

**BOARD OF FINANCE**

**THE TOWN OF WINDSOR LOCKS**

**50 Church Street, Windsor Locks, Connecticut 06095**

**Minutes of the March 10, 2026, Regular Meeting**

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

Meeting ID: 828 1133 7100

Passcode: 348346

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The Board of Finance Meeting of Tuesday, March 10<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, Con O’Leary, Roy Zettlemoyer, Sean Twitchell and Judy Chapman.

**ABSENT:**

Dan Flanagan

**ALSO PRESENT:**

Yana Abramovich, Finance Director

Steve Brown, Assistant Finance Director

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

**In person:**

None.

**Via Zoom:**

None.

**First Selectman Update:**

The First Selectman reported that the Town was awarded more than \$1 million in state grant funding. This includes \$800,000 through the State Community Connectivity Grant Program for sidewalk extensions and raised crosswalks along Old County Road, and a \$250,000 CIF grant to evaluate potential renovation or replacement of the Fire Department facility. The First Selectman also noted the Town will continue to pursue additional grant opportunities.

**CORRESPONDENCE:**

An email was sent to the Board from Jim Roche, attached here as “Correspondence.”

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS, FEBRUARY 24<sup>th</sup> and FEBRUARY 25<sup>th</sup>, IF AVAILABLE:**

*The March 3<sup>rd</sup>, 2026 meeting was cancelled due to inclement weather. There are no minutes to submit.*

*Sean Twitchell made a motion to approve the March 4<sup>th</sup>, 2026, meeting minutes. Judy Chapman seconded the motion. Motion passes unanimously.*

**ADDED AGENDA ITEMS:**

None.

**TRANSFERS:**

None.

**BUDGET PRESENTATIONS**

**Parks and Recreation:**

David Wrabel and Bob Norris presented the Parks and Rec. proposed FY26-27 budget.

ORG	OBJ	COMB	DEPT	DESC	FY 2024-2025 BUDGET	FY 2024-2025 YTD Expended	FY 2024-2025 YTD Balance	FY 2025-2026 BUDGET	FY 2025-2026 YTD Expended	FY26 TIF Adjustment	FY 2026-2027 Request	BOF TEMP APPROVE
10450361	51623	1045036151623	4503	S&W POOL/WINTER	\$9,070.00	\$9,025.06	\$44.94	\$8,675.00	\$0.00		9,070	9,070
10450370	51610	1045037051610	4503	S&W REGULAR	\$123,415.00	\$128,130.89	-\$4,715.89	\$129,975.24	\$54,188.57		131,292	131,292
10450370	51620	1045037051620	4503	S&W PART TIME	\$980.00	\$816.60	\$163.40	\$1,019.20	\$336.42		1,019	1,019
10450370	51623	1045037051623	4503	S&W FALL/WINTER CHILD	\$700.00	\$669.78	\$30.22	\$600.00	\$74.42		600	600
10450370	51624	1045037051624	4503	S&W DAY CAMP	\$35,345.00	\$41,756.20	-\$6,411.20	\$20,717.00	\$27,077.65		41,858	31,858
10450370	51626	1045037051626	4503	S&W PERIOD/BASKETBALL	\$14,014.00	\$13,784.97	\$229.03	\$18,981.00	\$0.00		19,446	19,446
10450370	51627	1045037051627	4503	S&W PERIOD/HS GYM RFYL	\$1,734.00	\$1,185.50	\$548.50	\$1,836.00	\$0.00		1,836	1,836
10450370	51628	1045037051628	4503	S&W PERIOD/SOCCER	\$2,300.00	\$2,222.75	\$77.25	\$2,300.00	\$0.00		2,300	2,300
10450370	51629	1045037051629	4503	S&W PROGRAM/REFEREES	\$650.00	\$605.00	\$45.00	\$650.00	\$0.00		660	660
10450370	54411	1045037054411	4503	WATER	\$8,130.00	\$7,880.78	\$249.22	\$6,130.00	\$5,531.24		7,600	7,600
10450370	54419	1045037054419	4503	EQUIPMENT CONTRACTS	\$1,450.00	\$1,394.77	\$55.23	\$1,450.00	\$31.11		1,450	1,450
10450370	54420	1045037054420	4503	EQUIPMENT CONTRACTS	\$3,200.00	\$3,180.50	\$19.50	\$2,772.00	\$2,096.17		2,772	2,772
10450370	55300	1045037055300	4503	TELE & COMMUNICATIONS	\$1,000.00	\$897.48	\$102.52	\$1,000.00	\$630.00		1,000	1,000
10450370	55400	1045037055400	4503	ADVERTISING	\$3,700.00	\$3,700.00	\$0.00	\$3,700.00	\$3,700.00		3,700	3,700
10450370	55800	1045037055800	4503	TRAVEL/MILEAGE	\$250.00	\$249.90	\$0.10	\$250.00	\$0.00		250	250
10450370	56100	1045037056100	4503	GENERAL SUPPLIES-PLAYGROUND	\$3,000.00	\$2,938.00	\$62.00	\$3,000.00	\$29.27		3,000	3,000
10450370	56101	1045037056101	4503	GENERAL SUPPLIES-OFFICE	\$1,250.00	\$707.89	\$542.11	\$1,250.00	\$74.17		1,250	1,250
10450370	56102	1045037056102	4503	GENERAL SUPPLIES-ARTS & CRAFTS	\$500.00	\$562.13	-\$62.13	\$1,200.00	\$205.76		1,200	1,200
10450370	56103	1045037056103	4503	GENERAL SUPPLIES-SOCCER	\$1,000.00	\$783.69	\$216.31	\$1,000.00	\$0.00		1,000	1,000
10450370	56108	1045037056108	4503	GENERAL SUPPLIES-CHEMICALS	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00		4,000	4,000
10450370	56109	1045037056109	4503	GENERAL SUPPLIES-EQUIPMENT	\$11,000.00	\$8,257.83	\$2,742.17	\$11,000.00	\$3,386.18		11,000	11,000
10450370	56210	1045037056210	4503	NATURAL GAS	\$3,800.00	\$3,411.29	\$388.71	\$3,000.00	\$2,886.18		3,461	3,461
10450370	56220	1045037056220	4503	ELECTRICITY	\$26,400.00	\$22,800.30	\$3,599.70	\$26,400.00	\$13,275.48		26,400	26,400
10450370	58100	1045037058100	4503	DUES & FEES	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00		1,000	1,000
10450370	58110	1045037058110	4503	PROGRAMS/CULTURAL	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$478.26		1,000	1,000
10450387	51623	1045038751623	4503	S&W POOL/SUMMER	\$58,351.00	\$59,337.65	-\$986.65	\$40,265.00	\$50,672.95		61,976	61,976
					\$317,239.00	\$320,298.96	-\$3,059.96	\$293,170.44	\$168,673.83	\$0.00	\$340,140.00	\$330,140.00

Dave Wrabel noted that several increases reflect expected minimum wage increases and updated utility costs based on recent averages. He also requested restoration of funding previously reduced during prior referendum votes for the Day Camp and Summer Pool

programs. Board members discussed the potential for fee adjustments to offset some costs while acknowledging the programs' high participation and community value.

**Sean Twitchell made a motion to temporarily approve the Parks and Recreation FY26-27 budget at \$330,140, with the only change being the S&W Day Camp line item. Con O'Leary seconded the motion. Following discussion, four in favor; two opposed: Michael Ciarcia, Norm Weigert. Motion passes.**

Dave Wrabel presented the 5-year Parks and Rec. capital requests, with a focus on the FY26-27 request for replacement flooring for Park facilities (priority to the Pesci Pool House), totaling \$47,000.

**Fire Marshall:**

Michael Sinsigalli, Fire Marshall, and Mark Usro, Fire Commission Chairman, presented the Fire Marshall proposed FY26-27 budget.

			Fire Marshal			FY 2024-2025	FY 2024-2025	FY 2024-2025	FY 2025-2026	FY 2025-2026	FY 2026-2027	FY 2026-2027	BOF TEMP
ORG	OBJ	Dept	Description	Budget	YTD Expended	YTD Balance	Budget	YTD Expended	TIF Adjstment	Request	APPROVE		
10420474	51620	4204	S&W PART TIME	\$30,420.00	\$35,309.08	-\$4,889.08	\$31,636.80	\$13,071.60	\$0.00	31,637	31,637		
10420474	51624	4204	S&W STIPEND	\$25,314.00	\$27,613.76	-\$2,299.76	\$26,326.20	\$12,819.25	\$0.00	26,326	26,326		
10420474	51625	4204	S&W STIPEND	\$33,311.00	\$15,841.40	\$17,469.60	\$26,000.00	\$8,860.95	\$0.00	27,417	27,417		
10420474	53200	4204	EDU TRAINING & PROF DEV	\$5,800.00	\$4,482.53	\$1,317.47	\$5,800.00	\$2,167.21	\$0.00	5,800	5,800		
10420474	53507	4204	PROF & TECH SERV-SOFTWARE	\$3,500.00	\$3,611.55	-\$111.55	\$3,658.00	\$4,035.90	\$0.00	4,195	4,195		
10420474	56100	4204	GENERAL SUPPLIES	\$1,000.00	\$636.78	\$363.22	\$1,000.00	\$6.78	\$0.00	1,000	1,000		
10420474	56400	4204	BOOKS AND PERIODICALS	\$2,500.00	\$2,278.49	\$221.51	\$2,500.00	\$353.00	\$0.00	2,735	2,735		
10420474	57300	4204	EQUIPMENT	\$1,000.00	\$625.91	\$374.09	\$1,000.00		\$0.00	1,000	1,000		
				\$102,845.00	\$90,399.50	\$12,445.50	\$97,921.00	\$41,314.69	\$0.00	\$100,109.68	\$100,109.68		

The office reported achieving 100% compliance with state-mandated fire inspections and noted that permit and plan review activity has generated significant unexpected revenue for the Town. Board members discussed inspection compliance and a proposed adjustment to the on-call per-diem investigator stipend, noting that the request does not increase staffing levels.

**Michael Ciarcia made a motion to temporarily approve the Fire Marshall FY26-27 budget at \$100,109.68. Sean Twtichell seconded the motion. Motion passes unanimously.**

**Fire Commission:**

Mark Urso, Fire Commission Chairman, and Gary Ruggiero, Fire Chief, presented the Fire Commission proposed FY26-27 budget.

			Fire Commission	FY 2024-2025	FY 2024-2025	FY 2024-2025	FY 2025-2026	FY 2025-2026	FY 2026-2027	BOF TEMP
ORG	DEPT	DESC	BUDGET	YTD Expended	YTD Balance	Budget	YTD Expended	Request	APPROVE	
10420374	51620	4203	S&W PART TIME	\$29,101.00	\$33,660.46	-\$4,559.46	\$33,646.20	\$13,343.62	33,647	-
10420374	51621	4203	S&W TEMP/REPLACE -EMERGENCY	\$1.00	\$0.00	\$1.00	\$1.00	\$0.00	1	-
10420374	51622	4203	S&W PART TIME	\$1,398.00	\$1,377.39	\$20.61	\$1,467.87	\$605.50	1,468	-
10420374	51623	4203	S&W PART TIME	\$42,800.00	\$44,667.79	-\$1,867.79	\$94,160.00	\$38,031.00	98,440	-
10420374	51624	4203	S&W STIPEND	\$42,480.00	\$43,829.52	-\$1,349.52	\$44,604.00	\$0.00	44,604	-
10420374	51625	4203	S&W STIPEND	\$45,000.00	\$28,916.67	\$16,083.33	\$45,000.00	\$0.00	45,000	-
10420374	51626	4203	S&W STIPEND	\$98,954.00	\$97,604.42	\$1,349.58	\$102,911.38	\$0.00	102,912	-
10420374	53025	4203	PROF & TECH SERV-LEGAL	\$1.00	\$0.00	\$1.00	\$1.00	\$0.00	1	-
10420374	53040	4203	PROF & TECH SERV-MEDICAL	\$4,080.00	\$3,481.00	\$599.00	\$4,080.00	\$3,518.00	19,830	-
10420374	53071	4203	PROF & TECH SERV-TESTING-EQUIP	\$28,700.00	\$21,240.69	\$7,459.31	\$24,300.00	\$10,547.34	28,150	-
10420374	53200	4203	EDU TRAINING & PROF DEV	\$14,000.00	\$13,146.82	\$853.18	\$14,000.00	\$12,923.27	16,500	-
10420374	53507	4203	PROF & TECH SERV-SOFTWARE	\$8,120.00	\$2,047.00	\$6,073.00	\$8,120.00	\$1,357.00	13,020	-
10420374	54300	4203	REPAIR & MAINTENANCE	\$32,001.00	\$31,271.83	\$729.17	\$32,650.00	\$5,023.71	54,265	-
10420374	54420	4203	EQUIPMENT CONTRACTS	\$13,520.00	\$3,868.09	\$9,651.91	\$14,499.00	\$4,423.27	18,600	-
10420374	54425	4203	REPAIR & MAINTENANCE-VEHICLE	\$57,800.00	\$54,694.22	\$3,105.78	\$48,800.00	\$42,237.65	62,250	-
10420374	55300	4203	TELE & COMMUNICATIONS	\$7,980.00	\$6,794.85	\$1,185.15	\$7,980.00	\$5,536.58	8,080	-
10420374	55800	4203	TRAVEL/MILEAGE	\$50.00	\$0.00	\$50.00	\$50.00	\$0.00	50	-
10420374	56100	4203	GENERAL SUPPLIES	\$3,000.00	\$1,916.87	\$1,083.13	\$3,000.00	\$1,487.81	3,000	-
10420374	56101	4203	GENERAL SUPPLIES-OFFICE	\$900.00	\$572.54	\$327.46	\$900.00	\$707.63	1,500	-
10420374	56103	4203	GENERAL SUPPLIES-SIGNAL 12	\$1,500.00	\$1,176.17	\$323.83	\$750.00	\$176.10	1,000	-
10420374	56104	4203	GENERAL SUPPLIES-EXPLORERS	\$220.00	\$0.00	\$220.00	\$220.00	\$0.00	220	-
10420374	56105	4203	GENERAL SUPPLIES-RECRUITING	\$2,500.00	\$2,473.00	\$27.00	\$2,500.00	\$1,000.00	2,500	-
10420374	56107	4203	GENERAL SUPPLIES-CLOTHING	\$5,000.00	\$4,572.35	\$427.65	\$5,000.00	\$3,963.97	10,000	-
10420374	56109	4203	GENERAL SUPPLIES-EQUIPMENT	\$18,500.00	\$15,506.79	\$2,993.21	\$14,971.00	\$6,909.26	28,805	-
10420374	56265	4203	DIESEL FUEL	\$5,000.00	\$3,878.00	\$1,122.00	\$5,000.00	\$3,057.05	5,000	-
				\$462,606.00	\$416,696.47	\$45,909.53	\$508,611.45	\$154,848.76	\$598,843.00	\$0.00

The request included increases in multiple line items related to personnel, training, equipment and vehicle maintenance, software, uniforms, and operational supplies. They highlighted the scope of services provided by the fire department, including 499 calls last year, mutual aid, RIT and highway, rail, and airport-related responsibilities. The Department in conjunction with the Fire Marshall's office, also reported approximately \$115,000 in year-to-date revenue, with additional revenue anticipated. Board members acknowledged the Department's operational demands and the value of its services but also discussed the significant budget pressures facing the Town and taxpayers. The Department indicated it would work with the Board to review the request and identify possible reductions of line items, if needed, as part of the overall budget process, prior to temporary approval.

The Fire Commission presented their 5-year capital requests, with a focus on the FY26-27 requests for a new fire apparatus and SCBA bottle replacement, totaling approximately \$1,738,052.

***The Board took a break from 9:00pm to 9:06pm***

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

## Registrar of Voters:

ORG	OBJ	Dept	Description	FY 2025			FY 2026		FY 26	FY 2027	BOF TEMP
				Budget	YTD Expended	YTD Balance	Budget	YTD Expended	TIF Adjustment	Request	APPROVE
1E+07	51620	4149	S&W PART TIME	\$49,668.00	\$50,564.22	-\$896.22	\$43,534.96	\$13,100.44		43,535	43,535
1E+07	51621	4149	S&W ELECTION	\$16,077.00	\$22,109.10	-\$6,032.10	\$23,795.00	\$10,012.40		31,295	41,777
1E+07	53200	4149	EDU TRAINING & PROF DEV	\$4,413.00	\$3,836.08	\$576.92	\$4,413.00	\$2,160.00		3,980	3,980
1E+07	55300	4149	TELE & COMMUNICATIONS	\$381.00	\$380.16	\$0.84	\$381.00	\$190.08		381	381
1E+07	55301	4149	POSTAGE	\$1,457.00	\$1,434.81	\$22.19	\$1,530.00	\$803.18		1,641	1,641
1E+07	55400	4149	ADVERTISING	\$275.00	\$0.00	\$275.00	\$275.00	\$0.00		275	275
1E+07	56100	4149	GENERAL SUPPLIES ELECTION SERV	\$9,048.00	\$8,315.63	\$732.37	\$6,600.00	\$5,683.50		9,144	12,189
1E+07	56101	4149	GENERAL SUPPLIES-OFFICE	\$1,000.00	\$462.06	\$537.94	\$700.00	\$614.72		830	830
1E+07	56103	4149	GENERAL SUPPLIES-VOTER CANVAS	\$300.00	\$99.00	\$201.00	\$300.00	\$0.00		300	300
1E+07	56109	4149	GENERAL SUPPLIES-EQUIPMENT	\$0.00	\$0.00	\$0.00	\$528.00	\$0.00		528	528
				82,619	87,201	(4,582)	82,057	32,564	-	91,909	105,436

The Board of Finance received the requested information from the Registrar of Voters regarding the anticipated costs associated with potential primaries in the upcoming fiscal year. It was reported that, with the required seven days of early voting in addition to Election Day, the estimated cost for two primaries would be \$14,232 in salaries and wages and \$3,045 in general supplies.

**Sean Twitchell made a motion to temporarily approve the Registrar of Voters FY26-27 budget at \$105,436. Con O'Leary seconded the motion. Motion passes unanimously.**

## Debt Service:

Planned for discussion on 3/18

## Revenues:

Planned for discussion on 3/18.

## Town Clerk:

ORG	OBJ	DEPT	DESC	FY 2025			FY 2026		FY 26	FY 2027	BOF TEMP
				BUDGET	YTD Expended	YTD Balance	BUDGET	YTD Expended	TIF Adjustment	Request	APPROVE
10414770	51610	4147	S&W REGULAR	\$136,666.00	\$141,835.56	-\$5,169.56	\$144,901.00	\$60,737.62		149,217	149,217
10414770	51621	4147	S&W TEMP/REPLACE	\$707.06	\$90.75	\$90.75	\$792.00	\$0.00		792	792
10414770	53200	4147	EDU TRAINING & PROF DEV	\$1,454.94	\$1,453.62	\$1,453.62	\$1,480.00	\$639.99		1,480	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	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	2,700
10414770	54420	4147	EQUIPMENT CONTRACTS	\$1,197.00	\$1,064.56	\$1,064.56	\$1,197.00	\$539.89		1,197	1,197
10414770	55301	4147	POSTAGE	\$1,145.00	\$1,207.41	\$1,207.41	\$2,145.00	\$814.40		2,045	2,045
10414770	55400	4147	ADVERTISING	\$120.00	\$773.06	\$773.06	\$1,200.00	\$363.59		1,200	1,200
10414770	55500	4147	PRINTING & BINDING	\$8,395.00	\$8,395.00	\$8,395.00	\$1,200.00	\$0.00		1,200	1,200
10414770	56101	4147	GENERAL SUPPLIES-OFFICE	\$1,200.00	\$1,180.00	\$1,180.00	\$1,200.00	\$0.00		1,200	1,200
10414770	56411	4147	SUPPLIES- MAPS	0	\$0.00	\$0.00	\$500.00	\$0.00		500	500
				\$173,821.00	\$178,728.12	\$32,688.00	\$178,851.00	\$77,316.11	\$0.00	\$183,167.00	\$183,167.00

The Town Clerk presented his request for a salary increase and provided comparative salary data from municipalities with similar population sizes. He also highlighted additional services provided by the office and thanked the Board of Finance for its support of past initiatives. The Board discussed the request, noting differences between elected and appointed positions and the implications of adjusting the salary for an elected office. Members again mentioned broader budget considerations. The Board ultimately approved the Town Clerk's proposed departmental budget without the requested salary increase,

noting that non-union wage adjustments may be considered later as part of the broader budget review.

**Sean Twitchell made a motion to temporarily approve the Town Clerk FY26-27 budget at \$183,167. Con O’Leary seconded the motion. Motion passes unanimously.**

\*\*A copy of the Town Clerk’s request is attached as Schedule A

\*\*A link to the Town Clerk’s video proposal can be found [here](#).

**Tax Collector:**

Dept	Description	FY 2024-2025 Budget	FY 2024- 2025 YTD Expended	FY 2024-2025 YTD Balance	FY 2025-2026 Budget	FY 2025-2026 YTD Expended	FY2025- 2026 TIF Adjutment	FY 2026-2027 Request	BOF TEMP APPROVE
4135	S&W REGULAR	\$162,801.00	\$169,110.57	-\$6,309.57	\$172,556.69	\$72,330.80		177,379	177,379
4135	S&W PART TIME	\$23,269.00	\$23,824.73	-\$555.73	\$25,045.00	\$10,043.10		25,922	25,922
4135	S&W TEMP/REPLACE	\$600.00	\$270.32	\$329.68	\$600.00	\$0.00		250	250
4135	PROF & TECH SERV-ADMIN	\$6,539.00	\$5,936.82	\$602.18	\$7,332.00	\$3,664.00		8,289	8,289
4135	EDU TRAINING & PROF DEV	\$2,440.00	\$2,128.67	\$311.33	\$2,440.00	\$308.65		2,440	2,440
4135	PROF & TECH SERV-SOFTWARE	\$12,195.00	\$10,888.69	\$1,306.31	\$12,760.00	\$10,455.00		13,250	13,250
4135	EQUIPMENT CONTRACTS	\$1,590.00	\$1,564.56	\$25.44	\$1,880.00	\$1,116.25		1,900	1,900
4135	POSTAGE	\$18,065.00	\$17,667.53	\$397.47	\$15,369.00	\$684.67		17,069	17,069
4135	ADVERTISING	\$800.00	\$582.38	\$217.62	\$800.00	\$354.15		800	800
4135	PRINTING & BINDING	\$10,158.00	\$8,994.78	\$1,163.22	\$12,249.00	\$7,785.22		13,267	13,267
4135	GENERAL SUPPLIES-OFFICE	\$500.00	\$245.41	\$254.59	\$500.00	\$165.87		500	500
4135	PRIOR YEAR REFUNDS	\$49,509.00	\$17,218.56	\$32,290.44	\$60,000.00	\$12,576.69		50,000	50,000
		288,466	258,433	30,033	311,532	119,484	-	311,066	311,066

The Board reviewed information provided by the Tax Collector regarding salaries for tax collectors and assistant tax collectors in surrounding municipalities. Discussion also referenced the Assistant Tax Collector’s certification and the ability under the union contract to request a wage adjustment based on that certification. Board members acknowledged the value of certifications but noted the need to consider current budget constraints. It was clarified that the proposed Tax Collector budget did not include any additional salary adjustment beyond the contractual 6.13% increase for the Assistant Tax Collector. The Board discussed that approval of the budget would reflect that amount only.

**Sean Twitchell made a motion to temporarily approve the Tax Collector FY26-27 budget at \$311,066. Con O’Leary seconded the motion. Motion passes unanimously.**

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

- **Kubota Tractor:**

The Board discussed a request from the Public Works Director to replace a 2014 Kubota tractor that has experienced ongoing mechanical issues related to its emissions system and is currently non-functional. Kubota has offered a \$15,000 buyback credit toward the purchase of a new replacement tractor, bringing the net cost to approximately \$22,000, but the buyback offer expires March 26. The tractor is used for sidewalk snow removal and athletic field preparation, both critical seasonal functions. Board members discussed potential funding sources, including contingency, unallocated capital, and other available funds, and noted the time sensitivity of the offer. There was general agreement that using unallocated capital funds would be the most appropriate option for the one-time purchase if sufficient funds are available.

***Sean Twitchell made a motion to send the request to the Board of Selectman to set a town meeting to approve the payment of \$22,000 out of unallocated capital for the purchase of a Kubota tractor. Judy Chapman seconded the motion. Motion passes unanimously.***

\*\*A handout of the proposed tractor is attached as Schedule B

- **Sales vs. Town of Windsor Locks Settlement**

The Board discussed a proposed \$350,000 settlement related to a drainage pipe installed on Spring Street without an easement, which caused erosion on private property. Under the agreement, \$40,000 would be covered by the Town's insurer, with the Town responsible for \$310,000. The Board of Selectmen has approved the settlement and the opposing party has accepted the terms. Board members noted that site remediation will also be required in the future. The Board discussed funding options and determined the \$310,000 would be funded from the general fund.

***Con O'Leary made a motion to send the request to the Board of Selectman to set a town meeting to approve the payment of \$310,000 out of the undesignated general fund reserve to settle the Sales vs. Town of Windsor Locks lawsuit. Sean Twitchell provided the second. Motion passed unanimously***

Chairwoman Murphy clarified that, under the Town Charter, only capital projects exceeding \$200,000 require a referendum, whereas non-capital expenditures over \$10,000 require approval at a Town Meeting. As the settlement is not a capital project, it will proceed to a Town Meeting rather than a referendum.

#### **FINANCE OFFICE UPDATE:**

The Finance Office reported that they have begun working with a new project manager from the vendor responsible for the MUNIS implementation. The vendor will review the current setup to identify ongoing issues and determine what is needed to ensure the system

functions properly. Additional training days are still available to the department, though scheduling is limited while staff focus on completing the FY24 and FY25 audits and the current budget process. Yana also reported receiving increased calls and emails from investors after the Town was placed on S&P credit watch. Investors were informed that the concern is related to the delayed audit and not a change in the Town's fund balance. It was noted that the Town cannot issue bonds without an active credit rating, and continued delays with the audits could affect bonding if the issue extends beyond June 30.

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

**In Person:**

**Linda Palmer, 15 North Main St, Windsor Locks:** Linda thanked the Board for acknowledging her concerns but stated that her questions remain unanswered. She noted that her questions have been directed to the Police Commission but indicated she had not received a response. The Chairwoman stated that the matter is outside the Board's purview but indicated she would reach out to the appropriate parties to seek additional information for her.

**Via Zoom:**

**Tamie Quagliaroli, 233 Sutton Dr, Windsor Locks:** Tamie asked for clarification regarding the salary for the Town Clerk position, specifically whether a salary increase tied to a certification would remain in place if a future elected Town Clerk did not hold the same certification. The Chairwoman explained that the salary is tied to the position rather than the individual, meaning it would remain the same regardless of the certification status of a newly elected official. Board members noted that while certifications are not required for the role, they can be beneficial in supporting operations and continuity of duties.

**BOARD MEMBER INPUT:**

None.

**ADJOURNMENT:**

***Sean Twitchell made a motion to adjourn at 10:35pm. Norm Weigert seconded the motion. Motion passed unanimously.***

Respectfully submitted,

*Amelia Griskewicz*

Recording Secretary

# CORRESPONDENCE

March 5, 2026

Patty Murphy, Chairperson, BOF

Dear Patty,

I've watched the numerous videos on FB of the BOF meetings. Watching them has prompted me to write this letter.

One thing our town has in abundance, for certain, is criticism. Therefore I'm compelled to comment, and not to imply that I'm an expert in any of the mechanics of the various town departments, on the criticism recently made by detractors of the Board of Education.

I am personally connected to three students who, throughout all their time in the school district have excelled, learned, contributed to various school programs and graduated.

One of them attended UCONN on enough earned scholarships to cover almost all his costs. He then went on to Boston University Law School and is now a practicing attorney with a large, prestigious Boston firm. His wife is also a UCONN graduate, earning her Master's Degree in Education and is now a teacher in Boston.

The younger sibling is in her junior year at UHART, and makes the President's, and Dean's, lists each semester and is now looking into graduate courses for further education. I understand not everyone is college oriented, I certainly wasn't, but the opportunity to learn is there, and I personally know many of their peers who graduated from WL High School and went on to higher education with definite ideas of what their future contributions to society will be.

Just because a person is willing to shout opinions, laced with profanities in the name of free speech, does not make that person right, only opinionated. Anyone can do it if making a spectacle of yourself is what brings you satisfaction.

I want to thank you, and all members of the Board of Finance, for your dedication and the hours of your time working on behalf of the people of Windsor Locks, and have done so for many, many years as have other department heads and committee members.

I've been a resident since 1955, with some brief periods away, and I have to say if Windsor Locks isn't good enough for you, try somewhere else. It's certainly good enough for me. Keep up the good work, I know it isn't easy.

James F. Roche Jr.  
Windsor Locks, CT

# Schedule A

February 24, 2026

Board of Finance  
Town of Windsor Locks

Dear Members of the Board of Finance:

Thank you for taking the time to read this letter into the record. I also wish to express my appreciation for your continued service and commitment to the Town of Windsor Locks.

I am respectfully requesting a salary adjustment of thirteen percent increase in recognition of professional certifications earned and measurable accomplishments achieved during my tenure as Town Clerk.

At the January 13, 2026 Board of Finance meeting, the Deputy Assessor was awarded a thirteen percent salary increase upon earning a professional certification. During that discussion, a Board member stated:

*“If someone is out there busting their hump to get certified and get the credentials, I view it as a promise from the town to compensate them.”*

I have earned two professional designations:

- Certified Connecticut Town Clerk
- Certified Connecticut Municipal Official

These certifications require significant coursework, examination, and continuing education. They enhance the level of expertise, statutory knowledge, and administrative leadership I bring to the office and to the residents we serve.

In addition to obtaining these credentials, during my first four years as Town Clerk I have implemented numerous operational, technological, and public-facing improvements, including:

- Implementing credit card processing and negotiating improved processing rates for multiple municipal offices
- Launching online dog licensing
- Implementing Property Check for deed fraud protection
- Digitizing 119,984 land records (1987–1913)
- Digitizing 4,572 maps
- Implementing “OnBoard” to track appointed and elected officials terms
- Updating the Code and Ordinance Book after thirteen years of neglect

- Installing an absentee ballot box camera prior to the state mandate using available grant funding
- Hosted and organized five consecutive annual Valentine's Day "Get Married at Town Hall" ceremonies, generating television and online media coverage
- Reinstating issuance of game licenses
- Initiating compost permit issuance
- Overseeing the renovation of the Town Clerk's Office and Vault
- Reorganizing and instituting a new records management system in the lower vault to ensure long-term preservation of historic records
- Implementing "Permitium" to provide former and out-of-state residents improved access to vital records
- Piloting the Secretary of the State's new online Trade Name Certificate portal

These initiatives have modernized office operations, improved public access, preserved historic records, and enhanced service delivery to residents.

Several years ago, the Board of Finance allocated discretionary funds to the First Selectman for distribution to non-union employees. Elected non-union officials did not receive adjustments from that allocation. I respectfully note this for context regarding parity and consistency.

For this request, I am seeking an adjustment effective in the upcoming budget cycle. I am not requesting retroactive compensation. My request is grounded in precedent, professional achievement, and demonstrated performance.

I respectfully ask the Board to consider this request in a manner consistent with its prior actions recognizing professional certification and dedication to public service.

Thank you for your time and thoughtful consideration.

Respectfully submitted,

Christopher Latournes  
Town Clerk  
Town of Windsor Locks

# Schedule B

