

Linda M. Hodge



First Selectman

NANCY A. BRAY
TOWN CLERK

2009 APR - 7 PM 4:26

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COLCHESTER, CT

**Board of Selectmen and Board of Finance
Special Joint Meeting Minutes
Monday, April 6, 2009
Colchester Town Hall
Meeting Room 2+3 at 6:30 p.m.**

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

BOARD OF FINANCE MEMBERS PRESENT: Chairman Bruce Hayn, Ron Goldstein, Mike Ryan, Brian Smith, Ron Crabb (7:05 p.m.)

MEMBERS ABSENT: John Ringo

OTHERS PRESENT: Mike Caplet, Ryan Blessing, Jon Sandberg, John Chaponis, Maggie Cosgrove, Gregg Schuster, Tricia Coblentz, Guthrie Dinda, Pam Scheibelein, Karen Loiselle, and other citizens

1. **Call to Order:** First Selectman L. Hodge called the Board of Selectmen to order at 6:30 p.m. Chairman B. Hayn called the Board of Finance to order at 6:30 p.m.
2. **Discussion and Possible Action Regarding Current Fiscal Year's Budget (2008-09):** First Selectman L. Hodge presented on the four pieces of information requested by the Board of Selectmen, including (1) a general fund balance analysis, (2) a cost benefit analysis of adding extra employees hours to the Tax Collector's office, (3) impact of proposed fee increase in 2009, (4) proposed mitigation factors for 2008-09 (attachment #1). The Board of Selectmen and the Board of Finance discussed the four pieces of information and the potential merits of action relative to the current fiscal year's budget.

J. Malsbenden moved to approve First Selectman L. Hodge's recommended reductions in spending to the current fiscal year's budget (2008-09) totaling \$35,370.⁰⁰ (attachment #2) as presented, including a reduction of \$895.⁰⁰ for the Social Services Clerk and \$1,475.⁰⁰ for the Planning & Zoning Clerk, unless the First selectmen could designate alternate items totaling \$2,370.⁰⁰ to supplant the reduction of said positions, seconded by S. Soby. Following discussion, all Board of Selectmen members present voted in favor. MOTION CARRIED.

J. Malsbenden moved to approve the recommendation of First Selectman L. Hodge to add an additional 15 hours per week of manpower effective immediately through June 30, 2009, for a total cost not to exceed \$2,600.⁰⁰, to assist with tax collections, seconded by R. Coyle. Following discussion, all Board of Selectmen members present voted in favor. MOTION CARRIED.

S. Soby moved to approve that the remainder of revenue deficit at this point, estimated at \$385,000.⁰⁰, be taken from undesignated fund balance, seconded by G. Cordova. All Board of Selectmen members present voted in favor. MOTION CARRIED.

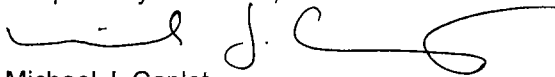
3. **Discussion and Possible Action Regarding Proposed Budget for Next Fiscal Year (2009-10):** The Board of Selectmen and Board of Finance discussed the proposed budget for next fiscal year (2009-10). Maggie Cosgrove confirmed that approximately \$180,000.⁰⁰ in additional revenue or cuts in expenditures would be needed in order to project an undesignated fund balance equaling 7% of total expenditures. Ron Goldstein agreed to speak with Maggie Cosgrove tomorrow to confirm requirements for publication of the budget in the newspaper. The Board of Selectmen and Board of Finance agreed that the process for amending the proposed budget would fluid and open up until the first budget hearing on April 20, 2009.

4. **Adjourn:** G. Cordova moved to adjourn the Board of Selectmen at 8:36 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED. B. Smith moved to adjourn the Board of Finance at 8:36 p.m., seconded by M. Ryan. Unanimously approved. MOTION CARRIED.

Attachments

1. Email dated 04/06/09, from Linda Hodge to members of the Board of Selectmen and Board of Finance, regarding "Joint Meeting Agenda"
2. List of First Selectman L. Hodge's recommended cuts for current fiscal year's budget (2008-09) totaling \$35,370.⁰⁰

Respectfully submitted,



Michael J. Caplet
Executive Assistant to the First Selectman

Mike Caplet

From: Linda Hodge
Sent: Monday, April 06, 2009 4:15 PM
To: Mike Ryan; rosemarycoyle@sbcglobal.net; Mike Caplet; Stan Soby; malsbenden@sbcglobal.net; Greg Cordova; Brian Smith; "John Ringo"@yahoo.com; "Ron Crab"@yahoo.com; brunohayn@yahoo.com; r.goldsteinesq@snet.net; Jon Sandberg
Cc: Mary Jane Slade
Subject: RE: Joint Meeting Agenda
Attachments: Budget Information - Special Meeting 4-6-09.pdf; expenditureProjectionsBoS040209.pdf; revenueProjectionsBoS040209.pdf; FY 08-09 Revenue Budget Projections - BOS 4-2-09.pdf

Hello All,

Maggie has been working flat-out to provide the attached documents for this evening's meetings. Everyone has already received the documents from Thursday evening's Board of Selectmen meeting. I'm also attaching those.

Please note that the information distributed for Thursday evening's meeting had no new data in it. Maggie and I just thought that it would be easier for the Board of Selectman to see the financials at a glance without having to go back and forth through the MUNIS documents so Maggie put it in an excel spreadsheet. In fact, the only new information provided by that document is that the approximately \$750,000 deficit projected in the March 4 documents is down to approximately \$560,000 in about a month.

The Board of Selectmen asked for four specific items of information for tonight:

- (1) A general fund balance analysis – attached.
- (2) Cost benefit analysis of adding extra employee hours to Tax Collector's office. We are confident that we will reach a 98% collection rate this year as shown in the projections. With additional help (\$2,600 for 15 hours/week for the rest of this fiscal year), it is anticipated that we can push beyond the 98% with a goal of 98.5% which equates to \$145,000 of additional revenue. The net increase would be \$142,400.
- (3) Impact of raising fees in 2009. Assuming that a new fee structure is adopted as proposed and implemented on May 1, 2009, the anticipated increase in revenues would occur in building fees and be in the amount of \$12,000.
- (4) Mitigation factors for 2008-2009. As you know we have been watching expenditures closely since October, with a freeze since January. Departments continue to work to cut expenses where possible; however, those do no result in significant savings as we have seen from the freeze. Other mitigation would result in decreased services which both the Board of Selectmen and Board of Finance have indicated in the past they did not wish to occur. The decrease in services would also result in corresponding decreases in staffing as any significant cuts to one will impact the other. I did not do a cost analysis of decreasing services as, again, both boards have indicated that they do not wish to see any decreases in staffing levels; decreases in staffing levels at this point would in all likelihood carry through to the next fiscal year.

Linda

FROM MAGGIE:

Subsequent to last Thursday's meeting, I put together some additional and/or updated information to try and help put the historical information in perspective, and provide data that would assist with making a decision on adding a position in the Tax Collector's office, or provide answers to some of the questions that were asked that night.

Attached you will find the following information:

Analysis of how much in additional tax revenues would have been collected if the property tax collection rate had been 98% or 98.5%

Analysis of property tax collections (current, delinquent and interest), reflecting how much was collected during the period April-June

Comparison of Colchester's property tax collection rates to State averages

Budget vs. Actual comparisons for Current tax collections, Total tax collections, Special Educ Excess Costs, and Snow Removal Expenditures

Status of Fund Balance

Budget in Brief

I will be available at tonight's meeting to answer any questions you may have regarding this information.

Linda Hodge

First Selectman
Town of Colchester
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Colchester, CT 06415
860.537.7220
www.colchesterct.gov

From: Mike Ryan [mailto:merjeir@yahoo.com]

Sent: Monday, April 06, 2009 1:44 PM

To: rosemarycoyle@sbcglobal.net; Mike Caplet; Stan Soby; malsbenden@sbcglobal.net; Greg Cordova; Brian Smith; "John Ringo"@yahoo.com; "Ron Crab"@yahoo.com; brunohayn@yahoo.com; r.goldsteinesq@snet.net; Linda Hodge

Cc: Mary Jane Slade

Subject: RE: Joint Meeting Agenda

Hi Linda it is about 1:45pm and I just checked my emails again I do not have this information that is coming in writing by email. Will it be here soon enough for me to review before the 6:30pm meeting?
Thanks mike Ryan

Mike Ryan

--- On Mon, 4/6/09, Linda Hodge <lhodge@colchesterct.gov> wrote:

From: Linda Hodge <lhodge@colchesterct.gov>

Subject: RE: Joint Meeting Agenda

To: rosemarycoyle@sbcglobal.net, "Mike Caplet" <mcaplet@colchesterct.gov>, "Stan Soby" <soby@sbcglobal.net>, malsbenden@sbcglobal.net, "Greg Cordova" <gecordova@comcast.net>, "Brian Smith" <brian_t_smith@sbcglobal.net>, 'John Ringo'@yahoo.com, "Mike Ryan"

4/7/2009

Legal	15,000
Vehicle Maint	5,000
Public Works	2,500
Civil Preparedness	1,500
Mileage	2,000
Parks & Rec -- Prof Services	2,000
Highway -- Supplies	5,000
Social Services Clerk	895
Planning & Zoning Clerk	1,475
	35,370