

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Agenda Regular Meeting @ 7:00 PM Thursday, December 4, 2014 Colchester Town Hall Meeting Room 1



- 1. Call to Order
- 2. Additions to the Agenda
- 3. Approve Minutes of the November 20, 2014 Regular Board of Selectmen Meeting
- 4. Citizen's Comments
- 5. Boards and Commissions Interviews and/or Possible Appointments and Resignations
  - a. Planning & Zoning Commission
    - 1. Mark Noniewicz Possible Reappointment as a Regular Member of the Planning and Zoning Commission for a Three Year Term to Expire 12/31/2017
    - 2. Jason Tinelle Possible Reappointment as an Alternate Member of the Planning and Zoning Commission for a Three Year Term to Expire 12/31/2017
  - b. Agriculture Commission
    - 1. Christopher Bourque Possible Reappointment as Chair of the Agriculture Commission for a Three Year Term to Expire 11/30/2017
    - 2. Allen Zimmerman Possible Reappointment as Vice Chair of the Agriculture Commission for a Three Year Term to Expire 11/30/2017
  - Housing Authority Janet LaBella Possible Reappointment as Chair of the Housing Authority for a Five Year Term to Expire 11/30/2017
  - d. Fair Rent Commission Jack Faski resignation
  - e. Possible Removal of Commission Members for Cause
- 6. Budget Transfers
- Tax Refunds & Rebates
- 8. Discussion and Possible Action on Commission on Aging Bylaws
- 9. Discussion and Possible Action on Setting Town Meeting for Snow Transfer FY 2013-2014

Board of Selectmen Regular Meeting 12/4/2014 Page 2

- 10. Discussion and Possible Action on Joining a Municipal RFQ for Development of Gigabit Broadband Service
- 11. Citizen's Comments
- 12. First Selectman's Report
- 13. Liaison Reports
- 14. Executive Session to Discuss Employee 457 plan
- 15. Adjourn



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes Regular Meeting Minutes Thursday, November 20, 2014 Colchester Town Hall – 7:00 PM Meeting Room 1 COLCHESTER, OT 2014 NOV 24 AM 10: 09

**MEMBERS PRESENT:** First Selectman Stan Soby, Selectman Denise Mizla, Selectman Bill Curran and Selectman Rosemary Coyle via teleconference.

MEMBERS ABSENT: Selectman Kurt Frantzen

OTHERS PRESENT: Dot Mrowka, Registrar, Tricia Dean Clerk, and other citizens

1. Call to Order

First Selectman S. Soby called the meeting to order at 7:07 p.m.

2. Additions to the Agenda

S. Soby asked that the following item be added to the agenda as Item #5a.2 Open Space Commission, Theodore Fuini possible reappointment for a three year term to expire 3/31/2017; Remove Item #8, Discussion and possible action on dog policy during Park & Rec R8 events. Remaining agenda items to be renumbered accordingly.

D Mizla moved to approve the additions to the agenda as presented, seconded by B Curran. Unanimously approved. MOTION CARRIED.

Approve Minutes of the November 6, 2014 Regular Board of Selectmen Meeting
 D Mizla stated that Item #7F should read "seconded by B Curran" and strike D Mizla.

D Mizla moved to approve the Regular Board of Selectmen Meeting minutes of November 6, 2014 as amended, seconded by B Curran. Unanimously approved, abstention made by R Coyle. MOTION CARRIED

- 4. Citizen's Comments None
- 5. Boards and Commissions Interviews and/or Possible Appointments and Resignations
  - a. Open Space Advisory Committee
    - 1. William Hochholzer Possible Reappointment for a Three Year Term to expire 3/31/2017 R Coyle moved to reappoint William Hochholzer as a member of the Open Space Advisory Committee for a three year term to expire 3/31/2017, seconded by D Mizla. Unanimously approved. MOTION CARRIED. William Hochholzer was presented with a Town of Colchester pin, by S Soby, for his hard work and dedication to the Open Space Advisory Committee
    - Theodore Fuini Possible Reappointment for a Three Year Term to expire 3/31/2017
       Theodore Fuini was not present
       D Mizla moved to reappoint Theodore Fuini as a member of the Open Space Advisory Committee for a three year term to expire 3/31/2017, seconded by R Coyle. Unanimously approved. MOTION CARRIED.
  - b. Commission on Aging Robert Gustafson Possible Reappointment for a Three Year Term to Expire 12/1/2017

R Coyle moved to reappoint Robert Gustafson as a member of the Commission on Aging for a three year term to expire 12/1/2017, seconded by D Mizla. Unanimously approved. MOTION CARRIED. Robert Gustafson was presented with a Town of Colchester pin, by S Soby, for his hard work and dedication to the Commission on Aging.

Youth Services Advisory Board

1. Robert Suchecki Possible Reappointment for a three year term to expire 12/1/2015 – not present

- 2. Elyse Gabel Possible Reappointment for a three year term to expire 12/1/2017 present
- 3. Kathy Wonderly Possible Reappointment for a three year term to expire 12/1/2017 present
- 4. Shirley Ellis Possible Reappointment for a three year term to expire 12/1/2017 not present
- 5. Lorraine Marvin Possible Reappointment for a three year term to expire 12/1/2016 present
- 6. Gina Ebbeling Possible Reappointment for a three year term to expire 12/1/2016 present
- 7. Linda Bromley Possible Reappointment for a three year term to expire 12/1/2015 present
- 8. Ginnie Streppa Possible Reappointment for a three year term to expire 12/1/2016 not present
- 9. Josh Vinoski Possible Reappointment for a three year term to expire 12/1/2016 not present Recommendation letter by Valerie Geato, Director of Youth & Social Services, was read by D Mizla. (attached)

D Mizla moved to reappoint members number one through nine for terms listed, seconded by R Coyle. Unanimously approved. MOTION CARRIED

All members were presented with a Town of Colchester pin, by S Soby, for their hard work and dedication to the Youth Services Advisory Board.

#### 10. Tricia Dean to be interviewed

Tricia Dean was interviewed

D Mizla moved to appoint Tricia Dean as a member to the Youth Services Advisory Board for a three year term to expire 12/1/2017, seconded by B Curran. Unanimously approved. MOTION CARRIED.

#### 6. Budget Transfers

B Curran moved to approve the transfer for Fiscal year 2014/2015 Grounds Maintenance, seconded by D Mizla. Unanimously approved. MOTION CARRIED

B Curran moved to approve the transfer for Fiscal year 2014/2015 Facilities, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

#### 7. Tax Refunds & Rebates

R Coyle moved to approve tax refunds in the amount of \$37.10 to Terry Wells, \$27.00 to Pamela Roberts, \$174.44 to Michelle Millington, \$87.34 to Toyota Financial Services, \$275.90 to Rossi Law Offices LTD, seconded by B Curran. Unanimously approved. MOTION CARRIED

#### 8. Discussion and Possible Action on East River Energy

D Mizla moved to authorize the First Selectman to sign the contract with East River Energy for the purchase of unleaded gasoline, diesel fuel and heating oil for the contract period of July 1, 2015 through June 30, 2016, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

## 9. Discussion and Possible Action on the Colchester Budget Priority Survey

Board of Selectmen members discussed parts of the survey and recommended changes. A unanimous agreement, of members present, was eliminating the section referring to AP classes at the high school. All members felt that it was an integral part of the academic curriculum. R Coyle suggested clarification on question #4, to add "mill rate" vs only "taxation rate". S Soby also expressed concern on the wording of question #7. Discussion was tabled for the Tri-board committee to meet again and review recommended changes. NO ACTION

#### 10. Citizens Comments

D Mrowka, registrar, discussed election wrap up items. S Soby and D Mizla commended the registrars for their hard work and both joining together to get the job done.

#### 11. First Selectman's Report

KX is still going forward. Lebanon will go to Willimantic and East Haddam looking at Valley Shore. Middlesex is still with us. Will continue working with delegation to get relief on debt and not be dependent on some towns. Also want to have a level playing field with state supports based on population and call volume; Health District met and discussed budget. The intent to hire a nurse is on hold until questioned budget items are addressed; Negotiating with Town Hall and Administrators Unions. Mediation with both by mutual agreement; First presentation was made to the BOF by the IT dept. head. BOF asked for each dept to give, in advance of budget crunch, anticipated future needs to possibly build into capital plan; J Paggioli did an energy conservation presentation at the BOF meeting. A copy of the energy savings will be distributed to the BOS; Attended the Community Foundation annual meeting. They are providing support to C3; Submitted the STEAP Grant for the Paper Mill Rd bridge; For project in vicinity of the Paper Mill project, the attorney that represents the property owner completed a grant application which the Town has submitted to the Sate for additional

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funding support for that project.; 12/10 meeting agenda for Triboard will include Lockton @ 6, Tecton @ 7, then C3 budget presentation after the school building committee presentation.

#### 12. Liaison Reports

D Mizla – Attended the BOE meeting, the farm to school initiative has started. In October all schools received Salem kale; Ken Jackson, Operations, was awarded a State of CT security grant, funds need to be used by mid-2015; Colchester was awarded the Education Communication Award. This included an honorable mention for the Town of Colchester. Colchester schools were awarded the District Budget award for Superintendents, and the website budget award. Strategic Plan is in progress, the focus groups met and the steering committee will collect the data. In April 2015 the BOE will be presented a draft of the plan.

B Curran – Economic Development met and revised the wording of the mission statement. J Ford will present a copy to the First Selectman when complete. A survey was conducted for business leads in the village area. An example of the banners going up on the streetscape was presented.

#### 13. Adjourn

D Mizla moved to adjourn at 9:40 p.m., seconded by B Curran. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



# Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

P: 860-537-7255 F: 860-537-1731 E: youthservices@colchesterct.gov



November 20, 2014

Dear Selectmen,

I am pleased to recommend all of the people before you tonight as members of the Colchester Youth Services Advisory Board. It has been an honor to work with all of them, some for a few months and others throughout my entire 20 year career with the Town.

This group serves as the state mandated Advisory Board as well as the Local Prevention Council. They are charged with advising and making recommendations on overall policy and program direction for the Bureau as well as developing substance abuse prevention initiatives. They are committed to this very important cause and also provide an excellent example of community involvement and volunteerism to our youth.

Their commitment and dedication to Colchester youth and families should be commended and having each of them as part of our team makes us stronger and more effective as a whole.

Sincerely,

Valerie Geato

Director

Planning and Zoning Commssion-7 Members, 2 Alternates, 3 year terms

Position	Name	Party	Party Phone	E-mail E	Expiration Date
Chair	Joseph Mathieu	~	860-537-5918	jbmathieu@comcast.net	11/30/2016
Vice Chair	John R. Novak	~	860-537-4566	jrn4@snet.net	12/1/2015
Secretary	Mark Noniewicz	R	860-537-5066	mnoniewicz@comcast.net	12/31/2014
Member	John Rosenthal	⊃	860-537-6428	rosenthal.john7@gmail.com	12/31/2016
Member	David Gesiak	ם	860-537-4161	djgesiak@sbcglobal.net	12/1/2016
Member	Stacey Brown	~	860-537-0302	lbanezowner@yahoo.com	12/1/2015
Member	Christopher Bakaj	⊃	860-531-9656	cbakaj@hotmail.com	12/31/2014
Alternate	Jason Tinelle	æ	860-537-1613	tinelle_bosnia@yahoo.com	12/31/2014
Alternate	VACANT				12/31/2014

# Planning and Zoning Commission

Position	Name	Party	Party Phone	E-mail	Expiration Date
Chair	Christopher Bourque	æ	860-267-8628	jcbourque57@msn.com	11/30/2014
Vice Chair	Allen Zimmerman	٥	860-531-9132	apzz45@yahoo.com	11/30/2014
Member	Olivia Duksa	~	860-365-0253		11/30/2015
Member	Alex Savitsky	٥	860-537-5815	alsavi46@hotmail.com	11/30/2014
Member	David Wasniewski	~	860-861-0231	david.w.wasniewski@gmail.com	12/31/2016
Alternate	Charles Csere	~	860-537-4013	ctcsere@gmail.com	11/30/2015
Alternate	Donna Rosenblatt	۵	860-267-4975	rosenpetal@sbcglobal.net	11/30/2014
Alternate	Leslie Curtis		860-537-8208	lesliecurtis@yahoo.com	11/30/2016

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Osition	Name	Party	Party Phone	E-mail	Expiration Date
Chair	Janet LaBella	~	860-537-1127	ianetlabella@shralohal nat	
Member	Louis Delpivo	⊃	860-537-7787	Idelpivo@shcalobal nat	\$102/5074
Member	Marion Spaulding	~	860-767-4677		5/1/5019
- V			1104 103 000		5/30/2016
Wember	Denise Salmoiraghi	D	860-537-3395	mims47@sbcglobal.net	71/04
Member	Todd Vachon	ם	917-674-6191	di-mayday@hatmail	2/1/2013
Agent	Robert Gustafson	ے ا		a) mayaay@notillall.coll	5/30/2018
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Position	Name	Party		E-mail	Expiration Date
Chair	Kimberley Russo	۵	860-537-6593	kimberleyrusso@yahoo.com	10/31/2015
Member	Samantha Van Zilen	٥	860-537-5849	sabowley@aol.com	10/31/2015
Member	Jack Faski	)	860-537-6053	jack@skyview-realty.com	4/30/2014
Member	Steven A. Schuster	۳	860-267-4055	sas2628@aol.com	4/30/2016
Member	Valerie McGriff	~	860-537-3841	baanagriff@yahoo.com	10/1/2015
Member	VACANT				4/1/2015

## Town of Colchester

## General Fund

Departmen	t: First Selectman				
Reason for Request:	Legal expenses for assessment appeals, Heavy Rescue vehicle lease purchase, general municipal legal				
Reason for Available Funds:	Selectman - position v Workers Compensation	e - Resignation of First Selectman & Executivacancy including FICA/Medicare and retirer on insurance - increase in premium renewal MA assessment to Town.	ment contribution savings.		
From:	Account Number	Account Name	Amount		
	11201-40101	Regular Payroll	2,960		
	11201-41230	FICA/Retirement	3,102		
To:	11701-41260	Workers Compensation	5,987		
	11201-44203	Legal	12,049		
	Date Requested  Department Director or Supervisor - Signature  Print Name  Stan Soby, First Selectman				
	Date Reviewed    (   2 4   c 4     Date Reviewed	Chief Financial Officer First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

## General Fund

Departmen	t: First Selectman				
Reason for Request:	Additional nameplates and signature stamps for Board of Selectmen, and business cards for First Selectmen' office - resignation of First Selectman, Selectman, and Executive Assistant to First Selectman during FY 13/14.				
Reason for Available Funds:		ecutive Assistant to First Selectman			
From:	Account Number	Account Name	Amount		
	11201-40101	Regular Salary	143		
То:					
	11201-42301	Office Supplies	143		
	Nov. 24, 2014	UM			
	Nov 24, 2014  Date Requested	Department Director or Supervisor	r - Signature		
		Print Name Stan Soby, First Selec	tman		
	11/24/14	7 Mass	_		
	Date Reviewed	Chief Financial Officer	7		
	nley y	<u>Uy</u>			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

## Town of Colchester

## General Fund

Departme	nt: First Selectman				
Reason fo Request:	. Costs incurred for employee recognition/retirements. Flower arrangements for funerals.				
Reason fo Available Funds:	Postage - use less that Legal notices - none Equipment Repairs -	an anticipated due to increased use of scann posted by First Selectman's office none incurred	ing to email		
From:	Account Number	r Account Name	Amount		
	11201-44217	Postage	215		
	11201-44230	Legal Notices	440		
	11201-46224	Equipment Repairs	150		
To:	11201-47242	Parades & Celebrations	805		
	Nov 24, 2014 Date Requested	Department Director or Supervisor - S			
	Date Reviewed	Print Name Stan Soby, First Selectman  Chief Financial Officer  First Selectman	an		
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clark			

## Town of Colchester

# General Fund

Departmen	t: First Selectman				
Reason for Request:	Costs for citizen communications and surveys. Allocation across departments of costs to publish and distribute Colchester Connections.				
Reason for Available Funds:		anticipated due to increased use of sc	anning to email		
From:	Account Number	Account Name	Amount		
	11201-44217	Postage	901		
		1			
To:					
	11201-44208	Professional Services	680		
	11201-44232	Printing & Publications	221		
	Nov 24, 2014				
	Date Requested	Department Director or Supervis	or - Signature		
		Print Name Stan Soby, First Sel	ectman		
	11/24/14	71 Mars			
	Date Reviewed	Chief Financial Officer	7		
	11/24/4	My			
	Date Approvèd	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

## Town of Colchester

Departmen	t: First Selectman				
Reason for Request:	Town owned property located in Town of Hebron remaining after land swap with Hebron				
Reason for Available Funds:	Postage use less that	n anticipated due to increased use of scann	ing to emall		
From:	Account Numbe	r Account Name	Amount		
	11201-44217	Postage	54		
	k				
	11201-45250	Hebron Taxes	54		
	Nov 24, 2014	Uy			
	Date Requested	Department Director or Supervisor	Signature		
		Print Name Stan Soby, First Selection	nan		
	[ who salved	"UMMORES			
	11/24/14 Date Reviewed	Chief Financial Officer			
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	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Poard of Einance Clark			

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## Town of Colchester

Departmen	t: Human Resources				
Reason for Request:	Legal fees associated with separation agreement with Tax Collector, collective bargaining, and other labor/personnel related matters.				
Reason for Available Funds:	Unemployment - sign FY 13/14 compared to	vacancy in FY 13/14 (Assistant Town Clerk - o	sation claims filed during		
From:	Account Number	Account Name	Amount		
	11303-40101	Tax Collector - Regular Salary	7,141		
<b>35:</b>	11303-41230	Tax Collector - Employee Related Ins.	1,907		
	11701-44243	Insurance - Unemployment Comp.	16,173		
	11501-40101	Town Clerk - Regular Salary	13,025		
	11205-44203	Human Resources - Legal	38,246		
	Nov 25, 2014  Date Requested	Department Director or Supervisor - S  Print Name Stan Soby, First Selectman			
	Date Reviewed	Chief Financial Officer First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Poard of Finance Clark			

## Town of Colchester

#### General Fund

Departmen	t: Human Resources			
Reason for Request:	Advertising costs for vacant positions due to unanticipated employee resignations (Assistant Town Planner/Zoning Enforcement Officer)			
Reason for Available Funds:	opportunity to marke	strative fees for Section 125 plan (no fees charget voluntary insurance products to employees), layed due to staff turnover in First Selectman's	installation of Applicant	
From:	Account Number	Account Name	Amount	
	11205-44208	Professional Services	200	
			-	
	l			
То:	11205-44231	Advertising	200	
	Nov 24, 2014	Un		
	Date Requested	Department Director or Supervisor - Sig	nature	
		Print Name Stan Soby, First Selectman	· ·	
		J. M. W.		
	lu 24/14	Chief Financial Officer		
	ulantu	(In		
	Date Approved	First Selectman		
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clerk		

## Town of Colchester

Departmen	t: Assessor		
Reason for Request:	Postal rate increase pe	er mailing	
Reason for Available Funds:	Quality Data contract i	renewal less than anticipated	11
From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	159
Го:	11304-44217	Postage	159
	<u> </u>	Ma	1
	Oct 31, 2014  Date Requested	Department Director or Supervisor - Signature	gnature
	·	Print Name John Chaponis, Assessor	
	Date Reviewed	Chief Financial Office	
		Chief Financial Office	
	Date Approved	First Selectman	
		1	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Pound of Finance Clark	

## Town of Colchester

# General Fund

Departmen	t: Assessor				
Reason for Request:	Per copy charges gre	Per copy charges greater than anticipated (number of copies)			
Reason for Available Funds:		t renewal less than anticipated			
From;	Account Numbe	r Account Name	Amount		
	11304-44205	Data Processing	47		
То:	11304-42233	Copier	47		
	Oct 31, 2014  Date Requested	Department Director or Supervisor			
	Date Reviewed  (() My Date Approved	Chief Financial Officer  First Selectman	or		
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

## Town of Colchester

Departmen	t: Assessor				
Reason for Request:	r Premium rate increase for life insurance greater than anticipated				
Reason for Available Funds:		renewal less than anticipated			
From:	Account Number	Account Name	Amount		
	11304-44205	Data Processing	65		
То:	11304-41210	Employee Related insurance	65		
	Oct 31, 2014  Date Requested	Department Director or Supervisor	- Signature		
	11/24/14	Print Name John Chaponis, Assess	or		
	Date Reviewed	Chief Financial Office	<b>-</b>		
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk	·		
	Date Approved	Board of Finance Clark			

Departmen	t: Assessor				
Reason for Request:	PERFORMED MORE IN HOUSE PERSONAL PROEPRTY AUDITS.				
Reason for Available Funds:	BECAUSE WE PERFOI AMOUNT SPENT HIR	RMED MORE IN HOUSE PERSONAL PROPER' ING OUTSIDE HELP.	TY AUDITS, WE DECREASED		
From:	Account Numbe	r Account Name	Amount		
	44208	PROFESSIONAL SERVICES	734		
То:	40103	OVERTIME	734		
		- <del> </del>			
	Oct 31, 2014  Date Requested	Department Director or Supervisor -	Signatura		
	Date Requested	Print Name JOHN CHAPONIS	- Signature		
	U/24/14 Date Reviewed	Chief Financial Officer			
	College Approved	First Selectman			
	Date Approved				
	Date Approved	Board of Selectmen Clerk  Board of Finance Clerk	•		

Departmen	t: Planning & Code Ad	ministration		
Reason for Request:	Architectural consulting services for Linwood Avenue Streetscape project not eligible for grant funding (State of CT Main Street Investment Fund Program)			
Reason for Available Funds:		on vacancy - Building Official	30-11	
From:	Account Number	Account Name	Amount	
	11411-40101	Regular Payroll	4,958	
	11411-41230	FICA/Retirement	1,972	
To:	11411-44208	Professional Services	6,930	
	Nov 24, 2014	al Z		
	Date Requested	Department Director or Supervisor - Si	gnature	
		Print Name Adam Turner, Town Plann	er	
	Date Reviewed	Chief Financial Officer		
	11/24/4	(ly		
	Date Approved	First Selectman		
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clerk		

## Town of Colchester

Departmen	t: Planning & Code Ac	dministration			
Reason for Request:	Bid advertisement for Linwood Avenue Streetscape project not eligible for grant fundin (State of CT Main Street Investment Fund Program)				
Reason for Available Funds:		on vacancy - Building Official			
From:	Account Numbe	r Account Name	Amount		
	11411-41230	FICA/Retirement	139		
Го:	11411-44230	Legal Notices	139		
	Nov 24, 2014	ad 2			
	Date Requested	Department Director or Supervisor - Si	gnature		
		Print Name Adam Turner, Town Plann	er		
	ルフェイルタ Date Reviewed	Chief Financial Officer			
	11/24/4	My			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

## Town of Colchester

## General Fund

Departmen	t: Planning & Code Ac	dministration	
Reason for Request:	Premium rate increa	se for life insurance greater than anticipated	
Reason for Available Funds:		on vacancy - Building Official	
From:	Account Number	r Account Name	Amount
	11411-41230	FICA/Retirement	87
То:	11411-41210	Employee Related insurance	87
	Nov 24, 2014	Ca 2	
	Date Requested	Department Director or Supervisor - Sig	nature
		Print Name Adam Turner, Town Planner	
		In Most	_
	Date Reviewed	Chief Financial Officer	
	Mula		
	Date Approved	First Selectman	-
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Paged of Einange Clark	

## General Fund

Departmen	t:Police				
Reason for Request:	Premium rate increase for life insurance greater than anticipated				
Reason for Available Funds:		t calculation less than budgeted (elective	e pre-tax reductions in salary)		
From:	Account Number	Account Name	Amount		
. ,	12101-41230	FICA/Retirement	413		
			11		
То:	12101-41210	Employee Related insurance	413		
	11/24/14	Department Director or Supervisor -  Print Name   Sgt. Joe Mercer, Reside  Chief Financial Officer			
	alryly	My			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

## General Fund

Departmen	t: Police		
Reason for Request:		naintenance due to advanced ag n due to underbody rust.	ing of police cruisers and unexpected
Reason for Available Funds:	Participation and sav Savings in radar/lase	COLLECT system that has been crings in uniform cleaning alloward realibrations due to finding less wer than anticipated.	liscontinued. nce. expensive company for calibrations.
From:	Account Numbe	r Account Nan	ne Amount
	12101-44208	Professional Services	2,518
	12101-46224	Equipment Repairs	1,923
	12101-45216	Telephone	24
То:	12101-46390	Vehicle Maintenance & Fue	4,465
	9/2,110	Set De	171
	Date Requested	Department Director or Su	pervisor - Signature
		Print Name Sgt. Joe Mer	cer
	il/24/14 Date Reviewed	"In Magic	
	Date Reviewed	Chief Financial Officer	7
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmen	t:Police		
Reason for Request:	Increase in training due regulations.	e to purchase of new firearms for officers to	o comply with state
Reason for Available Funds:	The second secon	ower cost than anticipated.	
From:	Account Number	Account Name	Amount
	12101-42301	Office Supplies	97
	!		
			1
То:	12101-43213	Mileage, Training & Meetings	97
		Department Director or Supervisor - S	
	11/24/14	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

F4 13/14

#### Town of Colchester

## General Fund

Departmen	t: Civil Preparedness				
Reason for Request:	Illing items is redundant lines del internet sofusion 500/ is recovered to				
Reason for Available Funds:	Equipment that wou there were less items	ld have been repaired were replaced in s broken, and savings on Professional S	n part by the EOC Upgrade, and Service Contract		
From:	Account Number	Account Name	Amount		
	12301- 46224	Equipment Repairs	2,400		
	12301-44223	Service Contracts	240		
o:	12301-45216	Telephone	2,640		
	Nov 21, 2014	and and			
	Date Requested	Department Director or Supervis	or - Signature		
		Print Name James Paggioli			
	11/24/14	I May &			
	Date Reviewed	Chief Financial Officer			
	((\M\Y Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

## Town of Colchester

# General Fund

Departmen	t: Public Works Adminis	tration	
Reason for Request:	Slight overage in Office Supplies and Copier Required for LTCIP Preparation and Organization of Office. Residual Change in Insurance Cost		
Reason for Available Funds:	Director Previously Pur purchased his own safe	chased Safety Shoes that lasted more than e	a single year and
From:	Account Number	Account Name	Amount
	13200-42323	Protective Clothing and Safety Equip.	243
То:	13200-42301	Office Supplies	63
	13200-42233	Copier	30
	13200-41210	Employee Related Insurance	150
	Nov 21, 2014	Chank	
	Date Requested	Department Director or Supervisor - Si	gnature
		Print Name James Paggioli	
	Date Reviewed	h May	6
	almy	Chief Financial Officer	2
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## **Town of Colchester**

Departmen	t: Highway		
Reason for Request:	Premium rate increase for life insurance greater than anticipated		
Reason for Available Funds:	Reduction in electric	lty costs for traffic control signals	
From:	Account Number	Account Name	Amount
	13201-45389	Traffic Control Lights	60
Го:	13201-41210	Employee Related insurance	60
	Nov 21, 2014 Date Requested	Department Director or Supervisor - S	Signature
		Print Name James Paggioli, Director	of Public Works
	Date Reviewed	Chief Financial Officer  First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Decard of Finance Clark	

15413/14

## Town of Colchester

Departmen	t: Highway			
Reason for Request:	Multiple trucks required unanticipated leaf spring replacement and unanticipated loader hydraulic pump replacement. This item also covers all expenses for repair of trucks during the Snow season, which encompassed a total of 40 event responses. Normal winter responses average 19 to 23 responses per winter season.			
Reason for Available Funds:	Funds were sequestered to cover unanticipated costs at the point during the fiscal year in order to allow for the repair of items listed above. The result was the deferment of Right of Way clearing until Fall 2014, which did occur in Oct/Nov 2014, and drainage structures that were repaired during FY 13/14 occurred primarily on BOE grounds, which were paid from BOE budget. Reduction in electricity costs for traffic control signals.			
From:	Account Number	Account Name	Amount	
	13201-44237	Equipment Rental	8,210	
	13201-42340	Other Purchased Supplies	10,480	
	13201-45389	Traffic Control Lights	2,741	
То:	13201-46390	Vehicle Maintenance & Fuel	21,431	
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Si	gnature	
	Date Approved	Print Name James Paggioli, Director of Public Works  Chief Financial Officer  First Selectman		
	Date Approved	Board of Selectmen Clerk  Board of Finance Clerk		

# General Fund

Departmen	t: Building & Grounds			
Reason for Request;	Overage in account due to significant repairs on John Deer Tractor Hydrostatic Transmission and increase Fuel use and repairs to support snow operations in January and February			
Reason for Available Funds:	<ul><li>2) Sequester of funds versus improving cor fixed.</li><li>3) Similar use of fund</li></ul>	rary repair of Tennis Court and "maintain what to offset repair of machinery required to moditions that would we be unable to maintais directed to be reserved for repair.	aintain existing condition	
From:	Account Number	Account Name	Amount	
	13203-48417	Building Grounds Improvement	1,325	
	13203-42334	Grounds Maintenance Supplies	4,854	
	13203-46229	Other Repair Services	300	
	13203-40101	Regular Payroll	5,925	
To:	13203-46390	vehicle Maintenance and Fuel	12,404	
	Nov 21, 2014	and red		
	Date Requested	Department Director or Supervisor -	Signature	
		Print Name James Paggioli		
	11/25/14	The Most	`	
	Date Reviewed	Chief Financial Officer	7	
	(c) 24/14	(My		
	Date Approved	First Selectman		
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clerk		

## General Fund

Departmen	t: Building & Grounds		
Reason for Request:	Concession Stand Improvements, (Non scalding mixing valves in bathrooms, etc) were require to conform to Chatham Health Department requirements, so that the space could be occupied and permitted by current contract holder.		
Reason for Available Funds:	I .	repair of Tennis Court and "maintain wha	t we have first" priority.
From:	Account Number	Account Name	Amount
	13203-48417	Building Grounds Improvement	1,392
То:	13203-46226	Building Repair	1,392
	Nov 21, 2014 Date Requested	Department Director or Supervisor -	Signature
	,	Print Name James Paggioli	
	11/25/14 Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Poord of Einanga Clark	

## General Fund

Departmen	t: Building & Grounds		
Reason for Request:	Electricity use was higher due to increased use of Field lighting by sport leagues. These were not included within the Energy Performance Contract and the revenue collected from the leagues to offset the use is credited to the general fund without the offset being applied to this line item.		
Reason for Available Funds:	1) Dismissal -promotio	n of staff created vacancy. hin line item due to seasonal help being l	imited.
From:	Account Number	Account Name	Amount
	13203-40101	Regular Payroll	1,910
	13203-40105	Contractor Temporary Seasonal	1,179
То:	13203-45622	Electricity - Non Heat	3,089
		Department Director or Supervisor -	Signature
	Date Reviewed	Print Name James Paggloli Chief Financial Officer First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clark	

Departmen	t: Building & Grounds		
Reason for Request:	Unanticipated Sign rep	placement.	
Reason for Available Funds:	Savings with line item.		
From:	Account Number	Account Name	Amount
	13203-42334	Grounds Maint, Supplies	141
Го:	13203-42340	Operating Supplies	141
	Nov 21, 2014  Date Requested	Department Director or Supervisor	- Signature
	Date Reviewed	Print Name James Paggioli Chief Financial Officer First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Eineman Clark	

## General Fund

Departmen	t: Building & Grounds		
Reason for Request:	Transfer/promotion of staff created vacancy and increase to overtime, increased coverage required for RecPlex weekend maintenance due to use by sport leagues and the public during peak seasons. (fall/spring)		
Reason for Available Funds:		of staff created vacancy.	
From:	Account Number	Account Name	Amount
	13203-40101	Regular Payroll	4,336
То:	13203-40103	Overtime	4,336
		12.0	
	Nov 21, 2014  Date Requested	Department Director or Supervisor - S	 Signature
	,	Print Name   James Paggioli	
	Date Reviewed	William Cal	
	Date Noviewed	Chief Financial Officer	2
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
1	Date Approved	Roard of Finance Clerk	

### General Fund

Departmen	t: Grounds Maintenanc	е		
Reason for Request:	Fuel/Heating - 18% inc	Fuel/Heating - 18% increase in heating degree days from historic average.		
Reason for Available Funds:	1) Advertising conducted via website and DAS services 2) Training was conducted on-site and Department benefited from Colchester being the host site (2 free seats per event) 3) Protective Clothing - inspection of existing netted savings and 2 employees did not utilize shoe allowance.			
From:	Account Number	Account Name	Amount	
	13203-44231	Advertising	200	
	13203-43213	Mileage, Training, Meetings	300	
	13203-42323	Protective Clothing & Equipment	396	
To:	13203-45221	Fuel/Heating	896	
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Print Name  James Paggioli, Director		
	Date Approved	Chief Financial Officer First Selectman		
	Date Approved	Board of Selectmen Clerk		
j	Date Approved	Roard of Finance Clerk		

#### General Fund

Departmen	t: Grounds Maintenan	ce		
Reason for Request:	Skylogix licensing fee was not anticipated in the original budget.			
Reason for Available Funds:		n line item due to seasonal help being limited		
From:	Account Number	Account Name	Amount	
	13203-40105	Contractual, Temp, Occasional Payroll	550	
	,			
	J.			
То:	13203-44223	Service Contracts	550	
	Nov 21, 2014  Date Requested	Department Director or Supervisor - Signature Print Name  James Paggioli, Director of		
	Date Reviewed	Chief Financial Officer		
	Date Approved	First Selectman		
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clerk		

## General Fund

Departmen	t: Grounds Maintenan	ce	
Reason for Request:	Premium rate increas	se for life insurance greater than anticipate	ed
Reason for Available Funds:		of staff created vacancy, therefore unexpo	ended FICA/retirement funds
From:	Account Number	Account Name	Amount
	13203-41230	FICA/Retirement	82
Го:	13203-41210	Employee Related Insurance	82
	Nov 21, 2014  Date Requested	Department Director or Supervisor	- Signature
		Print Name James Paggioli, Directo	or of Public Works
	Date Reviewed	What &	
	Colored Date Approved	First Selectman	<u> </u>
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clark	

## General Fund

Departmen	t: Grounds Maintenan	ce	
Reason for Request:	Marginal overage in	line painting equipment repair	
Reason for Available Funds:	Repair was more eco	nomical option than rental of the identical p	iece of equipment
From:	Account Number	Account Name	Amount
	13203-44237	Equipment Rental	110
			-1. **
То:	13203-46224	Equipment Repairs	110
	Nov 21, 2014  Date Requested	affile	Nanoturo
	Date Requested	Department Director or Supervisor - S	
		Print Name James Paggioli, Director	of Public Works
	וו/צב/וץ Date Reviewed	h May a	
	Date Reviewed	Chief Financial Officer	7
	Date Approved	First Selectman	
		i ist oelectridit	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Poard of Einance Clark	

Department	t: Engineering				
Reason for Request:	Premium rate increase for life insurance greater than anticipated				
Reason for Available Funds:	Actual FICA/Retireme	ent calculation less than budgeted (elective pre	-tax reductions in salary)		
From:	Account Number	r Account Name	Amount		
	13301-41230	FICA/Retirement	16		
Го:	13301-41210	Employee Related Insurance	16		
		117			
	Nov 24, 2014	Outo			
	Date Requested	Print Name Sal Tassone, Town Engineer			
		Print Name   Sal Tassone, Town Engineer			
	Date Reviewed	Chief Financial Officer			
	ulmly	My			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

t: Transfer Station	1	
Building has Electric H	leat, 18% Increase in Heating Degree Days	and rate per kwHr
Savings in Building Ma	aintenance due to fewer things breaking.	
Account Number	Account Name	Amount
13601-46226	Building Maintenance	99
	1	1 1
13601 - 45622	Electricity	99
	11.0	
Nov 21, 2014	Department Director or Supervisor	Signaturo
Date Veduested		
Date Reviewed	Chief Financial Officer	
Date Approved	First Selectman	
	Thou soldsman	
Date Approved	Board of Selectmen Clerk	
	Savings in Building Ma  Account Number  13601-46226  Nov 21, 2014  Date Requested  (1 2 1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Savings in Building Maintenance due to fewer things breaking.  Account Number Account Name  13601-46226 Building Maintenance  13601-45622 Electricity  Nov 21, 2014 Department Director or Supervisor -  Print Name James Paggioll  112114 Chief Financial Officer  First Selectman

## General Fund

Departmen	t: Transfer Station		×		
Reason for Request:	Overage in transportation cost, increased cost at facilities serviced by Trash Hauling provider.				
Reason for Available Funds:	1	Service required at the Transfer Station.	(Single Grinding)		
From:	Account Number	Account Name	Amount		
	13601-44208	Professional Services	1,607		
То:	13601 - 43212	Transportation	1,607		
	Nov 21, 2014  Date Requested	Department Director or Supervisor	- Signature		
		Print Name James Paggioli			
	Date Reviewed	Chief Financial Officer	2		
	Date Approved F	First Selectman			
	Date Approved E	Board of Selectmen Clerk			
	Date Approved =	Poord of Finance Clark			

Departmen	t: Transfer Station		
Reason for Request:	Change in rate for Ins	surance.	
Reason for Available Funds:	Personnel promoted replacement could b	to other division of Public Works. FICA wa e hired.	s not utilized until
From:	Account Number	Account Name	Amount
	13601-41230	FICA	30
_			
To:	13601 - 41210	Employee Related Insurance	30
		010	
	Nov 21, 2014  Date Requested	Department Director or Supervisor	- Signature
		Print Name James Paggioli	
		7. Marie	
	Date Reviewed	Chief Financial Officer	<i>\</i>
	(1/2×/14	Ch	)
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

FY 13/14

### Town of Colchester

#### General Fund

Departmen	t: Transfer Station			
Reason for Request:	Personnel promoted to other division of Public Works. Overtime was utilized in order to fil the assignment until replacement could be hired.			
Reason for Available Funds:		e Item due to issue above.		
From:	Account Number	Account Name	Amount	
	13601-40101	Regular Payroll	1,524	
То:	13601 - 40103	Overtime	1,524	
		11 - 0		
	Nov 21, 2014  Date Requested	Material Director or Supervisor	- Signature	
		Print Name James Paggioli		
	Date Reviewed	Chief Financial Officer	5	
	Date Approved	First Selectman		
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clerk		

FY 13/14

## Town of Colchester

Departmen	t: Transfer Station		
Reason for Request:	Household Hazardous	Waste Collection is increasingly utilized by th	ne public.
Reason for Available Funds:	Fewer Mechanical brea	akdowns on Transfer Station Equipment.	
From:	Account Number	Account Name	Amount
	13601-46390	Vehicle Maintenance & Fuel	3,875
o:	r		
U.	13601 - 46228	Household Hazardous Waste Collection	3,875
	Nov 21, 2014  Date Requested	Department Director or Supervisor - Sig	inaturo.
			illatul <del>o</del>
	(	Print Name   James Paggioli	
	11/2×114 Date Reviewed	Chief Financial Officer	
	11/2/14	M	)
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Poard of Finance Clark	

FY13/14

#### Town of Colchester

Departmen	t: Youth Services			
Reason for Request:	Heating Oil - 18% increase in heating degree days over prior year, inefficient heating system. Electricity - variable rate pricing for 3 months for electricity generation services charge rate and 18% increase in degree days over prior year.  Savings from automated dialers for alarm systems incorrectly included in Youth Center budget for telephone.			
Reason for Available Funds:	Price per gallon for unl anticipated.	leaded gasoline less than anticipated. V	'ehicle repair costs less than	
From:	Account Number	Account Name	Amount	
	14102-46390	Vehicle Repairs & Fuel	1,951	
То:	14102-45221	Heating Oil	1,089	
	14102-45622	Electricity	471	
	14102-45216	Telephone	391	
	Nov 24, 2014  Date Requested	Department Director of Supervisor	r - Signature	
		Print Name Valerie Geato, Dir. of	Youth & Social Services	
	11/24/14	U Magy F		
	Date Reviewed	Chief Financial Officer		
	Date Approved	First Selectman		
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clerk		

FY13/14

#### Town of Colchester

### General Fund

Departmen	t: Youth Services				
Reason for Request:	Per copy charges greater than anticipated - printing of promotional brochures and materials for various Youth Center programs				
Reason for Available Funds:		Youth Center programs			
From:	Account Numbe	r Account Name	Amount		
	14102-47282	Programs	373		
			i L		
То:	14102-42233	Copier	373		
		1/ 1/2000			
	Nov 24, 2014	Valley grate	5		
	Date Requested	Department Director of Supervisor	r - Signature		
			Youth & Social Services		
	11/24/14	UMga &	7		
	Date Reviewed	Chief Financial Officer	$\supset$		
	ulzuly	My			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

F913/14

#### Town of Colchester

Departme <b>n</b>	t: Youth Services		
Reason for Request:	Change in process for p custodial maintenance	ourchasing and allocating costs for Town/Bo supplies	ard of Education
Reason for Available Funds:	Position vacancy - Yout	ch Center Supervisor	
From:	Account Number	Account Name	Amount
	14102-40105	Contractual, Temp, Occasional Payroll	1,306
-			
Го:	14102-42331	Custodial Supplies	1,306
	Nov 24, 2014	alex Ow	
	177	Department Director or Supervisor - Si	gnature
	9	Print Name Valerie Geato, Dir. of Youth	n & Social Services
	11/24/08	4 March	
	D	Chief Financial Officer	
	11/4/9	M	
	Date Approved	First Selectman	
	Date Approved E	∃oard of Selectmen Clerk	75
	Date Approved	Paged of Finance Clark	

FY 13/14

## Town of Colchester

Departmen	t: Senior Center		
Reason for Request:	Connections" exceed	printing of the Senior Center segment of the qu ded budgeted amount due to additional space of more than were previously offered.	
Reason for Available Funds:	the entire fiscal year	or and Director were not eligible for retirement s due to dates of hire. Budgeted amount reflects g this benefit (budget based on previous emplo	Program Coordinator
From:	Account Numbe	r Account Name	Amount
	15401-41230	FICA/Retirement	195
To:	15401-44232	Printing & Publications	195
	Sep 19, 2014	Patricia a. Walls	•
	Date Requested	Department Director or Supervisor - Sig	
	ll/25/14 Date Reviewed	Print Name Patricia A. Watts, Senior Cer Chief Financial Officer	nter Director
	Date Approved	First Selectman	
		This deliberhan	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departmen	nt: Senior Center		
Reason for Request:	Town/BOE custodia Electricity - variable and 18% increase in	nce Supplies - change in process for purchasing I maintenance supplies. rate pricing for 3 months for electricity general degree days over prior year. From automated dialers for alarm systems inco	tion services charge rate
Reason for Available Funds:	the entire fiscal year	or and Director were not eligible for retirement due to dates of hire. Budgeted amount reflect g this benefit (budget based on previous emplo	s Program Coordinator
From:	Account Numbe	r Account Name	Amount
	15401-41230	FICA/Retirement	552
To:	15401-42331	Custodial/Maintenance Supplies	216
	15401-45216	Telephone	247
	15401-45622	Electricity	89
	Sep 19, 2014  Date Requested	Department Director or Supervisor - Sig	nature
		Print Name Patricia A. Watts, Senior Cer	nter Director
	Date Reviewed	hman	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmen	t: Police		
Reason for Request:	Change made by Sta Sergeant assigned is by the State were ba	ate Police in Resident Trooper Sergeant assign s at a higher pay grade than individual that be ased on.	ned to Colchester. New udget estimates provided
Reason for Available Funds:	Various - See detail l	istIng	
From:	Account Numbe	r Account Name	Amount
	Various - see detail	Various - see detail listing	22,555
Го:	12101-44200	Resident Trooper	22,555
	Date Requested	Department Director or Supervisor - S	
		Print Name Sgt. Joe Mercer, Resident	Trooper Supv
	12/1/14	71111	
19	Date Reviewed	Chief Financial Officer	
	12/1/14		<b>)</b>
7	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clark	

	T Budget Trans	Town of Coichester Budget Transfer - Police Resident Trooper	t Trooper	
Account #	Department & Account Name	From	20	Explanation
12101-41230	12101-41230 Police - FICA/Retirement			Actual FICA/Retiremenet calculation less than budgeted (elective pre-tax reductions in salary)
12101-42233	Police - Copier	323		Per copy charges less than anticipated
12101-42338	Police - Police Equipment & Supplies	1,751		Need to replace/upgrade existing equipment less than anticipated
12101-42301	Police - Office Supplies	863		Savings in purchases of office supplies
12101-42324	Police - Uniform Purchases	849		Savings in uniform replacement
12101-43258	Police - Professional Memberships	256		No increase in L.E.C. membership dues as had been anticipated
12101-44217	Police - Postage	4		Savings in postage
12101-44232	Police - Printing & Publications	122		No increase in law update publication costs as had been anticipated
12101-45216	Police - Telephone	450		Unanticipated credit applied to account
12101-40101	Emergency Management - Regular Salary	1,029		Less hours for Deputy EMD than anticipated
12301-42340	Emergency Management - Other Purchased Supplies	4,035		Funds budgeted for supplies for training & other EOC events not used
11501-41230	Town Clerk - FICA/Retirement	2,304		Position vacancy in Town Clerk's office not being filled (staffing reduced from 2 full-time and 1 part-time position to 2 full-time positions)
14102-40101	Youth Services - Regular Payroll	4.145		Position vacancy from employee resignation & transfer
14102-41230	Youth Services - FICA/Retirement	3,677		Position vacancy from employee resignation & transfer
15401-41230	Senior Services - FICA/Retirement	2,710		New hires not eligible for retirement contribution - budget based on previous employees in positions (Director & Program Coordinator)
12101-44200	Police - Resident Trooper		22,555	22,555 : See budget form
	Totals	22,555	22,555	

## General Fund

Departmen	t: Police		
Reason for Request:		ers to Officer First Class (approved 4/22/13 nd additional hours at straight-time pay fo	
Reason for Available Funds:	Funds budgeted for ter Position vacancy in Tov 1 part-time position to	mporary, occassional office coverage. vn Clerk's office not being filled (staffing r 2 full-time positions).	educed from 2 full-time and
From:	Account Number	Account Name	Amount
	12101-40105	Police - Temp, Occasional Payroll	1,460
	11501-40101	Town Clerk - Regular Payroll	7,061
То:	12101-40101	Police - Regular Payroll	8,521
		Department Director or Supervisor - S	
	12/1/14	Print Name   Sgt. Joe Mercer, Residen	t Trooper Supv
	Date Reviewed	Chief Financial Officer	)
	Date Approved F	First Selectman	100000000000000000000000000000000000000
	Date Approved E	Board of Selectmen Clerk	
	Date Approved F	Soard of Finance Clerk	

## General Fund

Departmen	t: Police		
Reason for Request:		s needed for shift coverage for paid time order to meet minimum staffing require	
Reason for Available Funds:	Various - See detall list	ing	
From:	Account Number	Account Name	Amount
	Various - see detail	Various - see detail listing	11,637
То:	12101-40103	Police - Overtime	11,637
	Date Requested	Department Director or Superviso	r - Signature
		Print Name Sgt. Joe Mercer, Resk	
	,		sent mooper supv
	Date Reviewed	Chief Financial Officer	7
		( l	$\supset$
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

	Budge	Town of Colchester Budget Transfer - Police Overtime	time	
Account #	Department & Account Name	From	2	Explanation
12101-41230	12101-41230 Police - FICA/Retirement	607		Actual FICA/Retiremenet calculation less than budgeted (elective pre-tax reductions in salary)
12202-40101	Fire - Regular Salary	2,419		Position vacancy in Fall 2013 - resignation of Firefighter/EMT partially funded by SAFER grant
12202-40103	Fire - Overtime	717		Less overtime than anticipated used for filling shifts (per diem coverage provided)
12202-41210	12202-41210 Fire - Employee Related Insurance	305		Position vacancy in Fall 2013 - resignation of Firefighter/EMT partially funded by SAFER grant
12202-41230	12202-41230 Fire - FICA/Retirement	2,105		Position vacancy in Fall 2013 - resignation of Firefighter/EMT partially funded by SAFER grant
11801-40101	11801-40101 Information Technology - Regular Salary	3,348		Employee out on medical leave during May/June 2014
11801-41230	11801-41230 Information Technology - FICA	256		Employee out on medical leave during May/June 2014
11501-41230	11501-41230 Town Clerk - FICA/Retirement	1,880		Position vacancy in Town Clerk's office not being filled (staffing reduced from 2 full-time and 1 part-time position to 2 full-time positions)
12101-40103	Police - Overtime	to preference of the second se	11,637	11,637 See budget form
	Totals	11,637	11,637	

## General Fund

Departmer	nt: Fire		
Reason for Request:	Revenue for ambulan company share of fee	ce billing was higher than projected resuss	ilting in increase in billing
Reason for Available Funds:	preventative mainten	service contracts due to: Fire Dept has be ance with additional cost assumptions for acts did not use additional funds for parts	or call backs and parts, as
From:	Account Number	Account Name	Amount
	12202-44223	Service Contracts	2,132
То:	12202-44208	Professional Services	2,132
	Nov 25, 2014 Date Requested	Department Director or Supervisor  Print Name Walter Cox	- Signature
	Date Reviewed  Date Approved	Chief Financial Officer First Selectman	5
	Date Approved	Board of Selectmen Clerk	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
	Date Approved	Poord of Einango Clark	

## General Fund

Departmen	t: Fire	v	
Reason for Request:	Cost to send Posi-ch replacement costs (\$	eck mask fit tester to manufacturer for calib 13,000-\$15,000).	ration - insured for
Reason for Available Funds:	preventative mainte	n service contracts due to: Fire Dept has ba nance with additional cost assumptions for acts did not use additional funds for parts/o	call backs and parts, as
From:	Account Numbe	r Account Name	Amount
	12202-44223	Service Contracts	178
То:	12202-44217	Postage	178
	Nov 25, 2014		
	Date Requested	Department Director or Supervisor - Print Name Walter Cox	Signature
	i >/ / / // Date Reviewed	Chief Financial Officer	2
	Date Approved	First Selectman	1.0.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Roard of Finance Clark	

Departmen	t: Fire		
Reason for Request:		or 3 months of electricity generation services c egree days over prior year.	harge rate, and 18%
Reason for Available Funds:	re-org and was unable vendor. Bunker gear & related	supplies purchased from various vendors. One set to ship product resulting in un-used encumber litems reduced to a member leaving CHVFD, no anufacture for a different member.	ered funds for that
From:	Account Number	Account Name	Amount
	12202- 42345	Emergency Medical Supplies	8,863
	12202-42323	Prot. Clothing & Safety	5,293
Го:	12202-45622	Electricity	14,156
	Nov 25, 2014  Date Requested	Department Director or Supervisor - Sig	nature
	Date Reviewed	Print Name Walter Cox Chief Financial Officer	
	Date Approved	First Selectman	
1	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmen	t: Fire		
Reason for Request:	Changes to union co coverage of shifts at	ontract from collective bargaining resulting in uend of fiscal year.	ın-anticipated per diem
Reason for Available Funds:		lling of shifts - used per diem staff.	
From:	Account Numbe	r Account Name	Amount
	12202- 40103	Overtime	1,399
	[		
			1
	l		I
То:	12202-40105	Cont. Temp Occas	1,399
			1
	Nov 25, 2014	Wast Top	
	Date Requested	Department Director or Supervisor - Sig	gnature
		Print Name Walter Cox	
	12/1/14	7 Min &	
	Date Reviewed	Chief Financial Officer	7
i	Willy	M.	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmen	t:Fire		
Reason for Request:	Heating Oil - 18% inc	rease in heating degree days over prior fiscal ye	ear
Reason for Available Funds;	preventative mainter	n service contracts due to: Fire Dept has basic nance with additional cost assumptions for call racts did not use additional funds for parts / call	backs and parts , as
From:	Account Number	Account Name	Amount
	12202- 44223	Service Contracts	1,105
	· 		<u></u>
	I	Ji	1
To:	12202-45221	Fuel / Heating	1,105
	!		
	Nov 25, 2014	Warr Cap	nahura
	Date Requested	Department Director or Supervisor - Sig	mature 
		Print Name   Walter Cox	
	i ンしょしいり Date Reviewed	Chief Financial Officer	
	illin	Cli	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmen	it: Fire		
Reason for Request:	Increase due to incre	ased membership involvement.	
Reason for Available Funds:	preventative mainter	n service contracts due to: Fire Dept has basic nance with additional cost assumptions for call racts did not use additional funds for parts / call	backs and parts , as
From	Account Number	Account Name	Amount
	12202- 44223	Service Contracts	101
Го:	12202-44243	Compensation	101
	Nov 25, 2014  Date Requested	Department Director or Supervisor - Sign  Print Name Walter Cox	nature
	Date Reviewed	Chief Financial Office  First Selectman	
1	Date Approved	Board of Selectmen Clerk	
	Date Approved	Roard of Finance Clork	

Department	t:Fire		
Reason for Request:	Repairs to aging fire	apparatus including apparatus beyond expecte	ed useful life.
Reason for Available Funds:	preventative mainte	in service contracts due to: Fire Dept has basic nance with additional cost assumptions for call rracts did not use additional funds for parts / cal	backs and parts , as
rom:	Account Numbe	r Account Name	Amount
	12202- 44223	Service Contracts	6,922
Го:	12202-46390	Vehicle Maintenance	6,922
		Wair Go	
	Nov 25, 2014  Date Requested	Department Director or Supervisor - Sig	nature
	·	Print Name Walter Cox	
	Date Reviewed	In Might	<u> </u>
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Repair of Fuel Island a permit parameters.	nd Dispenser sump required to maintain ope	eration within DEEP
Reason for Available Funds:	Deferment of smaller i	tems and in house repairs conducted.	
From:	Account Number	Account Name	Amount
	132 <b>1</b> 02-46390	Vehicle Maintenance & Fuel	156
	13202-46226	Building Repairs	1,089
	13202-42341	Fleet Repair and Maintenance Supplies	535
	13202-44208	Professional Services	415
	13202-44223	Service Contracts	224
To:	13202-46224	Equipment Repair	2,419
	Nov 21 2014	111 1	
	Nov 21, 2014  Date Requested	Department Director or Supervisor - Sig	nature
		Print Name James Paggioli	
	12/1/14	The Marie	
,	-	Chief Financial Officer	
:	Milin	UU	
1	Date Approved	First Selectman	
	Date Approved E	∃oard of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departmen	nt: Fleet Maintenance		
Reason for Request:	Overtime occurred to	o meet operational needs.	
Reason for Available Funds:	1) FICA Savings due t 2) Other sources sma	o retirement Ill savings within line items	
From:	Account Number	Account Name	Amount
	132 <b>2</b> 02-42323	Protective Clothing & Safety Equipment	43
	13202-41230	FICA and Retirement	837
	13202-42301	Office Supplies	145
To:	13202-40103	Overtime	1,025
	<u> </u>		
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Sig	mature
	Date Nequested		mature
	idiliy	Print Name James Paggioli  UM  GENERAL PAGGIORIES  Print Name James Paggioli	i
	Date Reviewed	Chief Financial Officer	<del></del>
	alily	My	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Life insurance rate adju	ust <b>∉</b> ment	
Reason for Available Funds;	FICA Savings due to re	tirement	
From:	Account Number	Account Name	Amount
	13202-41230	FICA and Retirement	61
		<u> </u>	
	1		
То:	13202-41210	Employee Related Insurance	61
	Nov 21, 2014	Pol	
	Date Requested	Department Director or Supervisor - Si	gnature
		Print Name James Paggioli	
	12/11/14	What of	_
		Chief Financial Officer	
	eddley	Un	
	Date Approved F	First Selectman	
	Date Approved E	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departme	nt: Fleet Maintenance		
Reason fo Request:	or Overage in Materials re	eceived from BOE and replacement of dispe	nsers.
Reason fo Available Funds:	F Savings in similar line i	tem reserved to be available to cover supply	<i>y</i> .
From:	Account Number	Account Name	Amount
	13202-42341	Fleet Repair and Maintenance Supply	544
		. <u>                                    </u>	
То:	13202-42331	Custodial & Maintenance Supplies	544
	1	Department Director or Supervisor - Significant Name  James Paggioli	gnature
	Date Approved	Chief Financial Officer	
	Date Approved E	Board of Selectmen Clerk	
	Date Approved	loard of Finance Clork	· · · · · · · · · · · · · · · · · · ·

#### General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:		due to double normal use of wash tional cost increase due to unit pri	n bay for de-salting of trucks during ce of propane increasing through
Reason for Available Funds:	Work conducted by in-	house staff and savings on require	d pump out of oil-water separator.
From:	Account Number	Account Name	Amount
	13202-44223	Service Contracts	3,380
	]		
То:	13202-45221	Fuel/ Heating	3,380
	Nov. 31, 2014	1/1	nor.
	Nov 21, 2014  Date Requested	Department Director or Superv	isor - Signature
		Print Name James Paggioli	-
	_	7.11.	
	12(114) Date Reviewed	Months of the second	-1,
		Chief Financial Office	$\bigcirc$
	Date Approved F	First Selectman	
	Date Approved E	Board of Selectmen Clerk	
	Date Approved	Roard of Finance Clork	

## General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Director made an erro the Town Garage whe for FY 14/15.	r in the calculated reduction for savings fr n initial budget was prepared. Error has b	om the Energy Project for been corrected in the budget
Reason for Available Funds:	separator. 2) Savings in Traffic Co	in-house staff and savings on required pu introl Lights electricity line item in Highwa orkers compensation leave resulted in surp	ay Dept budget.
From:	Account Number	Account Name	Amount
	13202-44223	Fleet - Service Contracts	1,670
	13201-45389	Highway - Traffic Control Lights	3,644
	13201-41230	Highway - FICA/Retirement	3,510
То:	13202-45622	Fleet - Electricity	8,824
	Nov 21, 2014 Date Requested	Department Director or Supervisor -	Signature
	Date Reviewed  Date Approved	Print Name James Paggioli Chief Financial Officer First Selectman	
	-	Board of Selectmen Clerk  Board of Finance Clerk	

## General Fund

Departmen	t: Snow Removal		
Reason for Request:	Cumulative 40 Snowfa storm responses than I	ll/Icing Events during Winter of 2013-2014 historIcal average.	resulted in twice as many
Reason for Available Funds:	1) Unassigned Fund Ba 2) Contingency 3) Various Savings reali	ilance ized within various Department Budget Lin	ne Items
From;	Account Number	Account Name	Amount
	See Detail	See Detail	177,981
Го:	See Detail	See Detail Listing	177,981
	Nov 21, 2014  Date Requested	Department Director or Supervisor - S	lignature
	5	Print Name James Paggioli	
	12(1)14	Chief Financial Officer	
		First Selectman  Board of Selectmen Clerk	
	Date Approved a	Paged of Finance Clark	exercinist energy energy

6	Additional Approximation	lown of Colchester		
	andorddy is no singly	Additional Appropriation and Budget Transfer - Show Removal	ir - Snow Kemoval	
Account #	Department & Account Name	From	То	Explanation
18501-36250	Unassigned Fund Balance	90,503	Appropriatio	Appropriation from Unassigned Fund Balance
11101-50900	BOF - Contingency	52,229	Contingency	Contingency funds included in adopted budget
13201-40101	Highway - Regular Payroll	13,317	Employee al	Employee absences due to Workers compensation.
13201-41230	Highway - FICA & Retirement	5,288	Employee al	Employee absences due to Workers compensation.
13201-40103	Highway - Overtime	1,949	Residual Sa	Residual Savings in Individual Budget Lines
13201-40105	Highway-Contractor Temp. Occasional	225	Residual Sa	Residual Savings in Individual Budget Lines
13201-44208	Highway-Professional Services	625	Residual Sa	Residual Savings in Individual Budget Lines
13201-44238	Highway-Uniform Rentals	780	Residual Sa	Residual Savings in Individual Budget Lines
13201-46224	Highway-Equipment Repairs	200	Residual Sar	Residual Savings in Individual Budget Lines
13200-40101	PWAdmin-Regular Payroll	275	Residual Sav	Residual Savings in Individual Budget Lines
13200-41230	PWAdmin-FICA & Retirement	1,360	Residual Sar	Residual Savings in Individual Budget Lines
13200-42323	PWAdmin-Prot. Clothing & Safety Equipment	150	Residual Sav	Residual Savings in Individual Budget Lines
13200-43258	PWAdmin-Professional Memberships	200	Residual Sav	Residual Savings in Individual Budget Lines
13200-44231	PWAdmin-Advertising	189	Residual Sav	Residual Savings in Individual Budget Lines
13200-45216	PWAdmin-Telephone	490	Residual Sav	Residual Savings in Individual Budget Lines
13202-42323	Fleet-Prot. Clothing &Safety Equipment	1,884	Residual Sav	Residual Savings in Individual Budget Lines
13202-43213	Fleet-Mileage, Training, Meetings	009	Residual Sav	Residual Savings in Individual Budget Lines
13203-40101	Grounds -Regular Payroll	1,205	Employee ab	Employee absences due to Promotion/Transfer of employee.
13203-41230	Grounds -FICA & Retirement	1,557	Employee at	Employee absences due to Promotion/Transfer of employee
13203-42331	Grounds-Custodial/ Maintenance Supplies	20	Residual Sav	Residual Savings in Individual Budget Lines
13203-42323	Grounds-Prot. Clothing & Safety Equipment	295	Residual Sav	Residual Savings in Individual Budget Lines
13203-48404	Grounds-Machinery & Equipment	170	Residual Say	Residual Seyings in Individual Budget Linco

	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Town of Colchester		7 - 7
	Additional Appropriation and Budget Transfer - Snow Removal	ion and Budget Trans	sfer - Snow I	Removal
Account #	Department & Account Name	From	<sup>D</sup>	Explanation
3601-40101	13601-40101 Transfer Station-Regular Payroll	1,550		Employee absences due to Promotion/Transfer of employee.
3601-41230	13601-41230 Transfer Station -FICA & Retirement	370		Employee absences due to Promotion/Transfer of employee.
3601-42323	13601-42323 Transfer Station-Prot. Clothing & Safety Equipment	360		Residual Savings in Individual Budget Lines
3601-43213	13601-43213 Transfer Station - Mileage, Training, Meetings	300		Residual Savings in Individual Budget Lines
3601-46226	13601-46226 Transfer Station- Building Repairs	480	5	Residual Savings in Individual Budget Lines
13601-46390	Transfer Station- Vehicle Maintenance & Fuel	1,410		Residual Savings in Individual Budget Lines
3204-40103	13204-40103 Snow Removal - Overtime		71,800	Significant number of snowlice events during Winter 71,800 2013/2014 season
3204-41230	13204-41230 Snow Removal - FICA		5.088	Significant number of snowlice events during Winter 5,088 2013/2014 season
3204-42333	13204-42333 Snow Removal - Sand, Salt, Gravel		49,896	Significant number of snow/ice events during Winter 2013/2014 season
13204-42340	Snow Removal - Other Purchased Supplies		10,794	Significant number of snow/ice events during Winter 10,794 2013/2014 season
13204-44208	Snow Removal - Professional Services		40,403	Significant number of snow/foe events during Winter 2013/2014 season
1	Totals	177,981	177,981	

## General Fund

Departmen	t: Facilitles		
Reason for Request:		Fill caused budget to be exceeded, however s Il 8/9's filled as of 11/21/14.	avings in FY 14-15 should
Reason for Available Funds:	1) Savings in Employe 2) No cost to bid work 3) Savings in Insuranc	c advertisements used FY 13-14.	
From:	Account Number	Account Name	Amount
	13205-40101	Regular Payroll	4,551
	13205-44231	Advertising	300
	13205-41210	Employee Related Insurance	146
То:	13205-45221	Fuel Heating	4,997
	Nov 21, 2014	Chland	
	Date Requested	Department Director or Supervisor - Sig	gnature
		Print Name James Paggioli	
	inteles	In May Col	5
	Date Reviewed	Chief Financial Officer	)
	extely	Ma	
*	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

FY 13/14

## Town of Colchester

## General Fund

Departmen	t: Facilities		
Reason for Request:	Aging building require public.	ed more repair than allocated \$4000 amount	to stay open to the
Reason for Available Funds:	1) Work conducted by 2) No cost to bid work	v In-house staff. advertisements used FY 13-14	
From:	Account Number	Account Name	Amount
	13205-44223	Service Contracts	3,822
	13205-44231	Advertising	200
То:	13205-46226	Building Repairs	4,022
	L	111	11
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Si	gnature
		Print Name James Paggioli	
	Date Reviewed	Chief Financial Officer	<u> </u>
	Lilly	Cities Financial Sincer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmen	t: Facilitles		
Reason for Request:	Overage in Telephone	e Account.	
Reason for Available Funds:	2) Savings in FY at Tra	th reduce Regular Payroll amount. nsfer Station Other Supplies Purchased onal Services during FY at Transfer Station	6
From:	Account Number	Account Name	Amount
	13205-41230	FICA	381
	13601-42340	Trsfr Sta Other Purchased Supplies	800
	13601-44208	Trsfr Sta Professional Services	800
To:	13205-45216	Telephone	1,981
	Nov 21, 2014  Date Requested	Department Director or Supervisor - Si  Print Name James Paggioli	ignature
	Date Approved	Print Name   James Paggioli  Chief Financial Officer  First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departme	nt: Facilities			
Reason fo Request:	Increased cost of resupply order.			
Reason fo Available Funds:	1) Savings realized wit r 2) Fewer Painting jobs	h reduce Regular Payroll amount. required during fiscal year		
From:	Account Number	Account Name	Amount	
	13205-41230	FICA	813	
	13205-42332	Paint & Paint Supplies	698	
То:	13205-42331	Custodial & Maintance Supplies	1,511	
	Nov 21, 2014 Date Requested	Department Director or Supervisor -	Signature	
	Pate Approved	Print Name James Paggioli Chief Financial Office First Selectman	5	
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Roard of Finance Clark		

## General Fund

Departmen	t: Facilities			
Reason for Request:	1) Alarm responses 2) Required protective clothing per contract 3) Vehicle repair and fuel during snow operations greater than anticipated			
Reason for Available Funds:		reduced Regular Payroll amount		
From:	Account Number	Account Name	Amount	
59	13205-41230	FICA/Retirement	649	
	N <del></del>			
То:			1420	
10.	13205-40103	Overtime	439	
	13205-42323	Protective Clothing & Safety Equipment	37	
	13205-46390	Vehicle Maintenance & Fuel	173	
	Nov 21, 2014  Date Requested	Department Director or Supervisor - Sig	gnature	
		Print Name James Paggioli		
	12/1/14 Date Reviewed	Chief Financial Office	_	
	Date Approved	First Selectman		
	Date Approved	Board of Selectmen Clerk	<u></u>	
	Date Approved	Board of Finance Clerk		

## General Fund

Departmen	t: Facilities				
Reason for Request:	18% increase in Heating degree days from historic average and winter electricity generatio supplier price spike (variable rate)				
Reason for Available Funds:	Savings realized with Highway division	reduced Regular Payroll due to Workers Com	npensation claim within		
From:	Account Number	Account Name	Amount		
	13201-40101	Highway - Regular Payroll	25,788		
То	13205-45622	Facilities - Electricity	25,788		
	Nov 21, 2014	- Marke			
	Date Requested	Department Director or Supervisor - S	ignature		
		Print Name James Paggioli			
	Idilly Date Reviewed	Chief Financial Officer	<u> </u>		
	1.1.4	(A)	1.		
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

#### Tricia Dean

From:

Gary <siddellg66@comcast.net>

Sent:

Friday, November 28, 2014 12:59 PM

To: Cc: Tricia Dean

Subject:

Stan Soby Commission on Aging Bylaws

**Attachments:** 

COA Bylaws final 2.docx

Attached are the Bylaws with proposed amendments. Please get these on the BOS schedule for approval. The changes address ways to streamline the process by shortening notification periods, eliminating super majority approvals, and also adds reporting requirements. These were discussed and approved by the commission at the 11/24 Special Meeting.

Thank you.

#### **Article I – Commission Meetings**

- A. Regular meetings of the commission shall be held each month. The time and place for the meetings shall be set by the Commission each November.
- B. The annual election meeting shall be held in June. The place and time will be determined by the Executive Board. Nominations for officers shall be presented given to the Commission members by the Nominating Committee one month at least ten (10) days prior to the annual election meeting.
- C. Special meetings may be scheduled, as required, by notification of to each member by the Chairperson.
- D. At all regular and special meetings, an attendance of at least four (4) members shall constitute a quorum. Annual election and special meetings shall have at least five (5) members in attendance for transaction of business.
- E. Alternative members shall attend all meetings and take the place of a regular member what when a regular member is absent from a meeting. When taking the place of a regular member, such alternate member shall be counted toward a quorum and shall have all voting rights of the absent member. The chairperson shall rotate alternatives to serve in this capacity as needed.

Article II – Officers

- A. The officers of the Commission shall be: Chairperson, Vice Chairperson, Corresponding Secretary, and Treasurer. The Officers of the Commission shall be the Executive Board.
- B. Chairperson: The chairperson shall preside at all meetings of the Commission, appoint committees, and shall have the duties normally conferred by parliamentary usage on such officer.
- C. Vice-Chairperson: In the absence of the Chairperson, or in the event of that person's inability or refusal to act, the Vice-Chairperson shall assume the duties of the Chairperson, and when so acting, shall have all the powers and be subject to all the restrictions imposed upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.
- D. Corresponding Secretary: The Corresponding Secretary shall be responsible for any correspondence, and shall perform all other duties incidental to the office of the Corresponding Secretary.
- E. All minutes of Commission business will be recorded by the clerk selected by the Town.
- F. Treasurer: The Treasurer will report accept, on behalf of to the Commission, on a the monthly basis the revenues report received from the Senior Center Director of

**Comment [SFS1]:** The election of Officers should occur at the regular June meeting.

Comment [SFS2]: This makes no reference to FOIA requirements and could be constued by some to be an attempt to circumvent FOIA.

Comment [SFS3]: As mentioned before, I don't believe there is the need for an 'Executive Board'', especially as it would constitute a quorum of the Commission. I do not know of any other Board or Commission that has such.

- Senior Services for bus usage designated as: recreational, appointment, and errand usage. The Treasurer will also keep track of any monies and expenditures for Commission events.
- G. Tenure of Officers: Officers will be elected for a term of one year. No person shall serve in the same office for more than three consecutive terms.

#### Article III - Committees

- A. Nominating Committee: The nominating committee shall consist of three (3) Members of the Commission other than the Executive Board with at least one member not on the Executive Board. The Chairperson of the Commission shall appoint the members of the nominating committee The Committee shall chose a Nominating Committee Chair to preside and report the nominations. and it's chairperson.
- B. Other Committees: Any other committees of the Commission can be established as need arises. Such committees may include Program Committee, Legislative Committee, By-Laws Committee, or Project Committees. Commission members may volunteer to serve on such committees, shall elect a Chairperson, and shall report to the Commission at regular or special meetings.

Article IV - Rules of Order

A. Robert's Rules of Order shall apply at all meetings.

#### Article V - Reporting

- A. The Commission Chair, or designee, will prepare and deliver the quarterly report to the Board of Selectmen.
- B. The Commission Chair, in collaboration with the Executive Board, will prepare an Annual Report and Budget each November. This report and budget will be presented to the Commission prior to delivery to the Board of Selectmen.

#### Article VI - Amendments

A.

A. Except as otherwise required by law, these By-Laws may be amended for acceptance by the Commission on Aging at any special meeting called for that purpose, provided that written notice of the proposed amendment(s) shall be is given to each member of the Commission at least 30 ten (10) days prior to such meeting. Such amendment(s) shall require affirmative vote of at least five (5) members of the

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Comment [SFS4]: Commission

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Comment [SFS5]: Notice of meeting must be as

Commission. a majority vote. Upon acceptance of amendments, the proposed changes will be submitted to the Board of Selectmen by the Commission Chair.