

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, December 5, 2013
Colchester Town Hall**

Meeting Room 1

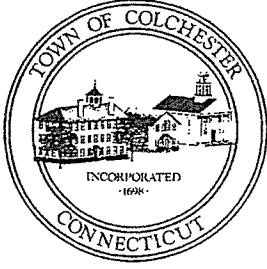
NANCY A. BRAY
TOWN CLERK

2013 DEC - 2 PM 2:18

RECEIVED
COLCHESTER, CT

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the November 21, 2013 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Commission on Aging - Susan Choma – To be Appointed as Regular Member for a Three year term to Expire 12/31/2016
 - b. Commission on Aging – Goldie Liverant – Reappointment for a three year term to expire 12/31/2016
 - c. Commission on Aging – Joseph Menhart - Appointment from Alternate to Regular Member for a three to Expire 12/31/2016
 - d. Planning & Zoning – John Rosenthal – Reappointment for a three year term to expire 12/31/2016
 - e. Blight Task Force – James Forristall to be interviewed
 - f. Blight Task Force – Carl E. Swanback to be interviewed
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Selectman's Operating Committee Report
10. Discussion and Possible Action on Elected Officials Salary Increase
11. Discussion and Possible Action to Reduce Surety Bond for White Oak Farm Conservation Sub-Division
12. Discussion and Possible Action to Authorize Selectman to sign Contract and any documents for Exercise Instructor Gina Schriver

13. Discussion and Possible Action on the Collaborative for Colchester's Children
14. Discussion and Possible Action to Authorize the First Selectman to enter into a Contract with SEER to perform a site analysis for a YMCA Site
15. Discussion and Possible Action on Ambulance Incentive Program
16. Citizens Comments
17. First Selectman's Report
18. Liaison Report
19. Executive Session to Discuss:
 - a. Performance of Town Hall Employee
 - b. Negotiations with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO
 - c. Retirement Funds Hardship Withdrawal Request from a Town Hall Employee
20. Discussion and Possible Action on Successor Contract with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO
21. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, November 21, 2013
Colchester Town Hall – 7:00 PM
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2013 NOV 22 PM 1:20
NANCY A. BRAY
TOWN CLERK

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Denise Mizla and Selectman Mike Caplet

MEMBERS ABSENT: Selectman Stan Soby and Selectman Rosemary Coyle

OTHERS PRESENT: Maggie Cosgrove, Jim Paggioli, John Jones, Arthur Liverant, Patrick Reading, Dave Gesiak, Cheryl Hancin, Dot Mrowka, Kurt Frantzen, Gail Therian, and other citizens.

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:00 p.m. G. Schuster welcomed the new members Denise Mizla and Mike Caplet to the Board of Selectmen.

2. Additions to the Agenda - None

3. Approve Minutes of the November 7, 2013 Regular Board of Selectmen Meeting

M. Caplet moved to approve the Regular Board of Selectmen Meeting minutes of November 7, 2013 as presented, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

G. Schuster asked the clerk to note that both M. Caplet and D. Mizla had attended the November 7, 2013.

4. Citizen's Comments-

Dot Mrowka, Registrar, said that in answer to a question from G. Schuster about holding voting on Saturdays, she has learned that it was not a good option as it did not increase the over-all number of those who voted.

Arthur Liverant, citizen, asked if the fees on the green talked about by the Parks and Recreation Commission were going to be discussed at this meeting. C. Hancin, Recreation Manager, said that she is still gathering information and this item will most likely be discussed at the Parks and Recreation meeting in December.

Gary Siddell, citizen, asked how the lease/purchase agreement for the Senior Center with the Bacon Board of Trustees would affect the future of a new building for the Senior Center. G. Schuster said this would be discussed later this evening.

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

a. Discussion on Ordinance Interpretation regarding Genea Bell serving another term on the Ethics Commission

Discussion was held regarding the Town Counsel's interpretation of the Ordinance. G. Schuster said that G. Bell could not serve another term and that it would be necessary to look for a replacement for her position on the Ethics Commission.

M. Caplet moved to recommend that the First Selectman do everything possible to fill this position and suggest that the Ethics Commission meet to elect officers, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

b. Commission on Aging

1. Susan Choma was interviewed.

c. Zoning Board of Appeals –Patrick Reading re-appointment for a five-year term to expire 12/01/2018.

M. Caplet moved to reappoint Patrick Reading as a member of the Zoning Board of Appeals for a five year term to expire 11/01/2018, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

d. Planning and Zoning Commission –David Gesiak, Member re-appointment for a three-year term to expire 12/01/2016.

D. Mizla moved to reappoint David Gesiak as a member of the Planning and Zoning Commission for a three year term to expire 12/31/2016, seconded by M. Caplet. Unanimously approved. MOTION CARRIED

6. Discussion and Possible action on Liaison Assignments

G. Schuster said that with two new members on the Board, the Board needed to designate liaison assignments. He said that S. Soby and R. Coyle would remain as liaisons to their present Boards and Commissions. Discussion followed.

M. Caplet moved to designate the following as liaisons to the following Boards and Commissions: M. Caplet to the Board of Education; D. Mizla to the Parks and Recreation Commission; M. Caplet to Sewer and Water Commission; D. Mizla to Fair Rent Commission; D. Mizla to the Youth Services Advisory Board; D. Mizla to the Conservation Commission; M. Caplet to the Historic District Commission; D. Mizla to the Board of Assessment Appeals and M. Caplet to the Friends of Cragin Library, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

7. Budget Transfers

M. Cosgrove told the Board that the revenue collected was \$268,000 over the projected amount. The Expense side of the budget was under by \$246,000. She explained the transfer in the amount of \$60,610 to the Legal account was due to three (3) legal costs associated with 1) energy project lease financing documents; 2) animal control/canine disposal order matter including administrative hearings and 30 assessment appeals (reevaluation and other).

M. Caplet moved to approve the budget transfers as recommended by the Board of Finance (attached), seconded by D. Mizla. Unanimously approved. MOTION CARRIED

8. Tax Refunds & Rebates

M. Caplet moved to approve tax refunds in the amount of \$307.64 to Chase Auto Finance Corp., \$76.91 to M and J Bus, Inc., \$4958.03 to M. and J Bus, Inc., \$10.29 to Glenn Barr, \$19.38 to Michael Moran, \$40.96 to Charlene Sukhbir, \$25.30 to Cheryl Dexter, \$121.43 to Priam Vineyards, LLC, and \$300 to Kathleen Cristia, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Selectman's Operating Committee Report

Arthur Liverant, a member of the subcommittee, explained the need for financial assistance from the Town to maintain the Old Bacon Academy building, Day Hall and the Senior Center. Currently the Board of Education uses Old Bacon Academy for the Alternative Education program. Day Hall is used for the Cooperative nursery school. He explained some of the renovations that would be needed to Old Bacon Academy in order for the Alternative Education program to expand, which the Board of Education is in favor.

The Board had questions regarding a possible lease/purchase agreement for the Senior Center; the upgrades to Old Bacon Academy to accommodate the expansion of the Alternative Education program and the amount of financial help the Board of Trustees would need to maintain these buildings.

10. Discussion and Possible Action on Elected Officials Salary Increase

G. Schuster stated that he will not be requesting nor would he accept increase for the 2013/2014 fiscal year. He said that a pool of money had been set aside in the FY 13/14 budget for salary increases for non-union and elected officials.

Discussion followed regarding setting a process and a policy in the future for salary increases for elected officials.

G. Schuster will forward salary review information to the Board members from CCM for their review.

No action was taken on this item. It will be discussed at the next Board of Selectmen meeting.

11. Discussion and Possible Action on Appointment of John Jones as Tree Warden

The Board congratulated John Jones on his passing of the Tree Warden exam.

M. Caplet moved that the Board of Selectmen hereby appoint Mr. John Jones as the Tree Warden of the Town of Colchester in accordance with State of Connecticut General Statute Chapter 451, Sect. 23-58, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action to Approve Colchester Fire Department to submit a Federal Grant request for EMS and Firefighter Members Grant (AFG)

D. Mizla moved to approve the Colchester Fire Department to submit a federal grant for the purpose of purchasing protective clothing for EMS and Firefighter Members including the firefighter rope escape (bailout) systems. The total cost of this purchase is \$132,027. The Town of Colchester is obligated to pay 5% of this amount which equals \$6602.

The deadline for submittal is Friday, December 6, 2013, seconded by M. Caplet. Unanimously approved. MOTION CARRIED

13. Discussion and Possible Action to Modify Language to the Sports League Endorsement Policy and Application

M. Caplet moved to accept the language change and addition to the Sport Endorsement Policy and Application, second by D. Mizla. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action to Approve Commission Chairmen's Meeting Schedule for 2014

M. Caplet moved to adopt the Board and Commission Chairmen 2014 meeting schedule as recommended by the First Selectman, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action to Approve the Board of Selectmen's Regular Meeting Schedule for 2014

M. Caplet moved to adopt the Board of Selectmen 2014 meeting schedule as recommended by the First Selectman, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

16. Discussion and Possible Action on Employee Evaluation Process

G. Schuster suggested that the non-union employee evaluations be completed by the end of the calendar year so that salary increases could be incorporated into the budget process. Currently all employee evaluations are completed in the fiscal year. Discussion followed.

G. Schuster will move forward on implementing the new non-union employee evaluation process based on the calendar year.

17. Citizen's Comments – None

18. First Selectman's Report

G. Schuster said that the two new staff members in the Assessor's office passed Certified Connecticut Municipal Assessor exam and they now have their CCMA certification. All three employees in the Assessor's Department are certified by the State. He alerted everyone that there is credit card hacking occurring in Colchester and said the local, state and federal officials are working on this case. He said that everyone should check credit card statements for any unusual activity and to not only contact your credit card company but also the local police. He also said that local businesses are aware of this problem and hoped it will not deter people from shopping locally.

19. Liaison Report - None

18. Executive Session to Discuss Negotiations with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO

D. Mizla moved to go into Executive Session to discuss Negotiations with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO, seconded by M. Caplet. Unanimously approved. MOTION CARRIED

Entered into executive session at 8:28 p.m.

Exited from executive session at 9:06 p.m.

19. Discussion and Possible Action on Successor Contract with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO

The Board took no action.

20. Adjourn

M. Caplet moved to adjourn at 9:07 p.m., seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Gail Therian, Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman - Legal

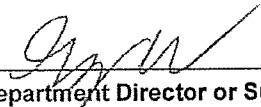
Reason for Request: Legal costs associated with: 1) energy project lease financing documents, 2) animal control/canine disposal order matter including administrative hearings, and 3) assessment appeals (reevaluation and other).

Reason for Available Funds: Various - see detail listing

From:	Account Number	Account Name	Amount
	Various - see detail	Various - see detail listing	60,610


To:	Account Number	Account Name	Amount
	11201-44203	Legal	60,610

Nov 12, 2013
Date Requested

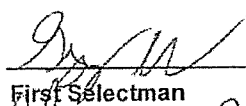

Department Director or Supervisor - Signature

Print Name: Gregg Schuster, First Selectman

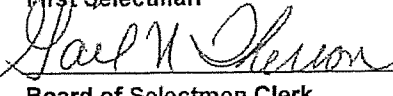
11/12/13
Date Reviewed


Chief Financial Officer

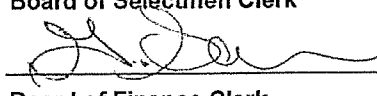
11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

Town of Colchester
Budget Transfer - Legal

Account #	Department & Account Name	From	To	Explanation
11110-50900	Contingency	4,229		Contingency funds included in adopted budget
11205-44208	Human Resources - Professional Services	7,437		Funds budgeted for Human Resources consulting service not used
11205-50950	Human Resources - Contractual Settlements	10,964		Funds budgeted for Fire union contract settlement not used - negotiated 0% general wage increase for 7/1/12-6/30/13
11701-41211	Insurances - Health Insurance	3,500		Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll
11701-41260	Insurances - Workers Compensation Insurance	3,400		Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll
11701-44206	Insurances - Municipal Insurance	1,999		Premium increases for liability/auto/property insurance renewals less than anticipated
11701-44243	Insurances - Unemployment Compensation	9,134		Significant decrease in unemployment compensation benefit payments - reduction in number of individuals collecting benefits as compared to prior fiscal years
15201-40101	Parks & Recreation - Regular Payroll	10,947		Administrative Assistant position vacant for full year
15201-41230	Parks & Recreation - FICA & Retirement	2,000		Administrative Assistant position vacant for full year
15401-40101	Senior Center - Regular Payroll	3,000		Senior Center Director position vacant for 7 months
15401-41230	Senior Center - FICA & Retirement	4,000		Senior Center Director position vacant for 7 months
11201-44203	Legal		60,610	See Budget Transfer form
Totals		60,610	60,610	

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Finance - Payout of accrued leave time for employee retirement in payroll.

Reason for Available Funds: Finance - funds budgeted for training of new employee in payroll. Senior Center - Position of Director vacant for 7 months.

From:	Account Number	Account Name	Amount
	11301-40105	Finance - Contr., Temp. Payroll	4,353
	15401-40101	Senior Center - Regular Payroll	12,810

To:	Account Number	Account Name	Amount
	11301-40101	Finance - Regular Payroll	15,769
	11301-41230	Finance - FICA & Retirement	1,394

Nov 8, 2013
Date Requested Department Director or Supervisor - Signature

N. Maggie Cosgrove

Print Name N. Maggie Cosgrove, CFO

Nov 8, 2013
Date Reviewed Chief Financial Officer

N. Maggie Cosgrove

11/13/13
Date Approved First Selectman

Greg M

11/21/13
Date Approved Board of Selectmen Clerk

Paul M. Shuman

11/20/13
Date Approved Board of Finance Clerk

David S

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections

Reason for Request: FICA/Medicare costs associated with Poll workers - double primary in August (all 3 polling locations), and unanticipated recount of Town budget referendum vote. Transfer previously submitted and approved to cover additional wages for poll workers.

Reason for Available Funds: Funds were budgeted for cleaning of voting machines. In July, the Secretary of State's Office decided to pay for the cleaning for 1 more year for all Towns.

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	182

To:	Account Number	Account Name	Amount
	11601-41230	FICA/Medicare	182

11/7/13 See below
 Date Requested Department Director or Supervisor - Signature
 Dorothy A. Mrowka
 Print Name Dorothy A. Mrowka, Registrar of Voters

11/7/13 [Signature]
 Date Reviewed Chief Financial Officer

11/13/13 [Signature]
 Date Approved First Selectman

11/21/13 [Signature]
 Date Approved Board of Selectmen Clerk

11/20/13 [Signature]
 Date Approved Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections

Reason for Request: Monthly telephone charges for phone line in Town Hall meeting rooms (polling location)

Reason for Available Funds: Funds were budgeted for cleaning of voting machines. In July, the Secretary of State's Office decided to pay for the cleaning for 1 more year for all Towns.

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	202

To:	Account Number	Account Name	Amount
	11601-45216	Telephone	202

11/7/13
Date Requested

See below
Department Director or Supervisor - Signature

Dorothy A. Mrowka
Print Name | Dorothy A. Mrowka, Registrar of Voters

11/7/13
Date Reviewed

[Signature]
Chief Financial Officer

11/13/13
Date Approved

[Signature]
First Selectman

11/21/13
Date Approved

Paul J. Sheehan
Board of Selectmen Clerk

11/20/13
Date Approved

[Signature]
Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department:


Reason for Request:

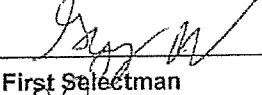
Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11110-50900	Contingency	35,771

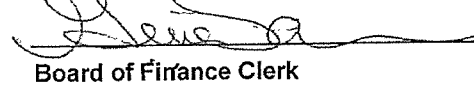
To:	12101-40103	Police - Overtime	35,771


 Date Requested Department Director or Supervisor - Signature
 Print Name


 Date Reviewed Chief Financial Officer


 Date Approved First Selectman


 Date Approved Board of Selectmen Clerk


 Date Approved Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Civil Preparedness

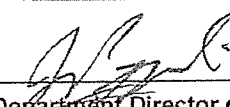
Reason for Request: Non reimbursable items from February Record Snow storm event to prepare EOC

Reason for Available Funds: Savings within line item.

From:	Account Number	Account Name	Amount
	12301-42301	Office Supplies	109

To:	12301-42340	Other Purchased Supplies	109

Nov 1, 2013
Date Requested

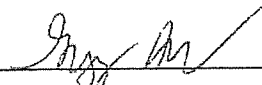

Department Director or Supervisor - Signature

Print Name James Paggioli

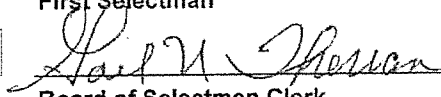
11/7/13
Date Reviewed


Chief Financial Officer

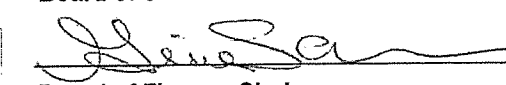
11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="12301-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="37"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="12301-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="37"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

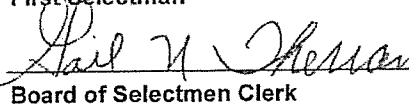
Date Reviewed


Chief Financial Officer

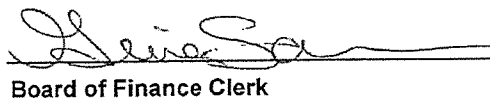
Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway

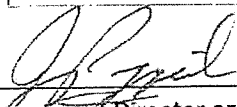
Reason for Request: Increase of tree services required due to conditions of existing trees and statutory requirements.

Reason for Available Funds: Known future condition, and prudent reserve for emergency conditions.

From:	Account Number	Account Name	Amount
	13201-42340	Other Purchased Supplies	5,211

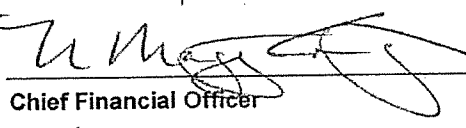
To:	Account Number	Account Name	Amount
	13201-44208	Professional Services	5,211

Nov 1, 2013
Date Requested


Department Director or Supervisor - Signature

Print Name James Paggioli

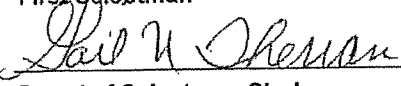
11/7/13
Date Reviewed


Chief Financial Officer

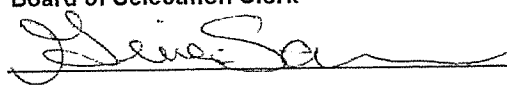
11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Overage overtime due to emergency work. (i.e. call in after hours)

Reason for Available Funds: Workers Compensation funds offsetting regular hours.

From:	Account Number	Account Name	Amount
	13201-40101	Regular Payroll	188

To:	Account Number	Account Name	Amount
	13201-40103	Overtime	188

Nov 1, 2013
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli

11/2/13
Date Reviewed Chief Financial Officer

11/13/13
Date Approved First Selectman

11/21/13
Date Approved Board of Selectmen Clerk

11/20/13
Date Approved Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
<input type="text" value="13202-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="55"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13202-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="55"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

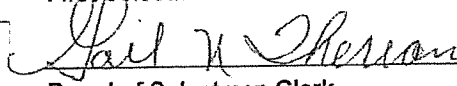
Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="200"/>
	<input type="text" value="13202-46226"/>	<input type="text" value="Building Repair"/>	<input type="text" value="553"/>
	<input type="text" value="13202-48404"/>	<input type="text" value="Machinery & Equipment"/>	<input type="text" value="700"/>
TD:	<input type="text" value="13202-43213"/>	<input type="text" value="Mileage Training Meetings"/>	<input type="text" value="400"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
TD:	<input type="text" value="13202-46224"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="1,853"/>

Date Requested _____ Department Director or Supervisor - Signature

Print Name

Date Reviewed _____ Chief Financial Officer

Date Approved _____ First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="883"/>
	<input type="text" value="13202-45221"/>	<input type="text" value="Fuel/Heating"/>	<input type="text" value="1,490"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13202-45622"/>	<input type="text" value="Electricity"/>	<input type="text" value="2,373"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

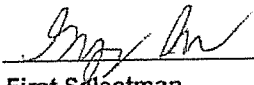

Department Director or Supervisor - Signature

Print Name

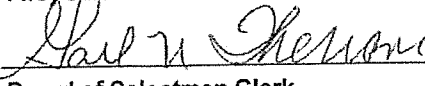
Date Reviewed


Chief Financial Officer


Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FC 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-42323	Protective Clothing & Safety Equip.	103

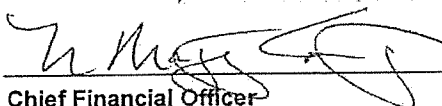
To:	Account Number	Account Name	Amount
	13202-46390	Vehicle Maintenance & Fuel	103

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13


Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

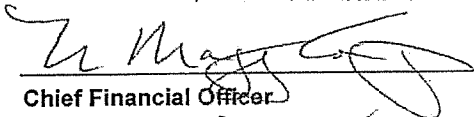
Reason for Request:

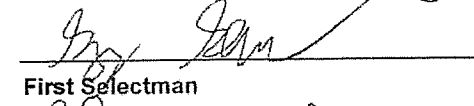
Reason for Available Funds:

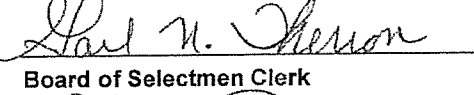
From:	Account Number	Account Name	Amount
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	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="87"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text" value="13202-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="34"/>
	<input type="text" value="13202-44238"/>	<input type="text" value="Uniform Rentals"/>	<input type="text" value="87"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

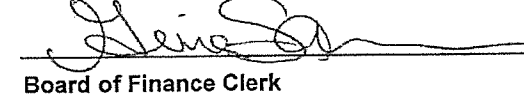
Date Requested 
Department Director or Supervisor - Signature

Print Name

Date Reviewed 
Chief Financial Officer

Date Approved 
First Selectman

Date Approved 
Board of Selectmen Clerk

Date Approved 
Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Supply work force with safety rain gear and roadway OSHA compliant vests in order to have them available to work outside of park properties in response to Storm Sandy. Non reimbursable expense.

Reason for Available Funds:

Savings on Equipment Rental due to new functioning equipment purchased, minimizing the need for rented equipment during peak seasons to meet work demand.


From:

Account Number	Account Name	Amount
13203-44237	Equipment Rental	390

To:

13203-42323	Protective Clothing & Safety Equipment	390

Date Requested

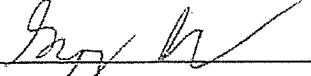

Department Director or Supervisor - Signature

Print Name

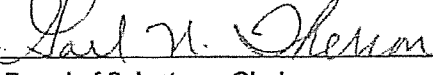
Date Reviewed


Chief Financial Officer


Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

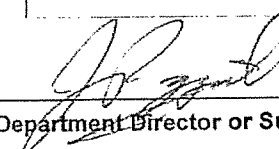
Reason for Request:

Reason for Available Funds:

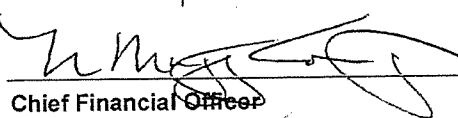
From:	Account Number	Account Name	Amount
	<input type="text" value="13203-42334"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="412"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13203-42340"/>	<input type="text" value="Building Repairs"/>	<input type="text" value="412"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature
Print Name

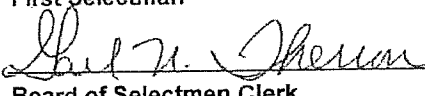
Date Reviewed


Chief Financial Officer

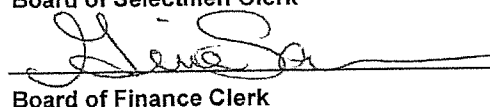
Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

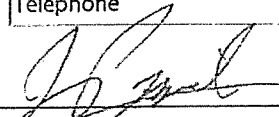
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203-42334"/>	<input type="text" value="Grounds Maintenance Supplies"/>	<input type="text" value="1,366"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13203-42340"/>	<input type="text" value="Operating Supplies"/>	<input type="text" value="922"/>
	<input type="text" value="13203-44238"/>	<input type="text" value="Uniform Rentals"/>	<input type="text" value="350"/>
	<input type="text" value="13203-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="94"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

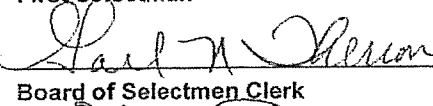
Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Grounds Maintenance


Reason for Request: Cover Overage in Overtime Account due to increased use of facilities on Weekends by leagues and events.

Reason for Available Funds: Savings in temporary seasonal employees.

From:	Account Number	Account Name	Amount
	13203-40105	Contractor-Temporary Occasional	2,817


To:	Account Number	Account Name	Amount
	13203-40103	Overtime	2,817

Nov 1, 2013
Date Requested


Department Director or Supervisor - Signature

Print Name JAMES PAGGIOLI

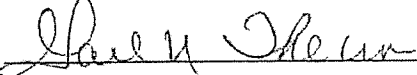
11/7/13
Date Reviewed


Chief Financial Officer

11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway - Snow Removal

Reason for Request: Professional Services (Contractors) in that was not reimbursable by FEMA (i.e. 25% Town share of aid), and March 8th Snow Storm.

Reason for Available Funds: Snow Budget: Savings in Line Items Highway - Prudent Reserve for Emergency Situations & Workers Compensation Offset of Regular Payroll

From:	Account Number	Account Name	Amount
	13201-40101	Regular Payroll	25,297
	13201-42340	Other Purchased Supplies	8,100
	13204-42333	Sand Salt & Gravel	5,390
	13204-42340	Other Purchased Supplies	11,700
To:	13204-44208	Professional Services	50,487

Nov 1, 2013
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name James Paggioli

11/21/13
Date Reviewed

[Signature]
Chief Financial Officer

11/13/13
Date Approved

[Signature]
First Selectman

11/21/13
Date Approved

[Signature]
Board of Selectmen Clerk

11/20/13
Date Approved

[Signature]
Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Highway - Snow Removal

Reason for Request: Overtime Excess in that was not reimbursable by FEMA (i.e. 25% Town share of aid), and March 8th Snow Storm.

Reason for Available Funds: Worker Compensation Offset of Regular Payroll

From:	Account Number	Account Name	Amount
	13201-40101	Regular Payroll	16,463

To:	Account Number	Account Name	Amount
	13204-40103	Overtime	15,543
	13204-41230	FICA	920

Nov 1, 2013
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name James Paggioli

11/7/13
Date Reviewed

[Signature]
Chief Financial Officer

11/13/13
Date Approved

[Signature]
First Selectman

11/21/13
Date Approved

[Signature]
Board of Selectmen Clerk

11/20/13
Date Approved

[Signature]
Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

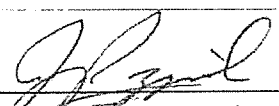
Department: Facilities- Grounds Maintenance

Reason for Request: Original Budget of \$4000 inadequate for annual funding of repairs of a 20 year old structure with a replacement cost of 8 million dollars. This represents 0.05% of replacement costs.

Reason for Available Funds: Savings within line items.

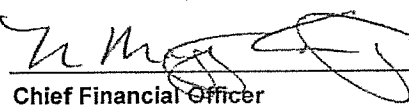
From:	Account Number	Account Name	Amount
	<u>13205-46390</u>	<u>Vehicle Maintenance and Fuel</u>	<u>600</u>
	<u>13205-45216</u>	<u>Telephone</u>	<u>790</u>
	<u>13205-41230</u>	<u>FICA</u>	<u>710</u>
To:	<u>13205-44226</u>	<u>Building Repairs</u>	<u>2,100</u>

Nov 1, 2013
Date Requested

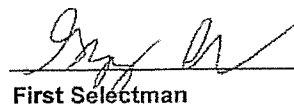

Department Director or Supervisor - Signature

Print Name James Paggioli

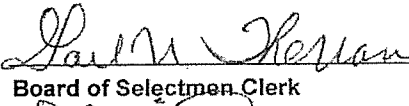
11/2/13
Date Reviewed


Chief Financial Officer

11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Facilities- Grounds Maintenance


Reason for Request: Aging Systems, Non automated, repaired in order to bring systems to operational condition prior to building automation and required building environmental standards.

Reason for Available Funds: New vehicles (and equipment) required limited repairs. Savings within line item.

From:	Account Number	Account Name	Amount
	13203-46390	Vehicle Maintenance and Fuel	7,482

To:	Account Number	Account Name	Amount
	13205-44223	Service Contracts	7,482

Nov 1, 2013
Date Requested

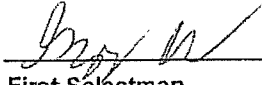

Department Director or Supervisor - Signature

Print Name James Paggioli

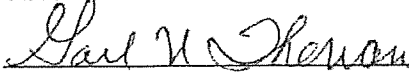
11/2/13
Date Reviewed


Chief Financial Officer

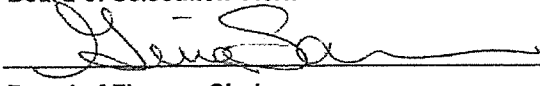
11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13205-44231"/>	<input type="text" value="Advertising"/>	<input type="text" value="499"/>
	<input type="text" value="13205-42331"/>	<input type="text" value="Custodial / Maintenance Supplies"/>	<input type="text" value="68"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="13205-42332"/>	<input type="text" value="Paint and Paint Supplies"/>	<input type="text" value="567"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

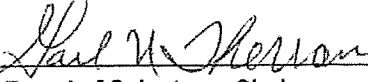
Date Reviewed


Chief Financial Officer

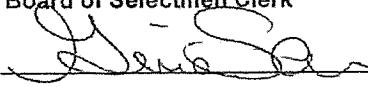
Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13205-45221"/>	<input type="text" value="Fuel / Heating"/>	<input type="text" value="3,171"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="13205-45622"/>	<input type="text" value="Electricity Non-Heat"/>	<input type="text" value="3,171"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

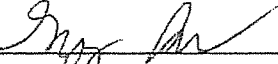

Department Director or Supervisor - Signature

Print Name

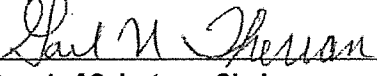
Date Reviewed


Chief Financial Officer

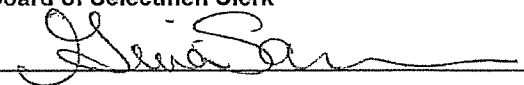
Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13205-41230"/>	<input type="text" value="FICA & Retirement"/>	<input type="text" value="514"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13205-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="148"/>
	<input type="text" value="13205-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="366"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

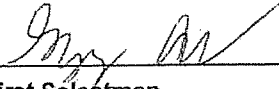

Department Director or Supervisor - Signature

Print Name


Date Reviewed


Chief Financial Officer

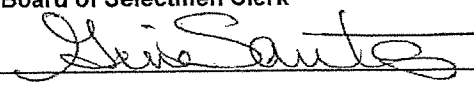
Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Facilities

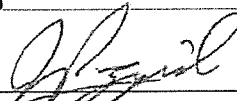
Reason for Request: Employee is required to be provided OSHA compliant foot ware not previously included with budget

Reason for Available Funds: Minor savings in line item.

From:	Account Number	Account Name	Amount
	13205-42331	Custodial and Maintenance Supplies	278

To:	13205-42323	Protective Clothing and Safety Equipment	278

Nov 1, 2013
Date Requested

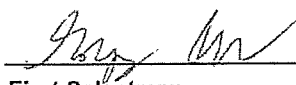

Department Director or Supervisor - Signature

Print Name James Paggioli

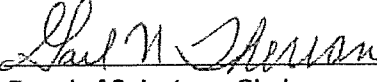
11/27/13
Date Reviewed


Chief Financial Officer

11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

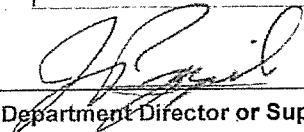
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13601-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="157"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="13601-44238"/>	<input type="text" value="Uniform Rental"/>	<input type="text" value="157"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name


Date Reviewed


Chief Financial Officer

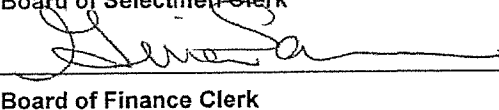
Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station -Highway

Reason for Request: Transfer Station JD 710 was scheduled for replacement on the CIP program for FY 13-14. However that purchase was deferred for budgetary purposes. The JD 710 is the only wheeled vehicle with filled tires (read as - does not get a flat tire) with the weight and pulling force to required to move / relocate the filled dumpsters. The repair was made in order to keep the Transfer station in operation.

Reason for Available Funds: Since the repair was known to be required, offsetting savings within the same line item within the Department was obtained.

From:	Account Number	Account Name	Amount
	13201-46390	Vehicle Maintenance and Fuel	15,127

To:	Account Number	Account Name	Amount
	13601-46390	Vehicle Maintenance and Repair	15,127

Nov 1, 2013
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name James Paggioli

11/2/13
Date Reviewed

[Signature]
Chief Financial Officer

11/13/13
Date Approved

[Signature]
First Selectman

11/21/13
Date Approved

[Signature]
Board of Selectmen Clerk

11/20/13
Date Approved

[Signature]
Board of Finance Clerk

FC 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Overage overtime due to contractual obligations being greater than original appropriated amount, i.e. days off by contract that employees assigned to transfer station result in the staion being manned by employees that are receiving a rate of 1.5 times regular hours.

Reason for Available Funds: FEMA reimbursement fund offsetting regular hours and transportation savings.

From:	Account Number	Account Name	Amount
	<u>13601-40101</u>	<u>Regular Payroll</u>	<u>1,804</u>
	<u>13601-43212</u>	<u>Transportation</u>	<u>2,431</u>

To:	Account Number	Account Name	Amount
	<u>13601-40103</u>	<u>Overtime</u>	<u>4,235</u>

Nov 7, 2013
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name James Paggioli

11/7/13
Date Reviewed

[Signature]
Chief Financial Officer

11/13/13
Date Approved

[Signature]
First Selectman

11/21/13
Date Approved

[Signature]
Board of Selectmen Clerk

11/20/13
Date Approved

[Signature]
Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Transfer Station

Reason for Request: Household Hazardous Waste Collection is a "per person - per town" unit charge. The Town pays for not only all of our Town residents at the HHW collection day hosted in Colchester, but also all Town residents going to other town's collection at other dates through out the year. There has been an increased participation at the year long events.


Reason for Available Funds: Professional Service savings due to FEMA reimbursement of wood chipping costs.

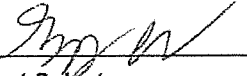
From:	Account Number	Account Name	Amount
	13601-44208	Professional Services	6,365

To:	13601-46228	Household Hazardous Disposal	6,365


Nov 7, 2013
Date Requested 
Department Director or Supervisor - Signature

Print Name James Paggioli

11/7/13
Date Reviewed 
Chief Financial Officer

11/13/13
Date Approved 
First Selectman

11/21/13
Date Approved 
Board of Selectmen Clerk

11/20/13
Date Approved 
Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

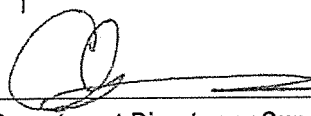
Reason for Request: Additional Copies were needed.

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	35

To:	Account Number	Account Name	Amount
	15201-42233	Copier	35

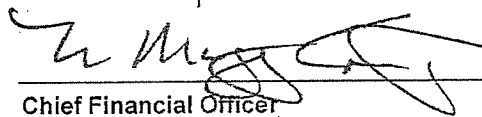
Sep 27, 2013
Date Requested



Department Director or Supervisor - Signature

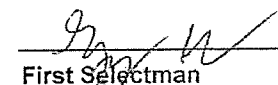
Print Name Cheryl Hancin

10/10/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved



First Selectman

11/21/13
Date Approved



Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

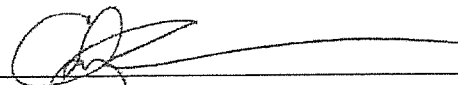
Reason for Request: The fee to print the Colchester Connections increased due to a change in provider when the Norwich Bulletin went under.
- Colchester

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	102


To:	Account Number	Account Name	Amount
	15201-44232	Printing and Publications	102

Sep 27, 2013
Date Requested

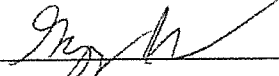

Department Director or Supervisor - Signature

Print Name Cheryl Hancin


10/10/13
Date Reviewed


Chief Financial Officer

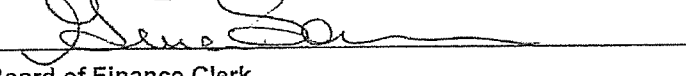
11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

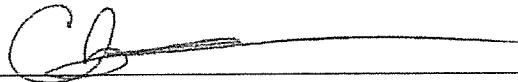
Reason for Request: The telephone use and bills increased and the fees to use WIFI increased

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	177

To:	Account Number	Account Name	Amount
	15201-45216	Telephone	177

Sep 27, 2013
Date Requested

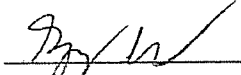

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

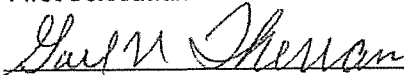
10/10/13
Date Reviewed


Chief Financial Officer


11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Former sound system used for Special Events such as Holiday Homecoming, Trick or Trunk, 57 Fest, Ghost run and other events failed.

Reason for Available Funds: Funds budgeted for stage rental were not used. A stage was borrowed from the Facilities Dept. instead at no cost.

From:	Account Number	Account Name	Amount
	15201-44237	Equipment Rental	1,673

To:	Account Number	Account Name	Amount
	15201-48404	Machinery & Equipment	1,673

Sep 27, 2013
Date Requested

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13
Date Reviewed

Chief Financial Officer

11/13/13
Date Approved

First Selectman

11/21/13
Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved

Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

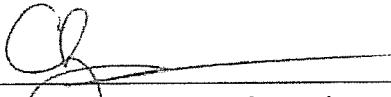
Reason for Request: Cost for replacement of office furniture (broken desk, credenza and shelving unit)

Reason for Available Funds: Funds budgeted for stage rental were not used. A stage was borrowed from the Facilities Dept. instead at no cost.

From:	Account Number	Account Name	Amount
	15201-44237	Equipment Rental	768

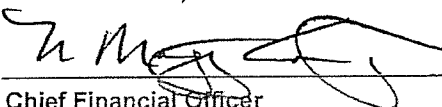
To:	Account Number	Account Name	Amount
	15201-48416	Office Equipment	768

Sep 27, 2013
Date Requested

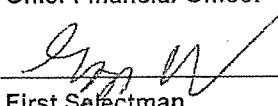

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

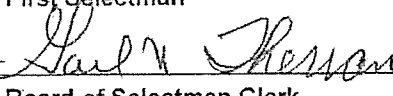
11/7/13
Date Reviewed


Chief Financial Officer

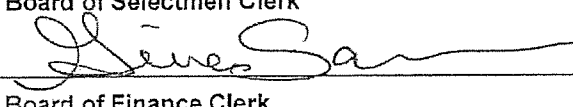
11/13/13
Date Approved


First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

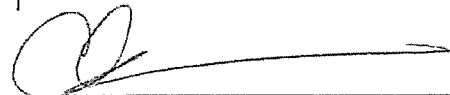
Reason for Request: Purchase of items to assist with holding registration outside of the office (folding table & extension cords)

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	209

To:	Account Number	Account Name	Amount
	15201-42301	Office Supplies	209

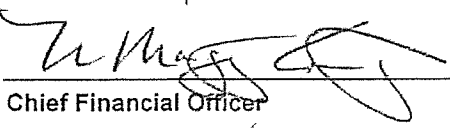
Sep 27, 2013
Date Requested



Department Director or Supervisor - Signature

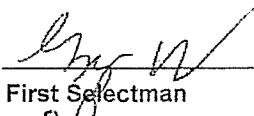
Print Name Cheryl Hancin

11/7/13
Date Reviewed



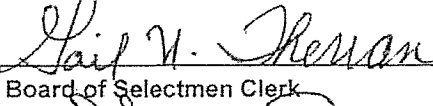
Chief Financial Officer

11/13/13
Date Approved



First Selectman

11/21/13
Date Approved



Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: The fee to use our contracted software is transaction based, Costs were higher than anticipated due to increased transactions.
Cost of portable toilet rentals for Town-wide Special Events

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	1,138
To:	15201-44223	Service Contracts	1,138

Sep 27, 2013

Date Requested

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13

Date Reviewed

Chief Financial Officer

11/13/13

Date Approved

First Selectman

11/21/13

Date Approved

Board of Selectmen Clerk

11/20/13

Date Approved

Board of Finance Clerk

FY 12/13

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

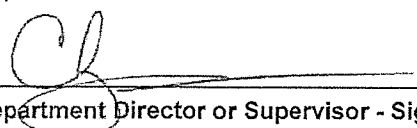
Reason for Request: Travel costs by Recreation staff to cover programs, weekend community events and trainings. Mileage cost increased as town car was no longer available for use by Recreation staff.

Reason for Available Funds: Administrative Assistant Position Vacant for 1 year

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	2,733

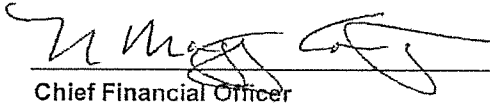
To:	Account Number	Account Name	Amount
	15201-43213	Mileage, Training, Meetings	2,733

Sep 27, 2013
Date Requested

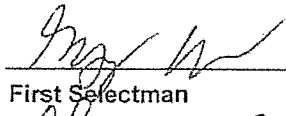

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

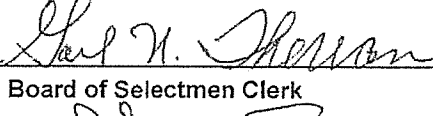
11/7/13
Date Reviewed


Chief Financial Officer

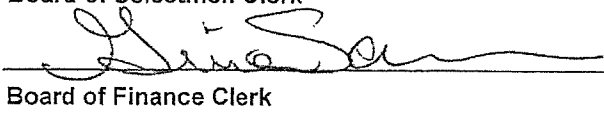
11/13/13
Date Approved

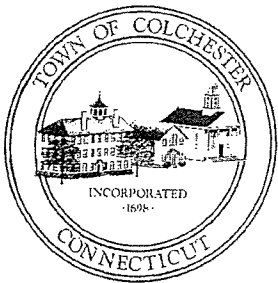

First Selectman

11/21/13
Date Approved


Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 11.13.13

BOARDS & COMMISSIONS APPLICATION

Name: Susan F. Choma

Address: 27 Granite Court Colchester, CT. 06415

Home Phone: 860.531.9132 Email Sfchoma@yahoo.com FAX: _____

Work Phone: - Email - Town Residency 7mos. Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Commission on Aging

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Manchester High School, Manchester, Conn.
4 years College Preparatory Graduated

College: 1. Manchester Community College Manchester, Conn. 2 years (part time)
Liberal arts - no degree
2. Ohio State University, Wooster Campus, Wooster, Ohio 2 years
Floriculture and Greenhouse Management - AAS degree
3. University of Vermont, Burlington, Vermont - 1 year - B.S. degree
Vocational Education

Trade, Business Or Correspondence School -

CONTINUED ON REVERSE SIDE

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

my latest work experience was in Guest Services at a timeshare resort in Maine. My husband became ill, retired and we move here from out of state. Since then I have been a homemaker. During my years in Ohio I was a library technician, teacher's assistant, and finally substitute teacher.

Are you capable of making the commitment of time necessary to serve on this Board or Commission? yes

Why are you interested in serving? Since moving to Colchester I have become involved in several volunteer activities. I am currently involved in delivering meals on wheels. As an active senior myself, I am interested in the well being and quality of life for our seniors in Colchester.

Do you have any experience or familiarity with this area? see above

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? —

Date: November 13, 2013

Signature: Susan F. Choma

Rose M. Levine, Chair
Commission on Aging
16 Hi Lea Farm Rd.
Colchester, Ct. 06415
November 12, 2013

First Selectman, Board of Selectmen
Town of Colchester
127 Norwich Ave.
Colchester, Ct. 06415

Dear First Selectman, Board of Selectmen:

Re: Agenda Items for BOS Meeting

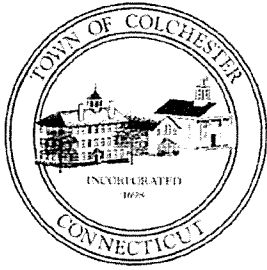
1/ The Commission on Aging respectfully requests that Joe Menhart, of 12 Hickory Court, Colchester; currently an alternate member of the Commission on Aging, be moved to full membership status due to the vacancy caused by the resignation of Betty Oppelt. He has agreed to this change.

2/ The Commission on Aging respectfully requests that the term of member Goldie Liverant, of 12 Chestnut Hollow, be renewed when it expires on 12/31/2013. She has agreed to this renewal.

Sincerely,

A handwritten signature in cursive script that reads "Rose M. Levine".

Rose M. Levine, Chair
Colchester Commission on Aging



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: November 4, 2013

BOARDS & COMMISSIONS APPLICATION

Name: James Forristall

Address: Fernwood Drive Colchester, CT. 06415

Home Phone: 860-537-8355 Email jhforristall@comcast.net FAX: _____

Work Phone: 860-622-8866 Email _____ Town Residency 8 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Blight Task Force

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Conard High School, West Hartford, CT

College: North Hampton Junior College, North Hampton, MA

Trade, Business Licensed Plumber and Sprinkler Fitter

Or Correspondence _____

School _____

CONTINUED ON REVERSE SIDE

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

Allstate Fire Systems 110 Murphy Rd., Hartford, Ct 11years Project Manager/Sales

Bruce Daly Mechanical 281 Main Street, Wethersfield, Ct 21years Project Manager/Sales

Aetna Ins. Hartford, Ct 3 years Accounting

Farmington Savings Bank 6 years Developed and ran DDA Dept.

Are you capable of making the commitment of time necessary to serve on this Board or Commission? yes

Why are you interested in serving? I would like to help improve our town, rather than sit back and watch it slowly decay.

This is an area that that I feel I can bring to the table my 30+ years of knowledge in various fields of the construction business.

Do you have any experience or familiarity with this area? Before moving to Colchester I lived in Wethersfield, Connecticut's

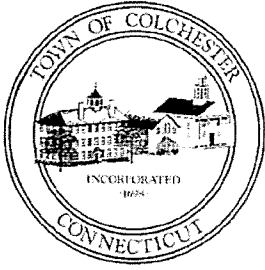
historic district for thirty years. I've seen how they have handled their blight problem and feel that I would be an asset to this committee.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? _____

Date: November 6, 2013

Signature: _____



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415
BLIGHT COMMISSION APPLICATION

DATE: Nov 4 2013

BOARDS & COMMISSIONS APPLICATION

Name: Carl E. Swanback

Address: 66 Davidson Road Colchester, CT. 06415

Home Phone: 860-537-1739 Email Cswanback@hotmail.com FAX: _____

Work Phone: _____ Email _____ Town Residency 13 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Blight Commission/Task Force

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Cheney Tech - Electronic Technology

College: Manchester Community College, Univ San Moritz at Munich, GMIC Glenn Abby Canada

Trade, Business Business Management, Property Management and Landscaping
Or Correspondence
School _____

CONTINUED ON REVERSE SIDE

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

Relevant Exp:

Owner - landscaping and property management company

General Contractor - residential and commercial

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? Having lived and worked all over the world I have seen first hand the affect that both overreaching blight ordinances and no ordinances have on property values, crime, financial impact, tax base, community and community development. As such, my background, on both sides of the fence, combined with neutral political ties affords me a unique perspective and the knowledge to make decisions that address every aspect from curb appeal to healthy plant maintenance to structural integrity.

Do you have any experience or familiarity with this area? Yes, inc with the US military abroad.

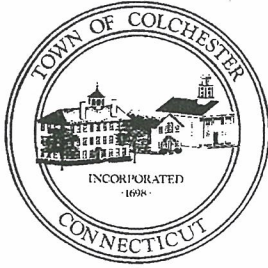
I have an understanding of : CGS section 22-3b, CGS 8-169 while toeing the line between humanistic/community understanding and the real need for ordinances that will restore home value and maintain tax base.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Yes, I still have great interest in helping out or heading the historical society given that I am related to all three founders, Bacon, Buckeley and other historical figures.

Date: _____

Signature: _____



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

November 20, 2013

To: Colchester Board of Selectmen

From: Salvatore A. Tassone P.E. – Town Engineer

Re: White Oak Farm Conservation Subdivision, Lebanon Avenue (Route 16) and Goldberg Road, Colchester, CT. prepared for Ponsett Ridge LLC.

By: Angus McDonald Gary Sharpe Associates, Inc. **(phase A-1 Goldberg Road extension and White Tail Lane)**

The Owner of the referenced Subdivision phase A-1 (Rodney Goldberg), has requested a bond reduction to reflect the public improvements completed to date.

As of 11/20/13, the remaining incomplete items are as follows:

<u>Item no.</u>	<u>Item</u>	<u>cost</u>
66	As-built plans	3,015.00
69	Clean sediment from catch basins	1,520.00
65	Monuments and iron pins	7,300.00
	10% Road maintenance bond	44,226.29
	Remaining incomplete items	= \$ 56,061.29

The town is currently holding a Subdivision surety bond (Lexon Insurance Company bond no. 1063781) in the amount of \$118,254.35 to guarantee the completion of public improvements within the White Oak Farm Phase A-1 Subdivision. It is therefore recommended that the subdivision bond be reduced by \$62,193.06 leaving a bond balance of \$56,061.29.

RECOMMENDED MOTION:

Motion that the Town of Colchester reduce Subdivision surety bond No. 1063781 in the amount of \$118,254.35 by \$62,193.06 leaving a bond balance of \$56,061.29 as recommended by the Town Engineer.

Colchester Senior Center
BOS Request for Approval

TO: Board of Selectmen

FROM: Patricia Watts, Director

RE: Exercise & Stretchercise Instructor Contract

DATE: 11/18/2013

This is a renewal contract with our existing Exercise & Stretchercise instructor at the same hourly rates-

Exercise \$30 per hour.

Stretchercise \$25 per hour

Action Recommended:

That the Colchester Board of Selectmen authorize Gregg Schuster, First Selectman, to sign the attached contract with Gina Schriver, Exercise and Stretchercise Instructor beginning 1/2/14 and ending 6/30/14.

Town of Colchester/Senior Center

95 Norwich Ave.
Colchester, CT 06415
(860) 537-3911

LETTER OF AGREEMENT

CONTRACT FOR PROFESSIONAL SERVICES BY & BETWEEN THE TOWN OF COLCHESTER SENIOR CENTER AND Gina Schriver, Exercise & Stretchercize Instructor

Name/Location	Time Period	Instructor	Hourly Rate
Senior Center	1/2-6/30/14	Gina Schriver	\$30 Exercise
Senior Center	1/2-6/30/14	Gina Schriver	\$25 Stretchercize

1. The contractor agrees to provide professional exercise and stretchercize instruction with the specifications contained in the "Scope of Services" listed below.
2. Compensation to the contractor shall be at the rate of \$30 per hour for exercise and \$25 per hour for stretchercize. The contractor shall be paid at the conclusion of each 2 week period, and shall be responsible for submitting invoices on a bi-weekly basis. Checks will be issued after invoices are received and approved. Invoices will be processed for payment no earlier than 2 weeks after the program has started. Please allow 3 weeks for initial processing.
3. It is the philosophy of the Town of Colchester that a contractor's appearance and attitudes be reflected in his/her daily work practices. Contractors shall be expected to maintain a neat and clean appearance while under contract with the town.
4. If it is deemed necessary, the senior center director/acting director reserves the right to add or cancel programs and to adjust work schedules as required, for the benefit of the program. The senior center director/acting director also reserves the right to revoke all contracts where inability to work established schedules is not in the best interest of the program.
5. It is mutually agreed that this is a contract for services and not a contract for employment. The Contractor shall not be entitled to any employment benefits from the Town of Colchester such as but not limited to: vacation, sick leave, insurance, workers compensation, pension, and retirement benefits. The Contractor shall be responsible for the filing of federal and state income tax information, as well as quarterly Social Security payments as a self-employed individual.
6. The Contractor shall at all times enter its appearance for, defend, indemnify, protect and save harmless the Town of Colchester from any and all claims for demands for

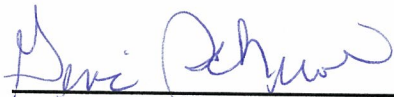
damages, either in law, or in equity, arising out of or by virtue of the execution of this agreement.

7. An updated liability insurance certificate with coverage of \$1,000,000.00 evidence of Workers Compensation Insurance and current CPR and First Aid Certificates for the instructor will be provided upon acceptance of this contract. If your program is being held in a Colchester School Building you and any employees must submit fingerprint cards along with processing fee to the BOE office prior to your first class.
8. A scheduled meeting with the program assistant prior to the start of the program is required. Rosters and attendance sheets will be given to the instructor prior to the first class. Please return accurate attendance sheets to the senior center program assistant at the conclusion of your program.

If you agree with the terms and conditions stated above, please sign and return one copy of this contract.

Gregg Schuster, First Selectman

Date



11/21/13

Gina Schriver, Independent Contractor

Date

To: Board of Selectman

From: Adam Turner

Re: SEER proposal

Date: 11/26/13

MEMORANDUM

Enclosed please find a scope of work proposal from SEER analytics to perform a market/site analysis for the placement of a YMCA facility in Colchester. The work will cost \$1,995. This analysis will provide socio economic and demographic on service area and other data. While a study of this type is a pre-requisite for the siting of a YMCA, it will provide useful information even if the Town doesn't develop a YMCA facility.

Motion: To permit the first selectman to enter into a contract with SEER to perform a site analysis for a YMCA site in Colchester.

Town of Colchester

New Site Analysis

Proposal Prepared for:

Adam Turner, Town Planner

November 19, 2013

we help you see what's there

SEER

Seer Analytics, LLC

507 North Franklin Street, Suite 201 Tampa, Florida 33602
P: (813) 318-0111 F: (813) 318-0592 W: www.seerformcas.com

New Site Analysis

Timeline

This research will require four to five weeks from the time we receive the signed contract.

Pricing

The professional services outlined above will be performed for \$1,995. You will be invoiced fifty percent (50%) upon signature and fifty percent (50%) upon completion of final deliverables, payable upon receipt of invoice.

Sign and date below, if acceptable as proposed, and fax or e-mail a copy of this executed contract proposal back to Seer Analytics. Our contact information is provided on the cover of this contract proposal. Upon receipt we will send to you the initial invoice. If any changes or explanations are necessary please do not hesitate to give us a call.

Terms and Conditions

The Terms and Conditions under which SeerAnalytics will provide the above services are specified in the attached *SeerAnalytics Terms and Conditions* and are incorporated herein as Attachment 1.

Agreed and accepted:

Seer Analytics, LLC

By: 

Name: Aaron Mueller

Title: Sales Manager

Date: November 19, 2013

Town of Colchester

By: _____

Name: Adam Turner

Title: Town Planner

Date: _____

New Site Analysis

- 2.2. SeerAnalytics will combine your CLIENT Data with SeerAnalytics Data and conduct an appropriate set of transformations and analyses to create the product, or deliverables, you ordered.
- 2.3. Independent Parties. SeerAnalytics and its employees and agents will act solely as an independent contractor to CLIENT. SeerAnalytics will be solely responsible for determining the means and methods for performing the Data Services under this Agreement.
- 2.4. Ownership. All Intellectual Property rights in the services performed and data acquired by SeerAnalytics, with the exception of the CLIENT Data and any deliverables furnished to CLIENT, shall belong to SeerAnalytics. The CLIENT Data and any deliverables furnished to you will belong to CLIENT.

3. Confidentiality

SeerAnalytics will hold all information pertaining to CLIENT in strict confidence and will use and permit use of such information only for the purposes of this Agreement. SeerAnalytics may make copies of such information to the extent reasonably necessary to carry out this Agreement.

4. Payment

- 4.1. Fee Schedule. CLIENT will pay SeerAnalytics according to the terms described in any and all service contracts between CLIENT and SeerAnalytics.
- 4.2. Expenses. CLIENT shall reimburse SeerAnalytics for special, unusual, or out-of-pocket expenses incurred at CLIENT's specific request.
- 4.3. Other Fees. Unless otherwise stated in this Agreement or one of its attachments or modifications, payment for all other services rendered by SeerAnalytics shall be at SeerAnalytics' then-current professional services rates.
- 4.4. Payment of Invoices. The initial payment is due upon submission of the order. CLIENT shall pay all subsequent order invoices within 30 days of the invoice date. Payments not made within such time period shall be subject to late charges equal to the lesser of (a) one and one-half percent (1.5%) per month of the overdue amount or (b) the maximum amount permitted under applicable law. Payment shall be due to SeerAnalytics under this Agreement at its offices in Tampa, Florida.
- 4.5. Remedies/Attorney's Fees. In the event of the occurrence of a breach of the terms of this Agreement, or upon the occurrence of an event of default hereunder, SeerAnalytics shall be entitled to all remedies at law and in equity, including injunctive relief, to enforce SeerAnalytics' rights hereunder. In the event of a breach or the occurrence of an event of default, SeerAnalytics shall be entitled to recover from CLIENT all costs of collection and all reasonable attorney's fees and costs incurred by SeerAnalytics in enforcing the terms of this Agreement, including, but not limited to, reasonable attorney's fees and costs incurred in or out of court, at trial, in all appeals, and in any bankruptcy proceedings.

5. Terms and Termination

This Agreement shall continue unless terminated by either CLIENT or SeerAnalytics upon at least 60 days' prior written notice. If this Agreement is terminated, CLIENT will pay SeerAnalytics for all services and deliverables provided by SeerAnalytics through the effective date of termination.



Department of Fire and Emergency Medical Services

To: Board of Selectman

December 05, 2013

From: Chief Walt Cox

**Subject: Ambulance Staffing Incentive Program Fiscal Year 2013-2014
Continuation of Funding for Fire 12202 – 40105 (Contr/Temp/Occas)**

Approved Budget - Ambulance staffing funding for ½ year (July-December 2013) = \$32,000.

Request for remainder of Fiscal Year 2014 (January-June 2014) = \$ 48,000

This equates to \$8,000 a month for the remainder of FY14.

This program continues to be successful with its original intent and goal - to reduce re-tones for ambulance crews, to reduce use of mutual-aid calls and to provide timely response to the community.

We continue to strive to improve over time and have increased participation from membership, which is approaching 30 medically trained technicians.

Since July 2013 along with member participation increase (10 to 30 members), the correlating monthly dollar cost has risen to where it is currently approaching \$8,000 a month. The program originally paid \$15 a shift and \$15 a call. We have since changed the shift coverage to \$50 a shift flat fee with \$15 a call outside of shift coverage.

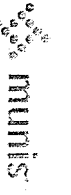
Also as part of this discussion, I would like to mention the positive aspects of the Per Diem and Part-Time weekend staffing that has contributed to providing adequate emergency response.

There has also been a change in the current collective bargaining agreement, which affects these line items along with overtime payroll.

MOTION: For the Board of Selectman to approve the necessary increase in the current FY2014 Fire Department Budget to sustain adequate staffing.

TOWN OF COLCHESTER
FY 2013 - 2014 ADOPTED BUDGET - DETAIL

	ITEM QUANTITY	ITEM UNIT COST	TOTAL DETAIL	TOTAL ADOPTED BUDGET
12202 - FIRE				
40101 - REGULAR PAYROLL				421,665
Fire Chief	1.00	71,124.00	71,124	
Fire Captain/Safety Officer (8 hours per day)	1.00	65,167.00	65,167	
Union contract in negotiation				
Lieutenant/Shift Supervisor (8 hours per day)	1.00	62,578.00	62,578	
Union contract in negotiation				
EMT/Firefighter (8 hours per day)	1.00	54,643.00	54,643	
Union contract in negotiation				
EMT/Firefighter (8 hours per day)	1.00	54,643.00	54,643	
Union contract in negotiation				
EMT/Firefighter (8 hours per day) - Partially funded by SAFER grant	1.00	23,500.00	23,500	
Union contract in negotiation				
EMT/Firefighter (8 hours per day) - Partially funded by SAFER grant	1.00	23,500.00	23,500	
Union contract in negotiation				
EMT/Firefighter (4 hours per day) - Partially funded by SAFER grant	1.00	11,750.00	11,750	
Union contract in negotiation				
EMT/Firefighter (4 hours per day) - Partially funded by SAFER grant	1.00	11,750.00	11,750	
Union contract in negotiation				
Administrative Assistant (8 hours per day)	1.00	39,860.00	39,860	
Longevity	1.00	3,150.00	3,150	
40103 - OVERTIME				26,098
OT for F/T employees - mandatory payment for all work performed prior to and after normal hours	1.00	26,098.00	26,098	
40105 - CONTR TEMP OCCAS				76,354
3 Chief Officers	1.00	15,261.00	15,261	
6 Captains	1.00	5,273.00	5,273	
18 Lieutenants/Engineers	1.00	3,905.00	3,905	
EMS Administrator	1.00	651.00	651	
Fire Police	1.00	1,212.00	1,212	
Per Diem	1.00	15,138.00	15,138	
On-Call differential	1.00	2,651.00	2,651	
Vacation coverage additional pay per union contract	1.00	263.00	263	
Ambulance staffing - funding for 1/2 year	1.00	32,000.00	32,000	
41210 - EMPLOYEE RELATED INS.				1,999
Life/AD&D Insurance.	1.00	1,023.00	1,023	
Long Term Disability Insurance.	1.00	976.00	976	
41230 - FICA & RETIREMENT				68,585
FICA & Medicare @ 7.65% of gross wages	1.00	42,044.00	42,044	
Defined Contribution 401(a) Plan @ 6% - Fire Chief & Administrative Asst.	1.00	6,659.00	6,659	
Defined Contribution 401(a) Plan @ 7% - Fire Captain/Safety Officer, Lt./Shift Supervisor, Firefighter/EMTs	1.00	19,882.00	19,882	



FOR 2014 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12202 FIRE							
12302 40105 CONTR TEMP OCCAS	76,354	76,354	48,985.25	13,237.25	.00	27,368.75	64.2%
TOTAL FIRE	76,354	76,354	48,985.25	13,237.25	.00	27,368.75	64.2%
TOTAL EXPENSES	76,354	76,354	48,985.25	13,237.25	.00	27,368.75	
GRAND TOTAL	76,354	76,354	48,985.25	13,237.25	.00	27,368.75	64.2%

** END OF REPORT - Generated by Maggie Cosgrove **

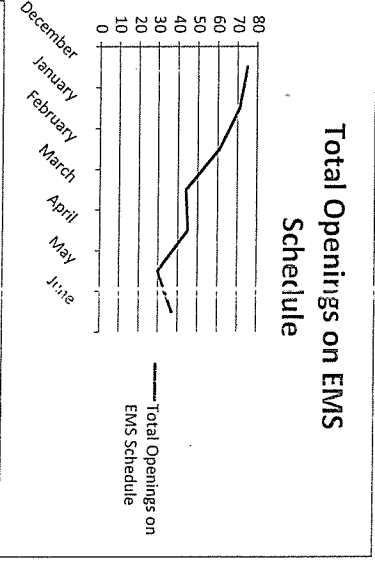
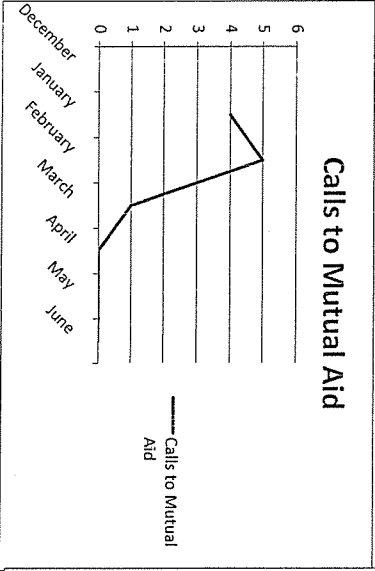
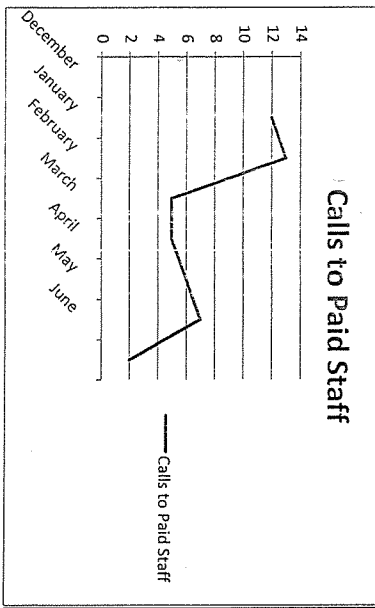
2013

Activity	FY 13						FY 14			
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13
Total Man Hours	1599.6	1193	1116	1052	1311	1054	1402	1060	1001	854
Fire calls	9	9	6	10	6	8	8	6	1	4
Medical Calls	143	113	107	102	124	95	130	121	108	104
Other Calls (HAZMAT, Rescue, Service, etc.)	46	31	35	38	25	11	32	36	27	36
Mutual Aid Calls	31	22	8	17	18	17	22	20	7	9
Training Hours (Class Hrs.)	34	23	27	30	62.5	262	56	44.5	161	49
# of Volunteers Over 100 pts.		6			27			43		
# of Volunteers Under 100 pts.		89			66			62		
# of Volunteers With No Exemption		0			0		oct-oct	0		
# of Probationary Volunteers		11			11			7		
# of Associate Members		14			14			15		
# of Certified Volunteers		95			95			98		
# of Programs	30	14	17	19	20	18	18	16	13	9
Work Days Lost to Injury	2	0	3	0	0	0	0	0	0	0
Vehicle Days Lost to Maintenance (Non-PM)	30	0	23	20	5	15	16	11	9	0
% Ambulance Revenue (from projected)	47.20%	54.20%	68.30%	munis not	86.20%	103	16%	18.38%	17.90%	33.40%
Average Response Time Enroute (EMS) 628/528	5:16	5:01	5:42	4:48	3:50	4:53	5:32	5:36	4:58	4:49
Average Response Time Arrival (EMS) 321	9:05	9:24	9:24	8:36	8:33	8:12	8:19	8:27	8:00	8:40
Average Response Time Enroute (Fire) ET128	6:00	6:50	4:52	4:25	4:74	5:21	5:03	4:88	5:11	4:58
Average Response Time Arrival (Fire) ET128	11:30	12:34	10:44	8:45	9:33	10:31	10:16	10:37	11:00	9:75
3rd RE-TONE	14	7	4	4	7 pd, 0 m	2	3	2	2	2
# of runs	198	153	148	150	155	135	171	163	136	144

will provide at EOM

DEC

Month	Calls to Paid Staff	Calls to Mutual Aid	Total Openings on EMS Schedule
December	12	4	75
January	13	5	71
February	5	1	61
March	5	0	44
April	6	0	45
May	7	0	30
June	2	0	37



Analysis: Since the institution of the paid per call program, data shows a small decrease in the amount of calls to paid staff each month. It must be noted that this statistic is back on the increase for the past two months, although it still remains significantly less compared to times prior to the beginning of the program. Looking at the Calls to Mutual Aid we can see that since the institution of the program that the calls to mutual aid has decreased and remained at the goal number (0) for the past three months. Finally, reviewing the final data set, Total openings on EMS schedule we can see a significant decrease in openings 75 (max in data set prior to initiation of program) to 30 (min in data set since initiation of program). This data shows that the paid per call program is working.

While we see that the program has been working by increasing ambulance coverage we also must note that there is still room for improvement. By completely filling the EMS schedule and setting a long term goal of "total openings on EMS schedule" to be 0 we can guarantee a reduction in "calls to paid staff" and maintain the goal of 0 in "total calls to mutual aid." What we need to do is develop more of an incentive to cover each ambulance shift. My recommendation would be to increase the pay per shift to \$50, this is a much larger incentive to cover each shift compared to the current \$15. Currently we pay an additional \$15 per EMS call, to maintain our current budget this additional \$15 will no longer be necessary, making the overall program easier to budget. To ensure that second ambulance calls are covered I recommend we continue paying \$15 per call when the second ambulance is needed.

By increasing the overall base pay for shift coverage we can expect a positive response causing ambulance shifts to be filled, thus reducing the amount of third tone paid staff responses and preventing calls from going to mutual aid.