

# TOWN OF WILLINGTON

---

40 Old Farms Road  
Willington, CT 06279  
(860) 487-3100  
(860) 487-3103 Fax  
[www.willingtonct.org](http://www.willingtonct.org)

## BOARD OF FINANCE

Regular Meeting  
Hybrid — In Person and Online

October 19, 2023  
7:00 PM

*\*Minutes are not official until approved at the next regular meeting*

**Members Present (a quorum of 4 members is required to conduct business):**

Stephanie Summers Chair	Geoffrey Prusak Vice Chairman	Christina Mailhos	Joseph Sherrell	Peter Tanaka Secretary	James Marshall	Jim Gilligan (ALT)	Elisabeth Woolf (ALT)
In Person	In person	Via Zoom	Via Zoom	In person	Absent	Via Zoom	Absent

**Also Present:**

Donna Latincsics, Business Manager – In person  
Michelle Cunningham, Chairman, Board of Education – In person  
Phil Stevens, Superintendent of Schools – In person  
Erika Wiczenski, First Selectwoman – Via Zoom  
Residents in person and via Zoom

Chair Stephanie Summers called the meeting to order at 7:07 PM.

**SEATING OF ALTERNATES:**

Peter Tanaka moved to seat alternate Jim Gilligan in place of Jim Marshall.  
Seconded by Vice President Prusak.  
Motion passed (5-0).

**APPROVAL OF MINUTES:**

Peter Tanaka moved to accept the September 21, 2023, minutes as written.  
Seconded by Christina Mailhos.

Stef Summers, chair, noted that she sent out an addition to the board this afternoon to insert a comment that wasn't in the unapproved draft of the minutes to clarify that she did urge WFD1 not to wait until the next regular BOF meeting for their emergency situation, and that the BOF could reconvene in a special meeting. All agreed to the change.

Motion passed (5-0-1 Jim Gilligan abstain).

# TOWN OF WILLINGTON

---

**Peter Tanaka moved to accept the September 28, 2023, minutes as written.  
Seconded by Vice Chairman Prusak.**

Vice Chairman Prusak stated that Joe Sherrell was on Zoom and not in person, which was confirmed by Joe.

**Motion passed (6-0).**

## **PRESENT TO SPEAK:**

No one was present to speak.

## **CHAIR'S REPORT:**

Chair Stef Summers stated that there were two candidates for recording secretary. She interviewed them and made a recommendation to First Selectwoman Wicinski, and this is pending a reference check, etc. They both were good candidates, and the process is moving ahead.

Stef would like to move their meetings to the conference room downstairs in the TOB as the technology has been upgraded in that room. It will be helpful during the budget season to meet there, and the only drawback is that the seating is more crowded for the public. She asked if everyone was OK with the change, and all were.

Stef stated that she and Donna Latincsics have started talking about the FY 24-25 calendar. They will have a draft for the Board at the next meeting but will share the draft with the Board before the next meeting.

Stef mentioned that Jim Marshall (Region 19 negotiations representative) sent an email about their first meeting, which is in everyone's correspondence package and was also emailed to everyone. In the email Jim stated that he was the only representative of any town at the first meeting. He shared our situation and had questions about school issues (large capital expenses in the future). Stef urged the board members to read Jim's report.

Stef stated that she emailed a request from Treasurer Laurie Semprebon for the board to consider a policy for new town municipal revenue coming in with the cannabis shop opening. State statute sets a municipal tax of 3% of sales. Stef doesn't think they should add it to the agenda yet, as there is a lot of material to read, and she would like to do some research about where policy-setting happens (when the money comes in, figuring out where it should be held and applied). It is not supposed to offset existing uses but be used for new purposes, including programs to benefit people with substance abuse, education programs after school, Department of Corrections programs, etc. She would like everyone to read it and then discuss at a future meeting, and whether this decision falls to the BOF or the BOS. Peter Tanaka stated that this topic was brought up at the last BOS meeting, and he doesn't believe they had the answers yet either. Further discussion was had on this.

## **OLD BUSINESS:**

- 1) **Budget Status — Donna Latincsics, Business Manager**
  - a. FY 22-23 Year End Report

Donna Latincsics stated that when the BOF designed this budget, they planned to use \$490,230 from the Fund Balance. However, they didn't need to use that money because the revenues were \$744,805 more



# TOWN OF WILLINGTON

---

than budgeted and the expenditures were \$392,735 less than budgeted, which gave an excess of \$1,137,540. If you subtract the \$490,230 that was not used from the excess, it results in a \$647,310 net change in the fund balance. Stef asked if this figure was in sync with Donna's expectations when she projected the year end. Donna stated it was what was expected when they were finishing up this year's budget.

**b. Financial Report: September FY 23-24**

Donna Latincsics stated that they are at the end of the 1<sup>st</sup> quarter (3 months of revenue and 3 months of expenditures). She stated that on the revenue side the interest income on the investments has already exceeded the annual budget, and the application of the fund balance is now \$1,015,000 because they applied an additional \$15,000 from the surplus for the RV for WFD1. Stef stated that is noteworthy on the investment income because we are only a quarter of the year in, and it is about 68% over the annual budget for revenue in that particular category.

**c. Budget Transfers**

**Chairman Summers moved to transfer \$3,026 to line item 0811 Social Security from line item 0851 Insurance.**

**Peter Tanaka seconded the motion.**

**Motion passed (6-0).**

**Chairman Summers moved to transfer \$91 to line item 0235 Fire Main and Hydrant from line item 0232 Fire Protection.**

**Peter Tanaka seconded the motion.**

Peter Tanaka asked why this is off as it is supposed to be a fixed income every year. Donna Latincsics stated that the rate increased midyear, which wasn't planned on when budgeted.

**Motion passed (6-0).**

**2) Updates From BOF Representatives**

**a. CIP – Christina Mailhos, Chair**

Christina Mailhos stated that the facility tours are going on now with CIP. They have not set a calendar for the regular meetings that will start up in December, but she is hoping to go back to Wednesday nights.

**b. SBC – October 18 Meeting Canceled**

Chairman Summers noted that they canceled their meeting last night. She stated that was a wrap-up meeting and she believes it will happen soon. They were still working on the final report that will include the Colliers Engineering segment of it.

**NEW BUSINESS:**

**1) Board of Education – Phil Stevens, Superintendent**

**a. BOE FY 22-23 Budget Transfer Request to Non-Lapsing Fund to cover two student transfers**

Superintendent Stevens stated that the BOE approved their request for \$163,412 out of the money being returned to be transferred from the FY 22-23 end of year savings in the BOE budget into their non-lapsing fund. He stated that the non-lapsing fund would be close to being maxed out. He stated that the purpose for moving the money is they have two unbudgeted outplacements for special education (average cost

# TOWN OF WILLINGTON

---

\$100,000 each). He stated that those funds would be used to cover the outplacements. He stated that some districts have placeholders in their regular BOE budget for that, but Willington BOE doesn't do that and has a non-lapsing fund for this purpose. He stated that this money is needed in the non-lapsing fund for the maximum amount as it will go right back out in the other direction to pay the outplacements.

**Chairman Summers moved to transfer \$163,412 from the 2022-2023 BOE operating budget to the BOE non-lapsing fund.**

**Vice Chairman Prusak seconded the motion.**

**Motion passed (6-0).**

- b. Request to Recommend BOS Move to Town Meeting: \$20,000 for plumbing projects for Hall Memorial School budgeted in CIP

Superintendent Stevens stated there was \$20,000 per building in CIP for plumbing projects. To access that budgeted money, the town must go through the BOE, BOF and Town meeting approvals. He stated that Hall Memorial School is looking for their money as they have a series of projects lined up that they would like to do (replace isolation valves under the boiler room stairs that are leaking, replace the hot water domestic circulators, a different vendor to replace the plumbing in the cabinetry area in the nurse's office, and repair pipes that failed in a classroom).

**Peter Tanaka moved to recommend that the BOS call a Town meeting to appropriate \$20,000 in the capital reserve fund to 04-4049 HMS plumbing projects.**

**Chairman Summers seconded the motion:**

**Motion passed (6-0).**

- c. Request for BOF to Recommend BOS Move Appropriation to Town Meeting: \$32,500 for a School Facilities Study out of the \$1 million CIP Reserve for BOE projects

Superintendent Stevens stated that the BOE is requesting \$32,500 for a school facilities study out of the \$1 million CIP reserve for BOE projects, which he stated again must go through the BOE, BOF and to Town meeting for approval. He stated that this facilities study is needed to prioritize projects in a 10-year plan, to group projects together that make sense together, to have current cost estimates for the projects (the current cost estimate they have is 6 years old), and to identify costs to maximize State reimbursement. He stated this is the kickoff to figure out what must happen. He stated that it isn't an invasive crack-open-walls type of facilities study, but they will tell the BOE if they find something, that further investigation should be done, which would require further approval beyond the \$32,500. Stef asked if Superintendent Stevens could talk about the resolution of bringing the RFP in sync with what the bid was with the company the BOE was choosing. Superintendent Stevens stated that the recommended bidder (QA&M) went well beyond what the BOE was looking for in a couple of areas as they also talked about a new building or renovation, and that isn't what this was about. He stated that they are focused on one area of their proposal and that is how they would write the contract. It would match the capital improvement portion. The bidder wanted to let them know that there are certain things that are going to come up to make a note of. He stated if they were going to recommend any major fixes that are going to change multiple rooms that are near each other and move something, they would draw up a plan for that. Peter Tanaka asked if both motions are in time to get on to the BOS meeting tomorrow for that Town meeting. Superintendent Stevens stated that if the BOF approves this tonight it will make tomorrow's meeting.

**Chairman Summers moved to recommend that the BOS call a Town meeting to appropriate \$32,500 from the capital reserve fund to 04-4050 school facilities study in FY 2023-24.**



# TOWN OF WILLINGTON

---

**Peter Tanaka seconded the motion.**

**Motion passed (6-0).**

**d. Center School Chimney Repair**

Superintendent Stevens stated that this item is an FYI that may in the future fall under the \$1 million in Capital Reserve Fund 04 that is earmarked in CIP for school projects. They are in the investigative process right now. He stated that they are having an issue with the Center School chimney. They knew about it late last spring, but it has gotten worse. The timing didn't work out as they could not line up a vendor in time for the summer to have an install. They believe the mortar is failing in sections, it is leaking and water is getting into a classroom right next to the chimney. The BOE approved some of the balance of their non-lapsing funds for a commercial dehumidifier, remediation and the repair. He has a strong feeling that since the BOE meeting, a remediation company will come out and look at it. He believes it will be wrapped and covered until it can be fixed (in the summer). They have one more mason who they want to review it and confirm that the timing is good, as it would be highly disruptive to fix during the heating season and during the school year. He stated that they need the funds lined up ahead of time to book these people 6-8 months out. He believes that the BOE is going to come back and request these funds out of the \$1 million pool at some point. Peter Tanaka asked if Superintendent Stevens has any idea how much this might cost. Stevens stated that the initial cost is around \$70,000 for the repair (from what they see). They could possibly get in there and have to take the chimney down. He stated that there aren't a lot of masons out there that will do a small job like this, but the mason they are talking with deals with historic buildings and knows how to approach it.

**CORRESPONDENCE:**

Stef mentioned that the library has a 100<sup>th</sup> Anniversary Celebration on Sunday from 2-4 pm and specifically invited the BOF to it.

Stef mentioned that the Board members could join the CIP tours if they wish to and confirmed with Christina Mailhos that they run from 5:30 pm to around 7:00 pm. The tours are October 25 for the library, November 1 for the TOB and WHFD, and November 14 for Public Works. On October 3 they visited WFD1.

Vice Chairman Prusak asked Superintendent Stevens what it would take for the BOF to walk around the school facilities. Superintendent Stevens stated that this is a security issue and that's why he provides so many pictures. He is not familiar with too many people who are opening their schools for tours into spaces where people could know where to go to hide things, etc. He stated that in the school policy, the schools can be open for recreation, shows, concerts, etc., but they don't have access to the entire building, just the gym, for example. Superintendent Stevens stated that, if there is something they want to see more of, he can provide more pictures. Christina Mailhos asked if the BOE does tours of the school buildings. Superintendent Stevens stated that the BOE does do tours of the schools, but they are not posted meetings and they are in groups of two. Further discussion was had on this.

**PRESENT TO SPEAK:**

No one was present to speak.

**GOOD AND WELFARE:**

Stef mentioned the library's 100<sup>th</sup> Anniversary celebration again.

# TOWN OF WILLINGTON

---

## ADJOURNMENT:

Peter Tanaka moved to adjourn the meeting at 7:53 pm.

Seconded by Vice Chairman Prusak.

Motion passed (6-0).

Respectfully submitted,

*Eileen Smith*

Eileen Smith

Recording Secretary

RECEIVED  
WILLINGTON, CT.

2023 NOV 13 P 5:40

  
TOWN CLERK