Totally MISMANAGED FINANCIALLY!!!!!!

Mr Knapp made a very pertinent statement.

If a department budget comes in Under Budget ,why aren't those TAX DOLLARS RETURNED TO THE TOWNSPEOPLE?????!!!

There is something wrong with having our Police Department gobbling up monies that weren't spent by other Departments!!!!!!!!!!!

DEPARTMENT HEADS MUST BE FORCED TO OPERATE WITHIN THERE APPROVED BUDGET OR HAVE A DAMNED GOOD REASON AS TO WHY!!!!!!

Bill Rousseau

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Fw: Our 26/27 Budget

From: Patty Murphy (pmurphy@wlocks.com)

To: michaelsciarcia@yahoo.com; ndestina@aol.com; 2olehappycampers@gmail.com; olearyc@ccsu.edu; stwitch0741@gmail.com; jmchapman22@gmail.com

Cc: sbrown@wlocks.com; miagrit@ymail.com

Date: Sunday, February 15, 2026 at 03:55 PM EST

Correspondence

Get Outlook for iOS

From: William Rousseau <wr2001@icloud.com>

Sent: Sunday, February 15, 2026 10:01:32 AM

To: Patty Murphy <Pmurphy@wlocks.com>

Subject: Our 26/27 Budget

Instead of just passing Budget Proposal from each Department Head .

Each Budget Request should be thoroughly examined .

We seem to make minor cuts while there may be big money saved with PROPER DEPARTMENT MANAGEMENT

Bill Rousseau

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Schedule A1

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS
FISCAL YEAR ENDING 2026-27

Project Title: 5310 TRANSPORTATION GRANT 80% FUNDING FTA 20% FUNDING FROM TOWN	Department: CONA/Senior Center	PRIORITY (see POLICY for criteria) Table 1 Department Rank: _____
Description of Project: Request for funding from the town- to purchase a 12-passenger bus through the approved Federal Transit Admin. Section 5310 Program for FY26-27. The FTA contribution of the purchase amount is 80% with a commitment from the town for the remaining 20%. The ages of the current fleet are as follows: 2010, 2015, 2019, 2021. The anticipated date of delivery is August 2026. The 2010 bus will be taken out of commission upon delivery of new bus.		Projected purchase date / expected completion date of project: _____ 8/2026

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2026	ESTIMATED EXPENDITURES BY FISCAL YEAR					Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
			FY 26-2027	FY 27-2028	FY 28-2029	FY 29-2030	FY 30-2031		
Engineering /Design/ Planning /Inspection Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements Equipment & Furniture Purchases Other									
Contingency				28454.20					
TOTALS									

*Please note: Requests for 2027 and 2028 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: _____ Date: _____

Fw: CIAC request

From: Patty Murphy (pmurphy@wlocks.com)

To: michaelsciarcia@yahoo.com; ndestina@aol.com; 2olehappycampers@gmail.com; olearyc@ccsu.edu; stwitch0741@gmail.com; jmchapman22@gmail.com; rzett2@gmail.com

Cc: sbrown@wlocks.com; miagrit@ymail.com

Date: Tuesday, February 17, 2026 at 04:26 PM EST

I'll make copies for tonight.

Get Outlook for iOS

From: Ann Marie Claffey <aclaffey@WLOCKS.com>

Sent: Tuesday, February 17, 2026 4:09:32 PM

To: Patty Murphy <pmurphy@wlocks.com>; mike.rosadini mrosadini.com <mike.rosadini@mrosadini.com>

Subject: CIAC request

Hi Patty,

I've attached the updated CIAC request for the bus purchase. This reflects the accurate amount.

I will see you tonight at 6:30p

Thank you

Ann Marie

Ann Marie Claffey

Senior Center Director

Windsor Locks, CT 06096

860-627-1425

860-292-6947 fax

aclaffey@wlocks.com

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CIAC Request FY27 a.doc

37 KB

Schedule A2



ACCEPTANCE CERTIFICATION DOCUMENT SECTION 5310 GRANT

Federal Fiscal Year 2024 (FFY 24)

This certifies that Town of Windsor Locks will accept a Section 5310 grant from the Connecticut Department of Transportation (CTDOT) and has sufficient resources available to provide the local match for the purchase of the vehicle(s), as well as for operation of the vehicle(s).

CTDOT must be listed as primary lien holder on the motor vehicle registration(s) for the vehicle(s). CTDOT shall remain the lien holder on the title to the Project Equipment but may release the lien upon Recipient's written request to dispose of the Project Equipment, any such request being subject to CTDOT's prior written approval. During the useful life of the vehicle(s), appropriate insurance levels must be maintained, and the vehicle(s) must be registered in accordance with all the rules and regulations of the Connecticut Department of Motor Vehicles.

Once your organization executes this Acceptance Certification Document (ACD), you have ninety (90) calendar days to forward to CTDOT a written confirmation that the bid process for purchase of a wheelchair accessible vehicle has been initiated, or that your organization will procure the vehicle through an open option on an FTA compliant procurement.

Once your organization has accepted delivery of the vehicle, the following must be submitted to CTDOT within 3 - 5 business days:

- 1) CTDOT Invoice Summary & Processing form (ISP)
- 2) Dated manufacturer or dealer's invoice naming your organization as the recipient of the vehicle

Office of Transit and Ridesharing
2800 Berlin Turnpike
P.O. Box 317546
Newington, CT 06131-7546

CT.GOV/DOT

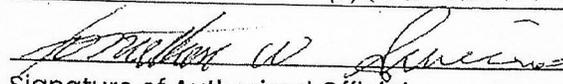
- 3) Vehicle Acceptance form
- 4) Post-delivery Federal Motor Vehicle Safety Standards (FMVSS) certification
- 5) Post-delivery Purchaser's Requirements certification
- 6) Post-delivery Buy America certification
- 7) Two (2) copies of the Certificate of Origin(s), and
- 8) Acord Certificate of Liability Insurance form

If these conditions are not met, your organization acknowledges that this cash grant will be returned to CTDOT.

To expedite vehicle delivery, a recipient may order a vehicle in advance of the fully executed ACD; however, this action must follow an FTA-compliant procurement process and shall be taken entirely at the risk of the organization.

TYPE THE FOLLOWING, AS YOUR AGREEMENT WILL BE WRITTEN USING THE INFORMATION EXACTLY AS IT APPEARS BELOW: This information must match the Secretary of State's official records (Business.CT.gov) for your organization or an agreement will not be executed.

Legal Organization/Business Name: Town of Windsor Locks		
Address: 50 Church Street		
City/Town: Windsor Locks	State: CT	Zip code: 06096
Name of Authorized Official: Jonathan W. Savino		
Title of Authorized Official: First Selectman		
Federal Employer Identification Number: 06-6002138		
SAM.gov ID Number: SKMRBE PX QFS4		


 Signature of Authorized Official

12-3-25
 Date

Schedule A3



Greater New Haven Transit District

840 Sherman Avenue, Hamden, CT 06514

Phone: 203.288.6282 Fax: 203.288.7471

PLEASE READ CAREFULLY. THIS DOCUMENT CONTAINS DISCLAIMER PROVISIONS CONCERNING THE PURCHASE OF VEHICLES BY ORGANIZATIONS PROCURING THEM THROUGH THE GREATER NEW HAVEN TRANSIT DISTRICT.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding dated July 23, 2025, sets forth the roles and responsibilities of the Greater New Haven Transit District (the "District") and the Participating Agencies listed in Exhibit A, concerning the procurement of vehicles being purchased through the Statewide Small Vehicle Joint Procurement led by Greater New Haven Transit District.

Greater New Haven Transit District is purchasing vehicles for its own use through a Request for Proposals (RFP), a full and open procurement process in accordance with Federal Transit Administration regulatory requirements. The District has included a list of other qualified organizations in its procurement documents, allowing said organizations the opportunity to purchase specific vehicle types outlined in the bid document and resulting Agreement(s). Qualified organizations include FTA Section 5310 grant funding recipients, transit districts, municipalities, a State agency and/or a non-profit organization.

In providing the Participating Agency the opportunity to purchase vehicles under the District's solicitation and bidding process, Greater New Haven Transit District hereby states the following:

Representations:

1. Greater New Haven Transit District is committed to comply with all applicable state and federal laws and regulations to which it is bound. However, the District does not guarantee, affirmatively state, or represent in any manner that it has met all regulatory requirements to which it is bound. Further, there may be additional requirements which the Participating Agency is required to meet within its own procurement processes. The District states that in providing the procurement service, it is unaware of, does not recognize or accept the responsibility for compliance with the additional obligations of the Participating Agency.
2. A Contract has been awarded to the responsive and responsible Bidder in each category determined by the procurement evaluation criterion. Nothing stated herein means that the Participating Agency cannot obtain the same vehicles at a lower price through means other than this Joint Procurement.
3. The District makes no representations, guarantees, warranties, accepts other responsibility or has benefitted from incentives of any nature with regard to purchase of vehicles, except to include language in its own bid documents allowing the other organizations to purchase vehicles of the same categories as that of the District at the same price as the District.
4. Once the purchase order is presented to the vendor, all liability and responsibility will be on the Participating Agency to follow-up, inspect, and accept delivery of the vehicle(s) and make payment directly to the successful vendor. The District affirmatively states that once the bid is awarded and the purchase order is tendered to the vendor, the District will have no further responsibility to Participating Agency and/or the successful vendor. All future communication of whatever nature will be between Participating Agency and the successful vendor.

5. It is clearly understood that the District has included vehicle specifications and options that were developed by a selected group of participating agency representatives who possess related technical knowledge. However, no representations are made that these vehicles will fully meet the needs of all participating agencies.
6. The District will not be involved in any financial aspects of the purchase of additional vehicles by the Participating Agency.
7. All responsibility for inspections, acceptances and registration of the vehicles will be with the individual organization receiving the vehicles.
8. The District shall be held harmless by the Participating Agency in any and all respects with regard to purchase, manufacturer, delivery and operational functionality of vehicles bought by the Participating Agency.
9. The District will make available, upon request by the Participating Agency, all documents related to the procurement and award process. The Participating Agency may also request further information regarding the procurement requirements.

The term of this Memorandum shall coincide with the awarded contracts to Matthews Bus Alliance, Inc. (DBA Matthews Buses Commercial) and Creative Bus Sales. The term of each Agreement and the minimum and maximum quantities available for each Participating Agency under each Agreement is identified in Exhibit A. The Participating Agency shall submit a copy of all PO's issued under either Agreement to the District. No agency shall exceed its maximum quantity for either Agreement without prior written approval from the District, and a participating agency willing and able to provide option quantities.

****All 5310 Grant Recipients are assigned option quantities by and through CTDOT, a Participating Agency.****

5310 Recipient (Agency's) Name: Town of Windsor Locks
Address: 50 Church Street City, State, Zip: Windsor Locks, CT 06096

Please indicate the quantity of vehicles to be purchased and from which vendor:

Matthews Bus Alliance: 1 and/or Creative Bus Sales: 0

Authorized Representative's Name: Jonathan W. Savino
Title: First Selectman

Signature: *Jonathan W. Savino* **Date:** 1-12-26

Patty Zeman, Admin Asst. **Witness: Print Name & Title**
Carly Boese **Signature**

Greater New Haven Transit District
Mario Marrero
Executive Director
Signature: *Mario Marrero* **Date:** 1/20/2026

Charles Prutting, Purchasing Assistant
Witness: Print Name & Title Charles Prutting **Signature**

Bethany / Branford / East Haven / Hamden / New Haven / North Branford / North Haven / Orange / West Haven / Woodbridge

GNHTD is a government agency established in 1972 under the provision of Connecticut Public Act 261, Chapter 103(a) for the purpose of operating and providing a variety of transportation programs and services.

Exhibit A

**Originally procured quantities only, does not include assignments.

GNHTD RFP 05-2021 Joint Procurement for Vehicles						
	Bid Specifications		Matthews Bus		Creative Bus	
	Contract Term		1/30/2023 - 1/29/2028		4/12/2023 - 4/11/2028	
	N/A		Startrans Bus, Ford Transit - Candidate Startrans Bus, GM Chevrolet - Senator Startrans Bus, Ford E Series - Senator		Brun, Chrysler - Entervan Forest River, Ford Transit - Ford E Transit Mobility Trans, Ford Transit Gas - Ford T 350 X2C Mobility Trans, Ford Transit Gas - Ford T 350 U4X	
Agency Name & Address	Minimum Quantity	Maximum Quantity	Minimum Quantity	Maximum Quantity	Minimum Quantity	Maximum Quantity
Greater New Haven Transit District	36	60	27	45	9	15
Norwalk Transit District	35	50	15	20	20	30
North East Transportation/CTtransit -Waterbury	10	30	3	6	7	24
Estuary Transit District	2	25	2	25	0	0
Middletown Transit District	0	12	0	7	0	5
CT DOT Section 5310	136	152	104	116	32	36
Housatonic Area Regional Transit (HART)	9	21	9	21	0	0
Greater Hartford Transit District	10	35	0	0	10	35
Greater Bridgeport Transit	24	40	24	40	0	0
Millford Transit District	9	21	9	21	0	0
Northwest Hills Council of Governments	0	2	0	0	0	2
Southeast Area Transit	0	10	0	4	0	6
Valley Transit District	2	16	2	16	0	0
Totals:	273	474	195	321	78	153

**Merged
(Estuary &
Middletown)

Schedule A4

Matthews Buses Commercial GNHTD / RFP #05-2021 / PROPOSAL SCHEDULE / 2026

CONFIGURATION A THROUGH G / BUSES

AGENCY NAME:	Town of Windsor Locks
ADDRESS:	41 Oak Street
ADDRESS:	Windsor Locks, CT 06096
CONTACT:	Ann Marie Claffey
SIGNATURE:	

QTY	OPTION	DESCRIPTION	PRICE	EXT. PRICE
1	CONF. F	FORD E SERIES / 16 SEATS WITH 2 WHEELCHAIR POSITIONS	\$111,102	\$111,102
1		PRE-COLLISION ASSIST WITH AUTOMATIC EMERGENCY BRAKING (AEB)	\$340	\$340
1	12	RUNNING BOARD STEP - DRIVER SIDE - ALUMINUM (APPROX. 12" WIDE)	\$420	\$420
1	13	HEATED AND REMOTE CONTROLLED REARVIEW MIRRORS	\$906	\$906
1		CHROME GRILLE AND BUMPER IN LIEU OF BLACK PAINTED STEEL	\$225	\$225
1		UPGRADE AC SYSTEM FROM 70K BTU (FG-STD) TO 74K BTU CAPACITY	\$798	\$798
1	15	REAR DOOR HOLD OPEN GAS CYLINDER SPRING	\$50	\$50
1		UPGRADE WINDOWS TO 36" HIGH TINTED TRANSIT T-SLIDE STYLE (30" STD)	\$410	\$410
2		UPGRADE / RETRACTABLE WHEELCHAIR SECUREMENTS WITH "SLIDE-N-CLICK" ATTACHMENT (PER LOCATION)	\$375	\$750
1	16	UPGRADE DRIVER'S SEAT / HIGH BACK RECLINER WITH ARMREST	\$838	\$838
-4		ADD / DELETE PASSENGER SEATS (PER PASSENGER)	\$192	-\$768
12		UPGRADE PASSENGER SEATS TO INDIVIDUALLY CONTOURED MID BACK DESIGN (PER PASSENGER / BENCH STYLE IS STD.)	\$160	\$1,920
1		THREE STEP FOLD-A-WAY DOUBLE SEAT (OFFERS FORWARD FACING TWO PASSENGER SEAT WHEN WHEELCHAIR SPACE IS NOT OCCUPIED)	\$1,482	\$1,482
14	17	UPGRADE PASSENGER SEAT BELTS TO UNDER SEAT MOUNTED RETRACTABLE TYPE (PER POSITION)	\$96	\$1,344
7		ARM REST - FOLDING RUBBER CUSHIONED (EACH / AT AISLE)	\$54	\$378
7		SEAT GRAB HANDLE - PADDED (EACH / AISLE POSITIONS)	\$66	\$462
1	20	PLEXIGLASS UPPER SHIELD BEHIND DRIVER	\$185	\$185
1	21	STORAGE AREA OVER WINDSHIELD WITH LATCHING COVER / APPROXIMATELY 30" WIDE X 12" HIGH X 15" DEEP	\$280	\$280
1		FABRIC HEADLINER / VANDAL RESISTANT OLEFIN FIBER / ABSORBS NOISE	\$480	\$480
1	23	CAMERA SYSTEM WITH COLOR MONITOR / DRIVER VIEW TO REAR OF BUS / MONITOR INTEGRATED INTO REARVIEW MIRROR	\$620	\$620
1		COLLISION AVOIDANCE LANE MONITORING CAMERA SYSTEM INTEGRATED INTO THE BACKUP CAMERA SYSTEM	\$813	\$813
1		RIGHT SIDE ANGLED ENTRY ASSIST GRABRAIL	\$140	\$140
1		ADDITIONAL VERTICAL GRABRAIL AT ENTRANCE STEPWELL	\$188	\$188
1		POWDER COAT PAINTED OPTIC YELLOW ENTRY GRAB RAILS	\$260	\$260
1		RADIO - AM/FM WITH BLUETOOTH AND 4 SPEAKERS	\$380	\$380
1		EXTERIOR STRIPE PACKAGE / CHOICE OF 4 SCHEMES / ONE COLOR VINYL	\$438	\$438
1		EXTERIOR LETTERING PER AGENCY SPECIFICATIONS	\$560	\$560
1		ALUMINIZED STEEL FLOOR SUB STRUCTURE / CORROSION RESISTANT	\$520	\$520
1		UPGRADE TO GALVANIZED STEEL STEPWELL AND EXTERIOR SKIN	\$819	\$819
1		LIGHT REAR OF ENTRY DOOR - FLUSH MOUNT	\$60	\$60
1		UPGRADE TO LED (LIGHT EMITTING DIODE) INTERIOR LIGHTS	\$285	\$285
1		UPGRADE TO LED (LIGHT EMITTING DIODE) DRIVERS LIGHT	\$85	\$85
1		UPGRADE TO LED TURN SIGNALS - SIDE MOUNT (MID BODY)	\$160	\$160
1	24	ADDITIONAL HIGH MOUNTED REAR TURN SIGNAL LIGHTS	\$360	\$360
1		FLEX TECH MULTIPLEX ELECTRICAL SYSTEM WITH SAFETY SUITE	\$410	\$410
*			TOTAL	\$127,700
*		PRODUCER PRICE INDEX INCREASE PER CONTRACT / 2026		11.41%
*			TOTAL	\$142,271

Schedule B

Aggregate Debt Service

Date	Issue : Purpose	Principal	Interest	Total P+I
01/15/2026	2022 General Obligation : SINGLE PURPOSE	-	397,831.25	397,831.25
Subtotal		-	\$397,831.25	\$397,831.25
02/01/2026	2025 General Obligation : SINGLE PURPOSE	-	495,225.00	495,225.00
Subtotal		-	\$495,225.00	\$495,225.00
03/15/2026	2016 General Obligation : SINGLE PURPOSE	480,000.00	73,675.00	553,675.00
	2018 General Obligation : SINGLE PURPOSE	540,000.00	65,703.13	605,703.13
Subtotal		\$1,020,000.00	\$139,378.13	\$1,159,378.13
04/01/2026	2020 General Obligation : SINGLE PURPOSE	-	57,450.00	57,450.00
Subtotal		-	\$57,450.00	\$57,450.00
07/15/2026	2022 General Obligation : SINGLE PURPOSE	690,000.00	397,831.25	1,087,831.25
Subtotal		\$690,000.00	\$397,831.25	\$1,087,831.25
08/01/2026	2025 General Obligation : SINGLE PURPOSE	-	495,225.00	495,225.00
Subtotal		-	\$495,225.00	\$495,225.00
09/15/2026	2016 General Obligation : SINGLE PURPOSE	-	68,875.00	68,875.00
	2018 General Obligation : SINGLE PURPOSE	-	57,603.13	57,603.13
Subtotal		-	\$126,478.13	\$126,478.13
10/01/2026	2020 General Obligation : SINGLE PURPOSE	555,000.00	57,450.00	612,450.00
Subtotal		\$555,000.00	\$57,450.00	\$612,450.00
01/15/2027	2022 General Obligation : SINGLE PURPOSE	-	380,581.25	380,581.25
Subtotal		-	\$380,581.25	\$380,581.25
02/01/2027	2025 General Obligation : SINGLE PURPOSE	945,000.00	495,225.00	1,440,225.00
Subtotal		\$945,000.00	\$495,225.00	\$1,440,225.00
03/15/2027	2016 General Obligation : SINGLE PURPOSE	475,000.00	68,875.00	543,875.00
	2018 General Obligation : SINGLE PURPOSE	545,000.00	57,603.13	602,603.13
Subtotal		\$1,020,000.00	\$126,478.13	\$1,146,478.13
04/01/2027	2020 General Obligation : SINGLE PURPOSE	-	46,350.00	46,350.00
Subtotal		-	\$46,350.00	\$46,350.00
Total		\$4,230,000.00	\$3,215,503.14	\$7,445,503.14

3,210,000 2,125,619

5,335,619



**Governor's Proposed FY 27 State Budget Adjustments
Municipal Aid for: Windsor Locks**

2/4/2026

Schedule C

	Est. FY 26	Orig. FY 27	Gov. Prop. FY 27	\$ Change Gov. Prop. v. FY 26	% Change Gov. Prop. v. FY 26	\$ Change Gov. Prop. v. Orig. FY 27	% Change Gov. Prop. v. Orig. FY 27
Adult Education	15,905	18,997	15,905	0	0.0%	(3,092)	-16.3%
ECS	5,225,299	5,225,299	5,225,299	0	0.0%	0	0.0%
LoCIP	119,739	117,834	119,739	0	0.0%	1,905	1.6%
Pequot-Mohegan	387,713	387,713	387,713	0	0.0%	0	0.0%
PILOT	292,076	291,216	287,621	(4,455)	-1.5%	(3,595)	-1.2%
Town Aid Road	350,129	350,562	350,129	0	0.0%	(433)	-0.1%
Municipal Grants-in-Aid	2,784,595	2,784,595	2,784,595	0	0.0%	0	0.0%
Motor Vehicle Reimbursement	0	0	0	0		0	0.0%
Special Ed and Expan Dev	64,229	63,678	66,158	1,929	3.0%	2,480	3.9%
Supplemental Revenue Sharing	150,116	150,116	150,116	0	0.0%	0	0.0%
TOTAL	9,389,801	9,390,010	9,387,275	(2,526)	0.0%	(2,735)	0.0%