

BOARD OF FINANCE

THE TOWN OF WINDSOR LOCKS

50 Church Street, Windsor Locks, Connecticut 06096

Minutes of the February 18, 2026 Regular Meeting

<https://us02web.zoom.us/j/82811337100?pwd=kfT75BOUFW3dh53zttN2G4SnbfbYB.1>

Meeting ID: 828 1133 7100

Passcode: 348346

The Board of Finance Meeting of Wednesday, February 18th, 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:

Kevin Knapp, 6 West Street, Windsor Locks- Kevin stated that a recent video he posted to social media received approximately 25,000 views, which he noted is nearly double the town’s population, and expressed that he believes his message is reaching residents. He suggested that town leaders present a 20% reduction in the town budget, stating that taxpayers deserve decreased spending. He again compared Windsor Locks’ budget to that of Coventry, describing Coventry as a larger town with a smaller budget. He stated that Windsor Locks spends approximately \$12 million more while achieving less in areas such as testing, education and program outcomes. He also expressed support for dissolving the Board of Selectmen form of government and transitioning to a town manager structure.

Via Zoom:

None.

CORRESPONDENCE:

No correspondence received.

APPROVAL OF MINUTES OF PREVIOUS MEETING, FEBRUARY 17:

Meeting minutes are not available at this time. They will be emailed out to board members and will be presented for approval at the Tuesday, February 24th meeting.

ADDED AGENDA ITEMS:

None.

TRANSFERS:

None.

BUDGET PRESENTATIONS

Town Treasurer:

Cindy Cooper, Town Treasurer, was not present for the budget presentation but provided the Board of Finance with the requested FY26-27 budget ahead of time.

Treasurer	FY 2025	FY 2025	FY 2025	FY2026	FY 2026	FY 26	FY 2027	BOF TEMP	\$	%
DEPT DESC	BUDGET	YTD Expended	YTD Balance	Budget	TD Expended	TIF Adjustment	Request	APPROVE	CHANGE	CHANGE
4137 Town Treasurer	200.00	200.00	-	200.00	-		200.00	-	-	0.00%
	200.00	200.00	-	200.00	-		200.00	-	-	0.00%

Sean Twitchell made a motion to temporarily approve the Town Treasurer FY26-27 budget in the amount of \$200. Judy Chapman seconded the motion. Motion passes unanimously.

Town Clerk:

Chris Latournes, Town Clerk, presented the FY26-27 Town Clerk Budget.

ORG	OBI	DEPT	DESC	FY 2025	FY 2025	FY 2025	FY2026	FY 2026	FY 26	FY 2027	BOF TEMP	TIF	BOF	NU SAL	BOF	\$	%
				BUDGET	YTD Expended	YTD Balance	BUDGET	YTD Expended	TIF Adjustment	Request	APPROVE	ADJUST	REDUCE	ADJUST	REVISED	CHANGE	CHANGE
10414770	51610	4147	S&W REGULAR	\$136,666.00	\$141,835.56	-\$5,169.56	\$144,901.00	\$69,737.52		149,217	-	-	-	-	-	-	-
10414770	51621	4147	S&W TEMP/REPLACE	\$707.06	\$90.75	\$616.31	\$792.00	\$0.00		792	-	-	-	-	-	-	-
10414770	53200	4147	EDU TRAINING & PROF DEV	\$1,454.94	\$1,453.62	\$1,453.62	\$1,480.00	\$639.99		1,480	-	-	-	-	-	-	-
10414770	53405	4147	PROF & TECH SERV-RECORDING	\$20,336.00	\$20,333.16	\$21,298.16	\$21,636.00	\$12,990.62		21,636	-	-	-	-	-	-	-
10414770	53507	4147	PROF & TECH SERV-SOFTWARE	\$2,600.00	\$2,395.00	\$2,395.00	\$2,600.00	\$1,230.00		2,700	-	-	-	-	-	-	-
10414770	54420	4147	EQUIPMENT CONTRACTS	\$1,197.00	\$1,064.56	\$1,064.56	\$1,197.00	\$539.89		1,197	-	-	-	-	-	-	-
10414770	55201	4147	POSTAGE	\$1,145.00	\$1,207.41	\$1,207.41	\$2,145.00	\$814.40		2,045	-	-	-	-	-	-	-
10414770	55400	4147	ADVERTISING	\$120.00	\$73.06	\$73.06	\$1,200.00	\$363.59		1,200	-	-	-	-	-	-	-
10414770	55900	4147	PRINTING & BINDING	\$8,395.00	\$8,395.00	\$8,395.00	\$1,200.00	\$0.00		1,200	-	-	-	-	-	-	-
10414770	56101	4147	GENERAL SUPPLIES-OFFICE	\$1,200.00	\$1,180.00	\$1,180.00	\$1,200.00	\$0.00		1,200	-	-	-	-	-	-	-
10414770	56411	4147	SUPPLIES- MAPS	0	\$0.00	\$0.00	\$500.00	\$0.00		500	-	-	-	-	-	-	-
				\$173,821.00	\$178,728.12	\$32,688.00	\$178,851.00	\$77,316.11	\$0.00	\$183,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

There was a lengthy discussion regarding a salary increase request in the budget for the Town Clerk as well as a contractual union increase for the Asst. Town Clerk. Chairwoman Murphy requested that the proposed wage increase be written up in a formal request and submitted to the Board for review. Also discussed a capital request in the amount of \$54,000 to assist in the ongoing digitization of land records. The Town Clerk also stated that there are additional funds, approximately \$5,000, in a grant provided to him by the State of CT Library to assist with the cost of the digitization. Sean Twitchell questioned allocating

capital funds without fully knowing what is available in the capital account. Michael Ciarcia questioned the available Clerk's office revenue funds to assist in the digitization project cost. Per the Town Clerk, the balances of these accounts are unavailable to him at this time, and he is hesitant to utilize them without knowing the approximate amounts.

The board discussed the proposed FY26-27 budget and asked to hold off on this budget until the Town Clerk revenue funds and available capital are investigated.

The Town Clerk also presented the projected FY26-27 revenues. It is expected that the conveyance fees from home sales will be approximately \$200,000 and the Town Clerk revenues will be approximately \$90,000.

REVIEW, DISCUSS AND TEMPORARILY APPROVE ANY PREVIOUS BUDGETS PRESENTED

Board of Finance:

OBJ	DEPT	DESC	FY 2024-2025 BUDGET	FY 2024-2025 IVEE ACT	FY 2025-2026 YTD Expended	FY 2025-2026 BUDGET	FY 2025-2026 ACTUAL	FY 2026-2027 DEPARTMENT	BOF TEMP APPROVE	TIF ADJUST	BOF REDUCE	NU SAL ADJUST	BOF REVISED	\$ CHANGE	% CHANGE
51620	4101	S&W PART TIME	\$5,517.00	\$5,516.52	\$0.48	\$6,136.15	\$459.71	5,737	5,737	-	-	-	11,474		
53025	4101	PROF & TECH SERV-LEGAL	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0	-	-	-	-	-	-		
53300	4101	PROF & TECH SERV-CONSULTANT	\$280,362.78	\$280,325.00	\$37.78	\$0.00	\$10,400.00	20,000	20,000	-	-	-	40,000		
55400	4101	ADVERTISING	\$1,000.00	\$110.18	\$889.82	\$500.00	\$0.00	-	-	-	-	-	-		
55500	4101	PRINTING & BINDING	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$46.80	1,500	1,500	-	-	-	3,000		
56101	4101	GENERAL SUPPLIES - OFFICE	\$100.00	\$0.00	\$100.00	\$0.00	0	-	-	-	-	-	-		0.00%
			\$290,479.78	\$285,951.70	\$4,528.08	\$7,636.15	\$10,906.51	\$27,237.08	\$27,237.00	\$0.00	\$0.00	\$0.00	\$54,474.08		
4125 Prof & Tech Serv-Accounting			\$35,000.00	\$35,939.00	-\$939.00	\$41,000.00	\$21,250.00	43,000	43,000	-	-	-	86,000		
			\$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	-	-	-	300,000		
			\$200,000.00			\$150,000.00									

Chairwoman Murphy provided updates regarding questions posed at yesterday's meeting regarding the Board of Finance FY26-27 budget, specifically related to the Printing & Binding line item of the operating budget, the Professional and Technical Service-Accounting budget and the Contingency budget. Steve Brown clarified that the previous Printing & Binding included the printing of the Annual Reports, with the expectation that two reports will be completed in the FY26-27 timeframe. Chairwoman Murphy also stated that the new contractual amount for the auditors was confirmed at \$43,000. She further clarified that the Contingency budget is not utilized for Board of Finance affairs, rather as a way to emergency fund other departments, as needed.

Dan Flanagan made a motion to temporarily approve the Board of Finance FY26-27 operating budget at \$27,737.08. Con O'Leary seconded the motion. Motion passes unanimously.

Dan Flanagan made a motion to temporarily approve the Board of Finance FY26-27 Professional and Technical Service-Accounting budget at \$43,000. Con O'Leary seconded the motion. Motion passes unanimously.

Con O’Leary made a motion to temporarily approve the Board of Finance FY26-27 Contingency budget at \$150,000. Michael Ciarcia seconded the motion. Motion passes unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

FINANCE OFFICE UPDATE:

No new updates available since February 17th meeting.

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:

In Person:

Kevin Knapp, 6 West Street, Windsor Locks- Kevin expressed concern regarding transparency and communication within town leadership, stating that the Town Clerk has experienced difficulty obtaining information from legislative bodies and elected officials. He again suggested restructuring town leadership, proposing a town manager rather than maintaining the current structure. He questioned the compensation and staffing of the Town Clerk’s office, stating that the town employs two clerks with combined salaries totaling approximately \$148,000, which he believes is inconsistent with staffing levels in other similarly sized towns. He referenced the town’s population of approximately 12,500 residents and stated that comparable towns operate with one clerk. He characterized this as an example of fiscal mismanagement and referenced a previously discussed efficiency study. Kevin reiterated prior allegations he has made publicly regarding alleged financial misconduct by specific individuals and again called for a forensic audit. He stated that he believes funds have been mismanaged and expressed dissatisfaction with the Board’s response to his concerns. He also questioned the absence of the Board of Selectmen at the meeting. He concluded by stating that he intends to continue raising these concerns.

Seth Doherty, 113 Montemerlo Avenue, Windsor Locks- Sean questioned whether a forensic audit would help the town and taxpayers better understand the current financial status and asked why the town would be opposed to moving forward with one. Chairwoman Murphy explained the current status of the FY24 and FY25 audits, noting that a financial system transition contributed to delays in the Finance Department workflow and completing the year-end audits. She stated that the FY24 audit is expected to be completed soon, by the end of this month, with the FY25 audit to begin shortly thereafter.

She expressed confidence that the newly appointed Finance Director, beginning Monday, will help facilitate the timely completion of the outstanding audit work and related financial matters.

Via Zoom:

Linda Palmer, 15 North Main Street, Windsor Locks- Linda stated that she believes a forensic audit is necessary. She expressed concern that the current financial status of the town is not clearly understood and stated that she feels town management has not adequately addressed these concerns.

Michael Rosadini, 4 Mather Circle, Windsor Locks- Michael requested clarification regarding the approval process for the proposed senior bus discussed during the February 17th, 2026 meeting. Chairwoman Murphy stated that she has spoken with the First Selectman, who is aware that the Board of Finance plans to further review and vote on the proposal at next week's meeting. She explained that, if approved, the next steps would be consideration by the Board of Selectmen and subsequent submission to a town meeting.

BOARD MEMBER INPUT:

Chairwoman Murphy notified the Board of Finance members of a Board of Selectman Executive Session scheduled for Wednesday, 2/25/26 at 5:30pm to discuss an ongoing litigation and potential settlement. All Board of Finance members were invited to attend. Chairwoman Murphy also provided an overview of budget presentations scheduled for next week. Tuesday, 2/24/26 will consist of the CONA and Police Department budget presentations. Wednesday, 2/25/26 will consist of the Board of Education budget presentation.

ADJOURNMENT:

Sean Twitchell made a motion to adjourn at 7:26pm. Dan Flanagan seconded the motion. Motion passed unanimously.