

**BOARD OF FINANCE**

**THE TOWN OF WINDSOR LOCKS**

**50 Church Street, Windsor Locks, Connecticut 06096**

**Minutes of the February 24, 2026 Regular Meeting**

[https://us02web.zoom.us/j/82811337100?pwd=kfT75BOUFW3dh53zttn2G4\\$nbfbYB.1](https://us02web.zoom.us/j/82811337100?pwd=kfT75BOUFW3dh53zttn2G4$nbfbYB.1)

**Meeting ID: 828 1133 7100**

**Passcode: 348346**

---

The Board of Finance Meeting of Tuesday, February 24<sup>th</sup>, 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:**

Yana Abramovich, Finance Director

Steve Brown, Assistant Finance Director

**FINANCE DIRECTOR INTRODUCTION:**

Chairwoman Murphy formally introduced Yana Abramovich as the Town’s new Finance Director, noting her first official week in the role and her background in Connecticut municipal finance. Both Chairwoman Murphy and Board member Michael Ciarcia welcomed Yana and expressed appreciation to First Selectman John Savino for his role in the hiring process. Michael also acknowledged the efforts of the finance office staff during the transition and offered his support as Yana begins her tenure.

**PUBLIC INPUT – BOARD OF FINANCE MATTERS ONLY:**

**In person:**

**Kevin Knapp, 6 West Street, Windsor Locks-** Kevin welcomed the newly appointed Finance Director and expressed his hope for increased transparency within the Town management. He referenced his outstanding FOIA requests and again requested that they be addressed. He also commented on ongoing legal matters involving the Town and expressed concerns regarding accountability and past decision-making. Kevin concluded

by expressing appreciation for increased public attendance and the informational materials presented at the meetings and stated his hope that the transparency efforts would continue.

**Via Zoom:**

**Kurt Brace, Elm Street, Windsor Locks**-Kurt spoke about changes in the Town's commercial base, noting that in the past, business tax revenue helped support many programs and activities in town. Kurt expressed concern that with fewer large businesses contributing, more of the financial burden may fall on the taxpayers. He stated that Windsor Locks residents have voiced their opposition to budget increases and encouraged the Board of Finance to focus on controlling costs and keeping the Town affordable as budget discussions continue.

**CORRESPONDENCE:**

Chairwoman Murphy did not receive any correspondence related to the Board of Finance.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS, FEBRUARY 17 and 18, IF AVAILABLE:**

*Sean Twitchell made a motion to approve the February 17<sup>th</sup>, 2026 meeting minutes. Judy Chapman seconded the motion. Motion passes unanimously.*

*Sean Twitchell made a motion to approve the February 18<sup>th</sup>, 2026 meeting minutes. Just Chapman seconded the motion. Motion passes unanimously.*

**ADDED AGENDA ITEMS:**

None.

**TRANSFERS:**

None.

**BUDGET PRESENTATIONS:**

Chairwoman Murphy stated that she received information that the Police Commission would not be able to make their presentation tonight and would subsequently be moved to next Tuesday, 3/3/2026.

**CONA:**

Anne Marie Claffey, Michael Rosadini, and Lori Lapointe presented the CONA FY26-27 budget. They discussed the increase in attendance and membership to the senior center and explained the effects the growth is having on staffing and upkeep.

*\*Request letter and presentation attached here as Schedule A*

ORG	OBJ	Dept	Description	FY 2024-2025	FY 2024-2025	FY 2024-2025	FY 2025-2026	FY 2025-2026	FY 2025-2026	FY 2026-2027	BOF TEMP	TIF	ROF	MUSAL	ROF	\$	%
				Budget	YTD Expended	YTD Balance	Budget	YTD Expended	TIF Adjustment	Request	APPROVE	ADJUST	REDUCE	ADJUST	REVISED	CHANGE	CHANGE
1E+07	51610	4417	S&W REGULAR	\$159,763.00	\$0.00	\$163,449.51	\$170,682.00	\$65,655.26		166,144							0.00%
1E+07	51620	4417	S&W PART TIME	\$817.00	\$0.00	\$853.28	\$858.00	\$399.88		850							0.00%
1E+07	51622	4417	S&W PART TIME	\$18,967.00	\$0.00	\$18,483.26	\$19,285.00	\$7,829.51		38,208							0.00%
1E+07	51623	4417	S&W PART TIME	\$68,620.00	\$0.00	\$62,747.39	\$58,620.00	\$24,659.99		58,620							0.00%
1E+07	51624	4417	S&W PART TIME	\$8,500.00	\$0.00	\$8,500.00	\$8,500.00	\$433.65		8,500							0.00%
1E+07	53072	4417	PROF & TECH SERV-TESTING	\$540.00	\$200.00	\$600.00	\$900.00	\$600.00		900							0.00%
1E+07	53200	4417	EDU TRAINING & PROF DEV	\$50.00	\$0.00	\$50.00	\$50.00	\$0.00		50							0.00%
1E+07	54300	4417	REPAIR & MAINTENANCE	\$450.00	\$0.00	\$228.00	\$450.00	\$211.77		450							0.00%
1E+07	54420	4417	EQUIPMENT CONTRACTS	\$800.00	\$0.00	\$1,062.87	\$800.00	\$614.03		800							0.00%
1E+07	54425	4417	REPAIR & MAINTENANCE-VEHICLE	\$8,400.00	\$0.00	\$14,572.73	\$8,400.00	\$2,666.83		8,400							0.00%
1E+07	55300	4417	TELE & COMMUNICATIONS	0	0	\$880.29	\$905.00	\$527.01		905							0.00%
1E+07	55301	4417	POSTAGE	\$400.00	\$0.00	\$0.41	\$100.00	\$276.23		100							0.00%
1E+07	56101	4417	GENERAL SUPPLIES-OFFICE	\$780.00	\$0.00	\$621.45	\$780.00	\$160.11		780							0.00%
1E+07	56260	4417	GASOLINE	\$12,000.00	\$408.24	\$10,654.98	\$12,000.00	\$1,598.86		12,000							0.00%
				\$279,487.00	\$608.24	\$282,522.17	\$282,330.00	\$109,812.93	\$0.00	\$296,606.48	\$277,502.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

There was a lengthy discussion between CONA and the BoF regarding the increase in the 51622 S&W Part Time line item that included the request for a new part time activities coordinator.

***Judy Chapman made a motion to temporarily approve the CONA FY26-27 budget in the amount of \$296,606.48. Sean Twitchell seconded the motion. One in favor, 4 opposed: Sean Twitchell, Michael Ciarcia, Dan Flanagan and Con O’Leary. Motion does not pass.***

Board members discussed the current budget climate and noted concerns about adding a new salary without first reviewing other larger department budget requests. A decision was made to remove the additional position from the proposed budget and resubmit the revised budget for vote. It was noted that CONA would have the opportunity to present the request again during the budget appeal process scheduled for the end of March.

***Sean Twitchell made a motion to temporarily approve the CONA FY26-27 budget in the amount of \$277,502.76, with the change being the removal of the proposed part-time salary. Michael Ciarcia seconded the motion. Motion passes unanimously.***

The Board discussed the proposed CONA Senior Center bus and expressed support for the request. They are currently reviewing which accounts can be used for the funding prior to forwarding the request to the Board of Selectmen. The item is scheduled for further review at tomorrow night’s meeting, February 25<sup>th</sup>, with the intent to forward it to the Board of Selectmen for approval and then to Town Meeting. It was noted that the Board of Selectmen is aware of the anticipated February 25<sup>th</sup> vote and plans to consider the request at its upcoming meeting next week.

**REVIEW, DISCUSS AND APPROVE ANY PREVIOUS BUDGETS PRESENTED, AS NEEDED:**

Chairwoman Murphy reports that there has not been any new information received regarding the Registrar of Voters, Probate or Town Clerk budget. Debt Service will be reviewed once the new Finance Director has been brought up to speed and Revenues will be discussed next week.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**FINANCE OFFICE UPDATE:**

- A. Annual Reports 2024 and 2025- Chairwoman Murphy stated that she will review the annual report packet prior to next week's meeting.
- B. Audit Update- Barry Bernabe, the Municipal Advisor, reported to Chairwoman Murphy that S&P was looking for an update on the 2024 Audit. Steve reported that a new list of "want" items was provided by the auditors today.

**PUBLIC INPUT- BOARD OF FINANCE MATTERS ONLY:**

**In Person:**

**Kevin Knapp, 6 West Street, Windsor Locks:** Kevin expressed concerns regarding the management and operational costs of the Senior Center, including its usage levels and expenses. He questioned current staffing levels and suggested that increasing the use of technology and volunteers could reduce costs. Kevin also raised concerns about overall budget increases, efficiency, accountability, and the financial impact on town residents. He encouraged the Town to modernize operations and explore alternative methods to improve efficiency and reduce expenses across all budgets.

**Samantha Bruce, Mary Webb Rd, Windsor Locks:** Samantha expressed support for the Senior Center as a valuable amenity for the community but raised concerns about tax increases and their impact on residents, particularly younger generations. She requested greater transparency regarding resident versus non-resident participation at the senior center and suggested that higher fees for non-residents be considered to help offset costs. She also stated that a 13% salary change referenced during prior discussion of the Town Clerk's budget should be characterized as an increase rather than an adjustment.

**William Rousseau, 407 Elmwood Drive, Windsor Locks:** William stated again that he wants to see the 2024 and 2025 audits completed and again requested a forensic audit, indicating that he does not have confidence in the Town's financial standing without seeing it on paper. He stated that he would oppose voting on an overall budget without further clarification regarding current finances. William also encouraged the Board of Finance to implement stricter deadlines for department budget submissions and to take a firmer approach with departments that submit late. He expressed his disappointment that the

Police Department budget presentation did not proceed as scheduled tonight and raised concerns regarding oversight of overtime, staffing costs, and overall budget management within the department.

**Pat, Dibble Hollow, Windsor Locks:** Pat stated that she is a current volunteer at the Senior Center and spoke in support of maintaining in-person staffing at the reception area and expressed her opposition to replacing the role with technology. She shared that she has volunteered significant hours since the Senior Center opened and described the importance of personal interaction for seniors she helps. Pat expressed support for Senior Center staff and stated that an additional part-time position would help sustain their operation of the center and prevent volunteer burnout. She emphasized that the Senior Center is a valuable resource for the community.

**Via Zoom:**

**Kurt Brace, Elm Street, Windsor Locks:** Kurt expressed his appreciation for the volunteers serving the Town, including the members of the Board, and emphasized the importance of volunteerism in Windsor Locks. He encouraged the Town to make volunteer opportunities more accessible and noted that various town departments could benefit from additional support.

**BOARD MEMBER INPUT:**

None.

**ADJOURNMENT:**

***Sean Twitchell made a motion to adjourn at 7:51pm. Dan Flanagan seconded the motion. Motion passes unanimously.***

Respectfully submitted,

*Amelia Griskewicz*

Recording Secretary

# Schedule A

**Subject: Request for Part-Time Position at the Senior Center**

Dear Members of the Board of Finance,

I am writing to respectfully request your consideration for funding a part-time position at our newly constructed Senior Center

Since opening, the Senior Center has experienced a significant increase in membership and program participation.

The growth has been both exciting and encouraging, demonstrating the importance of this facility to our community's older adults. However, this rapid expansion has also created operational challenges that require additional staffing support.

A part-time position would allow the Center to:

- Extend operating hours to better accommodate members who are still part of the work force.
- Provide coverage during peak program times
- Support and assist with the growing number of existing programs
- Ensure a safe, welcoming and well-managed environment for all participants
- Help absorb administrative and logistical demands associated with increased membership

With participation continuing to rise, maintaining quality programming and member services requires additional hands-on support.

A part-time staff member would help sustain the high level of engagement and service our seniors deserve, while also protecting the investment made in the construction of the new facility.

We appreciate your consideration of this request and would welcome the opportunity to provide any additional information regarding membership data, program growth, or projected costs

Thank you for your continued support of our senior community.

Ann Marie Claffey

Director

2-24-2027

# Activities Coordinator

## Background

The Windsor Locks Senior Center (the SC) commenced operations of its new building in mid-September 2025. The period from 2020 to 2022 was when the Senior Center Study Committee evaluated this building's needs and ultimate size. It was projected the SC would attract in the conservative range of 100 to 150 new members to the SC community (over the approximately **200-250** ongoing members that regularly utilized the SC's former Oak St. location). As of January 1, 2026, there are **800 plus** new members signed up for the new SC with its programs and services. This sizable growth in usage has prompted the need for an additional part-time position to oversee the various activities. **It is a strong goal of the new SC to provide our community of Seniors with choices for an active lifestyle.** Many of these activities generate extra revenue and this position opens the possibility to create other activities of value and provide avenues of possible fee-based charging for the activity. Activities are currently overseen by the Director and Assistant Director (the Leadership) of the SC which lacks efficacy for the Leadership to effectively do their jobs while crossing over to handle the influx of members attending programs.

## Activities Coordinator- Job Description

The Activities Coordinator (AC) would provide the establishment, oversight, and ongoing structure to current activities including the numerous items under the SC's captions of "Fun & Games", "Creative Arts", and "Exercise and Wellness"

Many members have inquired about league formation of a variety of items from corn hole, pickleball, Mahjong, card-playing, pool-playing. With little effort, and an AC in place, the opportunity exists for fee-based participation in this types of leagues.

In anticipation of warm weather, the AC could provide many outdoor organized activities such as pickleball, cornhole, etc.

Also, many of the new members are still-working seniors and have been vocal that SC usage is a challenge for them as the SC closes at 4pm and opens at 9am daily. An AC position could allow Leadership to explore after-hours on certain nights.

## Salary and Qualifications

The position would be for 19.5 hours at an annual salary cost of approximately \$19,100. Experience in a senior citizen setting is desirable. Background in program management or project management is a plus. Basic knowledge of computers is required. The applicant shall be willing to occasionally assist in areas of the SC such as Kitchen/Dining when a sizable event takes place.

## Windsor Locks Senior Center Summary of Revenue Sources

NOTE - Revenues for FY25 are incomplete due to various factors

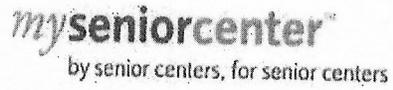
	Percent Increase				
	Fiscal Year 2024	Fiscal Year 2025	Projected 2026	2024 to 2026 avg annual	2025 to 2026
Bus Passes (flow-through to General Fund)	\$ 4,200	\$ 6,520	\$ 8,000	45.2%	22.7%
Trips (1)	18,233	13,164	20,168	5.3%	53.2%
Fitness Room	11,800	8,732	16,377	19.4%	87.5%
Insurance (Silver Sneakers, etc.)	10,685	8,615	14,520	17.9%	68.5%
Socials & Parties	4,850	5,658	7,010	22.3%	23.9%
Misc Other (2)	2,868	2,886	4,000	19.7%	38.6%
Subtotal	52,636	45,576	70,075	16.6%	53.8%
Newsletter Sponsors(3)	-	-	15,000		
<b>Grand Total (4)</b>	<b>\$ 52,636</b>	<b>\$ 45,576</b>	<b>\$ 85,075</b>	<b>30.8%</b>	<b>86.7%</b>

(1) These revenues cover the incurred costs of trips (small profit)

(2) Includes exercise classes, painting classes and other

(3) Prior to 2026, a firm provided newsletter production in return for ad proceeds; The SC now has acquired the software, etc. to bring the newsletter "in house" and keep the ad sponsor revenue. Ad revenue for FY26= \$18,000, offset by \$3,000 newsletter production costs, or a net of \$15,000.

(4) Excludes revenue from donations that aren't part of operations= FY 24- \$3,490; FY25- \$2,560; FY2026 (YTD)- \$1,935  
Also exploring "Friends of WL SC", a non-profit foundation that would drive donation revenue (nothing projected for FY 26).



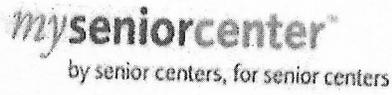
**Event Statistics from 09/12/2025 to 02/19/2026**

**Filters:**

Age: >=0

Site(s): Windsor  
Locks Senior  
Center

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests	Hours	Tickets
Classes/Workshops	646	112	0	0	1,270.50	0
Fitness/Exercise	4297	363	0	0	22,976.00	0
Health Education	12	12	0	0	12.00	0
Health Screenings	173	66	12	0	1,182.00	0
Nutrition	872	174	0	0	619.00	0
Public Services	26	18	0	0	0.00	0
Recreation/Entertainment	1727	185	0	0	3,747.00	0
Social Activity/Event	18	18	0	0	108.00	0
Socializing	829	336	0	0	6,920.00	0
Special Events	531	301	0	0	1,060.00	0
<b>Total Event Signins</b>	<b>9131</b>	<b>746</b>	<b>12</b>	<b>0</b>	<b>37,894.50</b>	<b>0</b>



**People that were active between 09/12/2025 and 02/19/2026**

**Filters:**

Age: >=0

Site(s): Windsor Locks Senior Center

<b>Age Range as of 02/19/2026</b>	<b>Count</b>	<b>Percent</b>
Ages 55-59	13	1.7%
Ages 60-64	82	10.9%
Ages 65-69	152	20.3%
Ages 70-74	160	21.4%
Ages 75-79	107	14.3%
Ages 80-84	115	15.4%
Ages Below 55	3	0.4%
Ages Over 85	117	15.6%
<b>Totals</b>	<b>749</b>	<b>100%</b>

<b>City/Town</b>	<b>Count</b>	<b>Percent</b>
In Town	580	77.4%
Out of Town	169	22.6%
<b>Totals</b>	<b>749</b>	<b>100%</b>

<b>Deceased</b>	<b>Count</b>	<b>Percent</b>
No	748	99.9%
Yes	1	0.1%
<b>Totals</b>	<b>749</b>	<b>100%</b>

<b>Disabilities</b>	<b>Count</b>	<b>Percent</b>
Asthma	1	100.0%
<b>Totals</b>	<b>1</b>	<b>100%</b>

<b>Ethnicity</b>	<b>Count</b>	<b>Percent</b>
Unknown	749	100.0%
<b>Totals</b>	<b>749</b>	<b>100%</b>

<b>Gender</b>	<b>Count</b>	<b>Percent</b>
Female	365	48.7%
Male	205	27.4%
Unknown	179	23.9%

**TOWN OF WINDSOR LOCKS**

**Budget Estimate**

**Personnel/Salary Administration**

Department/Agency: CONA

Position Classification	2026 Approved			2027 Request			% Change
	Hours per week	# of Positions	Annual Salary	Hours per week	# of Positions	Annual Salary	
Director (AMC)	35.0	1	74,274.20	35.0	1	74,274.20	0.00%
Assistant Director (LL)	35.0	1	55,965.00	35.0	1	55,965.00	0.00%
Transportation Manager (ST)	35.0	1	35,904.76	35.0	1	35,904.76	0.00%
Nutrition Manager (KC)	19.5	1	19,103.76	19.5	1	19,103.76	0.00%
Activities Coordinator			0.00	19.5	1	19,103.76	100.00%
Driver	19.5	6	58,620.00	19.5	6	58,620.00	0.00%
P/T Instructors							#DIV/0!
							#DIV/0!
							#DIV/0!
							#DIV/0!
							#DIV/0!
<b>TOTALS</b>	<b>144.00</b>	<b>10.0</b>	<b>\$243,867.72</b>	<b>163.50</b>	<b>11.0</b>	<b>\$262,971.48</b>	<b>7.83%</b>

Narrative Explanation of Increases: