

# 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**

RECEIVED  
COLCHESTER, CT  
2014 DEC -2 AM 10:13  
TOWN OF COLCHESTER  
BOARD OF SELECTMEN

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
  - c. 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
7. 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**

RECEIVED  
COLCHESTER, CT  
2014 NOV 21 AM 10:09  
TOWN CLERK

**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.

**3. 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

**2. 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.

**c. 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 State for additional

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](mailto: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 Geata*

Director

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

| <i>Position</i> | <i>Name</i>       | <i>Party</i> | <i>Phone</i> | <i>E-mail</i>             | <i>Expiration Date</i> |
|-----------------|-------------------|--------------|--------------|---------------------------|------------------------|
| Chair           | Joseph Mathieu    | R            | 860-537-5918 | jmathieu@comcast.net      | 11/30/2016             |
| Vice Chair      | John R. Novak     | R            | 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    | U            | 860-537-6428 | rosenthal.john7@gmail.com | 12/31/2016             |
| Member          | David Gesiak      | U            | 860-537-4161 | djgesiak@sbcglobal.net    | 12/1/2016              |
| Member          | Stacey Brown      | R            | 860-537-0302 | lbanezowner@yahoo.com     | 12/1/2015              |
| Member          | Christopher Bakaj | U            | 860-531-9656 | cbakaj@hotmail.com        | 12/31/2014             |
| Alternate       | Jason Tinelle     | R            | 860-537-1613 | tinelle_bosnia@yahoo.com  | 12/31/2014             |
| Alternate       | VACANT            |              |              |                           | 12/31/2014             |

### Agriculture Commssion-5 Members, 2 Alternates, 3 year terms

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

Agriculture Commission



## Housing Authority-5 Members, 5 year terms

| <i>Position</i> | <i>Name</i>        | <i>Party</i> | <i>Phone</i> | <i>E-mail</i>              | <i>Expiration Date</i> |
|-----------------|--------------------|--------------|--------------|----------------------------|------------------------|
| Chair           | Janet LaBella      | R            | 860-537-1127 | janetlabella@sbcglobal.net | 11/30/2014             |
| Member          | Louis Delpivo      | U            | 860-537-7787 | ldelpivo@sbcglobal.net     | 5/1/2019               |
| Member          | Marion Spaulding   | R            | 860-267-4677 |                            | 5/30/2016              |
| Member          | Denise Salmoiraghi | U            | 860-537-3395 | mims47@sbcglobal.net       | 5/1/2015               |
| Member          | Todd Vachon        | U            | 917-674-6191 | dj-mayday@hotmail.com      | 5/30/2018              |
| Agent           | Robert Gustafson   | D            | 860-537-3889 |                            |                        |

Housing Authority

**Fair Rent Commission-5 Members, 2 Alternates, 2 year terms**

| <i>Position</i> | <i>Name</i>        | <i>Party</i> | <i>E-mail</i>            | <i>Expiration Date</i> |
|-----------------|--------------------|--------------|--------------------------|------------------------|
| Chair           | Kimberley Russo    | D            | kimberleyrusso@yahoo.com | 10/31/2015             |
| Member          | Samantha Van Zilen | U            | sabowley@aol.com         | 10/31/2015             |
| Member          | Jack Faski         | U            | jack@skyview-realty.com  | 4/30/2014              |
| Member          | Steven A. Schuster | R            | sas2628@aol.com          | 4/30/2016              |
| Member          | Valerie McGriff    | R            | baanagriff@yahoo.com     | 10/1/2015              |
| Member          | VACANT             |              |                          | 4/1/2015               |

**Fair Rent Commission**

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number | Account Name         | Amount |
|-------|----------------|----------------------|--------|
|       | 11201-40101    | Regular Payroll      | 2,960  |
|       | 11201-41230    | FICA/Retirement      | 3,102  |
|       | 11701-41260    | Workers Compensation | 5,987  |
| To:   | 11201-44203    | Legal                | 12,049 |
|       |                |                      |        |
|       |                |                      |        |

Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved  Board of Selectmen Clerk

Date Approved  Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

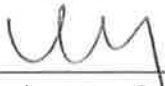
Department:

Reason for Request:

Reason for Available Funds:


| From: | Account Number                           | Account Name                                 | Amount                           |
|-------|--|--|----------------------------------|
|       | <input type="text" value="11201-40101"/> | <input type="text" value="Regular Salary"/>  | <input type="text" value="143"/> |
|       | <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>             |
|       | <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>             |
| To:   | <input type="text" value="11201-42301"/> | <input type="text" value="Office Supplies"/> | <input type="text" value="143"/> |
|       | <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>             |
|       | <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>             |

Date Requested


  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name  | Amount                           |
|-------|--|---|----------------------------------|
|       | <input type="text" value="11201-44217"/> | <input type="text" value="Postage"/>                    | <input type="text" value="215"/> |
|       | <input type="text" value="11201-44230"/> | <input type="text" value="Legal Notices"/>              | <input type="text" value="440"/> |
|       | <input type="text" value="11201-46224"/> | <input type="text" value="Equipment Repairs"/>          | <input type="text" value="150"/> |
| To:   | <input type="text" value="11201-47242"/> | <input type="text" value="Parades &amp; Celebrations"/> | <input type="text" value="805"/> |
|       | <input type="text"/>                     | <input type="text"/>                                    | <input type="text"/>             |
|       | <input type="text"/>                     | <input type="text"/>                                    | <input type="text"/>             |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

| Account Number                           | Account Name                         | Amount                           |
|--|--------------------------------------|----------------------------------|
| <input type="text" value="11201-44217"/> | <input type="text" value="Postage"/> | <input type="text" value="901"/> |
| <input type="text"/>                     | <input type="text"/>                 | <input type="text"/>             |
| <input type="text"/>                     | <input type="text"/>                 | <input type="text"/>             |

To:

|  |  |                                  |
|--|--|----------------------------------|
| <input type="text" value="11201-44208"/> | <input type="text" value="Professional Services"/>       | <input type="text" value="680"/> |
| <input type="text" value="11201-44232"/> | <input type="text" value="Printing &amp; Publications"/> | <input type="text" value="221"/> |
| <input type="text"/>                     | <input type="text"/>                                     | <input type="text"/>             |

Date Requested

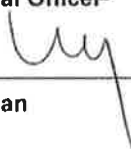
  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name                         | Amount                          |
|-------|--|--------------------------------------|---------------------------------|
|       | <input type="text" value="11201-44217"/> | <input type="text" value="Postage"/> | <input type="text" value="54"/> |
|       | <input type="text"/>                     | <input type="text"/>                 | <input type="text"/>            |
|       | <input type="text"/>                     | <input type="text"/>                 | <input type="text"/>            |

| To: | Account Number                           | Account Name                              | Amount                          |
|-----|--|---|---------------------------------|
|     | <input type="text" value="11201-45250"/> | <input type="text" value="Hebron Taxes"/> | <input type="text" value="54"/> |
|     | <input type="text"/>                     | <input type="text"/>                      | <input type="text"/>            |
|     | <input type="text"/>                     | <input type="text"/>                      | <input type="text"/>            |

Date Requested

Department Director or Supervisor - Signature

Print Name

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Tax Collector - position vacancy in FY 13/14 (resignation of Tax Collector).  
Unemployment - significant reduction in unemployment compensation claims filed during FY 13/14 compared to prior years.  
Town Clerk - position vacancy in FY 13/14 (Assistant Town Clerk - determination made to eliminate position going forward).

| From: | Account Number | Account Name                          | Amount |
|-------|----------------|---------------------------------------|--------|
|       | 11303-40101    | Tax Collector - Regular Salary        | 7,141  |
|       | 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 |

TP

Nov 25, 2014  
**Date Requested** \_\_\_\_\_  
**Department Director or Supervisor - Signature** \_\_\_\_\_  
**Print Name** Stan Soby, First Selectman

\_\_\_\_\_  
**Date Reviewed** \_\_\_\_\_  
**Chief Financial Officer**

11/21/14  
**Date Approved** \_\_\_\_\_  
**First Selectman**

\_\_\_\_\_  
**Date Approved** \_\_\_\_\_  
**Board of Selectmen Clerk**

\_\_\_\_\_  
**Date Approved** \_\_\_\_\_  
**Board of Finance Clerk**



FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Renegotiated administrative fees for Section 125 plan (no fees charged in exchange for opportunity to market voluntary insurance products to employees), installation of Applicant Tracking software delayed due to staff turnover in First Selectman's (Human Resources) office

| From: | Account Number | Account Name          | Amount |
|-------|----------------|-----------------------|--------|
|       | 11205-44208    | Professional Services | 200    |
|       |                |                       |        |
|       |                |                       |        |

| To: | Account Number | Account Name | Amount |
|-----|----------------|--------------|--------|
|     | 11205-44231    | Advertising  | 200    |
|     |                |              |        |
|     |                |              |        |

Nov 24, 2014  
Date Requested Department Director or Supervisor - Signature

*[Signature]*  
Print Name Stan Soby, First Selectman

11/24/14  
Date Reviewed Chief Financial Officer

*[Signature]*

11/24/14  
Date Approved First Selectman

*[Signature]*

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Postal rate increase per mailing

Reason for Available Funds: Quality Data contract renewal less than anticipated

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 11304-44205    | Data Processing | 159    |
|       |                |                 |        |
|       |                |                 |        |

| To: | Account Number | Account Name | Amount |
|-----|----------------|--------------|--------|
|     | 11304-44217    | Postage      | 159    |
|     |                |              |        |
|     |                |              |        |

Oct 31, 2014  
Date Requested Department Director or Supervisor - Signature

Print Name John Chaponis, Assessor

11/24/14  
Date Reviewed Chief Financial Officer

11/24/14  
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Per copy charges greater than anticipated (number of copies)

Reason for Available Funds: Quality Data contract renewal less than anticipated

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 11304-44205    | Data Processing | 47     |
|       |                |                 |        |
|       |                |                 |        |

| To: | Account Number | Account Name | Amount |
|-----|----------------|--------------|--------|
|     | 11304-42233    | Copier       | 47     |
|     |                |              |        |
|     |                |              |        |

Oct 31, 2014  
Date Requested

Department Director or Supervisor - Signature

Print Name John Chaponis, Assessor

11/24/14  
Date Reviewed

Chief Financial Officer

11/24/14  
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Premium rate increase for life insurance greater than anticipated

Reason for Available Funds: Quality Data contract renewal less than anticipated

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 11304-44205    | Data Processing | 65     |
|       |                |                 |        |
|       |                |                 |        |

| To: | Account Number | Account Name               | Amount |
|-----|----------------|----------------------------|--------|
|     | 11304-41210    | Employee Related insurance | 65     |
|     |                |                            |        |
|     |                |                            |        |

Oct 31, 2014  
Date Requested Department Director or Supervisor - Signature

Print Name John Chaponis, Assessor

10/20/14  
Date Reviewed Chief Financial Officer

11/24/14  
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk



FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

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: Unanticipated position vacancy - Building Official

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 11411-40101    | Regular Payroll | 4,958  |
|       | 11411-41230    | FICA/Retirement | 1,972  |
|       |                |                 |        |

| To: | Account Number | Account Name          | Amount |
|-----|----------------|-----------------------|--------|
|     | 11411-44208    | Professional Services | 6,930  |
|     |                |                       |        |
|     |                |                       |        |

Nov 24, 2014 Ad T  
Date Requested Department Director or Supervisor - Signature

Print Name Adam Turner, Town Planner

11/24/14  
Date Reviewed [Signature]  
Chief Financial Officer

11/24/14  
Date Approved \_\_\_\_\_  
First Selectman

\_\_\_\_\_  
Date Approved \_\_\_\_\_  
Board of Selectmen Clerk

\_\_\_\_\_  
Date Approved \_\_\_\_\_  
Board of Finance Clerk

FEY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Bid advertisement for Linwood Avenue Streetscape project not eligible for grant funding (State of CT Main Street Investment Fund Program)

Reason for Available Funds: Unanticipated position vacancy - Building Official

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 11411-41230    | FICA/Retirement | 139    |
|       |                |                 |        |
|       |                |                 |        |
| To:   |                |                 |        |
|       | 11411-44230    | Legal Notices   | 139    |
|       |                |                 |        |
|       |                |                 |        |

Nov 24, 2014

Date Requested

Ad 2  
Department Director or Supervisor - Signature

Print Name

Adam Turner, Town Planner

11/24/14  
Date Reviewed

[Signature]  
Chief Financial Officer

11/24/14  
Date Approved

[Signature]  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name                                 | Amount                          |
|-------|--|--|---------------------------------|
|       | <input type="text" value="11411-41230"/> | <input type="text" value="FICA/Retirement"/> | <input type="text" value="87"/> |
|       | <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>            |
|       | <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>            |

| To: | Account Number                           | Account Name  | Amount                          |
|-----|--|---|---------------------------------|
|     | <input type="text" value="11411-41210"/> | <input type="text" value="Employee Related insurance"/> | <input type="text" value="87"/> |
|     | <input type="text"/>                     | <input type="text"/>                                    | <input type="text"/>            |
|     | <input type="text"/>                     | <input type="text"/>                                    | <input type="text"/>            |

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed   
Chief Financial Officer

Date Approved   
First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk



Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

| Account Number                           | Account Name                                 | Amount                           |
|--|--|----------------------------------|
| <input type="text" value="12101-41230"/> | <input type="text" value="FICA/Retirement"/> | <input type="text" value="413"/> |
| <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>             |
| <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>             |

To:

|  |   |                                  |
|--|---|----------------------------------|
| <input type="text" value="12101-41210"/> | <input type="text" value="Employee Related insurance"/> | <input type="text" value="413"/> |
| <input type="text"/>                     | <input type="text"/>                                    | <input type="text"/>             |
| <input type="text"/>                     | <input type="text"/>                                    | <input type="text"/>             |

**Date Requested** \_\_\_\_\_ **Department Director or Supervisor - Signature**

**Print Name**

**Date Reviewed** \_\_\_\_\_ **Chief Financial Officer**

**Date Approved** \_\_\_\_\_ **First Selectman**

**Date Approved** \_\_\_\_\_ **Board of Selectmen Clerk**

**Date Approved** \_\_\_\_\_ **Board of Finance Clerk**

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name                                       | Amount                             |
|-------|--|--|------------------------------------|
|       | <input type="text" value="12101-44208"/> | <input type="text" value="Professional Services"/> | <input type="text" value="2,518"/> |
|       | <input type="text" value="12101-46224"/> | <input type="text" value="Equipment Repairs"/>     | <input type="text" value="1,923"/> |
|       | <input type="text" value="12101-45216"/> | <input type="text" value="Telephone"/>             | <input type="text" value="24"/>    |

| To: | Account Number                           | Account Name  | Amount                             |
|-----|--|---|------------------------------------|
|     | <input type="text" value="12101-46390"/> | <input type="text" value="Vehicle Maintenance &amp; Fuel"/> | <input type="text" value="4,465"/> |
|     | <input type="text"/>                     | <input type="text"/>  | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>  | <input type="text"/>               |

Date Requested


  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Increase in training due to purchase of new firearms for officers to comply with state regulations.

Reason for Available Funds: Supplies came in at a lower cost than anticipated.

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 12101-42301    | Office Supplies | 97     |
|       |                |                 |        |
|       |                |                 |        |

|     |             |                              |    |
|-----|-------------|------------------------------|----|
| To: | 12101-43213 | Mileage, Training & Meetings | 97 |
|     |             |                              |    |
|     |             |                              |    |

9/22/14 Date Requested  Department Director or Supervisor - Signature

Print Name Sgt. J. Merow

11/24/14 Date Reviewed  Chief Financial Officer

11/24/14 Date Approved  First Selectman

  Date Approved   Board of Selectmen Clerk

  Date Approved   Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name                                   | Amount                             |
|-------|--|--|------------------------------------|
|       | <input type="text" value="12301-46224"/> | <input type="text" value="Equipment Repairs"/> | <input type="text" value="2,400"/> |
|       | <input type="text" value="12301-44223"/> | <input type="text" value="Service Contracts"/> | <input type="text" value="240"/>   |
|       | <input type="text"/>                     | <input type="text"/>                           | <input type="text"/>               |

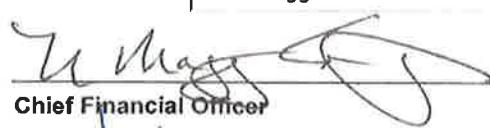
| To: | Account Number                           | Account Name                           | Amount                             |
|-----|--|--|------------------------------------|
|     | <input type="text" value="12301-45216"/> | <input type="text" value="Telephone"/> | <input type="text" value="2,640"/> |
|     | <input type="text"/>                     | <input type="text"/>                   | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>                   | <input type="text"/>               |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Public Works Administration

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 Purchased Safety Shoes that lasted more than a single year and purchased his own safety glasses.

| From: | Account Number | Account Name                          | Amount |
|-------|----------------|---------------------------------------|--------|
|       | 13200-42323    | Protective Clothing and Safety Equip. | 243    |
|       |                |                                       |        |
|       |                |                                       |        |


| To: | Account Number | Account Name               | Amount |
|-----|----------------|----------------------------|--------|
|     | 13200-42301    | Office Supplies            | 63     |
|     | 13200-42233    | Copier                     | 30     |
|     | 13200-41210    | Employee Related Insurance | 150    |

Nov 21, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli

11/24/14  
Date Reviewed

  
Chief Financial Officer

11/24/14  
Date Approved

\_\_\_\_\_  
First Selectman

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Board of Selectmen Clerk

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Premium rate increase for life insurance greater than anticipated

Reason for Available Funds: Reduction in electricity costs for traffic control signals

| From: | Account Number | Account Name           | Amount |
|-------|----------------|------------------------|--------|
|       | 13201-45389    | Traffic Control Lights | 60     |
|       |                |                        |        |
|       |                |                        |        |

|     |             |                            |    |
|-----|-------------|----------------------------|----|
| To: | 13201-41210 | Employee Related insurance | 60 |
|     |             |                            |    |
|     |             |                            |    |

Nov 21, 2014  
Date Requested

*[Signature]*  
Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/24/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/24/14  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: 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.

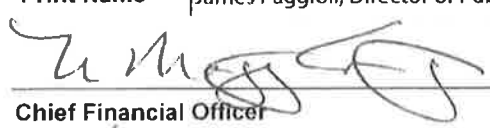
| From: | Account Number | Account Name               | Amount |
|-------|----------------|----------------------------|--------|
|       | 13201-44237    | Equipment Rental           | 8,210  |
|       | 13201-42340    | Other Purchased Supplies   | 10,480 |
|       | 13201-45389    | Traffic Control Lights     | 2,741  |
| To:   | 13201-46390    | Vehicle Maintenance & Fuel | 21,431 |
|       |                |                            |        |
|       |                |                            |        |

Nov 21, 2014  
Date Requested

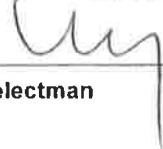
  
Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/24/14  
Date Reviewed

  
Chief Financial Officer

11/24/14  
Date Approved

  
First Selectman

Date Approved  
Board of Selectmen Clerk

Date Approved  
Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: 1) Savings on temporary repair of Tennis Court and "maintain what we have first" priority.  
2) Sequester of funds to offset repair of machinery required to maintain existing condition versus improving conditions that would we be unable to maintain without the tractor being fixed.  
3) Similar use of funds directed to be reserved for repair.  
4) Dismissal - promotion of staff created vacancy.

| 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  
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli

11/25/14  
Date Reviewed Chief Financial Officer

11/24/14  
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk



FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name  | Amount                             |
|-------|--|---|------------------------------------|
|       | <input type="text" value="13203-48417"/> | <input type="text" value="Building Grounds Improvement"/> | <input type="text" value="1,392"/> |
|       | <input type="text"/>                     | <input type="text"/>                                      | <input type="text"/>               |
|       | <input type="text"/>                     | <input type="text"/>                                      | <input type="text"/>               |

| To: | Account Number                           | Account Name                                 | Amount                             |
|-----|--|--|------------------------------------|
|     | <input type="text" value="13203-46226"/> | <input type="text" value="Building Repair"/> | <input type="text" value="1,392"/> |
|     | <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>                         | <input type="text"/>               |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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 -promotion of staff created vacancy.  
2) Residual Savings within line item due to seasonal help being limited.

| From: | Account Number | Account Name                  | Amount |
|-------|----------------|-------------------------------|--------|
|       | 13203-40101    | Regular Payroll               | 1,910  |
|       | 13203-40105    | Contractor Temporary Seasonal | 1,179  |
|       |                |                               |        |

| To: | Account Number | Account Name           | Amount |
|-----|----------------|------------------------|--------|
|     | 13203-45622    | Electricity - Non Heat | 3,089  |
|     |                |                        |        |
|     |                |                        |        |

Nov 21, 2014  
Date Requested

Department Director or Supervisor - Signature

Print Name James Paglioli

11/25/14  
Date Reviewed

Chief Financial Officer

11/27/14  
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Building & Grounds

Reason for Request: Unanticipated Sign replacement.

Reason for Available Funds: Savings with line item.

| From: | Account Number | Account Name            | Amount |
|-------|----------------|-------------------------|--------|
|       | 13203-42334    | Grounds Maint. Supplies | 141    |
|       |                |                         |        |
|       |                |                         |        |

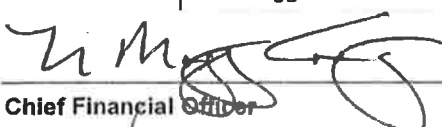
| To: | Account Number | Account Name       | Amount |
|-----|----------------|--------------------|--------|
|     | 13203-42340    | Operating Supplies | 141    |
|     |                |                    |        |
|     |                |                    |        |

Nov 21, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli

11/25/14  
Date Reviewed

  
Chief Financial Officer

11/21/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Dismissal -promotion of staff created vacancy.

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 13203-40101    | Regular Payroll | 4,336  |
|       |                |                 |        |
|       |                |                 |        |

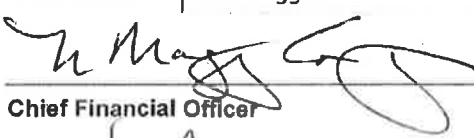
| To: | Account Number | Account Name | Amount |
|-----|----------------|--------------|--------|
|     | 13203-40103    | Overtime     | 4,336  |
|     |                |              |        |
|     |                |              |        |

Nov 21, 2014  
Date Requested

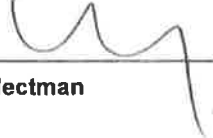
  
Department Director or Supervisor - Signature

Print Name James Paggioli

11/25/14  
Date Reviewed

  
Chief Financial Officer

11/27/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name   | Amount                           |
|-------|--|--|----------------------------------|
|       | <input type="text" value="13203-44231"/> | <input type="text" value="Advertising"/>                         | <input type="text" value="200"/> |
|       | <input type="text" value="13203-43213"/> | <input type="text" value="Mileage, Training, Meetings"/>         | <input type="text" value="300"/> |
|       | <input type="text" value="13203-42323"/> | <input type="text" value="Protective Clothing &amp; Equipment"/> | <input type="text" value="396"/> |
| To:   | <input type="text" value="13203-45221"/> | <input type="text" value="Fuel/Heating"/>                        | <input type="text" value="896"/> |
|       | <input type="text"/>                     | <input type="text"/>   | <input type="text"/>             |
|       | <input type="text"/>                     | <input type="text"/>   | <input type="text"/>             |

Date Requested   
Department Director or Supervisor - Signature

Print Name

Date Reviewed   
Chief Financial Officer

Date Approved   
First Selectman

Date Approved   
Board of Selectmen Clerk

Date Approved   
Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number | Account Name                          | Amount |
|-------|----------------|---------------------------------------|--------|
|       | 13203-40105    | Contractual, Temp, Occasional Payroll | 550    |
|       |                |                                       |        |
|       |                |                                       |        |

| To: | Account Number | Account Name      | Amount |
|-----|----------------|-------------------|--------|
|     | 13203-44223    | Service Contracts | 550    |
|     |                |                   |        |
|     |                |                   |        |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Grounds Maintenance

Reason for Request: Premium rate increase for life insurance greater than anticipated

Reason for Available Funds: Dismissal/promotion of staff created vacancy, therefore unexpended FICA/retirement funds

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 13203-41230    | FICA/Retirement | 82     |
|       |                |                 |        |
|       |                |                 |        |

| To: | Account Number | Account Name               | Amount |
|-----|----------------|----------------------------|--------|
|     | 13203-41210    | Employee Related Insurance | 82     |
|     |                |                            |        |
|     |                |                            |        |

Nov 21, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/25/14  
Date Reviewed

  
Chief Financial Officer

11/26/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


| From: | Account Number | Account Name     | Amount |
|-------|----------------|------------------|--------|
|       | 13203-44237    | Equipment Rental | 110    |
|       |                |                  |        |
|       |                |                  |        |

| To: | Account Number | Account Name      | Amount |
|-----|----------------|-------------------|--------|
|     | 13203-46224    | Equipment Repairs | 110    |
|     |                |                   |        |
|     |                |                   |        |

Date Requested

  
Department Director or Supervisor - Signature  
Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



FC 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Engineering

Reason for Request: Premium rate increase for life insurance greater than anticipated

Reason for Available Funds: Actual FICA/Retirement calculation less than budgeted (elective pre-tax reductions in salary)

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 13301-41230    | FICA/Retirement | 16     |
|       |                |                 |        |
|       |                |                 |        |

|     |             |                            |    |
|-----|-------------|----------------------------|----|
| To: | 13301-41210 | Employee Related Insurance | 16 |
|     |             |                            |    |
|     |             |                            |    |

Nov 24, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name Sal Tassone, Town Engineer

11/24/14  
Date Reviewed

  
Chief Financial Officer

11/24/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

fy 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number | Account Name         | Amount |
|-------|----------------|----------------------|--------|
|       | 13601-46226    | Building Maintenance | 99     |
|       |                |                      |        |
|       |                |                      |        |

| To: | Account Number | Account Name | Amount |
|-----|----------------|--------------|--------|
|     | 13601 - 45622  | Electricity  | 99     |
|     |                |              |        |
|     |                |              |        |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

11/13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Overage in transportation cost, increased cost at facilities serviced by Trash Hauling provider.

Reason for Available Funds: Savings in Professional Service required at the Transfer Station. (Single Grinding)

| From: | Account Number | Account Name          | Amount |
|-------|----------------|-----------------------|--------|
|       | 13601-44208    | Professional Services | 1,607  |
|       |                |                       |        |
|       |                |                       |        |

| To: | Account Number | Account Name   | Amount |
|-----|----------------|----------------|--------|
|     | 13601 - 43212  | Transportation | 1,607  |
|     |                |                |        |
|     |                |                |        |

Nov 21, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli

11/25/14  
Date Reviewed

  
Chief Financial Officer

11/25/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number | Account Name | Amount |
|-------|----------------|--------------|--------|
|       | 13601-41230    | FICA         | 30     |
|       |                |              |        |
|       |                |              |        |

|     |               |                            |    |
|-----|---------------|----------------------------|----|
| To: | 13601 - 41210 | Employee Related Insurance | 30 |
|     |               |                            |    |
|     |               |                            |    |

Date Requested   
Department Director or Supervisor - Signature

Print Name

Date Reviewed   
Chief Financial Officer

Date Approved   
First Selectman

Date Approved   
Board of Selectmen Clerk

Date Approved   
Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 13601-40101    | Regular Payroll | 1,524  |
|       |                |                 |        |
|       |                |                 |        |
| To:   | 13601 - 40103  | Overtime        | 1,524  |
|       |                |                 |        |
|       |                |                 |        |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name  | Amount                             |
|-------|--|---|------------------------------------|
|       | <input type="text" value="13601-46390"/> | <input type="text" value="Vehicle Maintenance &amp; Fuel"/> | <input type="text" value="3,875"/> |
|       | <input type="text"/>                     | <input type="text"/>  | <input type="text"/>               |
|       | <input type="text"/>                     | <input type="text"/>  | <input type="text"/>               |

| To: | Account Number                             | Account Name  | Amount                             |
|-----|--|---|------------------------------------|
|     | <input type="text" value="13601 - 46228"/> | <input type="text" value="Household Hazardous Waste Collection"/> | <input type="text" value="3,875"/> |
|     | <input type="text"/>                       | <input type="text"/>  | <input type="text"/>               |
|     | <input type="text"/>                       | <input type="text"/>  | <input type="text"/>               |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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 unleaded gasoline less than anticipated. Vehicle repair costs less than anticipated.

| From: | Account Number | Account Name           | Amount |
|-------|----------------|------------------------|--------|
|       | 14102-46390    | Vehicle Repairs & Fuel | 1,951  |
|       |                |                        |        |
|       |                |                        |        |

| To: | Account Number | Account Name | Amount |
|-----|----------------|--------------|--------|
|     | 14102-45221    | Heating Oil  | 1,089  |
|     | 14102-45622    | Electricity  | 471    |
|     | 14102-45216    | Telephone    | 391    |

Nov 24, 2014  
Date Requested

*Valerie Geato*  
Department Director or Supervisor - Signature

Print Name Valerie Geato, Dir. of Youth & Social Services

11/24/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/24/14  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Funds budgeted for Youth Center programs

| From: | Account Number | Account Name | Amount |
|-------|----------------|--------------|--------|
|       | 14102-47282    | Programs     | 373    |
|       |                |              |        |
|       |                |              |        |

| To: | Account Number | Account Name | Amount |
|-----|----------------|--------------|--------|
|     | 14102-42233    | Copier       | 373    |
|     |                |              |        |
|     |                |              |        |

Nov 24, 2014  
Date Requested

*Valerie Geato*

Department Director or Supervisor - Signature

Print Name Valerie Geato, Dir. of Youth & Social Services

11/24/14  
Date Reviewed

*[Signature]*

Chief Financial Officer

11/24/14  
Date Approved

*[Signature]*

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



11/23/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Youth Services


Reason for Request: Change in process for purchasing and allocating costs for Town/Board of Education custodial maintenance supplies

Reason for Available Funds: Position vacancy - Youth Center Supervisor

| From: | Account Number | Account Name                          | Amount |
|-------|----------------|---------------------------------------|--------|
|       | 14102-40105    | Contractual, Temp, Occasional Payroll | 1,306  |
|       |                |                                       |        |
|       |                |                                       |        |

| To: | Account Number | Account Name       | Amount |
|-----|----------------|--------------------|--------|
|     | 14102-42331    | Custodial Supplies | 1,306  |
|     |                |                    |        |
|     |                |                    |        |

Nov 24, 2014  
Date Requested

  
Department Director or Supervisor - Signature  
Print Name Valerie Geato, Dir. of Youth & Social Services

11/24/14  
Date Reviewed

  
Chief Financial Officer

11/24/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Actual expenses for printing of the Senior Center segment of the quarterly "Colchester Connections" exceeded budgeted amount due to additional space required to advertise special events, many more than were previously offered.

Reason for Available Funds: Program Coordinator and Director were not eligible for retirement savings benefit during the entire fiscal year due to dates of hire. Budgeted amount reflects Program Coordinator and Director utilizing this benefit (budget based on previous employees in these positions).

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 15401-41230    | FICA/Retirement | 195    |
|       |                |                 |        |
|       |                |                 |        |

| To: | Account Number | Account Name            | Amount |
|-----|----------------|-------------------------|--------|
|     | 15401-44232    | Printing & Publications | 195    |
|     |                |                         |        |
|     |                |                         |        |

Sep 19, 2014  
Date Requested

*Patricia A. Watts*

Department Director or Supervisor - Signature

Print Name Patricia A. Watts, Senior Center Director

10/25/14  
Date Reviewed

*[Signature]*

Chief Financial Officer

11/21/14  
Date Approved

*[Signature]*

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Custodial/Maintenance Supplies - change in process for purchasing and allocating costs for Town/BOE custodial maintenance supplies.  
Electricity - variable rate pricing for 3 months for electricity generation services charge rate and 18% increase in degree days over prior year.  
Telephone - savings from automated dialers for alarm systems incorrectly included in budget.

Reason for Available Funds: Program Coordinator and Director were not eligible for retirement savings benefit during the entire fiscal year due to dates of hire. Budgeted amount reflects Program Coordinator and Director utilizing this benefit (budget based on previous employees in these positions).

| From: | Account Number | Account Name    | Amount |
|-------|----------------|-----------------|--------|
|       | 15401-41230    | FICA/Retirement | 552    |
|       |                |                 |        |
|       |                |                 |        |

| To: | Account Number | Account Name                   | Amount |
|-----|----------------|--------------------------------|--------|
|     | 15401-42331    | Custodial/Maintenance Supplies | 216    |
|     | 15401-45216    | Telephone                      | 247    |
|     | 15401-45622    | Electricity                    | 89     |

Sep 19, 2014  
Date Requested

*Patricia A. Watts*

Department Director or Supervisor - Signature

Print Name Patricia A. Watts, Senior Center Director

11/20/14  
Date Reviewed

*[Signature]*

Chief Financial Officer

11/25/14  
Date Approved

*[Signature]*

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Change made by State Police in Resident Trooper Sergeant assigned to Colchester. New Sergeant assigned is at a higher pay grade than individual that budget estimates provided by the State were based on.

Reason for Available Funds: Various - See detail listing


| From: | Account Number       | Account Name                 | Amount |
|-------|----------------------|------------------------------|--------|
|       | Various - see detail | Various - see detail listing | 22,555 |
|       |                      |                              |        |
|       |                      |                              |        |

| To: | Account Number | Account Name     | Amount |
|-----|----------------|------------------|--------|
|     | 12101-44200    | Resident Trooper | 22,555 |
|     |                |                  |        |
|     |                |                  |        |

Date Requested \_\_\_\_\_ Department Director or Supervisor - Signature \_\_\_\_\_

Print Name Sgt. Joe Mercer, Resident Trooper Supv

12/1/14 Date Reviewed \_\_\_\_\_ Chief Financial Officer 

12/1/14 Date Approved \_\_\_\_\_ First Selectman 

Date Approved \_\_\_\_\_ Board of Selectmen Clerk

Date Approved \_\_\_\_\_ Board of Finance Clerk

Town of Colchester  
Budget Transfer - Police Resident Trooper

| Account #     | Department & Account Name                       | From          | To            | Explanation  |
|---------------|---|---------------|---------------|--|
| 12101-41230   | Police - FICA/Retirement                        |               |               | Actual FICA/Retirement 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                                | 41            |               | 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        | See budget form  |
| <b>Totals</b> |   | <b>22,555</b> | <b>22,555</b> |  |

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number | Account Name                      | Amount |
|-------|----------------|-----------------------------------|--------|
|       | 12101-40105    | Police - Temp, Occasional Payroll | 1,460  |
|       | 11501-40101    | Town Clerk - Regular Payroll      | 7,061  |
|       |                |                                   |        |

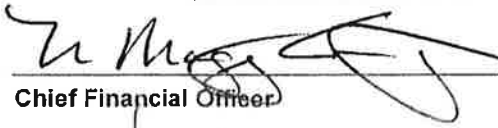
| To: | Account Number | Account Name             | Amount |
|-----|----------------|--------------------------|--------|
|     | 12101-40101    | Police - Regular Payroll | 8,521  |
|     |                |                          |        |
|     |                |                          |        |

Date Requested

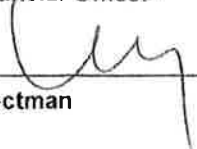
Department Director or Supervisor - Signature

Print Name

Date Reviewed

 Chief Financial Officer

Date Approved

 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

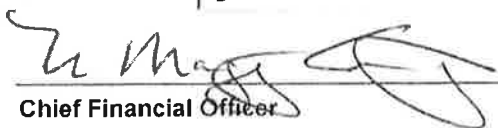
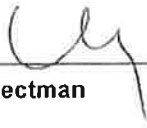
Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                                    | Account Name  | Amount                              |
|-------|---|---|-------------------------------------|
|       | <input type="text" value="Various - see detail"/> | <input type="text" value="Various - see detail listing"/> | <input type="text" value="11,637"/> |
|       | <input type="text"/>                              | <input type="text"/>                                      | <input type="text"/>                |
|       | <input type="text"/>                              | <input type="text"/>                                      | <input type="text"/>                |

| To: | Account Number                           | Account Name                                   | Amount                              |
|-----|--|--|-------------------------------------|
|     | <input type="text" value="12101-40103"/> | <input type="text" value="Police - Overtime"/> | <input type="text" value="11,637"/> |
|     | <input type="text"/>                     | <input type="text"/>                           | <input type="text"/>                |
|     | <input type="text"/>                     | <input type="text"/>                           | <input type="text"/>                |

|                                      |                       |  |  |
|--------------------------------------|-----------------------|--|--|
| <input type="text"/>                 | <b>Date Requested</b> | <input type="text"/>   | <b>Department Director or Supervisor - Signature</b> |
|                                      |                       | <input type="text" value="Sgt. Joe Mercer, Resident Trooper Supv"/>                  | <b>Print Name</b>                                    |
| <input type="text" value="12/1/14"/> | <b>Date Reviewed</b>  |  | <b>Chief Financial Officer</b>                       |
| <input type="text" value="12/1/14"/> | <b>Date Approved</b>  |   | <b>First Selectman</b>                               |
| <input type="text"/>                 | <b>Date Approved</b>  | <input type="text"/>   | <b>Board of Selectmen Clerk</b>                      |
| <input type="text"/>                 | <b>Date Approved</b>  | <input type="text"/>   | <b>Board of Finance Clerk</b>                        |

Town of Colchester

Budget Transfer - Police Overtime

| Account #     | Department & Account Name               | From          | To            | Explanation  |
|---------------|---|---------------|---------------|--|
| 12101-41230   | Police - FICA/Retirement                | 607           |               | Actual FICA/Retirement calculation less than budgeted (selective 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   | Fire - Employee Related Insurance       | 305           |               | Position vacancy in Fall 2013 - resignation of Firefighter/EMT partially funded by SAFER grant   |
| 12202-41230   | Fire - FICA/Retirement                  | 2,105         |               | Position vacancy in Fall 2013 - resignation of Firefighter/EMT partially funded by SAFER grant   |
| 11801-40101   | Information Technology - Regular Salary | 3,348         |               | Employee out on medical leave during May/June 2014   |
| 11801-41230   | Information Technology - FICA           | 256           |               | Employee out on medical leave during May/June 2014   |
| 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                       |               | 11,637        | See budget form  |
| <b>Totals</b> |   | <b>11,637</b> | <b>11,637</b> |  |



12/13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Revenue for ambulance billing was higher than projected resulting in increase in billing company share of fees

Reason for Available Funds: Unexpended funds in service contracts due to: Fire Dept has basic contract services for preventative maintenance with additional cost assumptions for call backs and parts, as needed. Some contracts did not use additional funds for parts/call backs

| From: | Account Number | Account Name      | Amount |
|-------|----------------|-------------------|--------|
|       | 12202-44223    | Service Contracts | 2,132  |
|       |                |                   |        |
|       |                |                   |        |

| To: | Account Number | Account Name          | Amount |
|-----|----------------|-----------------------|--------|
|     | 12202-44208    | Professional Services | 2,132  |
|     |                |                       |        |
|     |                |                       |        |

Nov 25, 2014  
Date Requested

Department Director or Supervisor - Signature

Print Name Walter Cox

12/10/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

12/11/14  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

12/13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Cost to send Posi-check mask fit tester to manufacturer for calibration - insured for replacement costs (\$13,000-\$15,000).

Reason for Available Funds: Unexpended funds in service contracts due to: Fire Dept has basic contract services for preventative maintenance with additional cost assumptions for call backs and parts, as needed. Some contracts did not use additional funds for parts/call backs

| From: | Account Number | Account Name      | Amount |
|-------|----------------|-------------------|--------|
|       | 12202-44223    | Service Contracts | 178    |
|       |                |                   |        |
|       |                |                   |        |

| To: | Account Number | Account Name | Amount |
|-----|----------------|--------------|--------|
|     | 12202-44217    | Postage      | 178    |
|     |                |              |        |
|     |                |              |        |

Nov 25, 2014  
Date Requested

Department Director or Supervisor - Signature

Print Name: Walter Cox

*[Signature]*  
Chief Financial Officer

*[Signature]*  
First Selectman

Date Approved: \_\_\_\_\_  
Board of Selectmen Clerk

Date Approved: \_\_\_\_\_  
Board of Finance Clerk

12/11/14  
Date Reviewed

12/11/14  
Date Approved

FC 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Variable rate pricing for 3 months of electricity generation services charge rate, and 18% increase in heating degree days over prior year.

Reason for Available Funds: Emergency medical supplies purchased from various vendors. One vendor went through re-org and was unable to ship product resulting in un-used encumbered funds for that vendor.  
Bunker gear & related items reduced to a member leaving CHVFD, not enough time for vendor to re-size / manufacture for a different member.

| From: | Account Number | Account Name               | Amount |
|-------|----------------|----------------------------|--------|
|       | 12202- 42345   | Emergency Medical Supplies | 8,863  |
|       | 12202-42323    | Prot. Clothing & Safety    | 5,293  |
|       |                |                            |        |
| To:   | 12202-45622    | Electricity                | 14,156 |
|       |                |                            |        |
|       |                |                            |        |

Nov 25, 2014

Date Requested

Department Director or Supervisor - Signature

Print Name Walter Cox

12/1/14  
Date Reviewed

Chief Financial Officer

12/1/14  
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Changes to union contract from collective bargaining resulting in un-anticipated per diem coverage of shifts at end of fiscal year.

Reason for Available Funds: Did not use OT for filling of shifts - used per diem staff.

| From: | Account Number | Account Name | Amount |
|-------|----------------|--------------|--------|
|       | 12202- 40103   | Overtime     | 1,399  |
|       |                |              |        |
|       |                |              |        |

| To: | Account Number | Account Name     | Amount |
|-----|----------------|------------------|--------|
|     | 12202-40105    | Cont. Temp Occas | 1,399  |
|     |                |                  |        |
|     |                |                  |        |

Nov 25, 2014  
Date Requested

*Walter Cox*

Department Director or Supervisor - Signature

Print Name Walter Cox

12/1/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

12/1/14  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Heating Oil - 18% increase in heating degree days over prior fiscal year

Reason for Available Funds: Unexpended funds in service contracts due to: Fire Dept has basic contract services for preventative maintenance with additional cost assumptions for call backs and parts, as needed. Some contracts did not use additional funds for parts / call backs.

| From: | Account Number | Account Name      | Amount |
|-------|----------------|-------------------|--------|
|       | 12202- 44223   | Service Contracts | 1,105  |
|       |                |                   |        |
|       |                |                   |        |

| To: | Account Number | Account Name   | Amount |
|-----|----------------|----------------|--------|
|     | 12202-45221    | Fuel / Heating | 1,105  |
|     |                |                |        |
|     |                |                |        |

Nov 25, 2014  
Date Requested

*Walter Cox*  
Department Director or Supervisor - Signature

Print Name | Walter Cox

*12/1/14*  
Date Reviewed

*[Signature]*  
Chief Financial Officer

*12/1/14*  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Increase due to increased membership involvement.

Reason for Available Funds: Unexpended funds in service contracts due to : Fire Dept has basic contract services for preventative maintenance with additional cost assumptions for call backs and parts , as needed . Some contracts did not use additional funds for parts / call backs.

| From: | Account Number      | Account Name             | Amount     |
|-------|---------------------|--------------------------|------------|
|       | <u>12202- 44223</u> | <u>Service Contracts</u> | <u>101</u> |
|       |                     |                          |            |
|       |                     |                          |            |

| To: | Account Number     | Account Name        | Amount     |
|-----|--------------------|---------------------|------------|
|     | <u>12202-44243</u> | <u>Compensation</u> | <u>101</u> |
|     |                    |                     |            |
|     |                    |                     |            |

Nov 25, 2014  
Date Requested

Walter Cox  
Department Director or Supervisor - Signature

Print Name Walter Cox

12/1/14  
Date Reviewed

[Signature]  
Chief Financial Officer

12/1/14  
Date Approved

[Signature]  
First Selectman

                      
Date Approved

Board of Selectmen Clerk

                      
Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Repairs to aging fire apparatus including apparatus beyond expected useful life.

Reason for Available Funds: Unexpended funds in service contracts due to : Fire Dept has basic contract services for preventative maintenance with additional cost assumptions for call backs and parts , as needed . Some contracts did not use additional funds for parts / call backs.

| From: | Account Number | Account Name        | Amount |
|-------|----------------|---------------------|--------|
|       | 12202- 44223   | Service Contracts   | 6,922  |
|       |                |                     |        |
|       |                |                     |        |
| To:   |                |                     |        |
|       | 12202-46390    | Vehicle Maintenance | 6,922  |
|       |                |                     |        |
|       |                |                     |        |

Nov 25, 2014  
Date Requested

*Walter Cox*  
Department Director or Supervisor - Signature

Print Name | Walter Cox

12/1/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

*[Signature]*  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number | Account Name                          | Amount |
|-------|----------------|---------------------------------------|--------|
|       | 13202-46390    | 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  |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



fy 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

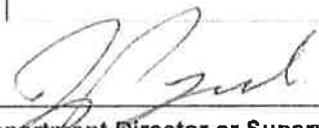
Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name  | Amount                           |
|-------|--|---|----------------------------------|
|       | <input type="text" value="13202-42323"/> | <input type="text" value="Protective Clothing &amp; Safety Equipment"/> | <input type="text" value="43"/>  |
|       | <input type="text" value="13202-41230"/> | <input type="text" value="FICA and Retirement"/>                        | <input type="text" value="837"/> |
|       | <input type="text" value="13202-42301"/> | <input type="text" value="Office Supplies"/>                            | <input type="text" value="145"/> |

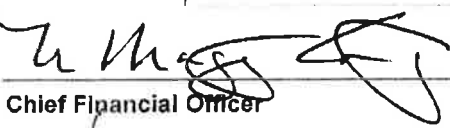
| To: | Account Number                           | Account Name                          | Amount                             |
|-----|--|---------------------------------------|------------------------------------|
|     | <input type="text" value="13202-40103"/> | <input type="text" value="Overtime"/> | <input type="text" value="1,025"/> |
|     | <input type="text"/>                     | <input type="text"/>                  | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>                  | <input type="text"/>               |

Date Requested

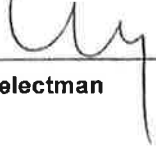
  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Life insurance rate adjustment

Reason for Available Funds: FICA Savings due to retirement

| From: | Account Number | Account Name        | Amount |
|-------|----------------|---------------------|--------|
|       | 13202-41230    | FICA and Retirement | 61     |
|       |                |                     |        |
|       |                |                     |        |


| To: | Account Number | Account Name               | Amount |
|-----|----------------|----------------------------|--------|
|     | 13202-41210    | Employee Related Insurance | 61     |
|     |                |                            |        |
|     |                |                            |        |

Nov 21, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli

12/1/14  
Date Reviewed

  
Chief Financial Officer

12/1/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

| Account Number                           | Account Name   | Amount                           |
|--|--|----------------------------------|
| <input type="text" value="13202-42341"/> | <input type="text" value="Fleet Repair and Maintenance Supply"/> | <input type="text" value="544"/> |
| <input type="text"/>                     | <input type="text"/>   | <input type="text"/>             |
| <input type="text"/>                     | <input type="text"/>   | <input type="text"/>             |

To:

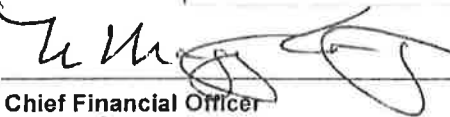
|  |   |                                  |
|--|---|----------------------------------|
| <input type="text" value="13202-42331"/> | <input type="text" value="Custodial &amp; Maintenance Supplies"/> | <input type="text" value="544"/> |
| <input type="text"/>                     | <input type="text"/>  | <input type="text"/>             |
| <input type="text"/>                     | <input type="text"/>  | <input type="text"/>             |

Date Requested


  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

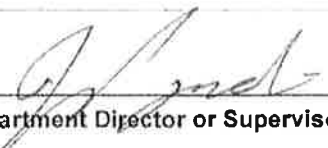
Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name                                   | Amount                             |
|-------|--|--|------------------------------------|
|       | <input type="text" value="13202-44223"/> | <input type="text" value="Service Contracts"/> | <input type="text" value="3,380"/> |
|       | <input type="text"/>                     | <input type="text"/>                           | <input type="text"/>               |
|       | <input type="text"/>                     | <input type="text"/>                           | <input type="text"/>               |

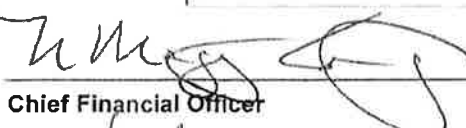
| To: | Account Number                           | Account Name                               | Amount                             |
|-----|--|--|------------------------------------|
|     | <input type="text" value="13202-45221"/> | <input type="text" value="Fuel/ Heating"/> | <input type="text" value="3,380"/> |
|     | <input type="text"/>                     | <input type="text"/>                       | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>                       | <input type="text"/>               |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name  | Amount                             |
|-------|--|---|------------------------------------|
|       | <input type="text" value="13202-44223"/> | <input type="text" value="Fleet - Service Contracts"/>        | <input type="text" value="1,670"/> |
|       | <input type="text" value="13201-45389"/> | <input type="text" value="Highway - Traffic Control Lights"/> | <input type="text" value="3,644"/> |
|       | <input type="text" value="13201-41230"/> | <input type="text" value="Highway - FICA/Retirement"/>        | <input type="text" value="3,510"/> |

| To: | Account Number                           | Account Name                                     | Amount                             |
|-----|--|--|------------------------------------|
|     | <input type="text" value="13202-45622"/> | <input type="text" value="Fleet - Electricity"/> | <input type="text" value="8,824"/> |
|     | <input type="text"/>                     | <input type="text"/>                             | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>                             | <input type="text"/>               |

Date Requested

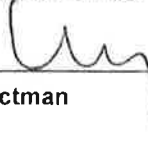
  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:


Reason for Available Funds:

From:

| Account Number                          | Account Name                            | Amount                               |
|---|---|--------------------------------------|
| <input type="text" value="See Detail"/> | <input type="text" value="See Detail"/> | <input type="text" value="177,981"/> |
| <input type="text"/>                    | <input type="text"/>                    | <input type="text"/>                 |
| <input type="text"/>                    | <input type="text"/>                    | <input type="text"/>                 |

To:

|   |   |                                      |
|---|---|--------------------------------------|
| <input type="text" value="See Detail"/> | <input type="text" value="See Detail Listing"/> | <input type="text" value="177,981"/> |
| <input type="text"/>                    | <input type="text"/>                            | <input type="text"/>                 |
| <input type="text"/>                    | <input type="text"/>                            | <input type="text"/>                 |

Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved \_\_\_\_\_ First Selectman

Date Approved \_\_\_\_\_ Board of Selectmen Clerk

Date Approved \_\_\_\_\_ Board of Finance Clerk

Town of Colchester

Additional Appropriation and Budget Transfer - Snow Removal

| Account #   | Department & Account Name                 | From   | To | Explanation  |
|-------------|---|--------|----|--|
| 18501-36250 | Unassigned Fund Balance                   | 90,503 |    | Appropriation from Unassigned Fund Balance               |
| 11101-50900 | BOF - Contingency                         | 52,229 |    | Contingency funds included in adopted budget             |
| 13201-40101 | Highway - Regular Payroll                 | 13,317 |    | Employee absences due to Workers compensation.           |
| 13201-41230 | Highway - FICA & Retirement               | 5,288  |    | Employee absences due to Workers compensation.           |
| 13201-40103 | Highway - Overtime                        | 1,949  |    | Residual Savings in Individual Budget Lines              |
| 13201-40105 | Highway-Contractor Temp. Occasional       | 225    |    | Residual Savings in Individual Budget Lines              |
| 13201-44208 | Highway-Professional Services             | 625    |    | Residual Savings in Individual Budget Lines              |
| 13201-44238 | Highway-Uniform Rentals                   | 780    |    | Residual Savings in Individual Budget Lines              |
| 13201-46224 | Highway-Equipment Repairs                 | 200    |    | Residual Savings in Individual Budget Lines              |
| 13200-40101 | PWAdmin-Regular Payroll                   | 275    |    | Residual Savings in Individual Budget Lines              |
| 13200-41230 | PWAdmin-FICA & Retirement                 | 1,360  |    | Residual Savings in Individual Budget Lines              |
| 13200-42323 | PWAdmin-Prot. Clothing & Safety Equipment | 150    |    | Residual Savings in Individual Budget Lines              |
| 13200-43258 | PWAdmin-Professional Memberships          | 200    |    | Residual Savings in Individual Budget Lines              |
| 13200-44231 | PWAdmin-Advertising                       | 189    |    | Residual Savings in Individual Budget Lines              |
| 13200-45216 | PWAdmin-Telephone                         | 490    |    | Residual Savings in Individual Budget Lines              |
| 13202-42323 | Fleet-Prot. Clothing & Safety Equipment   | 1,884  |    | Residual Savings in Individual Budget Lines              |
| 13202-43213 | Fleet-Mileage, Training, Meetings         | 600    |    | Residual Savings in Individual Budget Lines              |
| 13203-40101 | Grounds - Regular Payroll                 | 1,205  |    | Employee absences due to Promotion/Transfer of employee. |
| 13203-41230 | Grounds -FICA & Retirement                | 1,557  |    | Employee absences due to Promotion/Transfer of employee. |
| 13203-42331 | Grounds-Custodial/ Maintenance Supplies   | 20     |    | Residual Savings in Individual Budget Lines              |
| 13203-42323 | Grounds-Prot. Clothing & Safety Equipment | 295    |    | Residual Savings in Individual Budget Lines              |
| 13203-48404 | Grounds-Machinery & Equipment             | 170    |    | Residual Savings in Individual Budget Lines              |

**Town of Colchester**

**Additional Appropriation and Budget Transfer - Snow Removal**

| Account #   | Department & Account Name                          | From           | To             | Explanation  |
|-------------|--|----------------|----------------|--|
| 13601-40101 | Transfer Station-Regular Payroll                   | 1,550          |                | Employee absences due to Promotion/Transfer of employee.             |
| 13601-41230 | Transfer Station -FICA & Retirement                | 370            |                | Employee absences due to Promotion/Transfer of employee.             |
| 13601-42323 | Transfer Station-Prot. Clothing & Safety Equipment | 360            |                | Residual Savings in Individual Budget Lines                          |
| 13601-43213 | Transfer Station -Mileage, Training, Meetings      | 300            |                | Residual Savings in Individual Budget Lines                          |
| 13601-46226 | Transfer Station- Building Repairs                 | 480            |                | Residual Savings in Individual Budget Lines                          |
| 13601-46390 | Transfer Station- Vehicle Maintenance & Fuel       | 1,410          |                | Residual Savings in Individual Budget Lines                          |
| 13204-40103 | Snow Removal - Overtime                            |                | 71,800         | Significant number of snow/ice events during Winter 2013/2014 season |
| 13204-41230 | Snow Removal - FICA                                |                | 5,088          | Significant number of snow/ice events during Winter 2013/2014 season |
| 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 2013/2014 season |
| 13204-44208 | Snow Removal - Professional Services               |                | 40,403         | Significant number of snow/ice events during Winter 2013/2014 season |
|             | <b>Totals</b>                                      | <b>177,981</b> | <b>177,981</b> |  |



FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name  | Amount                             |
|-------|--|---|------------------------------------|
|       | <input type="text" value="13205-40101"/> | <input type="text" value="Regular Payroll"/>            | <input type="text" value="4,551"/> |
|       | <input type="text" value="13205-44231"/> | <input type="text" value="Advertising"/>                | <input type="text" value="300"/>   |
|       | <input type="text" value="13205-41210"/> | <input type="text" value="Employee Related Insurance"/> | <input type="text" value="146"/>   |


|     |  |   |                                    |
|-----|--|---|------------------------------------|
| To: | <input type="text" value="13205-45221"/> | <input type="text" value="Fuel Heating"/> | <input type="text" value="4,997"/> |
|     | <input type="text"/>                     | <input type="text"/>                      | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>                      | <input type="text"/>               |

Date Requested


  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name                                   | Amount                             |
|-------|--|--|------------------------------------|
|       | <input type="text" value="13205-44223"/> | <input type="text" value="Service Contracts"/> | <input type="text" value="3,822"/> |
|       | <input type="text" value="13205-44231"/> | <input type="text" value="Advertising"/>       | <input type="text" value="200"/>   |
|       | <input type="text"/>                     | <input type="text"/>                           | <input type="text"/>               |

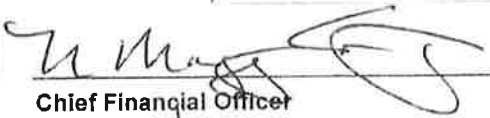
| To: | Account Number                           | Account Name                                  | Amount                             |
|-----|--|---|------------------------------------|
|     | <input type="text" value="13205-46226"/> | <input type="text" value="Building Repairs"/> | <input type="text" value="4,022"/> |
|     | <input type="text"/>                     | <input type="text"/>                          | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>                          | <input type="text"/>               |

Date Requested

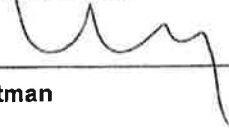
  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

| From: | Account Number                           | Account Name   | Amount                           |
|-------|--|--|----------------------------------|
|       | <input type="text" value="13205-41230"/> | <input type="text" value="FICA"/>                                  | <input type="text" value="381"/> |
|       | <input type="text" value="13601-42340"/> | <input type="text" value="Trsfr Sta. - Other Purchased Supplies"/> | <input type="text" value="800"/> |
|       | <input type="text" value="13601-44208"/> | <input type="text" value="Trsfr Sta.- Professional Services"/>     | <input type="text" value="800"/> |

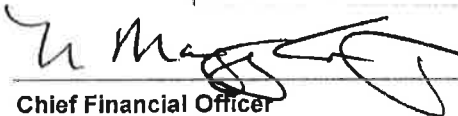
| To: | Account Number                           | Account Name                           | Amount                             |
|-----|--|--|------------------------------------|
|     | <input type="text" value="13205-45216"/> | <input type="text" value="Telephone"/> | <input type="text" value="1,981"/> |
|     | <input type="text"/>                     | <input type="text"/>                   | <input type="text"/>               |
|     | <input type="text"/>                     | <input type="text"/>                   | <input type="text"/>               |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

| Account Number                           | Account Name  | Amount                           |
|--|---|----------------------------------|
| <input type="text" value="13205-41230"/> | <input type="text" value="FICA"/>                       | <input type="text" value="813"/> |
| <input type="text" value="13205-42332"/> | <input type="text" value="Paint &amp; Paint Supplies"/> | <input type="text" value="698"/> |
| <input type="text"/>                     | <input type="text"/>                                    | <input type="text"/>             |

To:

|  |   |                                    |
|--|---|------------------------------------|
| <input type="text" value="13205-42331"/> | <input type="text" value="Custodial &amp; Maintance Supplies"/> | <input type="text" value="1,511"/> |
| <input type="text"/>                     | <input type="text"/>  | <input type="text"/>               |
| <input type="text"/>                     | <input type="text"/>  | <input type="text"/>               |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department:

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:   
Savings realized with reduced Regular Payroll amount


| From: | Account Number       | Account Name         | Amount               |
|-------|----------------------|----------------------|----------------------|
|       | 13205-41230          | FICA/Retirement      | 649                  |
|       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|       | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| To: | Account Number | Account Name                           | Amount |
|-----|----------------|--|--------|
|     | 13205-40103    | Overtime                               | 439    |
|     | 13205-42323    | Protective Clothing & Safety Equipment | 37     |
|     | 13205-46390    | Vehicle Maintenance & Fuel             | 173    |

Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request: 18% increase in Heating degree days from historic average and winter electricity generation supplier price spike (variable rate)

Reason for Available Funds: Savings realized with reduced Regular Payroll due to Workers Compensation claim within Highway division

| From: | Account Number | Account Name              | Amount |
|-------|----------------|---------------------------|--------|
|       | 13201-40101    | Highway - Regular Payroll | 25,788 |
|       |                |                           |        |
|       |                |                           |        |

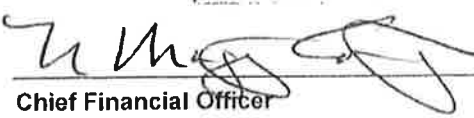
| To: | Account Number | Account Name             | Amount |
|-----|----------------|--------------------------|--------|
|     | 13205-45622    | Facilities - Electricity | 25,788 |
|     |                |                          |        |
|     |                |                          |        |

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

## Tricia Dean

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**From:** Gary <siddellg66@comcast.net>  
**Sent:** Friday, November 28, 2014 12:59 PM  
**To:** Tricia Dean  
**Cc:** Stan Soby  
**Subject:** 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.

**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 construed by some to be an attempt to circumvent FOIA.

## 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 [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.

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### 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.

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Comment [SFS4]: Commission

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### 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

Comment [SFS5]: Notice of meeting must be as per FOIA.

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