

Linda M. Hodge



First Selectman

**Board of Selectmen Regular Meeting Minutes
Thursday, September 18, 2008
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.**

RECEIVED
COLCHESTER, CT
2008 SEP 22 PM 3:09
Nancy A. Bray
NANCY A. BRAY
TOWN CLERK

MEMBERS PRESENT: First Selectman Linda Hodge, Stan Soby, Greg Cordova, Rosemary Coyle, John Malsbenden

MEMBERS ABSENT:

OTHERS PRESENT: Mike Caplet, Adam Turner, Diana Giles, Chris Woodside, Robert Misbach, Rob Esteve, John Crotty, David Martin, Jay Cohen, Ryan Blessing, Mark Decker, Diane Church, Jess McMinn, and other citizens.

1. **Call to Order:** First Selectman L. Hodge called the meeting to order at 7:02 p.m.
2. **Additions to the Agenda:** J. Malsbenden moved to remove item #18 and to renumber the remaining items consecutively, and to add a new item #6d "Open Space Advisory Committee (term expires 03/01/11): Robert Misbach", seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the September 4, 2008 Regular Board of Selectmen Meeting:** J. Malsbenden moved to accept the minutes of the September 4, 2008 regular Board of Selectmen meeting minutes as presented, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the September 12, 2008 Special Board of Selectmen Meeting:** J. Malsbenden moved to accept the minutes of the September 12, 2008 special Board of Selectmen meeting minutes as presented, seconded by R. Coyle. R. Coyle and S. Soby abstained. All remaining members voted in favor. MOTION CARRIED.
5. **Citizen's Comments:** Diana Giles spoke on behalf of Robert Misbach, urging the board to appoint him to the Open Space Advisory Committee.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Economic Development Commission Resignation: Keli Savage:** J. Malsbenden moved to accept Keli Savage's resignation from the Economic Development Commission with regret, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
 - b. **Open Space Advisory Committee Resignation: Andrew George:** R. Coyle moved to acceptance Andrew George's resignation from the Open Space Advisory Committee with regret, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

- c. **Business Development Task Force (member): John Carroll (to be interviewed):** The Board of Selectmen interviewed John Carroll. First Selectman L. Hodge asked if he would be interested in serving as an alternate on the Planning & Zoning Commission. Mr. Carroll said that he would attend the next Planning & Zoning Commission meeting and let her know.
- d. **Open Space Advisory Committee (term expires 03/01/11): Robert Misbach (to be interviewed):** The Board of Selectmen interviewed Robert Misbach.
- e. **Economic Development Commission (term expires 10/1/13): Tom Crotty (interviewed on 8/21):** S. Soby moved to appoint Tom Crotty as a member of the Economic Development Commission with a term to expire on 10/1/13, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

7. Budget Transfers

- a. **Police – Special Duty Assignments**
- b. **Registrar of Voters – Ballot Printing**
- c. **Tax Collector – Office Coverage, Training, Advertising**
- d. **Tax Collector/Assessor – 401(a) Plan Contribution**
- e. **Tax Collector/Assessor – Postage Costs/Rates**
- f. **Planning & Code Administration – Plan Reviews**
- g. **Registrar of Voters – Election Workers and Ballot Printing**
- h. **Facilities – Town Hall HVAC Repairs, Mileage Reimbursement, and Reclassification of Position**
- i. **Police – Vacation Coverage**
- j. **Police – Radio, Taser, Postage, and Fuel Cost Increases**
- k. **Police – Overtime, Uniform, and Recruitment Cost Increases**
- l. **Social Services – Overtime**
- m. **Youth Services – Printing Cost Increase and Printer Repairs**
- n. **Health & Safety Committee – Increased Committee Activity**
- o. **Library – Overtime**
- p. **Library – USF Fund Discounts**
- q. **Library – Service Contracts**
- r. **Senior Center – Senior Van Driver Overtime**
- s. **Fleet Maintenance – Fuel Cost Increase, Alarm and Gas Pump Repair**
- t. **Fleet Maintenance – Employee Work Boot Allowance Increase**
- u. **Fleet Maintenance – Heating Costs**

- v. **Transfer Station – Mileage**
- w. **Transfer Station – Increase Allotment for Employee Work Boots**
- x. **Highway – Additional Vehicle Maintenance**
- y. **Highway – Additional Postage Expenses**
- z. **Highway – Operating Expenses for Paving**
- aa. **Highway – Additional Expenses for Tree Removals**
- bb. **Snow Removal – Budget Adjustments**

R. Coyle moved to approve the budget transfers (a) through (bb) as noted above (detailed transfer forms attached – (28) total forms), seconded by J. Malsbenden. Following discussion, all members present voted in favor. MOTION CARRIED.

8. **Tax Refunds & Rebates:** After review, J. Malsbenden moved to approve tax refunds in the amount of \$67.88 to Antoinette Bangs and Kimberly O’Grady, \$30.37 to Christopher Mefferd, \$8.98 to Kellee and Christopher Mefferd, \$5.52 to Michael Coleman, \$94.11 to Kelly Rozanski, \$23.92 to Diane and Peter Reguin, \$141.05 to DCFS Trust, \$46.48 to John Fairburn, \$7.82 to Thomas and Maryann Czaja, \$24.39 to Jason Rosenthal, \$365.63 to GMAC, \$50.39 to Joyce Lober, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
9. **Update on Lebanon Avenue Project (Presentation by Adam Turner):** Adam Turner presented an update on the Lebanon Avenue Project and the CDBG grant application. He noted that there is another application date approaching and that he would know more about the status of the grant in October.
10. **Update and Possible Action on Water Department Position (Mark Decker):** Mark Decker presented an update on the proposed Water Department position and organizational structure. First Selectman L. Hodge will work with Mark Decker to answer the board’s questions regarding promotional criteria, continuum of duties between knowledge, skills, abilities and education, and additional benefits as far as what’s not being done or will be done better with the new position.
11. **Discussion and Possible Action on Mobile Manufactured Home at #4 Phoenix Road (originally #15):** S. Soby moved to approve the indemnification agreement for the mobile manufactured home at #4 Phoenix Road, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Installing 3-Hour Limit Parking Signs on Hayward Avenue to be Effective Between 6 a.m. and 12 p.m. from Monday to Friday:** Mark Decker presented regarding possible installation of parking time limit signs on Hayward Avenue. The board expressed interest and requested more details on the parking spaces, their use, the number of residents, and alternative options.
13. **Discussion and Possible Action Regarding Requesting the DOT to Install a Left Hand Turn Arrow on the Stop Light Between Stop & Shop and Gano’s to Allow Eastbound Traffic to Easily Turn into Gano’s:** Mark Decker presented on the request for DOT to install a left turn arrow on the stop light on Linwood Avenue. S. Soby moved to authorize Mark Decker and Town officials to review traffic issues and potential solutions with the DOT, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

- 14. Update and Discussion on Club YEAH (Presentation by Chris Woodside):** Chris Woodside presented regarding Club YEAH. The board will forward their questions to Chris Woodside and Jay Cohen, with a copy to First Selectman L. Hodge, to address with the board at a future meeting.
- 15. Discussion and Possible Action on "No Smoking Policy" for Parks & Recreation:** J. Malsbenden moved to approve the "No Smoking Policy" for the Town parks and grounds as recommend by the Parks & Recreation Commission, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Following discussion, J. Malsbenden withdrew the motion and R. Coyle withdrew her second. J. Malsbenden moved to approve the "No Smoking Policy", amended to prohibit smoking only at the Recreation Complex on Old Hebron Road, effective October 1, 2008, seconded by S. Soby. Following discussion, all members present voted in favor. MOTION CARRIED.
- 16. Discussion and Possible Action on Field Lighting Revenue Proposal:** S. Soby moved to accept the field lighting revenue proposal as presented, per the recommendation of the Parks & Recreation Commission, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
- 17. Discussion and Possible Action on Proposal to Revise Municipal Ordinance Regarding Colchester Hayward Fire Company Tax Exemption:** Rob Esteve presented a proposal to revise the municipal ordinance regarding the Colchester Hayward Fire Company tax exemption. R. Coyle moved that the ordinance be sent on to the Board of Finance for review, and pending their approval, be sent to legal council prior to forwarding it to Town Meeting to take place immediately before the next available Board of Selectmen meeting after all of the approvals as per the warning requirements, seconded by S. Soby. Unanimously approved. MOTION CARRIED. The board agreed to research the possibility of making the ordinance effective October 1st, should it be approved.

First Selectman L. Hodge called for a five-minute recess at 9:23 p.m. and reconvened at 9:35 p.m.
- 18. Discussion and Possible Action on EMPG Program Application and New EOC Renovation Program Application and Resolution:** S. Soby moved to approve the EMPG application and new EOC renovation program application and resolution, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
- 19. Discussion and Possible Action on Bond Reduction Request for Brookstone Estates Subdivision, Red Schoolhouse Road and Brookstone Drive, Colchester, CT – Owner/Developer: Brookstone Estates LLC – Mario Mucciacciaro:** S. Soby moved to approve the bond reduction request for Brookstone Estates Subdivision, Red Schoolhouse Road and Brookstone Drive, Colchester, CT – Owner/Developer: Brookstone Estates LLC – Mario Mucciacciaro, from a balance of \$609,818.⁰⁰ to a new surety bond balance of \$393,124.⁰⁰, as recommended by the Town Engineer, seconded by J. Malsbenden Unanimously approved. MOTION CARRIED.
- 20. Discussion and Possible Action on Discovery Grant 2008-2009 Partnership with the Board of Education:** G. Cordova moved to approve the discovery grant 2008-2009 partnership with the Board of Education and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

21. **Discussion and Possible Action on Recognition of Henny Simon:** The board discussed the recognition of Henny Simon by the Board of Education. R. Coyle moved to present Ms. Simon with a proclamation, seconded by G. Cordova. CARRIED.
22. **Update on Old Firehouse – 100 Main Street:** First Selectman L. Hodge presented an update on the status of the grant application for the Old Firehouse at 100 Main Street. R. Coyle moved to authorize the First Selectman to proceed with the grant application utilizing the previously appropriated funds of \$50,000.⁰⁰, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
23. **Update on Community Wildlife Habitat Project:** First Selectman L. Hodge presented an update on the status of the Community Wildlife Habitat Project. R. Coyle moved to approve this, but that if in time it is determined that they will require a funding source, they will need to share that information with the board, seconded by S. Soby. MOTION CARRIED.
24. **CIP Discussion:** First Selectman L. Hodge presented an update on the status of the CIP. J. Malsbenden moved to schedule a joint meeting with the Board of Finance and the Board of Education to discuss the CIP, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
25. **Citizen's Comments:** None
26. **First Selectman's Report:** First Selectman L. Hodge reported on Tax Collector training, Invitation to Clergy Council – October 14, 10:30 a.m., Town Square Graphics project, attending "Results Based Accountability Institute" (24 hours), working on continuity of operations plan, preparation for Tropical Storm Hannah, attended Commission on Aging Senior Center Accreditation process meeting, insurance Committee Meeting – addressing workers' compensation loss prevention with department heads, FOI Training – Department head meeting, October 6, 9:30 – 11:30 a.m., attended Westchester Postal Unit Grand Opening, Cragin Library Board of Trustees, SCCOG Homeless Meeting, Sewer & Water Commission re: expansion, Senior Center – Russia program, reviewed and updated Senior Center Director Job Description, work on the Purchasing Policy continues, SCCOG Meeting – applying to HomeCT for a \$50,000 planning grant re: affordable (work force) housing; sending representatives to the October 1st GIS meeting; working with Foxwoods to include Colchester "niche" destinations in their MGM convention information; meeting with United Way to discuss a campaign, meeting regarding UCFS coming to Colchester – October 6, 3:30 p.m., and participation in the September SECTER development tour.
27. **Liaison Reports:** Selectman Soby reported on Pre K-2 and Zoning Board of Appeals. Selectman Coyle reported on the Fire Department, the Open Space Committee, the Commission on Aging, and the Historic District Commission. Selectman Malsbenden reported on the Conservation Commission, the Economic Development Commission, and the Planning & Zoning Commission. Selectman Cordova reported on the Parks & Recreation Commission, and the Sewer & Water Commission.

28. Executive Session Regarding:

- a. **Personnel Matter -- William Otfinoski**
- b. **Strategies for Collective Bargaining for Police Union AFSCME Council 15 Local 2693T and for Administrators Union MEUI Local 506, SEIU, AFL--CIO, CLC**

R. Coyle moved to enter into executive session to discuss Personnel Matter -- William Otfinoski and Strategies for Collective Bargaining for Police Union AFSCME Council 15 Local 2693T and for Administrators Union MEUI Local 506, SEIU, AFL--CIO, CLC, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

The selectmen entered into executive session at 10:45 p.m. and came out of executive session at 11:10 p.m.

- 29. Adjourn:** G. Cordova moved to adjourn at 11:11 p.m., seconded by J. Malsbenden. Unanimously approved. MOTION CARRIED.

Attachments

1. (28) Budget Transfer Forms Approved in Item #7
2. Memorandum dated September 16, 2008, from First Selectman Linda Hodge to the Board of Selectmen regarding "Traffic Issues on Board Agenda"
3. Memorandum dated September 10, 2008, from the Parks & Recreation Commission to the Board of Selectmen regarding "No Smoking Policy"

Respectfully submitted,



Michael J. Caplet
Executive Assistant to the First Selectman

Town of Colchester
 General Fund
 Budget Transfer Additional Appropriation


Department: Police

Reason for Request: Increase in Police Special Duty assignments

Reason for Available Funds: Additional revenue from Police Special Duty assignments

From:	Account Number	Account Name	Amount
	12101-33703	Police Special Duty Fees	11,451
To:	12101-40106	Miscellaneous Payroll	11,451

Sep 15, 2008
 Date Requested

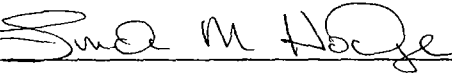

 Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO


Sep 15, 2008
 Date Reviewed


 Chief Financial Officer

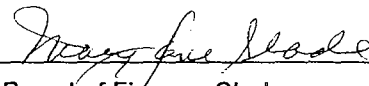
9/15/08
 Date Approved


 First Selectman

9/18/08
 Date Approved


 Board of Selectmen Clerk

9/17/08
 Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Registrar of Voters

Reason for Request: Election workers for Republican primary in September 2007. Purchase of necessary office supplies. Additional cost of ballot printing.

Reason for Available Funds: Funds budgeted for voting machine maintenance not needed for new voting machines. Reduction in mailings from prior fiscal year.

From:

Account Number	Account Name	Amount
11601-44223	Service Contracts	3,000
11601-44217	Postage	548

To:

11601-40105	Contractual, Temporary, Occas. Payroll	2,705
11601-42301	Office Supplies	7
11601-44232	Printing & Publications	836

Sep 15, 2008
Date Requested

Elizabeth Wagner Dorothy A Mrowka

Department Director or Supervisor - Signature

Print Name Elizabeth Wagner, Dorothy Mrowka

Sep 15, 2008
Date Reviewed

[Signature]

Chief Financial Officer

9/15/08
Date Approved

[Signature]

First Selectman

9/18/08
Date Approved

[Signature]

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Tax Collector

Reason for Request: Additional part-time hours to provide office coverage during employee leave. Needed additional paper for delinquent notices. Certification class for Assistant to Tax Collector. Advertising costs for additional temporary part-time clerk to assist with delinquent collections and increase in rates for advertising & legal notices.

Reason for Available Funds: Change in allocation of contracted services provided by Quality Data for printing, mailing and postage costs for tax bills between Data Processing and Postage accounts

From:	Account Number	Account Name	Amount
	11303-44205	Data Processing	1,193
10:	11303-40106	Miscellaneous Payroll	705
	11303-42301	Office Supplies	83
	11303-43213	Travel, Training & Meetings	192
	11303-44231	Advertising	213

Sep 12, 2008

Date Requested

Tricia Coblenz

Department Director or Supervisor - Signature

Print Name

Tricia Coblenz, Tax Collector

Sep 15, 2008

Date Reviewed

[Signature]
Chief Financial Officer

9/15/08

Date Approved

[Signature]
First Selectman

9/18/08

Date Approved

[Signature]
Board of Selectmen Clerk

9/17/08

Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Tax Collector/Assessor

Reason for Request: Employer contribution to 401(a) retirement plan. Tax Collector elected in November 2007 eligible for participation in plan - previous Tax Collector did not participate.

Reason for Available Funds: Staff turnover in Assessor's office - new employee not eligible for participation in 401(a) retirement plan. Employer contribution was budgeted based upon previous employee in position at time budget was prepared

From:

Account Number	Account Name	Amount
11304-41230	Assessor - FICA & Retirement	2,254

To:

11303-41230	Tax Collector - FICA & Retirement	2,254

Sep 12, 2008
Date Requested


Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO


Sep 12, 2008
Date Reviewed


Chief Financial Officer

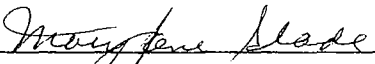
9/12/08
Date Approved


First Selectman

9/18/08
Date Approved


Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

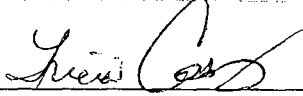
Department: Tax Collector/Assessor

Reason for Request: Additional postage costs for mailing of tax refunds resulting from change in mill rate. Increase in postage rates.

Reason for Available Funds: Staff turnover in Assessor's office - new employee not eligible for participation in 401(a) retirement plan. Employer contribution was budgeted based upon previous employee in position at time budget was prepared.

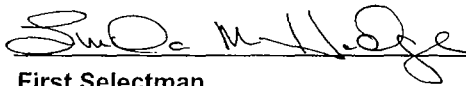
From:	Account Number	Account Name	Amount
	11304-41230	Assessor - FICA & Retirement	1,963

To:	11303-44217	Tax Collector - Postage	1,963

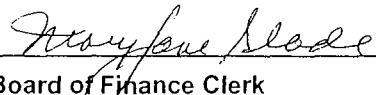
Sep 15, 2008 
Date Requested Department Director or Supervisor - Signature

Print Name Tricia Coblentz, Tax Collector

Sep 15, 2008 
Date Reviewed Chief Financial Officer

9/15/08 
Date Approved First Selectman

9/18/08 
Date Approved Board of Selectmen Clerk

9/17/08 
Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Planning & Code Administration

Reason for Request: Used additional Prof. Services for plan reviews due to lack of staff


Reason for Available Funds: Due to two staff members leaving, profess. membership and meeting costs were not as high

From:	Account Number	Account Name	Amount
	11411-43258	Professional Membership	2,925
	11411-43213	Mileage, training & meetings	1,556
To:	11411-44208	Professional Services	4,481

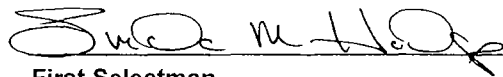
Sep 11, 2008
Date Requested


Department Director or Supervisor

9/12/08
Date Reviewed


Chief Financial Officer

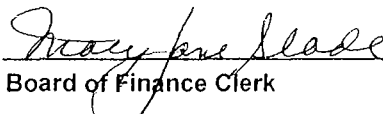
9/12/08
Date Approved


First Selectman

9/18/08
Date Approved


Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer Additional Appropriation

Department: Registrar of Voters

Reason for Request: Additional cost of ballot printing and required paper audit trails required by election laws

Reason for Available Funds: Help America Grant Act funds (federal grant)

From:	Account Number	Account Name	Amount
	11601-31320	Help America Vote Act Grant	3,465

To:	Account Number	Account Name	Amount
	11601-40105	Contractual, Temporary, Occas. Payroll	1,496
	11601-44232	Printing & Publications	1,969

Sep 15, 2008
 Date Requested

Dorothy Mrowka Elizabeth Wagner
 Department Director or Supervisor - Signature

Print Name Elizabeth Wagner, Dorothy Mrowka

Sep 15, 2008
 Date Reviewed

[Signature]
 Chief Financial Officer

9/15/08
 Date Approved

[Signature]
 First Selectman

9/18/08
 Date Approved

[Signature]
 Board of Selectmen Clerk

9/17/08
 Date Approved

[Signature]
 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Facilities

Reason for Request: Necessary repairs to HVAC system at Town Hall.
Mileage reimbursement for use of personal vehicle by Facilities Dept personnel.
Reclassification of position of Assistant Facility Manager.

Reason for Available Funds: Reduction in amount of heating oil used for Town Hall and contract price locked in at lower rate

From:

Account Number	Account Name	Amount
11901-45221	Fuel/Heating	3,367

To:

11901-44223	Service Contracts	1,905
11901-43213	Travel, Training & Meetings	104
11901-40101	Regular Payroll	1,358

9-10-08
Date Requested Department Director or Supervisor - Signature

Print Name Greg Plunkett, Director of Facilities

9/11/08
Date Reviewed Chief Financial Officer

9/12/08
Date Approved First Selectman

9/18/08
Date Approved Board of Selectmen Clerk

9/17/08
Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police Department

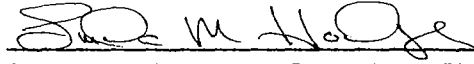
Reason for Request: Vacation coverage

Reason for Available Funds: Actual bill less than original estimate

From:	Account Number	Account Name	Amount
	12101 40200	Resident Trooper	4,706

To:	12101 40201	Resident Trooper OT	4,706

Sep 15, 2008
Date Requested

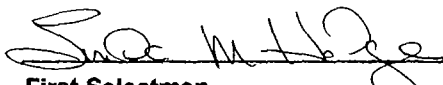

Department Director or Supervisor - Signature

Print Name Linda Hodge

9/15/08
Date Reviewed


Chief Financial Officer

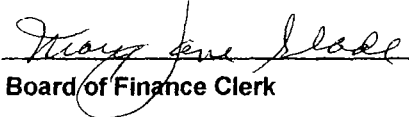
9/15/08
Date Approved


First Selectman

9/18/08
Date Approved


Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police Department

Reason for Request: (1) Increase in cost of radio
(2) Increase in cost of tasers & applicable supplies
(3) USPS increase in postage
(4) Increase in fuel expenses - price increases

Reason for Available Funds: All staff positions not filled.

From:	Account Number	Account Name	Amount
	12101 40102	Regular Payroll	6,275
<i>Under To:</i>	12101 48404	Machinery & Equipment	428
	12101 42338	Police Equipment & Supplies	1,189
	12101 44217	Postage	112
	12101 46390	Vehicle Maintenance	4,546

Sep 15, 2008 *Sue M. Hodge*
Date Requested **Department Director or Supervisor - Signature**

Print Name Linda Hodge

9/15/08 *[Signature]*
Date Reviewed **Chief Financial Officer**

9/15/08 *Sue M. Hodge*
Date Approved **First Selectman**

9/18/08 *[Signature]*
Date Approved **Board of Selectmen Clerk**

9/17/08 *Mary Jane Heaps*
Date Approved **Board of Finance Clerk**

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police Department

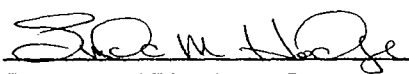
Reason for Request: Turnover of officers led to increased overtime for current officers, as well as increased uniform and recruitment expenses – physicals, psychological tests, polygraphs, etc.

Reason for Available Funds: All staffing positions not filled.

From:	Account Number	Account Name	Amount
	12101 40102	Regular Payroll	5,403

To:	Account Number	Account Name	Amount
	12101 40103	Overtime	541
	12101 42324	Uniform Purchases	2,446
	12101 44208	Professional Services	2,416

Sep 15, 2008
Date Requested

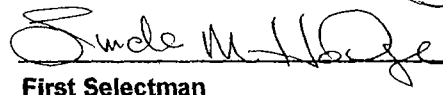

Department Director or Supervisor - Signature

Print Name Linda Hodge


9/15/08
Date Reviewed


Chief Financial Officer

9/15/08
Date Approved


First Selectman

9/18/08
Date Approved


Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Social Services

Reason for Request: Overtime incurred by Social Services Director to provide necessary services to clients.

Reason for Available Funds: Part-time clerk position not filled during fiscal year.

From:	Account Number	Account Name	Amount
	14101-40102	Other Regular & Part-time Payroll	1,014
To:			
	14101-40103	Overtime	1,014

Sep 15, 2008	
Date Requested	 Department Director or Supervisor - Signature
	Print Name Janet Taylor, Social Services Director
Sep 15, 2008	 Chief Financial Officer
9/15/08	 First Selectman
9/18/08	 Board of Selectmen Clerk
9/17/08	 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Youth Services

Reason for Request: Increased cost for printing of newsletter. Use of outside copying services as a result of department printer needing repairs.

Reason for Available Funds: Turnover of Youth Center staff

From:

Account Number	Account Name	Amount
14102-40106	Miscellaneous Payroll	255

To:

14102-44232	Printing & Publications	255

Sep 12, 2008
Date Requested



Department Director or Supervisor - Signature

Print Name Val Geato, Youth Services Director

9/12/08
Date Reviewed



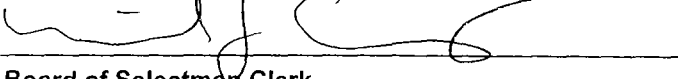
Chief Financial Officer

9/12/08
Date Approved



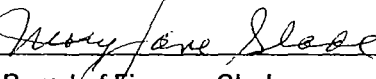
First Selectman

9/18/08
Date Approved



Board of Selectmen Clerk

9/17/08
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Health & Safety Committee

Reason for Request: Increased committee activity

Reason for Available Funds: PT First Selectman for 4 1/2 months

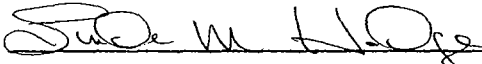
From:

Account Number	Account Name	Amount
11201 40101	Regular Payroll	26

To:

14200 42301	Office Supplies	1
14200 47282	Programs	25

Sep 12, 2008
Date Requested

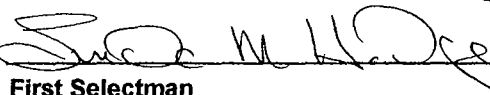

Department Director or Supervisor - Signature

Print Name Linda Hodge

9/12/08
Date Reviewed


Chief Financial Officer

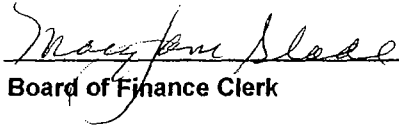
9/12/08
Date Approved


First Selectman

9/18/08
Date Approved


Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library - 15101

Reason for Request: Overtime for custodian transferred from Bd. of Ed. budget to library budget.

Reason for Available Funds: Employee turnover made funds available.

From:	Account Number	Account Name	Amount
	<u>41230</u>	<u>FICA + Retirement</u>	<u>2390.</u>

To:	Account Number	Account Name	Amount
	<u>40103</u>	<u>Overtime</u>	<u>2390.</u>

9/12/08 _____
Date Requested Department Director or Supervisor - Signature

Print Name Siobhan M. Grogan

9/12/08 _____
Date Reviewed Chief Financial Officer

9/12/08 _____
Date Approved First Selectman

9/18/08 _____
Date Approved Board of Selectmen Clerk

9/17/08 _____
Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library

Reason for Request: The Library did not receive all USF fund discounts until after 7/1/08.

Reason for Available Funds: Part time employees did not work all hours allotted due to holidays, unpaid vacations and sick time.

From:	Account Number	Account Name	Amount
	<u>40102</u>	<u>Other Reg + P/t payroll</u>	<u>426</u>

To:	Account Number	Account Name	Amount
	<u>45216</u>	<u>Telephone</u>	<u>426</u>

9/11/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Siobhan M. Grogan

9/12/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

9/18/08
Date Approved

[Signature]
Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library

Reason for Request: Service contracts line over budget by 459.79 due to crash of server and subsequent expenditures for its repair.

Reason for Available Funds: Part time workers did not work all allocated hours due to holidays, unpaid vacations and sick time.

From:	Account Number	Account Name	Amount
	<u>40102</u>	<u>Other Reg + P/T</u>	<u>460</u>
To:	<u>44223</u>	<u>Service Contracts</u>	<u>460</u>

9/11/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Siobhan M. Grogan

9/12/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

9/18/08
Date Approved

[Signature]
Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Overtime for Senior van driver - additional time sometimes needed to assist individuals in getting on and off the van.

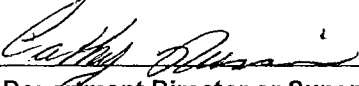
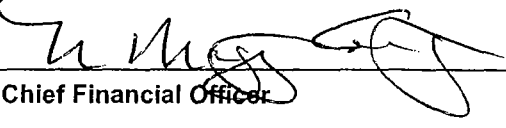
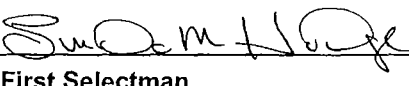
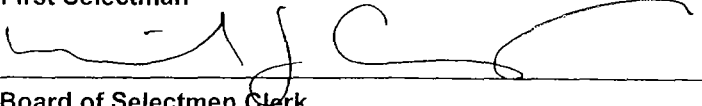
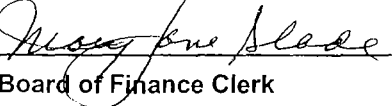
Reason for Available Funds: Position vacancy (Program Assistant)

From:

Account Number	Account Name	Amount
15401-40102	Other Regular & Part-time Payroll	145

To:

15401-40103	Overtime	145

Sep 12, 2008	
Date Requested	Department Director or Supervisor - Signature
	Print Name Cathy Russi, Senior Center Director
Sep 15, 2008	
Date Reviewed	Chief Financial Officer
9/15/08	
Date Approved	First Selectman
9/18/08	
Date Approved	Board of Selectmen Clerk
9/17/08	
Date Approved	Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Significant increase in price of unleaded and diesel gasoline. Unanticipated alarm repairs. Unanticipated gas pump repair.

Reason for Available Funds: Employee out on workers' compensation


From:

Account Number	Account Name	Amount
13202-40102	Other Regular & Part-time Payroll	1,640
13202-41230	FICA & Retirement	612

To:

13202-46390	Vehicle Maintenance	1,640
13202-46224	Equipment Repairs	421
13202-46226	Building Repairs	191

Sep 15, 2008
Date Requested

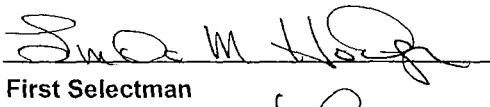

Department Director or Supervisor - Signature

Print Name Steve Sharpe, Fleet Supervisor

9/15/08
Date Reviewed


Chief Financial Officer

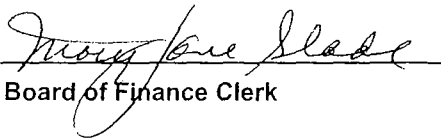
9/15/08
Date Approved


First Selectman

9/18/08
Date Approved


Board of Selectmen Clerk

9/19/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Increase in employee allowance for workboots per union contract agreement

Reason for Available Funds: Less random alcohol and drug testing for Fleet Maintenance department than anticipated.

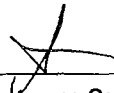
From:

Account Number	Account Name	Amount
13202-44208	Professional Services	53

To:

13202-42323	Protective Clothing & Safety Equipment	53


Sep 15, 2008
Date Requested



Department Director or Supervisor - Signature

Print Name Steve Sharpe, Fleet Supervisor

Sep 15, 2008
Date Reviewed



Chief Financial Officer

9/15/08
Date Approved



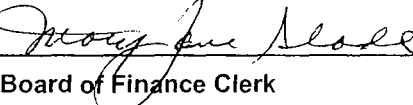
First Selectman

9/18/08
Date Approved



Board of Selectmen Clerk

9/17/08
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance


Reason for Request: Increase in electricity rates from CL&P

Reason for Available Funds: Reduction in heating costs as a result of additional insulation at Town Garage.

From:	Account Number	Account Name	Amount
	13202-45221	Fuel/Heating	1,181

To:	13202-45622	Electricity	1,181

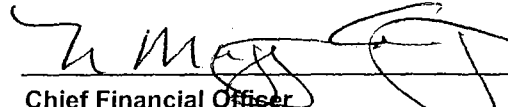
Sep 15, 2008
Date Requested



Department Director or Supervisor - Signature

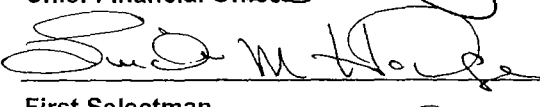
Print Name Steve Sharpe, Fleet Supervisor

Sep 15, 2008
Date Reviewed



Chief Financial Officer

Sep 15, 2008
Date Approved



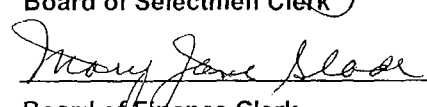
First Selectman

9/18/08
Date Approved



Board of Selectmen Clerk

9/17/08
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Personal vehicle mileage between Town Hall and Transfer Station daily to turn in money for deposits, pick up start-up cash in morning

Reason for Available Funds: performed landfill mowing with P&R crew equipment (contracted services company doubled their cost)

From:	Account Number	Account Name	Amount
	13601-44208	Transfer Station - Prof. Services	94

To:	Account Number	Account Name	Amount
	13601-43213	Transfer Station - Mileage	94

Sep 3, 2008
Date Requested

Mark Decker
Department Director or Supervisor - Signature

Print Name Mark Decker

9/11/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

9/18/08
Date Approved

[Signature]
Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Increased allotment for boots per union contract

Reason for Available Funds: performed landfill mowing with P&R crew equipment (contracted services company doubled their cost)

From:	Account Number	Account Name	Amount
	13601-44208	Transfer Station - Prof. Services	263

To:	13601-42323	Transfer Station - Safety Equipment	263

Sep 3, 2008
Date Requested

Mark Decker
Department Director or Supervisor - Signature

Print Name Mark Decker

9/11/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

9/18/08
Date Approved

[Signature]
Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

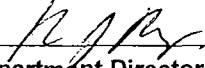
Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 13201 Highway

Reason for Request: To cover additional vehicle maintenance expenses caused by fuel and maintenance issues.

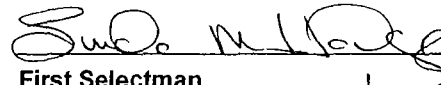
Reason for Available Funds: Funds from traffic lights available due to CL&P rate charges, from Equipment Rental due to eliminating a rental sweeper because of the utilization of the new treated salt, funds from overtime available due to a mower out of service.


From:	Account Number	Account Name	Amount
	13201-45389	Traffic Control Lights	4831
	13201-44237	Equipment Rental	4871
	13201-40103	Overtime	1949
To:	13201-46390	Vehicle Maintenance & Fuel	11651

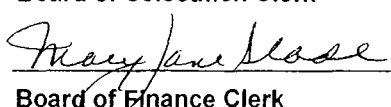
9-12-08 
Date Requested Department Director or Supervisor - Signature

Print Name Kevin Kelly

9/12/08 
Date Reviewed Chief Financial Officer

9/12/08 
Date Approved First Selectman

9/18/08 
Date Approved Board of Selectmen Clerk

9/17/08 
Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 13201 Highway

Reason for Request: To cover additional postage expenses.

Reason for Available Funds: Funds available from Other Regular Payroll due to workers comp issues and an employee resigning.

From:	Account Number	Account Name	Amount
	13201-40102	Other Regular Payroll	15

To:	13201-44217	Postage	15

9/12/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Kevin Kelly

9/12/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

9/18/08
Date Approved

[Signature]
Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 13201-Highway

Reason for Request: To cover additional operating expenses due to additional preparation paving needed to precede outside paving contractors.

Reason for Available Funds: Funds available from Other Regular Payroll due to workers comp issues and an employee resigning.

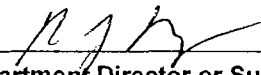
From:

Account Number	Account Name	Amount
13201-40102	Other Regular Payroll	6199

To:

13201-42340	Other Purchased Supplies	6199

9-12-08
Date Requested

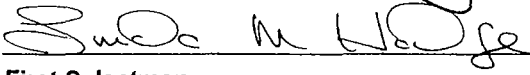

Department Director or Supervisor - Signature

Print Name Kevin Kelly

9/12/08
Date Reviewed


Chief Financial Officer


9/12/08
Date Approved


First Selectman

9/18/08
Date Approved


Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 13201 Highway

Reason for Request: To cover additional professional service expenses due to necessary tree removals.

Reason for Available Funds: *Other*
Funds available from Regular Payroll due to workers comp issues and an employee resigning.

From:

Account Number	Account Name	Amount
13201-40102	<i>Other</i> Regular Payroll	689

To:

13201-44208	Professional Services	689

9/11/08 *Kevin Kelly*
Date Requested Department Director or Supervisor - Signature

Print Name Kevin Kelly

9/12/08 *[Signature]*
Date Reviewed Chief Financial Officer

9/12/08 *[Signature]*
Date Approved First Selectman

9/18/08 *[Signature]*
Date Approved Board of Selectmen Clerk

9/17/08 *[Signature]*
Date Approved Board of Finance Clerk

P 103

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Snow Removal

Reason for Request: Budget is developed based upon an estimated 13 storms. Actual call-outs, including icing conditions, totalled 29.

Reason for Available Funds: Contingency. Staff turnover, vacant positions and employees out on workers compensation. Transfer Station - Greater return on metal than anticipated when budget prepared, use of Town staff for mowing, only needed 2 grinds instead of expected 3, reduction in costs for groundwater monitoring, annual report and testing, boom repair completed by Fleet Maintenance.

From:	Account Number	Account Name	Amount
	<u>11101-50900</u>	<u>Contingency</u>	<u>2,310</u>
	<u>13201-40102</u>	<u>Highway - Other Reg. & P/T Payroll</u>	<u>17,000</u>
	<u>13201-41230</u>	<u>Highway - FICA & Retirement</u>	<u>5,000</u>
	<u>13601-40102</u>	<u>Transfer Station - Other Reg & P/T P/R</u>	<u>3,900</u>
	<u>13601-41230</u>	<u>Transfer Station - FICA & Retirement</u>	<u>1,200</u>
	<u>13601-43212</u>	<u>Transfer Station - Transportation</u>	<u>50,500</u>

Sep 15, 2008
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Sep 15, 2008
Date Reviewed

[Signature]
Chief Financial Officer

9/15/08
Date Approved

[Signature]
First Selectman

9/18/08
Date Approved

[Signature]
Board of Selectmen Clerk

9/18/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Snow Removal

Reason for Request: Budget is developed based upon an estimated 13 storms. Actual call-outs, including icing conditions, totalled 29.

Reason for Available Funds: Contingency. Staff turnover, vacant positions and employees out on workers compensation. Transfer Station - Greater return on metal than anticipated when budget prepared, use of Town staff for mowing, only needed 2 grinds instead of expected 3, reduction in costs for groundwater monitoring, annual report and testing, boom repair completed by Fleet Maintenance.

From:	Account Number	Account Name	Amount
	13601-44208	Transfer Station - Professional Services	10,800
	13601-46390	Transfer Station - Vehicle Maint. & Fuel	3,000
	11201-40102	First Selectman - Other Reg. & P/T P/R	3,300
	11201-41230	First Selectman - FICA & Pension	5,318
	13204-42340	Snow Removal - Purchased Supplies	5,037

Sep 15, 2008
Date Requested N. Maggie Cosgrove
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Sep 15, 2008
Date Reviewed N. Maggie Cosgrove
Chief Financial Officer

9/15/08
Date Approved Sam McHodge
First Selectman

9/18/08
Date Approved [Signature]
Board of Selectmen Clerk

9/17/08
Date Approved Raylene Blode
Board of Finance Clerk

P 3 of 3

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Snow Removal

Reason for Request: Budget is developed based upon an estimated 13 storms. Actual call-outs, including icing conditions, totalled 29.

Reason for Available Funds: Contingency. Staff turnover, vacant positions and employees out on workers compensation. Transfer Station - Greater return on metal than anticipated when budget prepared, use of Town staff for mowing, only needed 2 grinds instead of expected 3, reduction in costs for groundwater monitoring, annual report and testing, boom repair completed by Fleet Maintenance.

TB:

Account Number	Account Name	Amount
13204-40101	Snow Removal - Regular Payroll	32,227
13204-41230	Snow Removal - FICA	2,204
13204-42333	Snow Removal - Sand, Salt, Gravel	60,661
13204-44208	Snow Removal - Professional Services	12,273

Sep 15, 2008
Date Requested [Signature]
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Sep 15, 2008
Date Reviewed [Signature]
Chief Financial Officer

9/15/08
Date Approved [Signature]
First Selectman

9/18/08
Date Approved [Signature]
Board of Selectmen Clerk

9/17/08
Date Approved [Signature]
Board of Finance Clerk

19420

Linda M. Hodge



First Selectman

TO: Board of Selectmen
 FROM: Linda Hodge
 DATE: September 16, 2008
 RE: Traffic Issues on Board Agenda

DISCUSSION AND POSSIBLE ACTION ON INSTALLING 3 HOUR LIMIT PARKING SIGNS ON HAYWARD AVENUE TO BE EFFECTIVE BETWEEN 6 A.M. AND 12 P.M. FROM MONDAY TO FRIDAY.

I HAVE RECEIVED SEVERAL REQUESTS FROM BUSINESSES ON HAYWARD AVENUE TO POST SIGNS LIMITING PARKING ON THAT STREET DURING BUSINESS HOURS. AS GAS PRICES HAVE RISEN INCREASING NUMBERS OF COMMUTERS ARE USING THIS AREA AS A COMMUTER PARKING LOT, RESULTING IN DIFFICULTY FOR CUSTOMERS TO PARK. I SPENT SEVERAL MORNINGS AND EVENINGS OBSERVING TRAFFIC PARKING PATTERNS IN THAT AREA AND FOUND THAT INDEED IT DOES SEEM TO HAVE A GROWING NUMBER OF COMMUTERS PARKING IN THE AREA. I ASKED MARK DECKER SEVERAL MONTHS AGO TO LOOK AT THE POSSIBILITY OF PUTTING UP THE SIGNS AND HE HAS SAID THAT IT CAN BE DONE. THERE IS STILL ADEQUATE PLACE IN THE LAKE HAYWARD COMMUTER LOT FOR COMMUTERS TO PARK AND CATCH THE BUS.

AS THE LEGAL TRAFFIC AUTHORITY FOR THE TOWN OF COLCHESTER, THE BOARD OF SELECTMEN HAS TO INITIATE THE PROCESS BY A MOTION. ONCE THE SIGNS ARE UP, THE POLICE WILL THEN BE ABLE TO ENFORCE. MARK ASKS THAT CONSIDERATION BE GIVEN TO THE FULL LENGTH OF THE ROAD ON ONE SIDE BEING RESTRICTED HOURS. CURRENTLY, THERE IS A DAY CARE, REALTOR, TWO HAIR DRESSERS, NAIL SHOP, TWO RESTAURANTS, AND A FLORIST SHOP – SEVERAL PARK AND SHOP/DROP OFF ACTIVITIES THAT WOULD BE CONVENIENT FOR PEOPLE TO HAVE SAME SIDE PARKING ACCESS. THE BOARD WILL ALSO HAVE TO DECIDE ON WHICH SIDE THE PARKING RESTRICTIONS ARE TO BE PLACED – THE GREEN SIDE OR THE BUILDING SIDE?

MARK WILL HAVE COST INFORMATION IN TIME FOR OUR MEETING.

DISCUSSION AND POSSIBLE ACTION REGARDING REQUESTING THE DOT TO INSTALL A LEFT HAND TURN ARROW ON THE STOP LIGHT BETWEEN STOP & SHOP AND GANO'S TO ALLOW EASTBOUND TRAFFIC TO EASILY TURN INTO GANO'S.

FRANK GARGANO CALLED REQUESTING THAT THE TOWN ASK THE DOT TO DO THE ABOVE. TO DO SO REQUIRES A FORMAL REQUEST FROM THE BOS, AS THE LEGAL TRAFFIC AUTHORITY, TO THE DOT. THEY WILL INITIATE A STUDY, EVENTUALLY ASK US OUR OPINION, AND THEN ISSUE A REPORT – EXPERIENCE SHOWS THIS IS A 6+ MONTH PROCESS.



11

“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | www.colchesterct.gov

MEMO

To: Board of Selectmen
From: Parks & Recreation Commission
Date: September 10, 2008
Re: No Smoking Policy

Proposal

Smoking should be prohibited on all Town parks and grounds. This would be a formal policy, but not an ordinance; hence, not enforceable by police.

Rationale

As a way to encourage health and wellness, and set a good example for youth in the parks, the P&R Commission would like to duplicate the schools’ policy of no smoking on the grounds.

The public would be made aware of the policy through signage at the park, as well as press releases.

Background

The parks have always had an “unofficial” no smoking policy that was implemented through peer pressure. However, due to various incidents and interactions, it has become clear that the policy must be official, whether smoking is permitted or not.

The Commission did consider the alternative of creating a “smoking zone” somewhere in the Recreation Complex, but ultimately opted for a complete ban.