

# TOWN OF WILLINGTON

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40 Old Farms Road  
Willington, CT 06279  
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[www.willingtonct.org](http://www.willingtonct.org)

## BOARD OF FINANCE

Regular Meeting  
Hybrid — In Person and Online

January 18, 2024  
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):**

Bruce Lawler <b>Chair</b>	Geoffrey Prusak <b>Vice Chair</b>	Christina Mailhos <b>Secretary</b>	Walter Parsell	Jason Ross	Stephanie Summers	Melissa Miller (ALT)	Britt Rothauser (ALT)
In person	In person	In person	Via Zoom	In person	In person	In person	In person

Donna Latincsics, Business Manager – In person  
Peter Tanaka, 1<sup>st</sup> Selectman – In person  
Chief Snyder, Willington Hill FD – In person  
Mike Makuch, Willington Hill FD – Zoom  
James Callaghan, Director of Recreation – In person  
Residents in person and via Zoom

### **CALL TO ORDER**

Bruce Lawler called the meeting to order at 7:02PM.

**SEATING OF ALTERNATES (if needed):** none

### **APPROVAL OF MINUTES 12/21/23:**

Christina Mailhos motioned to accept the December 21, 2023 meeting minutes.

Stephanie Summers seconded the motion.

Discussion: none

A roll call vote was taken:

In favor: Summers, Ross, Parsell, Mailhos, Prusak, Lawler

Opposed: none

Abstentions: none

Motion passed. (6-0-0)

### **PRESENT TO SPEAK:**

James Callaghan, Director of Parks & Recreation noted that he is present to speak on the Cannabis Tax Fund.

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Michelle Cunningham, 41 Liska Road, commented on confusion regarding the agenda. Typically, meetings have Present to Speak at the beginning and at the end of the agenda so if someone would like to respond to something that has been discussed, they may do so. This agenda notes that one should request time during the meeting if one wishes to speak to an agenda item. She asked if the those present to speak need to make such a request. *Mr. Lawler responded that one would not have to do so.* Ms. Cunningham asked about the proper way for those who would like to be involved in the meeting to speak. If there is not time to speak at the end of the meeting, she would like to reserve the option to do so. She asked that either time be added to the end of the meeting as Present to Speak or she would like the option to speak on any and all agenda items. Ms. Cunningham commented that on the agenda there is a CIP request for an engineering design fund for the new fire station. Her concern is that the town has a lot of capital needs including that the school vote did not pass in the spring in part because there was concern that there were a lot of capital needs across town. People did not feel that they had a comprehensive look at the total need and were concerned that the number would balloon when the town looked at possibly doing new buildings and capital projects. She does not know enough about the issue as the amount is unclear. People may be concerned that the town is going to do architectural work on a new building when there is uncertainty as to whether it is needed. Further, she heard that there is a mold issue, a flooding issue at the Town Offices building, and many capital needs at the schools. The town has a lot of needs, and she would like to hear a full conversation about the facilities' needs. *Mr. Lawler responded that there will be a conversation as the budget process moves forward.* Ms. Cunningham commented that there is an agenda item for a vote this evening and she would like to see the information in a broader context.

*Ms. Summers commented on the Present to Speak agenda item and noted that the agenda's template is not the one that is traditionally used. She recommended reverting back to the BOF template. Ms. Summers will forward the template to Mr. Lawler at his request.*

## **OLD BUSINESS:**

*[Addressed after item: New Business, 6.]*

1. Vote to approve letter to budget writers presented at the last meeting.

Ms. Summers explained that the letter presented for the budget process was from last year and would need updates to items including the dates and the name of the Recording Secretary. She asked if the budget package had been sent. Ms. Latincsics noted it has not. She likes to send it with the guidance letter, the calendar, and a worksheet.

Ms. Summers reviewed last year's guidance letter.

Ms. Mailhos commented that over the years the letters have had different tones from asking to know everything needed albeit that cuts may be made to letters indicating that submissions should be at a 0% increase. She is unsure what the tone should be this year.

Ms. Summers noted that since they have such a capital-heavy expectation, it is reasonable to say in the letter that it is not a year to expand programs, but they do want to know about items that are clear needs and items that will carry over yet will no longer be covered by ARPA funds.

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A brief discussion took place regarding options for the letter content and the desire to keep it to a single page. It was noted that something to the effect that one should not expect full funding should be included as well as that one should anticipate possible cuts.

Mr. Lawler will meet with Mr. Tanaka to discuss the letter on January 19, 2024.

**Christina Mailhos motioned to empower the Chair to collaborate with the First Selectman on a letter to go out as soon as possible.**

**Jason Ross seconded the motion.**

**Discussion: none**

**A roll call vote was taken.**

**In favor: Summers, Lawler, Mailhos, Ross, Parsell, Prusak**

**Opposed: none**

**Abstentions: none**

**(6-0-0)**

**Motion passed unanimously.**

*[Item: Correspondence was addressed next.]*

## **NEW BUSINESS:**

1. **Final Reports related to the fiscal year 2023 Audit. Business Manager Donna Latincsics and/or Mike Vandeventer of Mahoney Sabol of Glastonbury, CT.**

Mr. Vandeventer was present and is an audit partner at Mahoney Sabol. He is ultimately responsible for overseeing the audit and issuing reports on behalf of the firm and noted that everyone should have received electronic copies of the reports.

Mr. Vandeventer reviewed the following:

Presentation to the Board of Finance, 2023 Audit Results

- Scope of work
  - Audit of Financial Statements
  - Federal and State Single Audit
  - Agreed-Upon Procedures on End of Year School Reports (EFS)
  - Nonaudit Services
- Auditor's Reports
  - Report on Financial Statements
  - Report on Compliance and on Internal Control over Financial Reporting
  - Federal Single Audit
  - State Single Audit
- Financial Highlights
  - General Fund – Budgetary Highlights
  - Governmental Funds – Highlights
  - Government-wide Financial - Highlights
- Required Communications
  - Auditor's Responsibility under U.S. Generally Accepted Auditing Standards
  - Planned Scope and Timing of the Audit
  - Significant Audit Findings



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- Questions

Ms. Summers asked if anything stood out in the context of other towns in the region and how Mr. Vandeventer saw the audit this year. He responded that there were limited audit adjustments. Everything was provided in a timely manner. This year there was a written management letter with a comment on capital assets. It was not significant enough to report to the Board, but a letter was issued. They will work with Ms. Latincsics and her team to get the system updated for differences between what was reported in the financial statements and the new accounting system. Ms. Summers asked about the municipality's fiscal health and its status as a borrower. Mr. Vandeventer noted that it is a small community with an appropriate fund balance which does not necessarily include capital reserves. The GOFA puts out guidance for all municipalities and recommends maintaining 2 months of reserves on-hand. The town's general fund, with the \$1M assigned for FY24, was about 1.5 months and there is also the capital reserve.

Mr. Prusak asked if there is any guidance for an acceptable debt level and noted that the town is facing some large projects. Mr. Vandeventer responded that typically he sees most debt service being less than 10% of the total budget. The town's is significantly lower but in a small community it does not take a lot to go above 10%.

- A. Annual Comprehensive Financial Report
- B. Federal and State Single Audit
- C. Governance Letter for members of the BOF
- D. December 2023 General Fund Financial Report

## 2. **December 2023 General Fund Financial Report, Business Manager Donna Latincsics**

Ms. Latincsics reviewed the December 2023 revenue and expenditures report. Revenue is doing well. Investment income was budgeted for \$50,000 and as of the end of December 2023 \$159K was earned so it is \$109,000 over budget. The License Fees & Permits are heading toward being over budget as well due to conveyance tax. In terms of expenditures, there are no concerns at this time.

Ms. Summers asked if Other Revenues, where \$37,800 was budgeted, is backloaded. The actual is \$13,143. Ms. Latincsics responded that it is. One of the items, the Telecommunications Grant, will arrive in April.

## 3. **A CIP appropriation request from the Reserve Fund for engineering a design for a new fire station at 25 Old Farms Rd., First Selectman Peter Tanaka**

Mr. Tanaka explained that this item has already passed through CIP and the budget. Next, they need to have a Town Meeting for expenditure. They are asking the BOF to send a request to the Board of Selectmen for a Town Meeting. This is \$110,000 for engineering and surveying at 25 Old Farms Road. It is an important piece because they are in the process of determining the fire response picture including placement, response times etc.

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Mr. Parsell asked why they are asking for \$110,000 when \$100,000 was approved. It was noted that the \$100,000 is a typo and confirmed that \$110,000 was approved.

Ms. Summers provided background information. Willington FD No. 1 has already done some design and engineering. The Willington Hill FD is not as far along. Mr. Tanaka explained that events have overtaken them. Willington FD No. 1 has lost its building and they are moving as quickly as possible to get their people indoors. Thus, they need to address 25 Old Farms to ensure they are not duplicating efforts and that the process is seamless. Ms. Summers asked about the report with the statistics that provide overall emergency service in the context of calls etc. Mr. Tanaka explained that a request for the money was made of the previous Board of Selectmen, and it was turned down, so they need to get the money for the report. Additionally, there is some indication that they may be able to get the report at a lower cost if they can work on it in-house. He is convening a small committee to gather and provide the information. Ms. Summers commented that it is important to hear exactly what this design stage will cover. Willington Hill FD Chief Snyder explained that this will if everything will fit on the property, and if they can move forward. It will prepare the property in terms of surveying boundaries, provide information on land use and placement, and a preliminary design of a building that can be placed on the property. It will also provide the cost. They need to get through this phase to get the information. Ms. Summers asked if they are factoring in access from both Old Farms Road and Rt. 74 in planning. Chief Snyder noted that this will be part of the surveying. The next phase of the project will be building design and construction drawings (mechanical, electrical etc.). Ms. Summers asked if they have received quotes. Chief Snyder responded that they have reached out to several contractors who will do all of the work including civil engineering and architectural engineering. They have a contractor they would like to use that is in line with this evening's request. This will allow them, in conjunction with the other department, to put forward the appropriation needed for all of the fire departments in town.

Ms. Mailhos commented that the request was included in the CIP because a year ago they were in a different place. They have already spent hundreds of thousands of dollars over the years for design and engineering for the other fire department which they now know is out the window. She expressed concern that they are about to waste another \$100,000. They have never had a comprehensive plan and although Mr. Tanaka is working on it, it has been in the works for 15 – 20 years and they still do not know where they are. Ms. Mailhos feels it is premature. Similar to the ed specs in regard to the school, they need to know what is needed for this item. Mr. Tanaka agreed. This request gets them closer to the information. He is working toward getting people together to build the plan with cooperation from both departments. Members of the community will also assist in the process. Chief Snyder explained that he understands the concerns, but the need is still there and is compounded as they wait particularly with the new mandates and legislation. He added that much of the money has not been wasted. They have information from the surveying and civil engineering of the property which can still be used. Ms. Mailhos agreed. A brief discussion took place. Ms. Mailhos clarified that the \$110,000 was approved to be earmarked and come out of Fund 4. They need to go through this step now because it was not appropriated.

Ms. Summers clarified that this is for the Town Meeting following the January 23<sup>rd</sup> meeting.



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Mr. Prusak commented that at the end of the day, a town of 6,000 people has 2 separate fire departments. Chief Snyder commented that with either 1 or 6 fire departments, appropriate equipment is still needed.

Mr. Makuch commented that the Fire Chiefs of both departments, the former Selectwoman, Selectman Tanaka, and himself have had multiple conversations with Representative Joe Courtney, Representative Tammy Nuccio, and Representative Jeff Gordon to learn if there are other potential funding sources such as allocations from the state or federal governments. The conversations all brought back one comment consistently – they need to be a little further along in understanding what is needed. In the last conversation with Representative Courtney, it was said that it was great that the fire department spent the money on the 25 Old Farms Road property. It is closer to shovel ready. If they have a design and layout to show, the Offices of Representative Gordon and Nuccio could submit the plan to request streams for potential state and federal funding. The \$110,000 would produce enough design and engineering paired with the property already being owned by the fire department, to put the town into the request streams.

Mr. Marshall commented that he is concerned that the focus is on 25 Old Farms Road given the urgency of the Station 1 situation. He asked if waiting for the study would prevent or delay the mobilization of proposals for the design of Station 1. This need is urgent along with other town needs. He asked if the resources would not be better served addressing the urgent needs. Mr. Tanaka explained that they are concentrating as a group not to hold up Willington 1 but until they know the programmatic needs of both departments, it will hold up Willington 1. They do not know what needs to be built at Willington 1 until they know what can be built at Willington Hill, so they do not duplicate efforts. They need to spend appropriately and intelligently. This request will help with learning some of the programmatic needs of Willington 1. There are many programs that do not need to be duplicated at both places. These include emergency operations centers, gear cleaning equipment, breathing apparatus refill stations, and classrooms. Mr. Marshall asked if there is a timeline on the study. Mr. Tanaka responded that there is not because they are starting next week. A timeline should be available soon.

Ms. Mailhos commented that the plans Station 1 has are for the addition. Some may still be used but new plans will be needed, and the town has not yet planned for this expenditure. It will likely be another \$100,000-\$200,000 possibly in this fiscal year. Mr. Tanaka explained that they were held up a bit due to the drainage issue.

Mr. Lawler asked why this cannot wait to go through the regular budget process. Mr. Tanaka clarified that this is the next step in the process.

Ms. Summers commented that Willington is 38 square miles – a big town with a small population. The data on emergency services from the heat map – information on calls etc. which seems to have been elusive is key. She is unsure if Willington 1 is a big build in short order in the same year. They have already taken steps to address the clear and present need with the ambulance staff and using the facilities they already have. She has not seen anything certain about the situation regarding renovation and new construction. Ms. Summers believes Willington Hill's purchase of the property was visionary and they need to catch up with some of the plans for it. When it was put into CIP, it was before the referendum on solving the school

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issues. They still have the school issues to address since they are not building a new K8. Many repairs are needed on the 100-year-old and 75-year-old buildings in addition to water coming into Town Offices.

Chief Snyder commented that Willington 1 is working on a plan to get a solid picture just as Willington Hill has but the steps noted are needed to give the town a good picture of the emergency services' needs. They have been asking for money for a firehouse since 2005 or earlier, and it was set aside but used for something else. The needs are there and growing. Some of the items from civil engineering will still be able to be used and Chief Snyder believes that there is already money that has been appropriated that would be sufficient for a redesign on paper. If they can work in conjunction with Willington 1, and if the allocation is approved, within 6 months they can have the information. Ms. Summers noted that Willington 1 is 40 years old and Willington Hill is 52 years old.

Mr. Parsell asked if prior to drawing up any plans, if the money was appropriated, there would be a plan for what they want to do at each of the facilities i.e. training room. Chief Snyder explained that they will work together to ensure there is no duplication as much as possible. This step will get them to know where a meeting room etc. will fit. Everything will be combined into a single emergency services package.

Mr. Tanaka commented that while they cannot bring the 2 departments together under 1 command, they can bring them together under 1 mission to best serve the town. Chief Snyder explained that the departments work, train, and serve together. The only difference is that on paper there are 2 chiefs and separate budgets.

Ms. Mailhos commented that they understand that they need 2 fire departments and why things need to be done but eventually the goal will be to go before for the town and ask for \$11.5M and the town will ask why 2 departments are needed. Mr. Tanaka responded that this goes back to the heat map. They requested money for it in the past. Chief Snyder explained that the 2 fire departments are only 2 on paper. Studies have shown that geographically everything is needed and there is no savings otherwise. The stations are placed where they should be. Mr. Tanaka noted that not having the 2 firehouses would have an impact on residents' ability to get insurance.

Ms. Summers noted that she appreciates all of the volunteers, and the town does not deal with any payroll for the emergency services which are vast. The need to keep volunteers motivated even though they are self-motivated.

Ms. Mailhos commented that the case has to be made. They need to communicate in a single sentence that 2 stations are needed, the cost, and why taxes will increase to pay for it.

**Stephanie Summers motioned to recommend that the Board of Selectmen call a Town Meeting to appropriate \$110,000 from the Reserve Fund to Account number 04-4053 for Design and Engineering Plans for a fire station for WHFD on the 25 Old Farms Road property. Geoffrey Prusak seconded the motion.**

**Discussion: none**

**A roll call vote was taken.**



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**In favor: Summers, Prusak, Ross**  
**Opposed: Mailhos, Lawler, Parsell**  
**Abstentions: none**  
**(3-3-0)**  
**Motion failed.**

Ms. Summers asked Mr. Tanaka if he could keep moving on the study. Mr. Tanaka responded that he would. He believes it is a \$30,000 study and it may come before the Board for funding; Mr. Parsell commented that he would like to see more details. Ms. Mailhos agreed.

**Geoffrey Prusak motioned to add the Department of Public Works Request to the agenda.**  
**Walter Parsell seconded the motion.**  
**Discussion: none**  
**A roll call vote was taken.**  
**In favor: Summers, Mailhos, Parsell, Ross, Lawler, Prusak**  
**(6-0-0)**  
**Motion passed unanimously.**

## **Department of Public Works Request**

Mr. Tanaka explained that LOCIP funds have passed through CIP, and they are requesting an appropriation to replace the overhead doors at the Department of Public Works so they can get the trucks in and out.

Ms. Summers noted that CIP did a walkthrough of the area and the issue with the doors was explained. Ms. Mailhos noted that the new doors will also have windows that will provide natural light. The cost is \$71,950 for 5 doors. Mr. Ross asked about the issues of the doors and the issue is that they do not operate properly. It has been an issue for a couple of years and the funds are coming from LOCIP.

**Stephanie Summers motioned to recommend that the Board of Selectmen call a Town Meeting to appropriate \$71,950 from LOCIP to Account Number 02-2027 Department of Public Works overhead garage doors for five new overhead doors at the Public Works garage.**  
**Christina Mailhos seconded the motion.**  
**Discussion: none**  
**A roll call vote was taken.**  
**In favor: Prusak, Mailhos, Ross, Parsell, Lawler, Summers**  
**Opposed:**  
**Abstentions:**  
**(6-0-0)**  
**Motion passed unanimously.**

## **4. CIP and ARPA Update, Christina Mailhos**

Ms. Mailhos noted that she sent a letter to the Board members today. It summarizes what has been completed, is in-progress, and items listed for possible funding.



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The town received \$1,735,454.22 in ARPA funding that could be used to address items in specific categories. Ms. Mailhos noted that they tried to use the money in the most efficient way possible, including addressing some CIP items and in ways that would give back to the entire community. Thus far, \$1,040,351.33 has been spent on completed projects and \$572,617.00 has been spent on projects that are still in-progress. Ms. Mailhos noted that a couple of the projects are tied to budgets with a multi-year step down. This is the last year for those, and the funds will spend out. Some projects may come in under budget and others may need additional funding. Additionally, \$40,000 in contingency is available. The deadline is December 31<sup>st</sup> so over the next year they will need to decide what to do with any remaining funds. The two choices are the Library Gutters and Downspouts (CIP request, \$21,000) and the Center School Playground Surfacing (\$90,000). It is unlikely that there will be enough money to do both projects.

Ms. Summers asked if in the future they could capture the ongoing costs that started in ARPA that will go into the operating budget. The money last year was spent on senior staff that was volunteer, and is now a 24-hour position. Ms. Mailhos confirmed that it would be pertinent to this budget season. Ms. Summers commented that it would be helpful to see the whole number that will impact the operating budget. The first year was 100% funding. This year there is 0% in the budget being crafted.

Ms. Mailhos reviewed the CIP report. Last night's meeting was the first where they heard requests. Presentations were made by the Conservation Commission, the Library, and Land Use. The next meeting will be on January 31<sup>st</sup>. Requests from Public Works will be heard. Submissions were due on January 16<sup>th</sup>. Ms. Mailhos downloaded them into a spreadsheet which will be shared with the Board. She noted that \$16M has been requested for the schools over the next 5 years with \$4M in year 1 (includes roofs and HVAC). The fire departments submitted requests in the amount of \$11.5M. Overall, the submissions totaled \$35M over the next 5 years. Ms. Mailhos confirmed that there were no submissions for renovations to the Town Offices building. Mr. Tanaka noted that there was a request from the Building Department to address improvements for where water is entering into their office. Ms. Mailhos explained that they determined that money would be needed for this sooner than next year. Mr. Tanaka stated that he is working with an engineer to understand the issue. It has not yet damaged the new flooring in the Land Use Office thanks to Public Works. They are trying to mitigate the situation until a larger fix can be made. Mr. Tulis went to the Town Offices to see what could be done to correct the issue.

5. **Vote to empanel BOF/CIP delegate as well as other BOF delegates as needed for other dept. negotiations.**

**Christina Mailhos motioned to nominate Ms. Summers to be a delegate.**

**Bruce Lawler seconded the motion.**

**Discussion: none**

**A roll call vote was taken.**

**In favor: Mailhos, Parsell, Lawler, Summers, Prusak, Ross**

**Opposed: none**

**Abstentions: none**

**(6-0-0)**

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**Motion passed unanimously.**

Ms. Mailhos encouraged all of the members of the Board and the Selectmen to attend as many of the meetings as possible.

Mr. Tanaka noted that Ms. Mailhos has made it a process. It is much more coherent and is well-organized. Ms. Summers added that they put shock absorber money in knowing some large repairs and builds exist but it is no where near the needs.

## **6. Discussion on creating a policy regarding adult use cannabis retailer fund.**

Mr. Tanaka explained that the state passed a 3% tax on sales of cannabis for recreational purposes. This tax goes to the town where the recreational cannabis was sold. While the state keeps the books, it does not collect the tax. A letter is sent to the business office with the amount and the town sends a bill to retailers for the money. The money may only be used on a limited number of items. This first year, it is about \$1,500 for the town. It has been billed but has not yet been received. One possible use is streetscaping around the cannabis retailer and another is for youth education, but the amount billed will not start such a program. Another allowable use is "community engagement". Mr. Tanaka explained that he reached out for more information. Given the amount and the meaning of "community engagement" he would like to put it toward the upcoming town's tricentennial celebration in 3 years. A committee is forming, and they need to start planning. A fund will need to be established with information regarding how it may be used.

Ms. Summers asked Ms. Latincsics if the town has existing accounts for such funds where revenues received are earmarked for certain spending. Ms. Latincsics noted that this is the plan that has been endorsed by the auditors. The town has a fund for flag replacements, and this would be a department in the fund. A brief discussion took place regarding other possible uses.

Mr. Lawler asked how long the funds may sit unspent. Mr. Tanaka responded that he believes they may sit for a fair amount of time. He noted that he wanted to assign the nips money quickly to the street sweeper since it was one of the few items on the list of how the funds may used.

Ms. Mailhos noted that the town is receiving this revenue because both substances, alcohol and cannabis are being sold in town. It is assumed that these will have some negative impact on the community or people within the community. She asked if the state provided any information that could be posted on the town website or shared so people have resources on addiction and substance abuse. The spirit is that they should make the public aware of the information available. Mr. Tanaka responded that he has not seen anything yet. Ms. Mailhos recommended posting the number for Human Services. Ms. Summers noted that there are community initiatives such as the lockbox program.

In terms of creating a policy for the money, Ms. Latincsics explained that since the funds have not yet been received, it is not urgent to create a policy.



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Mr. Callaghan noted that he has recently been named to the Tricentennial Committee. The first meeting will be held in the coming months and Mr. Callaghan advocated for the funds gained from the cannabis sales to be used in part to fund the Willington's Tricentennial Committee. He cited §126 of SB1201, Public Act No. 21-1 and noted that one of the permitted uses of the funds is "community civic engagement efforts". The Tricentennial Celebration is a landmark occasion for the town and the celebration will include residents, town employees past and present, and local groups and businesses. This is an opportunity for members of the community to celebrate the great history of the town, learn about the past, and promote everything great Willington has to offer. The funding may be used to promote the celebration, live entertainment, and purchase food and activities for residents to enjoy during the celebration. As the Committee starts to meet, the public will be able to participate and receive updates.

Mr. Ross asked if the town has a specific fund for community engagement activities where the nips and cannabis money could be deposited. Mr. Tanaka recommended that Ms. Latincsics draft a model motion for the next meeting to set up an account that will fulfill the requirements of both laws. Ms. Latincsics noted that they will need to put the money into a fund, in two separate accounts. The fund would need to be one that rolls at the end of the year with the money remaining in it.

*[Item: Old Business was addressed next.]*

## **COMMUNICATIONS:**

Mr. Lawler noted that he received an e-mail from Phil Stevens regarding the meeting scheduled for April 9, 2024, Board of Finance Budget Hearing. Mr. Stevens has a Board of Education meeting that evening at 7:00PM and asked if the Board of Finance meeting could change its meeting start time to 6:00PM. This would allow Mr. Stevens to attend to discuss the budget.

Mr. Prusak commented that a 7:00PM meeting start time is more convenient for the public. A brief discussion took place regarding the start times for both meetings.

Ms. Summers explained that the budget hearing is 2 weeks after the appropriations and 2 weeks before the Annual Town Meeting. The referendum follows 2 weeks later. Ms. Latincsics noted that in terms of timing, these cannot take place less than 7 days nor more than 14 days apart respectively. A brief discussion regarding possible dates took place. Mr. Tanaka will check the calendar and confirm what is allowable with the Town Clerk.

**Geoffrey Prusak motioned to table this item until the next meeting for further discussion.**

**Jason Ross seconded the motion.**

**Discussion: none**

**A roll call vote was taken.**

**In favor: Ross, Mailhos, Lawler, Parsell, Summers, Prusak**

**Opposed: none**

**Abstentions: none**

**(6-0-0)**

**Motion passed unanimously.**

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Mr. Tanaka noted that the Town of Ellington is leaving the consortium, and it appears there will be a 13% increase (approximate) in the Mid-NEROC budget. Currently, the town's share is \$5,500 of which it receives a \$5,000 cut because people bring hazardous waste to the town, but Mr. Tanaka believes the 13% increase is on the \$5,500 so this will need to be budgeted.

Ms. Summers encouraged everyone to attend the Town Meeting on January 23<sup>rd</sup>. Items on the agenda include the volunteer firefighter abatement and the statutes for the town ordinance, plumbing for the school, and the street sweeper.

**GOOD AND WELFARE:** none

**ADJOURNMENT:**

Geoffrey Prusak motioned to adjourn at 8:36pm.

Jason Ross seconded the motion.

Motion passed (6-0).

Respectfully submitted,

*Lisa Pascuzzi*

Lisa Pascuzzi

Recording Secretary

RECEIVED  
WILLINGTON, CT.

2024 JAN 30 A 8:59

*[Signature]*  
TOWN CLERK