

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Agenda
Regular Meeting
Thursday, November 15, 2012
Colchester Town Hall**

Meeting Room 1 – 7:00PM

1. Call to Order
2. Additions to the Agenda
3. Amend Minutes of the April 5 and April 19 Regular Board of Selectmen meetings
4. Approve Minutes of the October 18, 2012 Regular Board of Selectmen meeting
5. Approve Minutes of the October 24, 2012 Special Board of Selectmen meeting
6. Citizen's Comments
7. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Historic District Commission. Resignation of Peter John Chesnes.
 - b. Ethics Commission. Member re-appointment for a three-year term to expire 11/01/2015. Deborah Marvin to be interviewed.
 - c. Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Nicholas Constant to be interviewed.
 - d. Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Stephen Kane to be interviewed.
 - e. Board or Commission Vacancy. Jeffrey Collins to be interviewed.
 - f. Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Kristin Moody was interviewed on 10/18/2012.
 - g. Parks & Recreation Commission. Member re-appointment for a three-year term to expire 11/01/2015. Lynne Stephenson to be interviewed.
8. Budget Transfers
9. Tax Refunds & Rebates
10. Discussion and Possible Action on Acceptance of Conservation Easement

NAHICY A. BRAY
TOWN CLERK

Nancy A. Bray

2012 NOV 13 PM 3:55

RECEIVED
COLCHESTER, CT

11. Discussion and Possible Action on Re-Enrollment for Medicare Billing Program
12. Discussion and Possible Action on Middlesex Paramedic Bundle Billing
13. Discussion and Possible Action on Town Green Holiday Tree
14. Discussion and Possible Action on Parks & Recreation Program Fund
15. Discussion and Possible Action on 2013 Board & Commission Chairmen Meeting Dates
16. Discussion and Possible Action on 2013 Board of Selectmen Meeting Dates
17. Discussion and Possible Action on Personnel Policy
 - a. Section II, pages 35 – 38 (2nd Reading)
 - b. Section II, pages 38 – 40 (1st Reading)
18. Citizen's Comments
19. First Selectman's Report
20. Liaison Report
21. Executive Session to Discussion Memorandum of Agreement with Colchester Police Local 3693T, AFSCME, Council #15
22. Discussion and Possible Action on Memorandum of Agreement with Colchester Police Local 3693T, AFSCME, Council #15
23. Adjourn

To: Colchester Board of Selectmen

From: Mike Trocchi

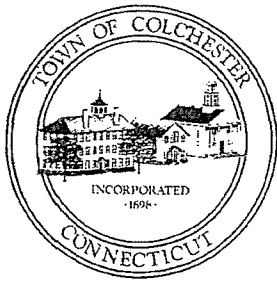
It recently came to my attention that I was noted as absent to the following April Board of Selectman meeting as can be seen in the minutes online here:

http://www.colchesterct.gov/Pages/ColchesterCT_BComm/BOS/ColchesterCT_BOSMinutes/minutes041912.pdf

But in fact I was never called and never asked to attend this interview and was at that time in the process of buying a home in East Haddam and would have had to decline the invitation.

In this day and age of employers using Google searches to find background information on candidates, I request the board to amend these minutes to show that I was not scheduled to interview for a post on the Conservation Commission on that date.

Thank you.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Regular Meeting Minutes
Thursday, April 5, 2012
Colchester Town Hall**

Meeting Room 1 – Immediately Following Town Meeting at 7:00pm

RECEIVED
COLCHESTER, CT
2012 APR -5 AM 9:58
Nancy A. Bray

NANCY A. BRAY
TOWN CLERK

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, Selectman Greg Cordova, and Selectman Rosemary Coyle

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Adam Turner, James Paggioli, Dot Mrowka, Nancy Bray, Robert Tarlov, Donald Kennedy, Brad Bernier, Ryan Blessing, and other citizens.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:08 p.m.
2. **Additions to the Agenda**
R. Coyle moved to add to the agenda item #10, "Discussion and Possible Action on Donate Life Flag" and renumber accordingly, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the March 15, 2012 Regular Board of Selectmen Meeting**
S. Soby moved to approve the minutes of the March 15, 2012 Regular Board of Selectmen meeting, seconded by R. Coyle. J. Ford and R. Coyle abstained. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the March 19, 2012 Joint Board of Selectmen/Board of Finance Meeting**
S. Soby moved to approve the minutes of the March 19, 2012 Joint Board of Selectmen/Board of Finance meeting with edits made to correct spelling of names in the public comment section, seconded by R. Coyle. J. Ford abstained. Unanimously approved. MOTION CARRIED.
5. **Approve Minutes of the March 29, 2012 Special Board of Selectmen Meeting**
R. Coyle moved to approve the minutes of the March 29, 2012 Special Board of Selectmen meeting with the addition of "R. Coyle made a motion to separate the three budget transfers into three motions. The First Selectman said the budget transfer could not be split and ruled the motion out of order. No further action was taken on the motion to separate the budget transfers," seconded by J. Ford. J. Ford abstained. Unanimously approved. MOTION CARRIED.
6. **Citizen's Comments**
None.
7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

G. Schuster recused himself from the interview and discussion on 7a and turned the chair over to Selectman Soby.

- a. **Fair Rent Commission. Member appointment for a three-year term to expire 04/30/15. Steven A. Schuster to be interviewed.**
Steven A. Schuster was interviewed.

Selectman Soby turned the chair back to First Selectman Schuster

13. Discussion and Possible Action on Historic Documents Preservation Program Grant Application

S. Soby moved to appoint Nancy A. Bray, Town Clerk, as the applicant for the Historic Documents Preservation Program Grant and for the First Selectman to sign any necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on 2012 – 2013 Budget

S. Soby moved to send the Town and Board of Education budgets, as proposed by the Board of Finance, to the annual Town Meeting, scheduled for Wednesday, April 25, 2012 at 7:00 p.m. at Town Hall; seconded by G. Cordova. R. Coyle discussed raises of non-union employee and potential raises for Town employees and timeframe of notification to Board of Selectmen. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action on Personnel Policy

- a. **Section I, pages 1 - 7** (3rd Reading)
- b. **Section II, pages 7 - 14** (2nd Reading)

R. Coyle commented on suggested changes and edits were recommended. No action taken.

16. Citizen's Comments

None.

17. First Selectman's Report

First Selectman Schuster reported that Tuesday, April 10 from 6:00-9:00pm there will be a Freedom of Information training at Town Hall and all board and commission members are encouraged to attend; the Honeywell project completed their 60% review and decisions and the outline of the final process will need to be made – a tri-board meeting will need to be held to discuss; the Volunteer Fair on Wednesday, March 28 was not well attended by the public, but created awareness and some applications were received; and there was a ribbon cutting at the new wellness center, who may already be looking to expand to the Red Barn.

18. Liaison Report

S. Soby reported that the Agriculture Commission supports the possible Slembek land purchase; the Planning & Zoning Commission received an accessory apartment application, had 8-24 on two bonding options, and a zoning violation will be followed-up on by staff; and the Police Commission finished edited the Rules and Regulations, there was discussion on the draft Curfew Ordinance, and further discussions on identifying the need for a second Resident Trooper.

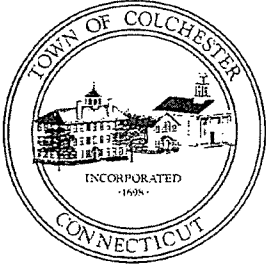
19. Adjourn

G. Cordova moved to adjourn at 7:42 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy
Executive Assistant to the First Selectmen



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Regular Meeting Minutes
Thursday, April 19, 2012
Colchester Town Hall**

RECEIVED
COLCHESTER, CT
2012 APR 20 PM 8:02
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

Meeting Room 1 – Immediately Following Commission Chairmen Meeting at 7:00pm

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, and Selectman Rosemary Coyle

MEMBERS ABSENT: Selectman Greg Cordova

OTHERS PRESENT: Gina Santos, Adam Turner, Dot Mrowka, Jenny Contois, Nancy Bray, Walter Cox, Ron Goldstein, Robert Tarlov, Steven Schuster and other citizens

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:20pm.

2. Additions to Agenda

S. Soby moved to add to the agenda item #9, "Discussion and Possible Action on Farm Preservation," and renumber accordingly, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

3. Approve Minutes of the April 5, 2012 Regular Board of Selectmen Meeting

R. Coyle moved to approve the minutes of the April 5, 2012 regular Board of Selectmen meeting, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

4. Citizen's Comments

None

5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations

a. Moved to follow item #9

G. Schuster recused himself from the discussion on 5b and turned the chair over to Selectman Soby

b. Fair Rent Commission. Discussion and Possible member appointment for a three-year term to expire 04/30/15. Steven A Schuster was interviewed on 04/05/2012.

R. Coyle moved to appoint Steven A. Schuster as a member of the Fair Rent Commission for a three-year term to expire 04/30/15, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Selectman Soby turned the chair back to First Selectman Schuster

c. Planning & Zoning Commission. Discussion and Possible member appointment for a three-year term to expire 12/31/14. Christopher Bakaj was interviewed on 04/05/2012.

S. Soby moved to appoint Christopher Bakaj as a member of the Planning & Zoning Commission for a three-year term to expire 12/31/14, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

d. Conservation Commission. Alternate appointment for a three-year term to expire 10/31/15. Mike Trocchi to be interviewed.

Mike Trocchi was absent.

6. Budget Transfers

None

7. Tax Refunds

R. Coyle moved to approve the tax refunds of \$5.09 to Richard & Shirley Barber, \$48.00 to Hugh Campbell, \$58.32 to Michael Doody, Jr., \$1,106.38 to Monica & Lisa Everett, \$59.35 to Oscar & Lucia Ferland, \$74.97 to GAIA Colchester LLC, \$11.01 to Walter & Rita Herman, \$98.88 to Nutmeg Gravel & Excavating, \$4,404.40 to Nutmeg Housing Devlp Corp., \$9.82 to Teresa Ortiz, \$50.83 to Gregory & Andrea Rankowitz, \$9.95 to Steven & Lisa Sicard, \$1,395.73 to Ann Smyk, and \$219.47 to VW Credit Leasing LTD, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

8. Presentation of Eagle Scout Project by Kyle McCormick

Kyle McCormick presented his project which was the trail improvement of the Ruby and Elizabeth Cohen Woodlands. Kyle created a project plan and listed the goals. He received approval and started working on the project in July 2011. With the assistance of other Boy Scout troops the goals were accomplished. Kyle thanked Jay Gigliotti, Tim Angell, Greg Plunkett, Sean O'Leary and First Selectman G. Schuster for their assistance with this project.

9. Discussion and Possible Action on Farm Preservation

Discussion was had regarding potential acquisitions and how these acquisitions would be handled. J. Ford suggested looking into outside funding to support this particular acquisition and how should to approach this in the future. Liz Gilman addressed the board regarding her concerns with the future of the farm and how important she believes funding is for it to remain a farm. The liaison of the CT Farm Bureau addressed his concerns.

5a. Fair Rent Commission. Member re-appointment for a three-year term to expire 04/30/2015. Jack Faski to be interviewed.

Jack Faski was interviewed. R. Coyle moved to re-appoint Jack Faski to the Fair Rent Commission for a three-year term to expire 04/30/2015, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Fire Prevention & Safety Grant – Residential Smoke Alarm Program

Chief Cox stated the importance of smoke alarms. The goal is to target specific age groups (i.e. senior citizens and families with young children). These particular smoke alarms have the ability to detect smoldering, high heat flame alarms and are voice activated to alert people of fires. With approval of the grant they would be allowed to purchase 1250 smoke alarms and distribute them to the specific age groups. Chief Cox also stated the fire department would take on the responsibility to assist in training people on how to use the smoke alarms properly and also assist with installation. R. Coyle moved to give Chief Cox permission to apply for the Fire Prevention & Safety Grant, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Local Option Property Tax Relief Task Force

First Selectman G Schuster stated the confusion was over the wording in the ordinance about forming this task force every 5 years. The confusion was what is grand list 2012? R. Coyle researched and concluded this should be done next year.

12. Discussion and Possible Action on Old Firehouse Lease

The board members received a copy of the lease which the language has been agreed upon between the town and the firehouse. S. Soby suggested one change that should be made to the lease. First Selectman G. Schuster will make the appropriate changes.

13. Discussion and Possible Action on Memorandum of Agreement with Collaborative for Colchester's Children (C3)

The members of the board received a packet prior to tonight's meeting with the updates to the memorandum of agreement. Cindy Praisner gave a brief overview. R. Coyle moved to authorize the First Selectman to sign the Memorandum of Agreement with Collaborative for Colchester's Children (C3), seconded by S. Soby. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Continuation of the Discovery Initiative Grant (C3)

Shelly Flynn gave a brief overview of how the grant works. R. Coyle moved to authorize the First Selectmen to sign the Continuation of the Discovery Initiative Grant for a two year application, S. Soby seconded. Unanimously approved, MOTION CARRIED.

15. Discussion and Possible Action on Personnel Policy

a. Section II, pages 7 – 14 (2nd Reading)

Discussion was had and changes were recommended. First Selectman G. Schuster will make appropriate changes.

16. Citizen's Comments

None

17. First Selectman's Report

First Selectman G. Schuster stated the construction will begin shortly on the grant funded sidewalk on Lebanon Avenue and Main Street. There was a great presentation had regarding FOIA.

18. Liaison Report

J. Ford attended two meetings one with the Historic District Commission and attended the combined meeting of the Open Space and Conservation Committee.

19. Executive Session to Discuss Land Acquisition

S. Soby moved to enter into executive session to discuss land acquisition and to invite the town planner and the chair of the Board of Finance, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:46 p.m.
Exited from executive session at 9:19 p.m.

20. Executive Session to Discuss Litigation and Pending Claims

S. Soby moved to enter into executive session to discuss litigation and pending claims and to invite the town planner, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:20 p.m.
Exited from executive session at 9:33 p.m.

21. Executive Session to Discuss Negotiations with Colchester Police Local 2693T, AFSCME Council #15

S. Soby moved to enter into executive session to discuss negotiations with Colchester Police local 2693T AFSCME Council #15, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:34 p.m.
Exited from executive session at 9:45 p.m.

22. Executive Session to Discuss Personnel Matter

R. Coyle moved to enter into executive session to discuss personnel matter, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:46 p.m.
Exited from executive session at 10:00 p.m.

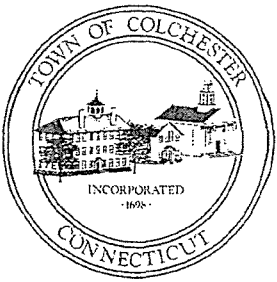
23. Adjourn

R. Coyle moved to adjourn at 10:00 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Gina Santos
Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Minutes
Regular Meeting
Thursday, October 18, 2012
Colchester Town Hall**

**Meeting Room 1 – Immediately Following Town Meeting and
Commission Chair Meeting at 7:05PM**

RECEIVED
COLCHESTER, CT
2012 OCT 22 AM 11:05
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

MEMBERS PRESENT: Acting First Selectman Stan Soby, Selectman Greg Cordova, Selectman James Ford, and Selectman Rosemary Coyle

MEMBERS ABSENT: First Selectman Gregg Schuster

OTHERS PRESENT: Derrik Kennedy, James Paggioli, Nancy Bray, Dot Mrowka, Sean O'Leary, Rob Parlee, John Malsbenden, Brad Bernier, Frank Jackter, Ryan Blessing, Melissa Roberto, and other citizens.

1. **Call to Order**

Acting First Selectman S. Soby called the meeting to order at 7:36 p.m.

2. **Additions to the Agenda**

J. Ford moved to add to the agenda as #3, "A Resolution Concerning Destruction of Display at the CBA Scarecrow Contest," and renumber accordingly, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

3. **A Resolution Concerning Destruction of Display at the CBA Scarecrow Contest**

J. Ford moved the following resolution:

"Resolved by the Board of Selectmen that the act Tuesday night in which a fire was set destroying one of the Colchester Business Association candidate scarecrow displays is considered against the norms of our community, what we stand for, and should not to be tolerated or accepted in any manner. Such acts of arson reflect badly on our community and the impression of others about Colchester and its values. Therefore, the Colchester Board of Selectmen request full review of this criminal act by appropriate police agencies with the goal that the responsible parties are brought to justice." Resolution seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

4. **Approve Minutes of the October 4, 2012 Regular Board of Selectmen meeting**

R. Coyle moved to approve the minutes of the October 4, 2012 Regular Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

5. **Approve Minutes of the October 9, 2012 Special Board of Selectmen meeting**

G. Cordova moved to approve the minutes of the October 9, 2012 Special Board of Selectmen meeting, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

6. **Citizen's Comments**

J. Malsbenden commented on the current political public discourse.

D. Mrowka commented on the political signs on the green.

S. O'Leary commented on the severity of action to be taken with regards to the scarecrow fire.

J. Salemi commented on the curfew ordinance and police department.

I. Malsbenden commented on the scarecrow fire.

7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

- a. **Ethics Commission. Member appointment for a three-year term to expire 10/01/2014. Kristin Moody to be interviewed.**
Kristin Moody was interviewed.
- b. **Parks & Recreation Commission. Member re-appointment for a three-year term to expire 11/01/2016. Sean O’Leary to be interviewed.**
G. Cordova moved to re-appoint Sean O’Leary as a member of the Parks & Recreation Commission for a four-year term to expire 11/01/2015, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
- c. **Parks & Recreation Commission. Member re-appointment for a three-year term to expire 11/01/2016. Lynne Stephenson to be interviewed.**
Lynne Stephenson was absent.
- d. **Police Commission. Member re-appointment for a three-year term to expire 11/01/2015. Frank Jackter to be interviewed.**
J. Ford moved to re-appoint Frank Jackter as a member to the Police Commission for a three-year term to expire 11/01/2015, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
- e. **Police Commission. Member re-appointment for a three-year term to expire 11/01/2015. Robert Parlee to be interviewed.**
G. Cordova moved to re-appoint Robert Parlee as a member to the Police Commission for a three-year term to expire 11/01/2015, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
- f. **Economic Development Commission. Member vacancy to be filled for a term to expire 10/31/2014. John P. Dion was interviewed on 09/20/2012.**
R. Coyle moved to appoint John P. Dion as a member to the Economic Development Commission for a term to expire 10/31/2014, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
- g. **Parks & Recreation Commission. Alternate vacancy to be filled for a three-year term to expire 11/30/2015. David A. O’Brien was interviewed on 09/20/2012.**
R. Coyle moved to appoint David A. O’Brien as an alternate to the Parks & Recreation Commission for a three-year term to expire 11/30/2015, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

8. **Budget Transfers**

None.

9. **Tax Refunds & Rebates**

G. Cordova moved to approve tax refunds in the amount of \$273.39 to Jessica Ingenito, \$26.78 to Thomas Churchill, \$100.51 to Jeffrey Space, \$72.86 to Cathy Solis, \$6.91 to Thomas & Patricia Bucko, \$9.50 to Mark & Stacey Angelo, \$9.50 to Robert Toon, \$21.89 to Justin or John Yanowicz, \$300.00 to Charles and Dev Larkins Colburn, \$16.54 to Dana Lord, \$26.50 to Toyota Financial Service, \$666.43 to Mercedes-Benz Financial, \$2,559.83 to EAN Holdings, \$30.82 to Carol Ann Richart, \$276.68 to Northern Enterprises Inc., \$6.00 to Anne Cappiello, \$88.70 to Victoria Rodrigue, \$39.17 to Antionette Bangs or Kim Ogrady, \$22.51 to Robert or George Moarcas, \$35,000 to Alliance Healthcare Services; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

10. **Discussion and Possible Action on Bid Waiver for Pavement Recycling and Contract**

J. Paggioli presented to the Board. Discussion on traffic control, insurance requirements, and technical specifications. J. Ford moved to waive the bid requirement for pavement recycling as per to Section 12(a) of the Town of Colchester Purchasing Policy and approve the contract with appropriate insurance and technical specifications with Gallagher Asphalt for Hot In-Place "Re-

Heat" recycling of asphalt on Cabin Road and Windham Avenue and authorize the First Selectman to sign all documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

11. **Discussion and Possible Action on Center for Work and Families Contract**

G. Cordova moved to approve the contract with the Center for Work and Families and authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

12. **Discussion and Possible Action on Personnel Policy**

- a. Section II, pages 29 – 34 (2nd Reading)
- b. Section II, pages 35 – 38 (1st Reading)

Discussion on edits to personnel policy. No action taken.

13. **Citizen's Comments**

None.

14. **First Selectman's Report**

None.

15. **Liaison Report**

None.

16. **Executive Session to Discussion Memorandum of Agreement with Colchester Police Local 2693T, AFSCME Council #15**

G. Cordova moved to enter into executive session to discuss the memorandum of agreement with Colchester Police Local 2693T, AFSCME Council #15, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:34 p.m.

Exited from executive session at 8:39 p.m.

17. **Discussion and Possible Action on Memorandum of Agreement with Colchester Police Local 2693T, AFSCME Council #15**

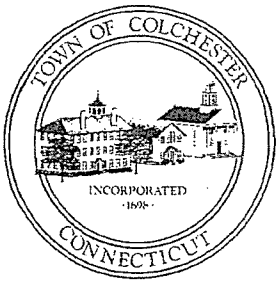
G. Cordova moved to approve the Memorandum of Agreement with Colchester Police Local 2693T, AFSCME Council #15, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

18. **Adjourn**

G. Cordova moved to adjourn at 8:40 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrick M. Kennedy
Executive Assistant to the First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen
Special Meeting Minutes
Wednesday, October 24, 2012
Colchester Town Hall – 8:30 a.m.

RECEIVED
COLCHESTER, CT
2012 OCT 24 AM 8:52
NANCY A. CLERK
TOWN CLERK
Norwich, Conn

MEMBERS PRESENT (via phone): Selectman Greg Cordova, Selectman Stan Soby, Selectman Rosemary Coyle

MEMBERS ABSENT: First Selectman Gregg Schuster, Selectman James Ford

OTHERS PRESENT: Derrik Kennedy

1. Call to Order

Selectman S. Soby called the meeting to order at 8:32 a.m.

2. Boards and Commissions – Interviews and/or Possible Appointments and Resignations

a. **Parks & Recreation Commission. Member re-appointment for a four-year term to expire 11/01/2016. Sean O’Leary was interviewed on 10/18/12.**

R. Coyle moved to re-appoint Sean O’Leary to the Parks & Recreation Commission for a four-year term to expire 11/01/2016, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

b. **Parks & Recreation Commission. Alternate vacancy to be filled for a four-year term to expire 11/30/2016. David A. O’Brien was interviewed on 09/20/12.**

R. Coyle moved to appoint David O’Brien as an alternate the Parks & Recreation Commission for a four-year term to expire 11/30/2016, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

3. Adjourn

R. Coyle moved to adjourn at 8:34 a.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrik M. Kennedy

Executive Assistant to the First Selectman

11/7/2012

Peter John Chesnes
237 New London Road
Colchester Connecticut

Mr. Gregg Shuster
First Selectman Colchester CT
127 Norwich Avenue
Colchester, CT 06415

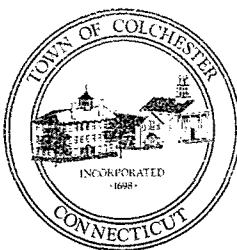
Dear Mr. Shuster:

I am writing to officially resign from my position on the Historic District Commission. Thank you and the Board of Selectmen for the privilege of serving the town and the historic homes in our community.

Thank You,

A handwritten signature in black ink, appearing to read "Peter J. Chesnes", followed by a long horizontal flourish.

Peter John Chesnes



**N. Maggie Cosgrove
Chief Financial Officer
Finance Department**

Date: November 5, 2012

To: Board of Selectmen
Board of Finance

From: N. Maggie Cosgrove, CFO

Subject: FY 2011-2012 Year-End Transfers

Year-end budget transfers for all Town departments are being submitted for approval by the BOF and BOS. The majority of the budget transfers are between line items within an individual department's overall adopted budget.

Final year-end results (unaudited) for the General Fund are as follows:

- Actual Town expenditures are approximately \$333,000 less than the total Town budget.
- Actual revenues are approximately \$514,000 in excess of the total budget for revenues.
- Unassigned fund balance at 6/30/12 is approximately \$4.3 million which is 8.64% percent of total expenditures (an increase of 1.23% from 6/30/11).

FY 12/12

Town of Colchester

General Fund

~~Budget Transfer~~ Additional Appropriation

Department: Fire

Reason for Request: Increase in collection fees due to increased revenue collections for ambulance billings

Reason for Available Funds: Additional revenue in excess of budget projections for ambulance billings

From:	Account Number	Account Name	Amount
	12202-33704	Revenues - Ambulance Fees	1,262

To:	Account Number	Account Name	Amount
	12202-44208	Professional Services	1,262

Oct 11, 2012
Date Requested

Walter Cox
Department Director or Supervisor - Signature

Print Name Walter Cox, Fire Chief

10/12/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Various

Reason for Request: Non-union employee merit pay increases and union contract settlement (Town Administrators and Police unions)

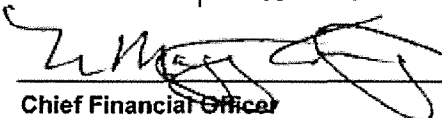
Reason for Available Funds: Funds budgeted for non-union employee merit pay increases and union contract settlements included in Board of Finance Contract Settlements line item

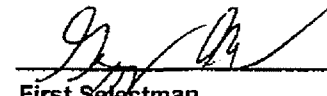
From:	Account Number	Account Name	Amount
	11101-50950	BOF Contract Settlements	19,667
	11101-50950	BOF Contract Settlements	24,973
	11101-50950	BOF Contract Settlements	13,606

To:			
	Various - see detail	Non-union - see detail attached	19,667
	Various - see detail	Admin Union - see detail attached	24,973
	Police - see detail	Police Union - see detail attached	13,606

Oct 10, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Oct 10, 2012
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

Town of Colchester

Budget Transfer - Non-union Merit increases & Union Contract settlements

Account #	Department & Account Name	From	To	Explanation
11101-50950	BOF - Contract Settlements	19,667		Funds budgeted for non-union employee merit pay increases
11201-40101	First Selectman's Office - Regular Payroll		1,463	Non-union employee merit pay increases
11201-41230	First Selectman's Office - FICA/Retirement		182	Non-union employee merit pay increases
11301-40101	Finance - Regular Payroll		1,591	Non-union employee merit pay increases
11301-40105	Finance - Contractual, Temporary, Occasional Payroll		113	Non-union employee merit pay increases
11301-41230	Finance - FICA/Retirement		226	Non-union employee merit pay increases
11411-40101	Planning & Code Administration - Regular Payroll		6,273	Non-union employee merit pay increases
11411-41230	Planning & Code Administration - FICA/Retirement		605	Non-union employee merit pay increases
11801-40101	Information Technology - Regular Payroll		814	Non-union employee merit pay increases
11801-41230	Information Technology - FICA		62	Non-union employee merit pay increases
11901-40101	Facilities - Regular Payroll		1,011	Non-union employee merit pay increases
11901-41230	Facilities - FICA/Retirement		138	Non-union employee merit pay increases
12202-40101	Fire - Regular Payroll		2,707	Non-union employee merit pay increases
12202-41230	Fire - FICA/Retirement		369	Non-union employee merit pay increases
12301-40101	Civil Preparedness - Regular Payroll		57	Non-union employee merit pay increases
12301-41230	Civil Preparedness - FICA/Retirement		4	Non-union employee merit pay increases
13201-40101	Highway - Regular Payroll		499	Non-union employee merit pay increases
13201-41230	Highway - FICA/Retirement		68	Non-union employee merit pay increases
14102-40105	Youth & Social Services - Contractual, Temporary, Occasional Payroll		219	Non-union employee merit pay increases
14102-41230	Youth & Social Services - FICA		16	Non-union employee merit pay increases
15101-40101	Cragin Library - Regular Payroll		983	Non-union employee merit pay increases
15101-41230	Cragin Library - FICA		75	Non-union employee merit pay increases
15401-40101	Senior Center - Regular Payroll		1,952	Non-union employee merit pay increases
15401-41230	Senior Center - FICA/Retirement		240	Non-union employee merit pay increases

Town of Colchester

Budget Transfer - Non-union Merit Increases & Union Contract Settlements

Account #	Department & Account Name	From	To	Explanation
11101-50950	BOF - Contract Settlements	24,973		Funds budgeted for union contract negotiation settlements
11301-40101	Finance - Regular Payroll		2,165	Town Administrators' union contract settlement
11301-41230	Finance - FICA/Retirement		333	Town Administrators' union contract settlement
11304-40101	Assessor - Regular Payroll		2,379	Town Administrators' union contract settlement
11304-41230	Assessor - FICA/Retirement		366	Town Administrators' union contract settlement
11411-40101	Planning & Code Administration - Regular Payroll		4,744	Town Administrators' union contract settlement
11411-41230	Planning & Code Administration - FICA/Retirement		730	Town Administrators' union contract settlement
13201-40101	Highway - Regular Payroll		2,160	Town Administrators' union contract settlement
13201-41230	Highway - FICA/Retirement		332	Town Administrators' union contract settlement
13202-40101	Fleet Maintenance - Regular Payroll		2,183	Town Administrators' union contract settlement
13202-41230	Fleet Maintenance - FICA/Retirement		336	Town Administrators' union contract settlement
13301-40101	Engineering - Regular Payroll		2,418	Town Administrators' union contract settlement
13301-41230	Engineering - FICA/Retirement		372	Town Administrators' union contract settlement
14102-40101	Youth & Social Services - Regular Payroll		1,814	Town Administrators' union contract settlement
14102-41230	Youth & Social Services - FICA/Retirement		280	Town Administrators' union contract settlement
15101-40101	Cragin Library - Regular Payroll		2,226	Town Administrators' union contract settlement
15101-41230	Cragin Library - FICA/Retirement		343	Town Administrators' union contract settlement
15401-40101	Senior Center - Regular Payroll		1,553	Town Administrators' union contract settlement
15401-41230	Senior Center - FICA/Retirement		239	Town Administrators' union contract settlement
11101-50950	BOF - Contract Settlements	13,606		Funds budgeted for union contract negotiation settlements
12101-40101	Police - Regular Payroll		10,964	Police union contract settlement
12101-41230	Police - FICA/Retirement		2,642	Police union contract settlement
	Totals	58,246	58,246	

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Board of Finance


Reason for Request: Part-time employee provided services as Clerk for BOF

Reason for Available Funds: Funds budgeted for overtime for regular full-time employee serving as Clerk for BOF meetings

From:	Account Number	Account Name	Amount
	11101-40103	BOF - Overtime	1,260

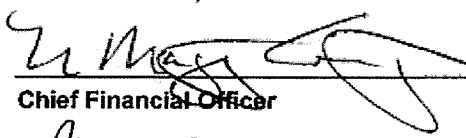
To:	Account Number	Account Name	Amount
	11101-40105	BOF - Contractual Temp Occasional P/R	1,260

Oct 10, 2012
Date Requested

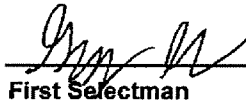

Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

10/12/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Payroll costs incurred to assist with EOC operations and citizen information phone line. Additional hours paid to Town staff in at regular or overtime rates not eligible for FEMA reimbursement.

Reason for Available Funds: Used less hours for Human Resources consulting services than anticipated

From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	19

To:	Account Number	Account Name	Amount
	11201-40101	First Selectman - Regular Payroll	10
	11201-40103	First Selectman - Overtime	9

11/2/12
Date Requested Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/2/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Meeting Clerk services for Johnston Project Building Committee

Reason for Available Funds: Used less hours for Human Resources consulting services than anticipated

From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	231

To:	Account Number	Account Name	Amount
	11201-40105	Contractual, Temp, Occasional Payroll	231

11/12/12
Date Requested
Department Director or Supervisor - Signature

Print Name
Gregg Schuster, First Selectman

11/12/12
Date Reviewed
Chief Financial Officer

11/12/12
Date Approved
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Mileage to meetings and conferences, increase in job postings, printing of publications, and increase in tax from Hebron

Reason for Available Funds: Did not expend total funds for HR consulting

From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	2,367
To:	11201-43213	Mileage, Training, & Meeting	634
	11201-44231	Advertising	1,673
	11201-44232	Printing & Publications	55
	11201-45250	Hebron Taxes	5

Oct 12, 2012

Date Requested

Department Director or Supervisor - Signature

Print Name Gregg Schuster

10/12/12
Date Reviewed

Chief Financial Officer

10/12/12
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

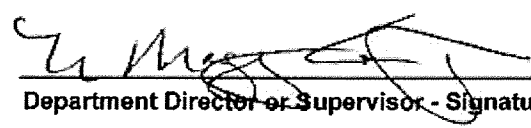
Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	28

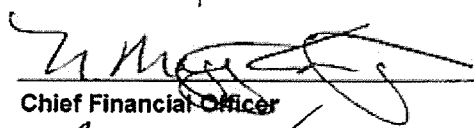
To:	Account Number	Account Name	Amount
	11301-40103	Overtime	28

Oct 12, 2012
Date Requested


Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12
Date Reviewed


Chief Financial Officer

11/14/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance


Reason for Request: Per copy charges - printing of budget materials due to multiple referendums

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	63

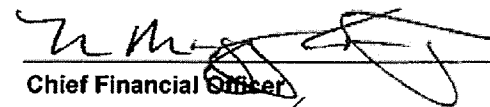
To:	Account Number	Account Name	Amount
	11301-42233	Copier	63

Oct 12, 2012
Date Requested

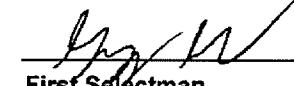

Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12
Date Reviewed


Chief Financial Officer

11/12/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Upgrade to check signer security system (shared cost with BOE)

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	243

To:	Account Number	Account Name	Amount
	11301-44205	Data Processing	243

Oct 12, 2012
Date Requested

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12
Date Reviewed

Chief Financial Officer

10/12/12
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request:

Purchase latest version of Governmental Accounting, Auditing, and Financial Reporting (GAAFR) published by the National Government Finance Officers' Association. Obtained quantity discount by purchasing in conjunction with other CT municipalities

Reason for Available Funds:

Funds budgeted for staff professional development training used to purchase additional reference materials for office

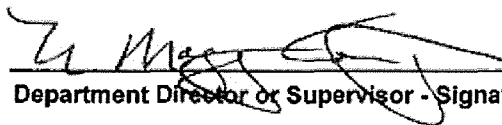
From:

Account Number	Account Name	Amount
11301-43213	Mileage, Training & Meetings	60

To:

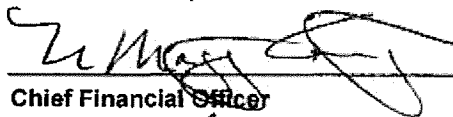
11301-42343	Technical Reference Materials	60

Oct 12, 2012
Date Requested

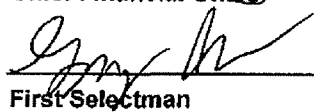

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance/Engineering

Reason for Request: Budget rounding of insurance premium calculations for Life/AD&D and Long-term disability

Reason for Available Funds: Finance - annual (calendar year) banking service fees less than anticipated (reduction from each of two previous calendar years).
Engineering - per copy charges less than anticipated

From:	Account Number	Account Name	Amount
	11301-44208	Finance - Professional Services	1
	11301-42233	Engineering - Copier	1

To:	Account Number	Account Name	Amount
	11301-41210	Finance - Employee Related Insurance	1
	13301-41210	Engineering - Employee Related Ins	1

10/24/12
Date Requested Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

10/24/12
Date Reviewed Chief Financial Officer

11/12/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12
p 182

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Tax Collector

Reason for Request: (1) Needed additional envelopes for mailing to taxpayers
(2) More delinquent bills went out to taxpayers increasing postage
(3) Service contracts were just an estimate, figures increased
(4) Newspaper for legal ads increased their fees

Reason for Available Funds: Payroll decreased due to unanticipated resignation from an employee

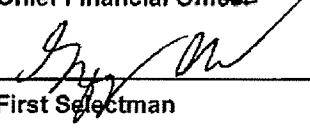
From:	Account Number	Account Name	Amount
	11303 40101	Regular Payroll	1,874

To:	Account Number	Account Name	Amount
	11303 42301	Office Supplies	1,235
	11303 44217	Postage	408
	11303 44223	Service Contracts	171

Oct 24, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name Tricia Coblenz

10/25/12
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

P 2 of 2

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Tax Collector

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount

To:	Account Number	Account Name	Amount
	11303 44230	Legal Notices	60

Date Requested	Department Director or Supervisor - Signature
	Print Name Tricia Coblenz
Date Reviewed	Chief Financial Officer
Date Approved	First Selectman
Date Approved	Board of Selectmen Clerk
Date Approved	Board of Finance Clerk

See signatures on page 1

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: To cover payment to surveyor for tax map research on Stanavage Rd.

Reason for Available Funds: Waiver of payment due to a credit Vision Appraisal gave Colchester because we performed additional duties in house for 2011 reval and reduced the overall cost of the ~~payout~~ project.

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	180

To:	Account Number	Account Name	Amount
	11304-44208	Professional Services	180

Oct 15, 2012
Date Requested

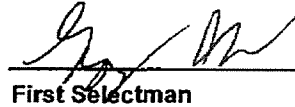

Department Director or Supervisor - Signature

Print Name John Chaponis C.C.M.A. II, C.T.A. Assessor

10/15/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Overtime to cover staffing for unanticipated resignation. Regular payroll-Payout of accrued leave time for unanticipated resignation.

Reason for Available Funds: Waiver of payment due to a credit Vision Appraisal gave Colchester because we performed additional duties in house for 2011 reval and reduced the overall cost of the ~~payment~~ project.

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	510
	11304-44205	Data Processing	1,002
To:			
	11304-40103	Overtime	510
	11304-40101	Regular Payroll	1,002

Oct 15, 2012

Date Requested

Department Director or Supervisor - Signature

Print Name

John Chaponis C.C.M.A. II, C.T.A. Assessor

10/15/12

Date Reviewed

Chief Financial Officer

11/2/12

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Board of Assessment Appeals


Reason for Request: Purchase of digital voice recorder for BAA meetings

Reason for Available Funds: Adopted budget included funding for all BAA members to attend training - only one member attended seminar presented by CT Assessors' Association

From:	Account Number	Account Name	Amount
	11305-43213	Mileage, Training & Meetings	18

To:	11305-42301	Office Supplies	18

Oct 22, 2012
Date Requested


Department Director or Supervisor - Signature

Print Name John Chaponis, Assessor

10/22/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Cost of handling charges was higher than anticipated on last order

Reason for Available Funds: Fewer legal notices required because of fewer P & Z Applications

From:	Account Number	Account Name	Amount
	11411-44230	Legals	2
To:			
	11411-42301	Office Supplies	2

Oct 12, 2012
Date Requested

all
Department Director or Supervisor

10/18/12
Date Reviewed

[Signature]
Chief Financial Officer

11/12/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Cost was previously shared with the Health Department

Reason for Available Funds: Fewer legal notices required because of fewer P & Z Applications

From:	Account Number	Account Name	Amount
	11411-44230	Legals	645
To:			
	11411-42233	Copier	645

Oct 12, 2012
Date Requested

Ad Z
Department Director or Supervisor

10/18/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12
p. 1 B 2

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="11501-46224"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="500"/>
	<input type="text" value="11501-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="199"/>
	<input type="text" value="11501-44232"/>	<input type="text" value="Printing & Publication"/>	<input type="text" value="101"/>
To:	<input type="text" value="11501-44230"/>	<input type="text" value="Legal Notices"/>	<input type="text" value="4,737"/>
	<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

P. 272

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

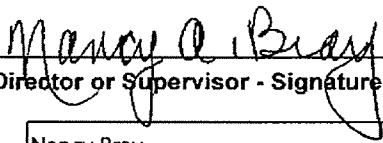
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11501-44207	Indexing & Recording	3,255
	11501-43213	Mileage, Training & Meetings	682

To:			

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**

Signatures on page 1

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Town Clerk

Reason for Request: We were in need of some supplies before July 1st, large env. to mail back documents.

Reason for Available Funds: Needed less Minute Books than anticipated.

From:	Account Number	Account Name	Amount
	<u>11501-44232</u>	<u>Printing & Publications</u>	<u>62</u>

To:	Account Number	Account Name	Amount
	<u>11501-42301</u>	<u>Office Supplies</u>	<u>62</u>

10/15/2012
Date Requested

Nancy A. Bray
Department Director or Supervisor - Signature

Print Name Nancy A. Bray

10/18/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Town Clerk

Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Per copy charges less than anticipated

From:	Account Number	Account Name	Amount
	11501-42233	Copier	54

To:	11501-40103	Overtime	54

Oct 24, 2012
Date Requested

Nancy Bray
Department Director or Supervisor - Signature

Print Name Nancy Bray, Town Clerk

10/24/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: Service contract account over budget due to multiple referenda these are programming charges for memory cards for voting machines

Reason for Available Funds: Printing costs were not as great as anticipated - mailers for redistricting came to under budget

From:	Account Number	Account Name	Amount
	<u>44232</u>	<u>Printing + Publications</u>	<u>108</u>

To:	Account Number	Account Name	Amount
	<u>44223</u>	<u>Service Contracts</u>	<u>108</u>

7/12/12
Date Requested

Denise Q. Mizla
Department Director or Supervisor - Signature

Dorothy A Mrowka
Dorothy A Mrowka

Print Name Denise Q. Mizla

10/10/12
Date Reviewed

[Signature]
Chief Financial Officer

11/12/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: Telephone line in meeting rooms is usually only turned on for elections and then shut off. Line was left on per request of IT dept. to use for testing of new system. As we use it every election the cost will actually be less to leave it on. Saves on install charges.

Reason for Available Funds: Printing costs not as great as anticipated as the cost of markers for redistricting were less.

From:	Account Number	Account Name	Amount
	44232	Printing & Publications	161

To:	Account Number	Account Name	Amount
	45216	Telephone	161

7/12/12 Denise Q. Mizta Dorothy A Mrowka
 Date Requested Department Director or Supervisor - Signature

Print Name Denise Q. Mizta Dorothy A Mrowka
[Signature]
 Chief Financial Officer

10/12/12
 Date Reviewed

11/12/12
 Date Approved

[Signature]
 First Selectman

Date Approved _____
 Board of Selectmen Clerk

Date Approved _____
 Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: We had budgeted for 1 primary and 2 budget referenda. We have had 3 budget referenda additional spending.

Reason for Available Funds: Professional Services was under budget because the state of Ct. paid for the maintenance contracts for the voting tabulators

From:	Account Number	Account Name	Amount
	<u>44208</u>	<u>Professional Svcs.</u>	<u>1880.00</u>
	<u>44232</u>	<u>Printing + Public.</u>	<u>1170.00</u>
	<u>44217</u>	<u>Postage</u>	<u>1000.00</u>

To:	Account Number	Account Name	Amount
	<u>40105</u>	<u>Contre Temp occas.</u>	<u>4050.00</u>

7/12/12 Denise D. Mizla Dorothy A Mrowka
Date Requested Department Director or Supervisor - Signature

Print Name Denise D. Mizla Dorothy A Mrowka

10/12/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: FICA was over as Registrar's salaries were higher due to multiple referenda.

Reason for Available Funds: Did not purchase throughout the year as much as anticipated for all elections.

From:	Account Number	Account Name	Amount
	<u>42340</u>	<u>Other purchased supplies</u>	<u>291</u>

To:	Account Number	Account Name	Amount
	<u>41230</u>	<u>FICA</u>	<u>291</u>

7/12/12
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Denise Q. Mizla Dorothy AMrowka

10/12/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
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

FY 11/12

Department: Elections 11601

Reason for Request: We attended more than anticipated ROVAC county meetings (both registrars)

Reason for Available Funds: Printing costs were not as great as anticipated - mailers for redistricting came under budget

From:	Account Number	Account Name	Amount
	<u>44232</u>	<u>Printing + Publications</u>	<u>77</u>

To:	Account Number	Account Name	Amount
	<u>43213</u>	<u>Mileage, training + meetings</u>	<u>77</u>

7/12/12 [Signature]
 Date Requested Department Director or Supervisor - Signature

Print Name Denise P. Mizla Dorothy A. Mrowka

10/12/12 [Signature]
 Date Reviewed Chief Financial Officer

11/2/12 [Signature]
 Date Approved First Selectman

 Date Approved Board of Selectmen Clerk

 Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Legal & Insurances

Reason for Request: Legal costs associated with land use matter - Landowner's second appeal of court ruling in favor of the Town.

Reason for Available Funds: Contingency funds included in adopted budget

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	32,584

To:	Account Number	Account Name	Amount
	11701-44203	Legal	32,584

11/12/12
Date Requested
[Signature]
Department Director or Supervisor - Signature

Print Name
Gregg Schuster, First Selectman

11/2/12
Date Reviewed
[Signature]
Chief Financial Officer

11/2/12
Date Approved
[Signature]
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Probate

Reason for Request: Consolidated Probate Court budget revision to individual member Town assessments

Reason for Available Funds: Regional Dispatch services budget adopted 3/31/11 for FY 11/12 - increase in Colchester assessment lower than anticipated when Town budget prepared and submitted to BOF

From:	Account Number	Account Name	Amount
	12103-44223	Central Dispatch - Service Contracts	198
To:	11702-47250	Windham-Colchester Probate Court	198

11/12/12
Date Requested
Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/2/12
Date Reviewed
Chief Financial Officer

11/12/12
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

FY 11/12

Department: Information Technology


Reason for Request: Extra Supplies needed for VoIP Project

Reason for Available Funds: Unanticipated discounts on equipment

From:	Account Number	Account Name	Amount
	11801-48416	EQUIPMENT	235

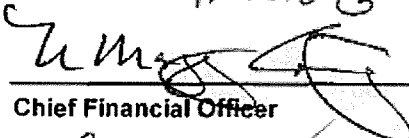
To:	11801-42315	OTHER SUPPLIES	235

10/19/12
 Date Requested


 Department Director or Supervisor - Signature

Print Name Marc G. Tate

10/19/12
 Date Reviewed


 Chief Financial Officer

11/2/12
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

 Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Facilities

Reason for Request: Unanticipated major repair to the Town Hall generator

Reason for Available Funds: Fuel oil was topped off in spring of 2011 and an unusually warm winter. Cooler summer and warmer winter required less AC and heat.

From:	Account Number	Account Name	Amount
	11901-45662	Electricity	2,452
	11901-45221	Heating Fuel	1,122
			0
To:	11901-46226	Building Repair	3,574

10-18-2012
Date Requested

Greg Plunkett
Department Director or Supervisor - Signature

Print Name Greg Plunkett

10/22/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Fy 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

06119
001
000004


Department: Facilities

Reason for Request: Consolidation of VOIP monthly billing for Town Hall in Facilities Telephone account (Feb-June) - monthly phone charges previously allocated across all departments in Town Hall. Remaining balance for settlement agreement for cancellation of T-1 line (previous transfer for \$1,200)

Reason for Available Funds: Fuel oil was topped off in Spring of 2011, and an unusually warm winter. Supplies left over from previous year - warmer winter = less sand tracked in. Cooler summer and warmer winter required less air conditioning and heating.

From:	Account Number	Account Name	Amount
	11901-45221	Heating Fuel	1,279
	11901-42331	Custodial Supplies	1,569
	11901-45662	Electricity	182

To:	Account Number	Account Name	Amount
	11901-44223	Telephone	3,030

Oct 18, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name Greg Plunkett

10/24/12
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

10/17/12
Financial Director
10/17/12

Department: Facilities

Reason for Request: Unanticipated HVAC repairs.

Reason for Available Funds: Fuel oil was topped off in spring of 2011 and an unusually warm winter

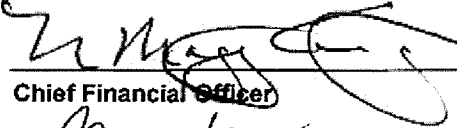
From:	Account Number	Account Name	Amount
	11901-45221	Heating Fuel	5,974


To:	Account Number	Account Name	Amount
	11901-44223	Service Contracts	5,974

10-18-2012
Date Requested

Department Director or Supervisor - Signature

Print Name: Greg Plunkett

10/22/12
Date Reviewed

Chief Financial Officer

11/2/12
Date Approved

First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Facilities

Reason for Request: Payroll costs incurred to assist with EOC and Emergency shelter operations for Storm Irene. Additional hours paid to Town staff at overtime rates not eligible for FEMA reimbursement.


Reason for Available Funds: Unanticipated resignation and subsequent position vacancy - part-time custodial position

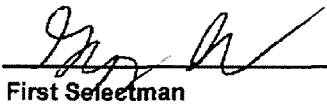
From:	Account Number	Account Name	Amount
	11901-40101	Facilities - Regular Payroll	129

To:	Account Number	Account Name	Amount
	11901-40103	Facilities - Overtime	129

10/25/12
Date Requested 
Department Director or Supervisor - Signature

Print Name Greg Plunkett, Director of Facilities

10/25/12
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Police

Reason for Request: Extensive repairs due to damages to Ford Expedition (authorized by BOF on 10/19/11). Police cruiser repairs - 2005 cruiser (rebuilt transmission), 2007 cruiser (leaking in coolant, oil cooler, pinion seal, exhaust, & AC condensor), 2010 cruiser (control module for lighting & siren speaker)

Reason for Available Funds: Parks & Recreation - savings in unleaded/diesel gasoline due to mild winter (less usage of pickup trucks for snow removal). Savings in vehicle repairs due to replacement of two 2003 Ford F-250 pickups and one 2001 F-350 pickup truck through vehicle lease purchase in December 2011/January 2012.


From:	Account Number	Account Name	Amount
	15201-46390	Parks & Rec - Vehicle Maint & Fuel	14,681

To:	Account Number	Account Name	Amount
	12101-46390	Police - Vehicle Maintenance & Fuel	14,681

10/26/12
Date Requested  213
Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: FY 2010-2011 billing received in June 2011 for Resident Trooper program only covered payroll costs thru 6/17/11. FY 2011-2012 billing from State covers the payroll period from 6/17/11 thru 6/28/12. Cost estimates for FY 2011-2012 provided by State on 3/31/11. For the period 6/17/11-6/30/11, Colchester was assigned Resident Trooper Supervisor and Resident Trooper.

Reason for Available Funds: Parks & Recreation - Recreation Manager position vacancy through October 2011. Position vacancy in September & October 2011 on Parks Maintenance crew from unanticipated resignation. Employee on workers compensation leave.

From:	Account Number	Account Name	Amount
	15201-40101	Parks & Recreation - Regular Payroll	10,528
To:	12101-44200	Police - Resident Trooper	10,528

10/26/12
Date Requested

[Signature] 213
Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
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

FY 11/12
Town

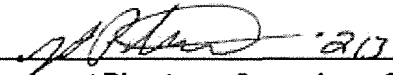
General
 Budget Transfer/Additional

Department: Police

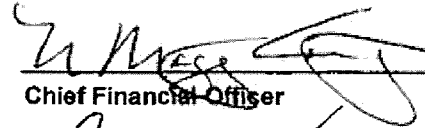
Reason for Request: Additional patrol officer included in the adopted budget at Step 1. Hired Certified officer with previous experience at Step 3.


Reason for Available Funds: Uniform cleaning allowance: - 1) Adopted budget anticipated hiring of additional officer on 1/1/12 - actual hire date of 1/23/12, and 2) Officer on Workers Comp leave.
 Savings in hiring costs resulting from hiring of Certified Police Officer.

From:	Account Number	Account Name	Amount
	12101-44208	Professional Services	2,004
To:			
	12101-40101	Regular Payroll	2,004

10/26/12
 Date Requested 
 Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12
 Date Reviewed 
 Chief Financial Officer

11/12/12
 Date Approved 
 First Selectman

Date Approved _____
 Board of Selectmen Clerk

Date Approved _____
 Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Increase in per copy charges for use of copier as a network printer

Reason for Available Funds: Reduced need for printer supplies - elimination of individual printers due to use of copier as a network printer

From:	Account Number	Account Name	Amount
	12101-42301	Office Supplies	398

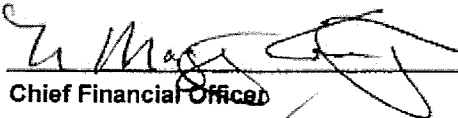
To:	Account Number	Account Name	Amount
	12101-42233	Copier	398

10/26/12
Date Requested



Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

PT 1
FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - Payroll savings - (FEMA reimbursement for direct Admin costs, unanticipated resignation - PT staff
- extreme effort by the Administrative Assistant to reduce costs and yield savings by negotiating better prices, identifying exact needs and buying off state / term contracts;
- conserved office supplies

From:	Account Number	Account Name	Amount
	12202-40101	regular payroll	4,192
	12202-40103	overtime	975
	12202-41230	FICA / retirement	2,625
	12202-42233	copier	469
	12202-42301	office supplies	100

Oct 23, 2012

See PT 3

Date Requested

Department Director or Supervisor - Signature

Print Name

Walter Cox

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

See P. 3
for signatures

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - buying off state / term contracts for protective clothing, and fire equipment (comp 1 & 2)
-streamlined ordering of emerg. med supplies
- negotiated better prices for service contracts
- suspended one subscription of technical ref materials

From:	Account Number	Account Name	Amount
	12202-42323	protective clothing	7,188
	12202-42343	technical reference materials	21
	12202-42345	emergency medical supplies	1,580
	12202-42346	fire equipment supplies	513
	12204-42346	fire equipment supplies	1,500
	12204-44223	service contract contracts - comp 2	665

Oct 23, 2012 *see pg 3*
Date Requested Department Director or Supervisor - Signature

Print Name Walter Cox

Date Reviewed Chief Financial Officer

Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

See p. 3 for signatures

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - reduced postage by repairing in-house - not sending out
- negotiated better prices for service contracts
- fewer members took physicals
- did in house repairs on company 2 vehicles

From:	Account Number	Account Name	Amount
	12202-44217	postage	203
	12202-44223	service contracts	5,967
	12202-44286	physicals & testing	2,587
	12204-46390	vehicle maintenance	100
To :	12202-46390	vehicle maintenance	28,685

Oct 23, 2012
Date Requested

Walter Cox
Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
Date Reviewed

[Signature]
Chief Financial Officer

11/12/12
Date Approved

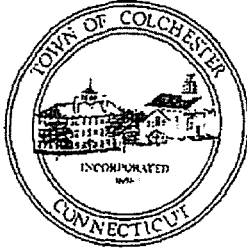
[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**TOWN OF COLCHESTER
BOARD OF FINANCE – REGULAR MEETING
TOWN HALL
127 NORWICH AVENUE
Wednesday, July 6th, 2011 – 7:00 p.m.**

MINUTES

MEMBERS PRESENT: Chairman Bruce Hayn, Robert Tarlov, Michael Caplet, and Robert Esteve

MEMBERS ABSENT: Cathy Pompei, and John Ringo

OTHERS PRESENT: First Selectman Schuster, Maggie Cosgrove, Walter Cox, D. Lee, and C. Barnes (clerk).

1. CALL TO ORDER

Chairman Hayn called this Regular Meeting to order at 7:02 p.m.

2. APPROVAL OF PREVIOUS MEETING MINUTES

a. June 15th, 2011 Regular Meeting

R. Tarlov moved to approve the minutes of the June 15th 2011 Regular Meeting of the Board of Finance, seconded by R. Esteve. All members present voted in favor. MOTION CARRIED

3. CITIZENS COMMENTS:

None

4. ADDITIONS TO THE AGENDA.

M. Caplet moved to remove item "11. Executive Session to Discuss Pending Legal Matter", seconded by R. Tarlov. All members present voted in favor. MOTION CARRIED

5. DEPARTMENT REPORTS

5.1 Finance Department. None

5.2 Tax Collector. None

6. FIRST SELECTMAN'S REPORT

a. Selectman's Agenda:

i. Transfer Requests

- A motion was made by M. Caplet to approve the "Bulletproof Vest Replacements" transfer in the amount of \$3,000 from account 12101-40101 "Regular Payroll" to account 12101-42324 "Uniform Purchases", seconded by R. Esteve. All members present voted in favor. MOTION CARRIED.

ii. First Selectman's Update

G. Schuster gave update

7. CORRESPONDENCE None

8. LIAISON REPORT

R. Esteve reported on the Board of Education

9. OLD BUSINESS

None

10. NEW BUSINESS.

a. Discussion and Possible Action on Schuster Park Training Grounds

D. Lee gave presentation

b. Discussion and Possible Action on Budget Reclassification

Budget Reclassification was discussed.

11. Executive Session to Discuss Pending Legal Matter

This Item was Removed from the Agenda

12. ADJOURNMENT

M. Caplet moved to adjourn at 8:45 p.m., seconded by R. Tarlov. All members present voted in favor. MOTION CARRIED.

Respectfully submitted,
Candace Barnes
Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Bond

Department: Fire

Reason for Request: Fuel / Heating : increased cost due to increase in contractual fuels, and use of buildings for heat / shelter during storms Irene & Albert

Reason for Available Funds: - savings in telephone; - did equipment repair in house when possible
- savings in building repairs - many repairs done in house. Funds were not expended due to projected repairs that may be incorporated in Energy contract;
- no bid advertising costs due to failure of bond referendum questions
- reduced negotiated prices in foam; used in-house efforts for custodial maintenance needs

From:	Account Number	Account Name	Amount
	12202-45216	telephone	291
	12202-48417	building & ground improvements	698
	12202-44231	advertising	500
	12202-46224	equipment repair	246
	12202-42347	fire fighting foam	54
	12202-42331	custodial maintenance	2,448
To:	12202-45221	fuel / heating	4,237

Oct 22, 2012

Date Requested

Walter Cox
Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: To cover overexpended accounts for FY 11-12 as follows:
Electric - firehouses were used as a refuge for people without power during storms. Irene + Alb
Building repairs - emergency repair to over head doors over budgeted amount.

Reason for Available Funds: We have reviewed all accounts with balances, and identified like accounts that money was not expended due to: savings in water account - due to delay of hydrant installation; and equipment repairs savings (due to in-house repairs)

From:	Account Number	Account Name	Amount
	12202-45350	Water	1,500
	12202-46224	Equipment repairs	280
	12202-46224	Equipment Repairs	91
To:	12202-45622	Electricity	1,780
	12202-46226	Building Repairs	91

Oct 15, 2012
Date Requested Walter Cox
Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
Date Reviewed [Signature]
Chief Financial Officer

11/12/12
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

FY 11/12

Department: Fire

Reason for Request: Contractual Temp Occas - personnel cost related to Storm Irene (per diem) not eligible for FEMA reimbursement

Reason for Available Funds: - supplied company 2 with surplus company 1 supplies

From:	Account Number	Account Name	Amount
	12204-42340	operating supplies	526

To: <u>12202-</u>	40105	Contr. Temp Occas	526

Oct 22, 2012

Date Requested

Walter Cox
 Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
 Date Reviewed

[Signature]
 Chief Financial Officer

11/2/12
 Date Approved

[Signature]
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

10/24/12
11/12/12
11/12/12

Department: Civil Preparedness

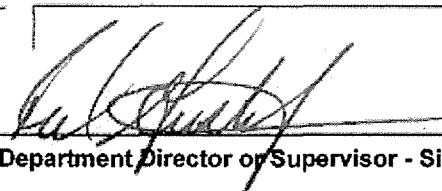
Reason for Request: Food supplies purchased for operation of EOC during Storm Irene

Reason for Available Funds: Funds budgeted for EOC equipment supplies - change in priorities due to Storm Irene

From:	Account Number	Account Name	Amount
	12301-48404	Machinery & Equipment	518


To:	12301-42340	Other Purchased Supplies	518

10/24/12
Date Requested

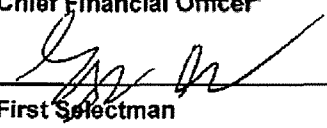

Department Director or Supervisor - Signature

Print Name Reed Gustafson

10/24/12
Date Reviewed


Chief Financial Officer

11/12/12
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

FY 11/12
 11/12/12
 11/12/12

Department: Civil Preparedness

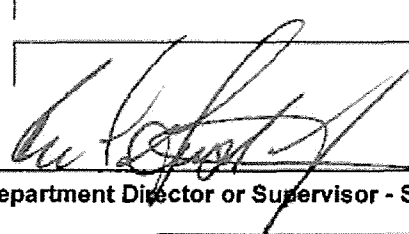
Reason for Request: Monthly pest control service for EOC (monthly service started in Feb/March 2011)

Reason for Available Funds: Funding for equipment repairs not needed during the fiscal year

From:	Account Number	Account Name	Amount
	12301-46224	Equipment Repairs	970

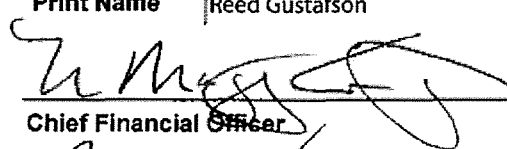
To:	Account Number	Account Name	Amount
	12301-44223	Service Contracts	970

10/24/12
 Date Requested

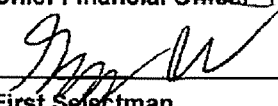

 Department Director or Supervisor - Signature

Print Name Reed Gustafson

10/24/12
 Date Reviewed


 Chief Financial Officer

11/12/12
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

 Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

10/19/12
10/25/12
11/12/12

Department: Highway

Reason for Request: The professional service account was augmented by a transfer from Other Purchased Supplies in order to continue to address tree issues caused from storms and maintain payment for a roadway culvert replacement that has to be contracted out at Old Hartford Road. The transfer back to the line represents a distribution back into the Other Purchases and not an over expenditure within the Other Purchases original budgeted amount.

Reason for Available Funds: See above, final savings available after FEMA reimbursement recieved.

From:	Account Number	Account Name	Amount
	13201-44208	Professional Services	3,933

To:	Account Number	Account Name	Amount
	13201-42340	Other Purchases	3,933

Oct 19, 2012
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed Chief Financial Officer

11/12/12
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

FY 11/12
 Town Clerk
 General Fund
 Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Increase of Membership dues amount from \$150 to \$187

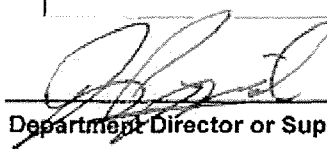
Reason for Available Funds: Less Meetings attended by staff.

From:


Account Number	Account Name	Amount
13201 - 43213	Mileage - Training - Meetings	37

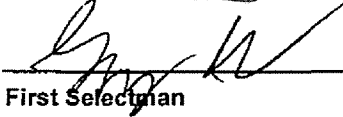
To:

13201 - 43258	Professional Membership	37

Oct 19, 2012
 Date Requested 
 Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
 Date Reviewed 
 Chief Financial Officer

11/2/12
 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

Budget Transfer Form

Department: Fleet Maintenance

Reason for Request: Overtime - more vehicle maintenance and repairs performed in-house

Reason for Available Funds: Transfer Station Transportation - lower price per ton on disposal. Increased rate per ton of scrap metal sales.

From:	Account Number	Account Name	Amount
	13601-43212	Transfer Station - Transportation	1,435

To:	Account Number	Account Name	Amount
	13202-40103	Fleet Maintenance - Overtime	1,435

11/2/12
Date Requested


Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/2/12
Date Reviewed


Chief Financial Officer

11/2/12
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

3/15/12

Department: Fleet Maintenance

Reason for Request:

Equipment Repairs - Increased need for repairs of underground storage tank system and fuel dispenser servicing. Repair of other containment items.
 Building Repairs - Repairs to outside lighting at Town Garage, replace motherboard in fire alarm control panel at Town Garage

Reason for Available Funds:

Transfer Station Transportation - lower price per ton on disposal. Increased rate per ton of scrap metal sales.


From:

Account Number	Account Name	Amount
13601-43212	Transfer Station - Transportation	4,554

To:

13202-46224	Fleet - Equipment Repairs	2,215
13202-46226	Fleet - Building Repairs	2,339

11/2/2012
 Date Requested

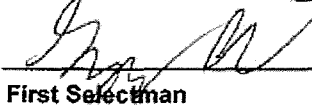

 Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/2/12
 Date Reviewed


 Chief Financial Officer

11/2/12
 Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Supplies were not ordered in FY 10-11, due to need to reappropriate fund for snow, and sufficient amounts were available to last into beginning of FY11-12 before reorder. As such, normal operating/ordering schedule per annual basis of use is restored. Transfer is a one time temporary adjustment and does not affect a change in normal operations.

Reason for Available Funds: Savings were generated within line item through out the year to address the above issue.

From:	Account Number	Account Name	Amount
	<u>13202-42341</u>	<u>Fleet Repair and Maintenance Supplies</u>	<u>391</u>

To:	Account Number	Account Name	Amount
	<u>13202-42331</u>	<u>Custodial/ Maintenance Supplies</u>	<u>391</u>

Oct 19, 2012
Date Requested Department Director or Supervisor - Signature

Print Name JAMES PAGGIOLI

10/23/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance


Reason for Request: Cost for Heart Save Community Defibrillator. Required Supplies.

Reason for Available Funds: Increased savings within repair line item. (Transfer Station)

From:	Account Number	Account Name	Amount
	13601-46390	Vehicle Maintenance and Fuel <i>Transfer Station</i>	232

To:	Account Number	Account Name	Amount
	13202-42301	Office Supplies	62
	13202-42323	Protective Clothing & Equip.	170

Oct 19, 2012
Date Requested


Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: More training conducted

Reason for Available Funds: Work conducted in House

From:	Account Number	Account Name	Amount
	13202-44223	Service Contracts	58

To:	Account Number	Account Name	Amount
	13202-43213	Mileage, Training, meetings	58

Oct 19, 2012
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

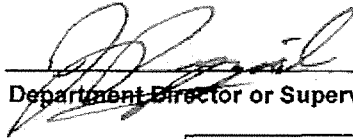
Reason for Request:
1) More work resulting in older uniform being damaged
2) One time conversion cost to VOIP & Contract expiration
3) Increased use caused by more work being conducted.

Reason for Available Funds:
1) Work conducted in House
2) Warmer winter - Benefits of waste oil furnance.

From:	Account Number	Account Name	Amount
	13202-44223	Service Contracts	298
	13202-45221	Fuel & Heating	1,519


To:	Account Number	Account Name	Amount
	13202-44238	Uniform Rental	251
	13202-45216	Telephone	679
	13202-45622	Electricity	887

Oct 19, 2012
Date Requested



Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Transfer Station

Reason for Request: Position filled with employee at Grade 3 as opposed to Grade 2 as was envisioned in march of 2011.


Reason for Available Funds: Savings realized during year on professional services..

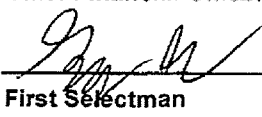
From:	Account Number	Account Name	Amount
	13601-44208	Professional Services	878

To:	Account Number	Account Name	Amount
	13601-40101	Regular Payroll	878

Oct 19, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed 
Chief Financial Officer

10/12/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Vacant Position filled by employee at Grade 3 instead of 2 as originally envisioned in March of 2011

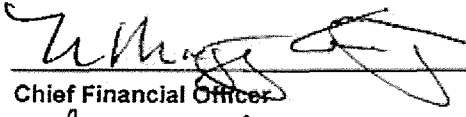
Reason for Available Funds: Savings on Office Supplies through out the year.

From:	Account Number	Account Name	Amount
	13601-42301	Office Supplies	49

To:	Account Number	Account Name	Amount
	13601-41230	FICA	49

Oct 19, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed 
Chief Financial Officer

11/12/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Contract Service Expiration and rate increase

Reason for Available Funds: Savings on Office Supplies through out the year.

From:	Account Number	Account Name	Amount
	<u>13601-42301</u>	<u>Office Supplies</u>	<u>41</u>

To:	Account Number	Account Name	Amount
	<u>13601-45216</u>	<u>Telephone</u>	<u>41</u>

Oct 19, 2012
Date Requested



Department Director or Supervisor - Signature

Print Name James Paggioli

10/24/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Youth Services

Reason for Request: 1) Salary: Paid Youth Center Supervisors to provide childcare during parenting classes as we could not get enough volunteers for on of the parenting series.
2) Copier: Without a printer, all staff used the copier as their only source of printing and there were not enough funds budgeted to cover the usage (per copy charges)
3) Office Supplies: New parts to try and repair printer which was unsuccessful

Reason for Available Funds: Unused training and travel funds due to a lack of valuable training opportunities that accommodated staff schedules

From:	Account Number	Account Name	Amount
	14102-43213	Mileage, travel and Training	483

To:	Account Number	Account Name	Amount
	14102-40105	temp occasional payroll	83
	14102-42301	office supplies	91
	14102-42233	copier	309

Oct 17, 2012
Date Requested

Valerie Geato
Department Director or Supervisor - Signature

Print Name Valerie Geato

10/18/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Youth & Social Services

Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Unused training and travel funds due to a lack of valuable training opportunities that accommodated staff schedules

From:	Account Number	Account Name	Amount
	14102-43213	Mileage, Travel and Training	45

To:	Account Number	Account Name	Amount
	14102-40103	Overtime	45

Oct 24, 2012
Date Requested

Val Geato
Department Director or Supervisor - Signature

Print Name Val Geato, Youth & Social Services Director

10/25/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Youth & Social Services

Reason for Request: Youth & Social Services - Payout of accrued leave time for unanticipated retirement

Reason for Available Funds: Parks & Recreation - Recreation Manager position vacancy for several months of the fiscal year

From:	Account Number	Account Name	Amount
	15201-40101	Parks & Recreation - Regular Payroll	7,604

To:	Account Number	Account Name	Amount
	14102-40101	Youth & Social Services - Regular Payroll	7,604

10/25/12
Date Requested

Val Geato
Department Director or Supervisor - Signature

Print Name Val Geato, Youth & Social Services Director

10/25/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Health & Safety Committee

Reason for Request: Purchase of materials for Health & Safety Committee meetings

Reason for Available Funds: Funds budgeted for materials for training seminars

From:	Account Number	Account Name	Amount
	14200-42340	Health & Safety - Other Supplies	29

To:	Account Number	Account Name	Amount
	14200-42301	Health & Safety - Office Supplies	29

10/24/12
Date Requested Anita Pizzutiello
Department Director or Supervisor - Signature

Print Name Anita Pizzutiello, H&S Committee Chair

10/24/12
Date Reviewed [Signature]
Chief Financial Officer

11/2/12
Date Approved [Signature]
First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Health

Reason for Request: Payment of longevity payments due on 7/1/11 for Town employees transferred to Chatham Health District

Reason for Available Funds: Contingency funds included in adopted budget

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	1,023

To:	Account Number	Account Name	Amount
	14201-40101	Health - Regular Payroll	950
	14201-41230	Health - FICA & Retirement	73

11/2/12
Date Requested
Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/2/12
Date Reviewed
Chief Financial Officer

11/2/12
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

FY 11/12

Budget Transfer

Department: Cragin Library

Reason for Request: Purchase of AED equipment and supplies for Library.
 Distribution costs for Colchester Connection--Library share.
 Costs for installation of VOIP.

Reason for Available Funds: Fewer service calls than seen in the past.

From:	Account Number	Account Name	Amount
	44223	Service Contracts	541

To:	42331	Custodial Supplies	247
	44232	Printing & Publications	252
	45216	Telephone	42

10/19/2012
 Date Requested *Kate Byroade*
 Department Director or Supervisor - Signature

Print Name Kate Byroade

10/27/12
 Date Reviewed *[Signature]*
 Chief Financial Officer

11/2/12
 Date Approved *[Signature]*
 First Selectman

Date Approved
 Board of Selectmen Clerk

Date Approved
 Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Budget

Department: Cragin Library

Reason for Request: Purchase of toner for color printer received from Police Dept.

Reason for Available Funds: Fewer library supplies were purchased than anticipated.

From:	Account Number	Account Name	Amount
	<u>42344</u>	<u>Library Supplies</u>	<u>534</u>

To:	Account Number	Account Name	Amount
	<u>42301</u>	<u>Office Supplies</u>	<u>534</u>

10/19/2012
Date Requested *Kate Byroade*
Department Director or Supervisor - Signature

Print Name Kate Byroade

10/22/12
Date Reviewed *[Signature]*
Chief Financial Officer

4/12/12
Date Approved *[Signature]*
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

Town of Colchester

FY 11/12

General Fund

Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Additional staff workshop and mileage-workshop required to receive grant. Increase in professional membership cost.

Reason for Available Funds: Costs were lower due to purchase of popcorn popper.

From:	Account Number	Account Name	Amount
	42344	Programs	25

To:	Account Number	Account Name	Amount
	43213	Meetings, Training, Mileage	20
	43258	Professional Memberships	5

10/19/2012
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade

10/22/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester

FY 11/12

General Fund

Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: September 2011 fire vandalism incident.

Reason for Available Funds: Fewer service calls than seen in the past.

From:	Account Number	Account Name	Amount
	44223	Service Contracts	414

To:	Account Number	Account Name	Amount
	46226	Building Repairs	414

10/19/2012
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade

10/22/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
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

Fuel
 Additional

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
45221	Fuel	210

To:

45222	Water & Sewer	210

Date Requested

Kate Byroade
 Department Director or Supervisor - Signature

Print Name

Date Reviewed

[Signature]
 Chief Financial Officer

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

FY 11/12
Budget
Request

Department: Cragin Library

Reason for Request: Overtime costs incurred for additional library hours after Storm Irene - provide location for residents to charge electronic devices

Reason for Available Funds: Fewer library supplies were purchased than anticipated

From:	Account Number	Account Name	Amount
	15101-42344	Library Media Supplies	98

To:	Account Number	Account Name	Amount
	15101-40103	Library - Overtime	98

10/26/12
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade, Library Director

10/24/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

12 16
15
10 10 11

Department: Parks & Recreation

Reason for Request: Costs from Storm Irene not eligible for FEMA Reimbursement

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	2,323

To:	Account Number	Account Name	Amount
	15201-40103	OVERTIME	2,323

10/1/2012
Date Requested Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/18/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

10/1/2012
10/1/2012
10/1/2012

Department: Parks & Recreation


Reason for Request: Telephone/WIFI reinstalled at RecPlex

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	432

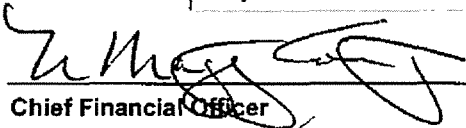
To:	Account Number	Account Name	Amount
	15201-45216	Telephone	432

10/1/2012
Date Requested Department Director or Supervisor - Signature



Print Name Cheryl Hancin

10/18/12
Date Reviewed Chief Financial Officer



11/2/12
Date Approved First Selectman



Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester

General Fund

Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Unanticipated increase in membership dues
Unanticipated increase in conference fees
An increase in use of personal vehicles and mileage reimbursement as town vehicles were no longer available for use by department

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	1,407

To:	Account Number	Account Name	Amount
	15201-43258	Prof membership	380
	15201-42213	Mileage, Training, Meeting	1,027

10/1/2012
Date Requested Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/18/12
Date Reviewed Chief Financial Officer

11/12/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester

General Fund

Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request:

Unanticipated cost of replacing the tent canopies, radios, and sprinkler heads.

Reason for Available Funds:

Recreation Manager position was vacant for a portion of the year.

From:

Account Number	Account Name	Amount
15201-40101	Regular Payroll	3,220

To:

15201-42340	Other Operating Supplies	3,220

10/1/2012

Date Requested

Department Director or Supervisor - Signature

Print Name

Cheryl Hancin

10/18/12

Date Reviewed

Chief Financial Officer

11/2/12

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

FY 11/12

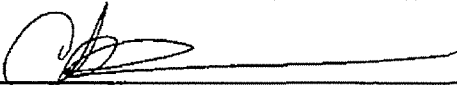
Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	230
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	15201-42301	Office Supplies	230
	<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

FY 11/12

General Fund

Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Increase in annual lease payment for use of Senior Center facility (requested to cover cost of liability insurance paid by lessor/owner of facility) - lease agreement approved at BOS meeting of 5/19/11.

Reason for Available Funds: Contingency funds included in adopted budget.

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	3,609

To:	Account Number	Account Name	Amount
	15401-44215	Senior Center - Building Rental	3,609

11/12/12 Date Requested Gregg Schuster Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/21/12 Date Reviewed [Signature] Chief Financial Officer

11/12/12 Date Approved [Signature] First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Department share of cost to publish and distribute quarterly Colchester Connection publication to all residents

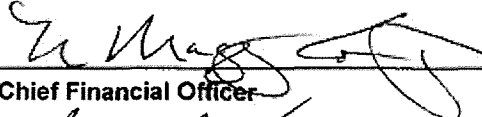
Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments. Use of supplies remaining from prior year for all departments.

From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	16

To:	Account Number	Account Name	Amount
	15401-43232	Printing & Publications	16

10/26/12
Date Requested 
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
Date Reviewed 
Chief Financial Officer

11/2/12
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

FY 11/12

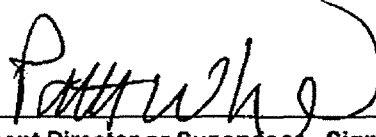
Department: Senior Center

Reason for Request: Unanticipated electrical upgrade for new electric stoves

Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments.
 Use of supplies remaining from prior year for all departments.
 Lower vehicle expenses than projected.

From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	1,021
	15401-46390	Vehicle Maintenance & Fuel	240

To:	Account Number	Account Name	Amount
	15401-46226	Building Repairs	1,261

10/26/12
 Date Requested 
 Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
 Date Reviewed 
 Chief Financial Officer

11/12/12
 Date Approved 
 First Selectman

Date Approved _____
 Board of Selectmen Clerk

Date Approved _____
 Board of Finance Clerk

FY 11/12

Town of Colchester

General Fund

Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Additional membership to the Connecticut Association of Senior Center Personnel for the Program Coordinator

Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments. Use of supplies remaining from prior year for all departments.

From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	45

To:	Account Number	Account Name	Amount
	15401-43258	Professional Memberships	45

10/26/12
Date Requested

Patti White
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

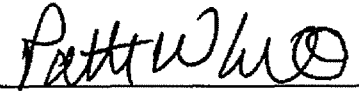
Department: Senior Center

Reason for Request: Overtime costs incurred to provide residents with transportation to and from the Emergency Shelter during Storm Irene

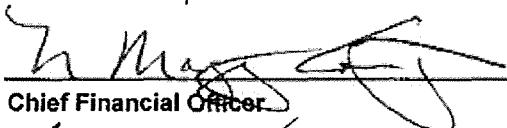
Reason for Available Funds: Lower vehicle expenses than anticipated (fuel and repairs)


From:	Account Number	Account Name	Amount
	15401-46390	Vehicle Maintenance & Fuel	135

To:	Account Number	Account Name	Amount
	15401-40103	Overtime	135

10/26/12
Date Requested 
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
Date Reviewed 
Chief Financial Officer

11/12/12
Date Approved 
First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Additional hours for part-time driver during employee FMLA leave

Reason for Available Funds: Lower vehicle expenses than anticipated (fuel and repairs)

From:	Account Number	Account Name	Amount
	15401-46390	Vehicle Maintenance & Fuel	219

To:	Account Number	Account Name	Amount
	15401-40101	Regular Payroll	219

10/26/12
Date Requested

Patti White
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

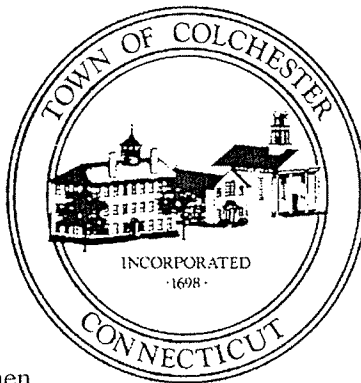
Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk





Code Administration
Building Official
Fire Marshal
Wetlands Enforcement

Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

November 8, 2012

TO: Board of Selectmen

FROM: Colchester Conservation Commission

SUBJECT: Acceptance of 10.65 Acres Conservation Easement located on the Tractor Supply Site

In 2011, The Tractor Supply Company (TSC) received approvals from the Town of Colchester Conservation Commission and the Planning and Zoning Commission, to develop a retail building, a smaller retail building pad and associated parking, utilities and drainage facilities. The 23 acre site is located on the Southwestern corner of the intersection of Rte 85 & Lake Hayward Road.

The TSC was permitted to fill 4,250 square feet or .10ac of wetlands in order to construct the access drive and a portion of the parking area. The disturbance to the wetlands system was countered by the mitigation and creation of 47,190 square feet or 1.12 ac of wetlands. Due to this wetland disturbance and mitigation, the applicant was required to obtain an Army Corps of Engineers (AOCE) permit.

As part of the AOCE permitting process, the applicant was required to permanently protect an environmentally sensitive area in the rear portion of the site as development in this area might have potentially damaging affects to the stream, wetlands and vernal pools on the site.

The applicant proposed to comply with this condition by placing 10.65 acres of this area within a Conservation Easement (see attached plan). The ACOE requested that the rights of the Conservation Easement be given to the Town of Colchester. Planning and Zoning Staff recommended that this Easement be accepted and in order for the applicant to move forward, the Board of Selectman must accept the Conservation Easement.

On Wednesday, October 10th, 2012, The Colchester Conservation commission voted to recommend that the Board of Selectmen accept such an easement.


Recommended Motion:

The Board of Selectmen motion to accept the 10.65 Acre Conservation Easement located on the Tractor Supply Company development site, as shown on the attached plan dated 12.5.2011 revised through 9.5.2012 & authorize the First Selectman to sign all necessary documents.

MEMORANDUM

Date: 10/25/12

To: Gregg Schuster CEO, Town of Colchester Ct, 1st Selectman

From: Fire Chief Walter Cox 

Cc: BOS, D. Kennedy, BOF

RE: Re-Enrollment for Medicare Billing Program

Medicare is updating their list of all providers authorized to bill Medicare for medical cost reimbursement payments. This update is done every five (5) years.

The application is completed by Shared Response Health Systems, the agency currently under contract as our agent to perform medical billing.

The attached document requires authorized official signatures of the representatives for the Town of Colchester. The signatures attest that the Town of Colchester is adhering to the laws, regulations, and program instructions of the Medicare program. Medicare will only reimburse claims that adhere to their program regulations, and if the entity is an authorized provider.

As such:

RECOMMENDED ACTION:

“Moved to approve the Medicare fee-for-service contract and authorize the First Selectman to sign all necessary documents.”

SECTION 15: CERTIFICATION STATEMENT (Continued)**B. 1ST Authorized Official Signature**

I have read the contents of this application. My signature legally and financially binds this supplier to the laws, regulations, and program instructions of the Medicare program. By my signature, I certify that the information contained herein is true, correct, and complete and I authorize the Medicare fee-for-service contractor to verify this information. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the Medicare fee-for-service contractor of this fact in accordance with the time frames established in 42 CFR § 424.516.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Authorized Official's Information and Signature

First Name WALTER	Middle Initial J	Last Name COX	Suffix (e.g., Jr., Sr.) JR
Telephone Number (860) 537-8437	Title/Position CHIEF OF SERVICE		
Authorized Official Signature (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)			Date Signed (mm/dd/yyyy)

(blue ink preferred)

C. 2ND Authorized Official Signature

I have read the contents of this application. My signature legally and financially binds this supplier to the laws, regulations, and program instructions of the Medicare program. By my signature, I certify that the information contained herein is true, correct, and complete and I authorize the Medicare fee-for-service contractor to verify this information. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the Medicare fee-for-service contractor of this fact in accordance with the time frames established in 42 CFR § 424.516.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)		10/01/2012	

Authorized Official's Information and Signature

First Name GREGG	Middle Initial	Last Name SCHUSTER	Suffix (e.g., Jr., Sr.)
Telephone Number (860) 537-7220	Title/Position FIRST SELECTMAN		
Authorized Official Signature (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)			Date Signed (mm/dd/yyyy)

All signatures must be original and signed in ink (blue ink preferred). Applications with signatures deemed not original will not be processed. Stamped, faxed or copied signatures will not be accepted.

SECTION 15: CERTIFICATION STATEMENT (Continued)

B. 1ST Authorized Official Signature

I have read the contents of this application. My signature legally and financially binds this supplier to the laws, regulations, and program instructions of the Medicare program. By my signature, I certify that the information contained herein is true, correct, and complete and I authorize the Medicare fee-for-service contractor to verify this information. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the Medicare fee-for-service contractor of this fact in accordance with the time frames established in 42 CFR § 424.516.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Authorized Official's Information and Signature

First Name WALTER	Middle Initial J	Last Name COX	Suffix (e.g., Jr., Sr.) JR
Telephone Number (860) 537-8437	Title/Position CHIEF OF SERVICE		
Authorized Official Signature (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)			Date Signed (mm/dd/yyyy)

(blue ink preferred)

C. 2ND Authorized Official Signature

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If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)		10/01/2012	

Authorized Official's Information and Signature

First Name GREGG	Middle Initial	Last Name SCHUSTER	Suffix (e.g., Jr., Sr.)
Telephone Number (860) 537-7220	Title/Position FIRST SELECTMAN		
Authorized Official Signature (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)			Date Signed (mm/dd/yyyy)

All signatures must be original and signed in ink (blue ink preferred). Applications with signatures deemed not original will not be processed. Stamped, faxed or copied signatures will not be accepted.



National Government Services, Inc.
www.NCSMedicare.com

A CMS Contracted Agent

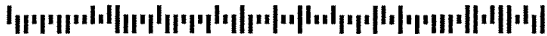
P.O. Box 50437, Indianapolis, IN 46250-0437

Medicare

NPI: 1245228618

CONT: 13102

12/28/11 12:15:3 0000032 20120925 H669Y101 NGS REV MAN DOM H669Y10099 153528 RL



TOWN OF COLCHESTER
TOWN OF COLCHESTER
52 OLD HARTFORD ROAD
COLCHESTER CT 06415-2736



September 28, 2012

*****TIME SENSITIVE MATERIAL - IMMEDIATE ACTION REQUESTED*****

Dear Provider/Supplier:

THIS IS A PROVIDER ENROLLMENT REVALIDATION REQUEST

IMMEDIATELY SUBMIT AN UPDATED

PROVIDER ENROLLMENT PAPER APPLICATION 855 FORM OR

REVIEW, UPDATE AND CERTIFY YOUR INFORMATION

VIA THE INTERNET-BASED PECOS SYSTEM

In accordance with the Patient Protection and Affordable Care Act, Section 6401 (a), all new and existing providers must be reevaluated under the new screening guidelines. Medicare requires all enrolled providers and suppliers to revalidate enrollment information every five years (reference 42 CFR § 424.515). To ensure compliance with these requirements, existing regulations at 42 CFR § 424.515(d) provide that the Centers for Medicare & Medicaid Services (CMS) is permitted to conduct off-cycle revalidations for certain program integrity purposes. Upon the CMS request to revalidate its enrollment, the provider/supplier has 60 days from the post mark date of this letter to submit complete enrollment information using one of the following methods:

Providers and suppliers can revalidate their enrollment in the Medicare program using either the:

(1) Internet-based Provider Enrollment, Chain, and Ownership System (PECOS).

To revalidate via the Internet-based PECOS, go to <https://pecos.cms.hhs.gov>. This system allows you to review information currently on file. Remember to print, sign, date, and mail the certification statement along with all required supporting documentation. To process the revalidation, the original signature and documentation must be received within 15 days of internet submission date.



The E-Signature feature is now available in Internet-based PECOS. If you chose to utilize this feature, please print the web tracking ID on all supporting documentation before mailing, or include a printed copy of the confirmation page with any documents.

You must have an active National Provider Identifier (NPI) and have a web user account (User ID/Password) established in NPPES (<https://nppes.cms.hhs.gov/NPPES/Welcome.do>). Physicians and non-physician practitioners will access Internet-based PECOS with the same User ID and password that they use for NPPES.

For provider/supplier organizations who would like an individual(s) (Authorized Official) to use Internet-based PECOS on behalf of a provider or supplier organization, the Authorized Official must register with the PECOS Identification and Authentication system. If you have not registered, do so now by going to (<https://pecos.cms.hhs.gov>). This registration process can take up to three (3) weeks.

If additional time is required to complete the revalidation applications, you may request one 60-day extension, which will begin on the date of the request. The request may be submitted in writing from the individual provider, the Authorized or Delegated Official of the organization or the contact person and addressed to your Medicare Administrative Contractor (MAC), National Government Services. The request should include justification of why a 60-day extension is needed. The request may also be made by contacting National Government Services via phone.

To avoid any registration issues, review the internet-based PECOS related documents available on the CMS Web site (www.cms.hhs.gov/MedicareProviderSupEnroll).

If you have issues with your User ID/Password and are unable to log into Internet-based PECOS, please contact the External User Services (EUS) Help Desk at 1-866-484-8049 / TTY:1-866-523-4759.

(2) Paper Application Form

To revalidate by paper, download the appropriate and current CMS-855 Medicare Enrollment application from the CMS Web site at <https://www.cms.gov/MedicareProviderSupEnroll/>. Mail your completed application and all required supporting documentation to National Government Services, Inc., at the address below.

**National Government Services, Inc.
Provider Enrollment J13 Part B Reval
PO Box 50437
Indianapolis, IN 46250-0437**

If additional time is required to complete the revalidation applications, you may request one 60-day extension, which will begin on the date of the request. The request may be submitted in writing from the individual provider, the Authorized or Delegated Official of the organization or the contact person and addressed to your Medicare Administrative Contractor (MAC), National Government Services. The request should include justification of why a 60-day extension is needed. The request may also be made by contacting National Government Services via phone.

*****To expedite the revalidation process, please include a copy of this letter with your application or PECOS web certification statement and supporting documents.*****

→ With the exception of physicians, non-physician practitioners, physician group practices and non-group practices, all other revalidating providers and suppliers who submit enrollment applications using the CMS 855A, CMS 855B (not including physician and non-physician practitioner organizations) or the CMS 855S or associated Internet-based PECOS enrollment application must submit with their application, confirmation that the application fee was paid or a request for a hardship exception. (Note: physicians who are DMEPOS suppliers are subject to the fee for the DMEPOS enrollment). Application fees must be submitted via PECOS at <https://pecos.cms.hhs.gov/pecos/feePaymentWelcome.do> which will allow payment of the fee by electronic check, debit, or credit card prior to submitting the application (reference 42 CFR 424.514). The fee for all revalidations received in calendar year 2012 is \$523.00. If you feel you qualify for a hardship exception waiver, submit a letter on practice letterhead and financial statements requesting a waiver in lieu of the enrollment fee along with your application or certification statement. Revalidations are processed only when application fees have cleared or the hardship exception waiver has been granted. You will be notified by mail if your hardship waiver request has been granted or if a fee is required. More information on who is subject to an enrollment fee can be found at <https://www.cms.gov/MedicareProviderSupEnroll/Downloads/ApplicationFeeRequirementMatrix.pdf>.

*****Please include a copy of your fee confirmation receipt if applicable when mailing your application or web certification statement.*****

For more information on the application fees and screening requirements under the Patient Protection and Affordable Care Act (PPACA) view the MLN Matter Article at <http://www.cms.gov/MLNMattersArticles/downloads/MM7350.pdf>.

Physicians, non-physician practitioners and physician and non-physician practitioner organizations must report a change of ownership, any adverse legal action, or a change of practice location to the MAC within 30 days. All other changes must be reported within 90 days. For most, but not all other providers and suppliers, changes of ownership or control, including changes in authorized official(s) must be reported within 30 days; all other changes to enrollment information must be made within 90 days.

*****Failure to submit complete enrollment application(s) and all supporting documentation within 60 calendar days of the postmark date of this letter may result in your Medicare billing privileges being deactivated. We strongly recommend you mail your documents using a method that allows for proof of receipt*****

debit out from



If you have any questions regarding this letter, please call 1-888-379-3807 between the hours of 8:00 AM and 4:00 PM (EST) or visit our Web site at www.ngsmedicare.com for additional information regarding the enrollment process or the CMS 855 and 588 forms.

Sincerely,
National Government Services
Provider Enrollment

PTAN'S:
590000109

Memo



Date: 9/27/2012
To: Gregg Schuster, First Selectman
Cc: Board of Selectmen
From: Chief Walt Cox
RE: Middlesex Paramedics Bundle Billing Agreement

ADVANCED LIFE SUPPORT INTERCEPT AGREEMENT BETWEEN COLCHESTER AND MIDDLESEX HOSPITAL

In 2007 the Town of Colchester and Middlesex Hospital entered into an agreement for the basic life support, Advanced Life Support transport capability, the bundle billing and reimbursement of Paramedic service fees.

In 2012 the State of Connecticut authorized the reimbursement of Paramedic Intercept fees from additional medical entities. This contract has been amended to include all entities now participating. The contract also reflects the fees that are allowable, and the ability of the Paramedic Service to recoup all fees allowable to be charged and recouped.

As our ambulance service is crucial to the citizens of Colchester, the relationship with the current paramedic service is essential. They provide a 24 hr., 7 days a week service.

There are no other changes to the existing contract other than the two mentioned above, and I hereby recommend the adoption, and signing of this contract with immediate implementation.

**ADVANCED LIFE SUPPORT INTERCEPT AGREEMENT
BETWEEN
COLCHESTER HAYWARD VOLUNTEER FIRE DEPARTMENT
AND
MIDDLESEX HOSPITAL**

This Advance Life Support Intercept Agreement (the "Agreement") is made as of this _____ day of _____, 2012, (the "Effective Date") by and between The Town of Colchester Fire/EMS Department dba, and herein referred to as Colchester Hayward Volunteer Fire Department ("CHVFD"), a Connecticut corporation having a place of business at 52 Old Hartford Rd., Colchester, CT 06415 and Middlesex Hospital, a non-stock corporation having a place of business at 28 Crescent Street, Middletown, CT 06457, and its Emergency Medical Service Paramedics ("MHEMS")

WHEREAS, CHVFD is licensed and qualified to provide basic life support ("BLS") ambulance transportation within its Primary Service Area ("PSA"); and,

WHEREAS, CHVFD requires access to Advanced Life Support ("ALS") capability to serve certain critically ill patients within the PSA; and,

WHEREAS, MHEMS is licensed, qualified, staffed with Paramedics and is willing to provide ALS intercept services to CHVFD ("Services"); and,

WHEREAS, CHVFD and MHEMS wish to enter into an arrangement for provision of Services to patients transported by CHVFD;

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. MHEMS shall endeavor to make available licensed Paramedics for Services twenty-four (24) hours per day, seven (7) days per week. CHVFD acknowledges that emergency medical service system demands on MHEMS will at times prevent MHEMS from responding timely to a CHVFD request. MHEMS will notify CHVFD immediately at the time of request when such circumstances exist. In such circumstances, paramedic services will be requested by MHEMS according to its existing mutual aid agreements with other paramedic service providers.
2. MHEMS shall respond to CHVFD requests to provide Services either at the scene of the medical emergency or by meeting the transporting ambulance *en route* to an acute care medical facility at an agreed intercept point. Services shall be provided by an MHEMS Paramedic in accordance with the most recent revision of the State of Connecticut ALS Protocols.
3. If Services are initiated for the CHVFD transported patient, a MHEMS Paramedic shall accompany the patient and the crew on board the CHVFD ambulance to the acute care

facility and shall remain until patient care responsibilities are transferred to the acute care medical facility's personnel.

4. From time to time, the MHEMS Paramedic in performing an assessment on a CHVFD patient will determine, based upon MHEMS prehospital treatment guidelines, that the patient may be safely transported by CHVFD to the acute care medical facility without a MHEMS Paramedic in the ambulance. MHEMS will document such assessments using "emsCharts", and billing for such assessments will be as stated in paragraph 8.
5. MHEMS shall provide to CHVFD upon request evidence of current licensure to provide Services. Such evidence shall include the license issued by the State of Connecticut and either an authorizing letter from the Regional Council for MHEMS to provide the ALS services or a letter from Middlesex Hospital agreeing to provide MHEMS with medical control.
6. CHVFD shall provide to MHEMS upon request evidence of its licensure, that it is a Medicare Provider in good standing and its Medicare Provider Number. The affected party will provide the other party timely notice of any changes in licensure, good standing or Medicare Provider Number. Also, CHVFD will provide MHEMS with CHVFD's current Medicare allowable rates upon execution of this Agreement and within thirty (30) days of Medicare publishing new rates.
7. MHEMS and CHVFD shall each be responsible for obtaining necessary demographic and billing information on transported patients. MHEMS and CHVFD shall bill and collect for patient transports not covered by Medicare only for their respective component of the emergency response. MHEMS shall bill third party payors and self-pay patients for Services at the then current Paramedic Intercept rate authorized by the State of Connecticut Department of Public Health and CHVFD shall bill third party payors and self-pay patients the BLS transport rate authorized by the State of Connecticut Department of Public Health.
8. Notwithstanding anything in the paragraph 6 above, MHEMS and CHVFD agree that CHVFD shall bill the Advanced Level Paramedic Intercept fee portion of a bundled bill to Medicare Part B, Medicare HMO Replacement Plans, Veteran's Administration, and Federal Blue Cross for MHEMS Services rendered to Medicare Beneficiaries and employees of the Federal Blue Cross Program as transported by CHVFD. This includes any fees associated with ALS Assessments, as stated in paragraph 4 above. MHEMS and CHVFD agree that MHEMS may not bill Medicare or the Federal Blue Cross programs directly for Services rendered hereunder.
9. MHEMS and CHVFD agree that CHVFD shall bill the Advanced Level Paramedic Intercept fee portion as an additional line item (A0432) in addition to the BLS charge to Connecticut Medicaid. CHVFD shall reimburse MHEMS the allowable rate (currently \$130.07) upon receipt of a statement from the MHEMS billing agent.

10. MHEMS shall submit weekly to CHVFD, or the CHVFD billing agent, a Claim for Services. The Claim shall include a listing of the Paramedic responses during that period with the name of the patient and date of each call for Service, and a copy of the Paramedic Patient Care Report (PCR) or Non-transport Report, as appropriate, for each call. Both Reports will include time of call, address of pick-up or intercept location, acute care medical facility destination, and level of call. MHEMS understands that any call submitted to CHVFD more than thirty (30) days after the date of Service may not be billable by CHVFD and as a result not payable to MHEMS by CHVFD.
11. Within thirty (30) days after CHVFD billing agent receives payment from Medicare, CHVFD billing agent shall remit to MHEMS, or the MHEMS billing agent, One Hundred Percent (100%) of the difference between the then current Medicare allowable rate for basic life support-emergency and the Medicare allowable rate for the applicable advanced level care for the ambulance transport, either ALS-1 emergency or ALS-2, as applicable to the call. The CHVFD billing agent will bill Medicare Beneficiaries, Federal Blue Cross programs, or their secondary insurers the patient's co-payments. Within thirty (30) days after CHVFD billing agent receiving such co-payments, CHVFD billing agent shall remit to MHEMS, or the MHEMS billing agent, the amount received in excess of CHVFD's customary BLS co-payment.
12. MHEMS, or the MHEMS billing agent, will provide CHVFD billing agent with a monthly statement as of the end of the month within ten (10) days of the end of each month for the Services for which MHEMS has not received payment from CHVFD billing agent. CHVFD or CHVFD billing agent will provide MHEMS, or the MHEMS billing agent, a monthly report as of the end of the month within ten (10) days of the end of each month giving billing and collection detail for each Medicare-covered and Federal Blue Cross program call for which MHEMS has provided Services. The parties agree to meet as necessary to resolve issues of billing, documentation, or reconciliation of amounts owed to MHEMS by CHVFD within ten (10) days of Notice of such dispute by the aggrieved party.
13. CHVFD shall provide MHEMS, or the MHEMS billing agent, a contact name and phone number for the CHVFD billing agent. CHVFD authorizes MHEMS, or the MHEMS billing agent, to contact the CHVFD billing agent if the patient accounts receivables age is 60 days or greater.
14. CHVFD shall be responsible for the errors/omissions of the CHVFD billing agent and for delayed or incorrect level of service bundle bill charges, provided that MHEMS, or the MHEMS billing agent, provides MDF evidence of the MHEMS billing agent's proper and timely submission of Patient Care Reports and Non-Transport Forms for the disputed claims. In these instances, MHEMS shall also provide CHVFD evidence of acknowledgement of receipt of said forms by the CHVFD billing agent.
15. The relationship between Middlesex Hospital and CHVFD shall be that of independent contractors. Nothing in this Agreement shall be construed or be deemed to create a relationship of employer and employee or principal and agent or any relationship other than

that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement.

16. Middlesex Hospital will indemnify, defend and hold harmless CHVFD, from any and all suits, claims, losses, damages or injuries to persons or property and any costs and expenses incurred in connection therewith, including reasonable attorney's fees, caused by the negligent and/or willful acts, errors or omissions of Middlesex Hospital its directors, officers, employees or agents.
17. CHVFD will indemnify, defend and hold harmless Middlesex Hospital its directors, officers, employees and agents from any and all suits, claims losses, damages or injuries to persons or property and all costs and expenses incurred in connection therewith, including reasonable attorney's fees, caused by the negligent and/or willful acts, errors or omissions of CHVFD, its directors, officers, employees or agents.
18. Each party shall give the other party prompt written notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification.
19. Each party, at its sole expense, shall maintain professional liability and comprehensive general liability insurance to meet their respective obligations hereunder in at least the following amounts: one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Both parties shall provide the other party upon request with certificates of insurance evidencing all of the aforementioned coverage.
20. The term of this Agreement shall be for one (1) year from the Effective Date, unless terminated as provided herein. This Agreement shall be automatically extended for successive one-year periods following the initial term unless either party notifies the other of its intent not to renew at least ninety (90) days before the end of the initial term or any extension term then in effect.
21. Either party may terminate this Agreement for any reason by giving ninety (90) days written notice to the other party.
22. In the event of a default by either party in carrying out any material obligation hereunder, the other party may terminate this Agreement; provided, however, that such right of termination shall only apply if written notice of such default has been given and the defaulting party has not cured such default within thirty (30) days of receipt of such notice.
23. This Agreement will immediately terminate if either party ceases to be licensed or certified, as applicable, as a provider of ambulance transport services. In the event that there is a change in the applicable statutes or regulations that, in the opinion of counsel for either party, would cause the billing arrangement herein to be in violation of Medicare regulations, the parties agree to immediately suspend billing Medicare under the terms of this Agreement until the Agreement is modified to be in compliance with such new regulations.

24. All notices or demands made in connection with this Agreement given to or made upon either party shall be in writing and shall be deemed to have been given if mailed by certified mail, hand delivered or sent via reputable commercial courier to the party at the following address, as may be modified from time to time by written notice:

<u>Colchester Hayward Volunteer Fire Dept:</u>	<u>Middlesex Hospital / MHEMS:</u>
<u>52 Old Hartford Rd</u>	<u>Middlesex Hospital Paramedics</u>
<u>Colchester, CT 06415</u>	<u>28 Crescent Street</u>
_____	_____
_____	<u>Middletown, CT 06457</u>
_____	_____
<u>Attention: Fire Chief</u>	<u>Attention: EMS Manager</u>
_____	_____

25. This Agreement contains the entire agreement of the parties related to the subject matter hereof, and supersedes all prior understandings, agreements, and documentation relating to the subject hereof. No modification of or amendment to this Agreement shall be binding unless agreed to in writing and executed by both parties.

26. If any provision of this Agreement or portion of such provision or the application thereof to any person or circumstance shall to any extent be held invalid or unenforceable, the remainder of this Agreement (or the remainder of such provision) and the application thereof to other persons or circumstances shall not be affected thereby.

27. This Agreement may not be assigned without the prior written consent of both parties.

28. This Agreement shall be governed by the laws of the State of Connecticut and the parties agree that the venue for any disputes arising hereunder shall be in the courts of that state.

29. The failure of a party to insist upon strict adherence to any term of this Agreement on any occasion shall not be considered a waiver or deprive that party of the right thereafter to that term or any other term of this Agreement.

IN WITNESS WHEREOF, the parties have hereto have set their hands by their fully authorized representatives:

**Colchester Hayward Volunteer
Fire Department**

Middlesex Hospital

Signature

Signature

Printed Name

Susan Martin

Printed Name

Title

Vice President, Finance

Title

Town of Colchester Interoffice Memorandum

To: Board of Selectmen
From: James Paggioli, L.S., Director of Public Works
CC: Cheryl Hancin, Recreation Manager
Date: 11/15/2012
Re: Town Green Holiday Tree – Damage & Possible Replacement Tree Location

In discussions with the Recreation Department, the issue of replacing the Holiday Tree lighting upon the existing 80 foot high Norway Spruce has been raised. The Recreation Department in conjunction with the Colchester Business Association has raised approximately \$5,500 in order to “re-light” the tree. The existing conditions were as follows:

- The tree was permanently strung with lighting (incandescent type) that remained in place year-round.
- Having left the lighting strings in place year around, the lighting string wiring became damaged and inoperable.

The desire of the CBA was to raise enough money in order to replace the lights and return back to the more traditional “living” holiday tree on the green.

Upon inspection of the tree by staff, an electrical contractor, and myself to determine the feasibility of proceeding with the relighting of the tree, damage to the westerly portion of the tree that included broken branches up to approximately 25 feet caused by the recent Storm Sandy was found. Pictures attached depict these issues.

Additionally, the current tree has grown to a height where it only possible to do the work with a lift that exceed an 80 foot reach and the number of available “no-cost” boom trucks and/or lifts is nonexistent.

At this point, due to the damage upon the tree, damage to the electrical infrastructure, funding limitations, and the opinion that the tree was overgrown for the use intended, it was concluded that the existing tree would not be relit for the season and that the use of the existing funds would not be prudently applied to this use. It was the opinion of the group that the tree should be removed and a suitable replacement obtained.

Solution

There are two spruce trees along Hayward Avenue (planted by Boy Scouts in conjunction with Wendy Rubin). The location of the plantings are not in general conformity to the remainder of the park and have reached a height where due to the poor placement of the trees, are becoming a likely target for CL&P to begin to start trimming the tree because of wire conflict. Attached are pictures depicting the trees. The northerly of the two trees is a Blue Spruce (Approx height 25 feet) and the southerly a White Spruce of the same height. The Blue Spruce has a more fuller shape and is a better potential candidate for the new holiday tree, if is relocated to the same location

Staff has contacted a tree service located in Middletown, Tree Ark, that has a 92” tree spade and has extensive experience in relocating tree up to 25 feet in height. Tom Burgess, owner of Tree Ark, has visited the site and is preparing a formal quote in order to relocate the Blue Spruce to the location of the existing Norway Spruce just to the north of the Gazebo. Preliminary costs are \$2,650 in order to relocate the tree and can be done in time for the annual tree lighting event. Staff can remove the existing tree, stump and root structure, then augment the soil structure with a more granular well drained material from existing stockpiles.

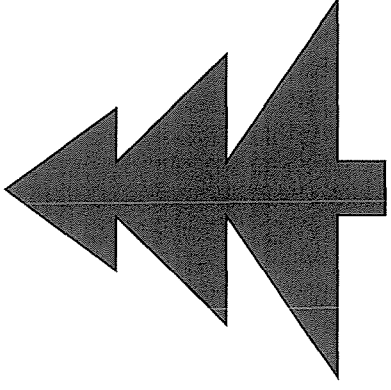
Arthur Liverant of the Historical Society conceptually has no objection to the removal of the existing Norway Spruce and the relocation of the Blue Spruce tree.

Alternative

The alternative to relocation the tree at this point would be a continuation of the temporary tree lighting that has been preformed the past few years and staff has located a suitable temporary tree for that purpose.

Recommended Action

“The Board of Selectmen support the removal of the current holiday tree and replacement recommendations by the Public Works Director, Recreation Manager, and Parks & Recreation Committee.”



Holiday Tree Replacement

Board of Selectmen

11/15/2012

Current Tree



Current Tree Damage



Current Tree Damage



Current Tree Electrical



Current Tree Damage



Current Tree Damage



Replacement



Replacement

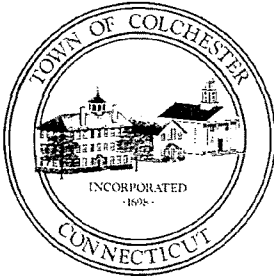


Replacement



Replacement





Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman 

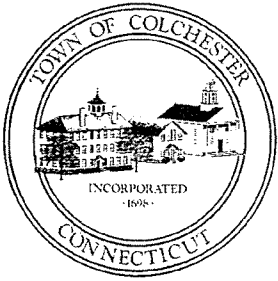
Date: 11/13/12

Re: 2013 Board and Commission Chairmen Meeting Schedule

The following regular meeting schedule is recommended for 2013. All meetings will take place prior to the regular Board of Selectmen meeting for that evening.

January 17
April 18
July 18
October 17

Recommended motion – “Move to adopt the Board and Commission Chairmen 2013 meeting schedule as recommended by the First Selectman.”



Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman 

Date: 11/15/12

Re: 2013 Board of Selectmen Regular Meeting Schedule

The following regular meeting schedule is recommended for 2013. All regular meetings are the first and third Thursday of each month.

January 3	July 18
January 17	August 1
February 7	August 15
February 21	September 5
March 7	September 19
March 21	October 3
April 4	October 17
April 18	November 7
May 2	November 21
May 16	December 5
June 6	December 19
June 20	

Recommended motion – “Move to adopt the Board of Selectmen 2013 meeting schedule as recommended by the First Selectman.”

TOWN OF COLCHESTER



EMPLOYEE HANDBOOK & PERSONNEL POLICIES

DRAFT
LAST REVISION: 09/26/12

Employee Responsibilities

The Town of Colchester has always maintained the highest standards of public service. Therefore, in all dealings with the public, and with each other, all Town employees are expected to act in a professional manner at all times. This also applies whenever they are conducting Town business or otherwise representing the Town. With the foregoing in mind, the Town has developed policies and rules for the benefit of the Town and its employees.

Some of the policies have already been outlined earlier in ~~the policy statement~~ **this employee handbook**. Others are contained in the following list. ~~All employees are encouraged to read this list of actions and to understand it fully.~~ This list is not exhaustive, is subject to change, and is designed only to provide examples of misconduct, which can lead to disciplinary action. If any one of these actions, ~~or any one of the~~ previously mentioned actions, or any other similar action, is taken by any employee, it can result in disciplinary action, up to and including dismissal. In each case, the level of discipline will depend upon the severity of the conduct in question in light of all relevant circumstances with the ultimate decision to be made in the Town's sole discretion.

1. Improper or unprofessional treatment of a fellow employee or member of the public.
2. Failing to follow instructions of, or to perform work requested by, a supervisor ~~o manager~~ (or other insubordinate action).
3. Failing to meet a Town measure or standard of efficiency and/or productivity.
4. Failure to work assigned overtime.
5. Unauthorized or excessive absences (including late arrival and early departure) from work.
6. Sleeping while on Town property or during the time in which the employee is supposed to be working, **unless authorized by the department supervisor.**
7. Abusing, wasting or stealing Town property, or the property of any Town employee or non-employee.
8. Removing Town property or records without written authorization.
9. Falsifying an employee's employment application or other personnel records.
10. Falsifying Town reports or records (including time sheets and mileage reimbursements).
11. **Failure to obey safety rules.**
12. **Harassing other employees.**
13. **Use of abusive, threatening, or derogatory language.**
14. Violating the law.
15. Fighting or starting a disturbance on Town premises, or while performing job duties, including, but not limited to, assaulting or intimidating a Town employee or member of the public.
16. Unauthorized possession of firearms, weapons, dangerous instruments, or dangerous substances.

17. Reporting to work in a condition unfit to perform the employee's duties, including reporting to work under the influence of illegal drugs or controlled substances or alcohol or consuming, possessing, dispensing or selling such materials on Town premises and/or while on duty.
18. Smoking, eating or drinking in prohibited areas.
19. Violating a Town safety rule or practice, or creating or contributing to unhealthy or unsanitary conditions.
20. Engaging in conduct which creates, or appears to create, a conflict with the interest of the Town, including, but not limited to, soliciting and/or taking money or gifts or favors in connection with the employee's performance of regular job duties.
21. Disclosing confidential Town information without authorization.
- ~~22. Using profanity towards others~~
23. Neglect of duty.
24. Using Town facilities after normal working hours without authorization.
25. Interfering with, obstructing, or otherwise hindering the production or work performance of another employee.
26. Originating or spreading false statements concerning employees or the Town.
27. Engaging in immoral or indecent conduct on Town property.
28. Using any piece of equipment or property of the Town without being authorized to do so.
29. Violating any Town policy on fair treatment, equal opportunity, or nondiscrimination.
30. Unsatisfactory work performance.
31. Any conduct which is determined by the First Selectman to be detrimental or contrary to the goals or best interest of the Town.

Dress Code

Town employees should exercise their best judgment when selecting outfits that are appropriate for work. Proper attire for town hall employees is regularly considered, "business casual," but may require more formal attire when dealing with scheduled meetings, conferences, interviews, etc.

Business dress is required when testifying or meeting public officials at the General Assembly or as required by the First Selectman at his/her discretion.

Department heads can approve jeans or other attire for employees when they are working in the field. Employees are encouraged to use their best judgment regarding dress upon returning to work from the field. If jeans are worn upon return to work, such jeans shall not be visibly dirty or ripped, as to present unprofessional attire.

Employment of Relatives

It is the goal of the Town of Colchester to avoid creating or perpetuating circumstances in which the possibility of favoritism, conflicts of interest, or impairment of efficient operations may occur. Members of an employee's immediate family will be considered for employment by the Town of Colchester, provided that the applicants possess all the qualifications required for the available position for which employment is sought. Immediate family members of an employee may not be hired, however, if a direct or indirect supervisory/subordinate relationship with the current employee would be created by the employment of such an applicant.

For purposes of this policy, "immediate family" shall include a current employee's spouse, brother, sister, parents, children, stepchildren, son/daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, uncle, aunt, niece, nephew and any other relative who is a member of the current employee's household.

Confidentiality

Employees of the Town may learn confidential information of one type or another during the course of their employment. During and after employment with the Town, confidential information may not be shared with any non-employee of the Town and may only be shared with the Town's employees on a strict need-to-know basis. If an employee violates this policy, disciplinary action will be taken against such employee, up to and including immediate discharge.

Expense Reimbursement

Employees who are required to use their personal vehicles for official Town business are reimbursed for such travel at the ~~rate of thirty-two cents (\$0.32) per mile.~~ **current IRS mileage reimbursement rate.** All reimbursable travel must have prior authorization of your supervisor. To be eligible for reimbursement, the employee must submit a written record of travel expenditures to his or her supervisor ~~within ten (10) working days of the date of the employee's reimbursable travel~~ **for approval on a monthly basis.**

No Smoking

~~The Town of Colchester is committed to the well-being of our employees. Smoke related diseases are among the leading causes of death and illness in this country. By providing a smoke-free environment we hope to reduce the risk of smoke-related illnesses.~~

~~Therefore,~~ In accordance with Connecticut State law, Sec. 31-40q, ~~the Town of Colchester has decided to declare its entire workplace as "Smoke Free."~~ **Colchester town buildings and facilities are "smoke free."** The burning of tobacco products **within town facilities** is expressly prohibited, including cigars, cigarettes, pipe tobacco or any other matter or substance containing tobacco.

Those employees who continue to smoke tobacco products may do so outside of the workplace outside of the buildings. ~~At Town Hall it would be outside of the building at the side entrances.~~ Employees choosing to smoke may do so only in their allotted break time. Excessive time away from work duties for the purpose of smoking will not be tolerated and may result in disciplinary action.

Care of Personal Belongings

Your personal belongings are your responsibility at all times. The Town's insurance does not cover loss of personal belongings or monies. Employees should use considerable care to safely store personal belongings and valuables while at work.

Inclement Weather

Town Hall will remain open during inclement weather unless the severity of conditions prohibits remaining open. Employees should make every reasonable effort to get to work, or continue working if already present, unless otherwise notified. In the event that Town Hall closes, we will make every effort to have the details concerning the closing announced in a pre-determined manner. Employees are urged to contact their immediate supervisor if they are uncertain about operation. If operations are canceled after a shift has started, hourly employees will be paid for the time worked. If there is an early dismissal, non-exempt employees will be paid through the official release time.

Acceptable Computer Network and Office Equipment Use (ADDED FROM CURRENT POLICY)

The use of electronic communications and Internet access is intended for official town business and may not be used for personal business unless approved by the First Selectman. All information and communication on the Town of Colchester's computer network(s) are the property of the Town of Colchester.

Electronic communications includes but is not limited to computers, electronic mail (E-mail), electronic bulletin boards, listservs, internet use, facsimile, telephones, cell phones, pagers, voice mail, radios, walkie talkies, personal digital assistants, television, and communications infrastructure.

The First Selectman and management have the right to review, audit, intercept, access and/or disclose all messages and /or images created, received or sent over the electronic mail system. The contents of electronic mail may be disclosed without the permission of the employee. There is no expectation of privacy. The First Selectman may limit or deny individual's access to the system.

Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software.

Employees are expected to appropriately use and become proficient in the use of computer hardware and software, electronic communications and Internet access.

Employees must work in cooperation with network administration to ensure all security measures are met. The following is strictly prohibited:

1. Releasing passwords to individuals not authorized by the town
2. Allowing passwords to be visible to others
3. Use of another individual's password
4. Creating unauthorized accounts/passwords
5. The use of video games
6. Viewing of non-work related videos
7. Using equipment for personal profit or partisan political purposes
8. Leaving a workstation without logging out or locking
9. Installing/uninstalling software or hardware without approval of the IT department
10. Allowing non-town personnel use of hardware/software without authorization from the administration
11. Transmitting or receiving messages or images that violate Town of Colchester policies or are offensive or discriminatory as defined by the Town of Colchester Personnel Policies and Nondiscrimination Resolution
12. Communications containing offensive, sexually explicit images, messages or cartoons, ethnic/racial slurs, or anything that can be construed as harassment
13. Vandalizing any system components
14. Sending network-wide non-business related E-mails, e.g. jokes, chain letters
15. Browsing the internet for purposes not work related during work hours
16. Unauthorized attempts or entry into any computer or any part of the system/network

Phones:

Town phones and voice mail are property of the Town of Colchester. Excessive use of the phone for personal calls may be considered a performance issue and may result in disciplinary action, up to and including discharge. The use of personal cell phones during business hours is only permitted in the case of emergency or brief personal contact with family via voice mail, text, or call (excessive use may be considered a performance issue and may result in disciplinary action, up to and including discharge). In such cases, cell phones should be put on "silent" mode. Texting is not permitted while driving or operating equipment.

Printers, Scanners:

It is expected that all employees will use this equipment for business purposes only and treat such office equipment with care.

V. HEALTH, SAFETY AND SECURITY

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. To accomplish this goal, a joint effort on the part of management and employees is required to share in the responsibility to protect worker safety.

It is the responsibility of the department head to provide a workplace free from recognized hazards. In order to achieve this, he/she must oversee the administration of safety practices in their departments, be aware of accident statistics, follow disciplinary procedures (verbal and written warnings, suspension and possible dismissal), take appropriate corrective action to ensure continued improvement in eliminating or minimizing hazards, to prevent or reduce injuries on the job. Investigations of all occupational illness or injuries must be conducted, and written reports including corrective actions taken must be provided immediately to the First Selectman's office. Safety audits should be conducted periodically to identify and correct potential hazards. Management must make the commitment to follow-through with required repairs and preventive maintenance of equipment and workplace.

Employee cooperation is also necessary to achieve a harmonious effort in providing a safe and healthy workplace. It is the responsibility of the employee to report perceived hazardous conditions to management. Employees should refrain from participating in activities that may jeopardize the safety of fellow workers. Inoperative equipment or equipment with defects should be reported immediately. Job-related illnesses or injuries, no matter how slight, should be immediately reported to management and treatment promptly sought.

While management attention to accident prevention is an important component of a safety program, it is each employee who carries the greatest responsibility for protecting his/her own health. Though we realize that accidents do happen, we