

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



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 Gesia

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 (revaluation 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 Caristia, 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

General Fund

Departmen	t: First Selectman - Leg	gal	
Reason for Request:	Legal costs associated canine disposal order (revaluation and othe	d with: 1) energy project lease financing docum matter including administrative hearings, and r).	ents, 2) animal control/ 3) assessment appeals
Reason for Available Funds:	Various - see detail list	ting	
From:	Account Number	Account Name	Amount
	Various - see detail	Various - see detail listing	60,610
	G	* Annual Control of the Control of t	
То:	11201-44203	Legal	60,610
	Nov 12, 2013	- Grand	
	Date Requested	Department Director or Supervisor - Sign	nature
	٠ ر	Print Name Gregg Schuster, First Selectr	man .
	14/12/17	h Man El	
	Date Reviewed	Chief Financial Officer	
	11/13/13	Dr./11/	
	Date Approved	First Selectman	
	Date Approved	Jack M Merson	
	Pare Approvem	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	
	- are in provou	DUALU DI FILIATICE CICIR	

Town of Colchester Budget Transfer - Legal

Explanation	Contingency funds included in adopted budget	Funds budgeted for Human Resources consulting service not used	Funds budgeted for Fire union contract settlement not used - negotiated 0% general wage increase for 7/1/12-6/30/13	Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll	Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll	Premium increases for liability/auto/property insurance renewals less than anticipated	Significant decrease in unemployment compensation benefit payments - reduction in number of individuals collecting benefits as compared to prior fiscal years.	Administrative Assistant position vacant for full year	Administrative Assistant position vacant for full year	Senior Center Director position vacant for 7 months		lo see buuget Hallstel lollil	01
6											Ġ	0,00	60,610
From	4,229	7,437	10,964	3,500	3,400	1,999	9,134	10,947	2,000	3,000	4,000		60,610
Department & Account Name	11110-50900 Contingency	Human Resources - Professional Services	11205-50950 Human Resources - Contractual Settlements	11701-41211 Insurances - Health Insurance	1170141260 Insurances - Workers Compensation Insurance	11701-44206 Insurances - Municipal Insurance	Insurances - Unemployment Compensation	Parks & Recreation - Regular Payroll) Parks & Recreation - FICA & Retirement	Senior Center - Regular Payroll	Senior Center - FICA & Retirement		Totals
Account #	11110-50900	11205-44208	11205-50950	11701-41211	11701-41260	11701–44206	11701-44243	15201-40101	15201-41230	15401-40101	15401-41230		

General Fund

Departmen	t: Finance		
Reason for Request:	Finance - Payout of acc	crued leave time for employee retirement in p	ayroll.
Reason for Available Funds:	Finance - funds budge	ted for training of new employee in payroll. n 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
		i	1
То:	11301-40101	Finance - Regular Payroll	15,769
	11301-41230	Finance - FICA & Retirement	1,394
	Nov 8, 2013	The Cote	<u> </u>
	Date Requested	Department Director or Supervisor - Sig	nature
		Print Name N. Maggie Cosgrove, CFO	
	Nov 8, 2013	h My	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	11 21/13	Faily Soun	
	Date Approved	Board of Selectmen Clerk	
	11/20/3 .	Lucia	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Elections						
Reason for Request:	locations), and unar	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.					
	£		IN PLAN DISC BOOK VINC IN MICHIGAN DISC V II ASSAULT L				
Reason for Available Funds:	Funds were budgete	ed for cleaning of voting machines. In July, the S y for the cleaning for 1 more year for all Towns.	Secretary of State's				
From:	Account Numbe	Account Name	Amount				
	11601-44208	Professional Services	182				
Го:	11601-41230	FICA/Medicare	182				
			,				
	11/7/13	See below					
1	Date Requested	Department Director or Supervisor - Sign	nature				
	_	Print Name Dorothy A. Mrowka, Registra	ar of Voters				
	11/1/3	TI MAGE					
i	Date Reviewed	Chief Financial Officer					
Transcent Control of C	11/13/13	Jan M					
	Date Approved	First Selectman					
	zi 3 Date Approved	Soulh Therin					
		Board of Selectmen-Clerk					
	11/20/13	Leuston	,				
	Date Approved	Board of Finance Clerk					

General Fund

Departmen	t: Elections		
Reason for Request:	Monthly telephone o	charges for phone line in Town Hall meeting roo	ms (polling location)
Reason for Available Funds:	Funds were budgete	ed for cleaning of voting machines. In July, the S y for the cleaning for 1 more year for all Towns.	ecretary of State's
-	The same second		A
From:	Account Number		Amount
	11601-44208	Professional Services	202
Го:	11601-45216	Telephone	202
	. /5/5	See balow	
	Date Requested	Department Director or Supervisor - Sign Print Name Dorothy A. Mrowka, Registra	Morries
	11/2/13	7 Mars C:	
	Date Reviewed	Chief Financial Officer	
	11/13/13	Dun Am	
	Date Approved	First-Selectman	
	11/21/13	Lail M. Merran	
	Date Approved	Board of Selectmen Clerk	
	11/2013.	Leno	
,	Date Approved	Board of Finance Clerk	

General Fund Budget Transfer/Additional Appropriation

Department	t: Police		
Reason for Request:	training for officers in Coverage of third shif	eased need for shift coverage for paid time order to meet minimum staffing requirement ft during summer months. Storm patrol cov and Blizzard Charlotte).	ents on each shift.
Reason for Available Funds:	Contingency funds in	cluded in adopted budget.	
From:	Account Number	Account Name	Amount
	11110-50900	Contingency	35,771
•			
Го:	12101-40103	Police - Overtime	35,771
	12101-40103	- Police Overtime	· ·
	1		
	11/12/13	John Dec	/76
	Date Requested	Department Director or Supervisor -	Signature
		Print Name Joseph Mercer, Residen	t Trooper Supervisor
		7, 11,000	<u> </u>
	ログルイン Date Reviewed	Chief Financial Officer	
	11/3/2	In M	
	Date Approved	First Selectman	
	11/21/12	Hil V Theyan	
	Date Approved	Board of Selectmen Clerk	
	111- 112	Il a series	
	Date Approved	Board of Firance Clerk	

General Fund

Departmen	t: Civil Preparedness		
Reason for Request:	Non reimbursable ite	ems from February Record Snow storm event to	prepare EOC
Reason for Available Funds:	Savings within line it	em.	
From:	Account Number	Account Name	Amount
	12301-42301	Office Supplies	109
Īo:	12301-42340	Other Purchased Supplies	109
	Nov 1, 2013 Date Requested	Degartment Director or Supervisor - Sign	nature
	Date Reviewed	Print Name James Paggioli Chief Financial Officer	
	Date Approved 1 2 / 3 Date Approved =	First Selectman And Management Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Civil Preparedness	: : : : : : : : : : : : : : : : : : :	
Reason for Request:	Minor overage of Tele	phone Budget estimate.	
Reason for Available Funds:	Savings within line ite	·m.	
From:	Account Number	Account Name	Amount
	12301-44223	Service Contracts	37
	·		
			The second secon
То:	12301-45216	Telephone	37
		0// -0	
	Nov 1, 2013	Chi The	
	Date Requested	Department Director or Supervisor - Sign	nature
		Print Name James Paggioli	
	idalis	n Might	
	Date Reviewed	Chief Financial Officer	
	11/3/13	Joy h	
	Date Approved	First-Selectman	
	11/21/13	Sail V Messan	
	Date Approved	Board of Selectmen Clerk	
	11/2018	Deiro Ca	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Highway		
Reason for Request:	Increase of tree servi requirements.	ices required due to conditions of existing trees	and statutory
Reason for Available Funds:		ion, and prudent reserve for emergency condit	tions.
From:	Account Number	r Account Name	Amount
	13201-42340	Other Purchased Supplies	5,211
	AMERICAN OF STREET, STREET, S. L. C. C. P. P. LANDSON	J	
Го:	13201-44208	Professional Services	5,211
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Sign	gnature
		Print Name James Paggioli	
	11/7/13	"UMORE	~
	Date Reviewed	Chief Financial Officer	
	11/13/13	In /11/	
	Date Approved	First Selectman	
ļ	11/21/13	Lail W Cherran	
	Date Approved	Board of Selectmen Clerk	
	11/20/3	I reach an	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	it: Highway		
Reason for Request:	Overage overtime du	e to emergency work. (i.e. call in after hours)	
Reason for Available Funds:		on funds offsetting regular hours.	
From:	Account Number	Account Name	Amount
	13201-40101	Regular Payroll	188
	1		
		Takana mandananan ara tahan isa sara	
То:	13201-40103	Overtime	188
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Sig	nature
	_	Print Name James Paggioli	
	ルセイン	Chief Financial Officer	
	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Dy W	
E. Tarana	11/21/13	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	11/20/13	Dreno a	
	Date Approved	Board of Einanco Clark	

General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Overtime used to cove	er for personnel that was out on Workers Com	pensation issues.
Reason for Available Funds:	See Above.		
From:	Account Number	Account Name	Amount
	13202-40101	Regular Payroll	55
	and the second s		
То:	13202-40103	Overtime	55
	Oct 31, 2013	A Court	natura
	Date Requested	Department Director or Supervisor - Sig	nature
		Print Name James Paggioli	
	Date Reviewed	Chief Financial Officer	
	Date Approved	9ng M First Selectman	
	11 21/13 Date Approved	Hail W Chestan Board of Selectmen Clerk	
	Nate Approved	Pared of Finance Clark	

General Fund Budget Transfer/Additional Appropriation

Departmen	t: Fleet Maintenance		
Reason for Request:	Fuel Island Dispense	r unforeseen failure. Aging equipment.	
Reason for Available Funds:	service contract item Building Repairs and acquiring equipment	savings due to this single year having less re is, (i.e. parts cleaner service and oil water sep. Machinery & Equipment savings within lines t and economy in conducting the repairs. es were used by utilizing the credits for hosti	arator cleaning), were from savings in
From:	Account Number	r Account Name	Amount
	13202-42223	Service Contracts	200
	13202-46226	Building Repair	553
	13202-48404	Machinery & Equipment	700
]野	13202-43213	Mileage Training Meetings	400
TD:	13202-46224	Equipment Repairs	1,853
	N7 2012	11-1	
	Nov 7, 2013 Date Requested	Department Director or Supervisor - S	Signature
		Print Name James Paggioli	
	11/7/13	In Mass Cons	_
	Date Reviewed	Chief Financial Officer	
	11/13/13	may h	
	Date Approved	First Selectman	
	Date Approved	Harl M. Sheller	
,		Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Increase of use in elec	ctricity during FY 12-13	
Reason for Available Funds:	Line items exhibited s service contract items Less Heating/Propane	savings due to this single year having less requ s, (i.e. parts cleaner service and oil water separa e utilizied	ired maintenance on ator cleaning),
From:	Account Number	Account Name	Amount
	13202-42223	Service Contracts	883
	13202-45221	Fuel/Heating	1,490
			4
Го:	13202-45622	Electricity	2,373
	Nov 7, 2013 Date Requested	Department Director or Supervisor - Sig	nature
	·	Print Name James Paggioli	
	ルレフ/13 Date Reviewed	Chief Financial Officer	
	Date Approved	Ing h	-
	11/21/13 Date Approved	First Selectman All Marc Board of Selectmen Clerk	
	Date Approved	Board of Sinance Clark	

General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Differential increase	in fuel distribution.	- 40.000
Reason for Available Funds:	Minor savings in line	item.	
From:	Account Numbe	r Account Name	Amount
	13202-42323	Protective Clothing & Safety Equip.	103
	1		
			1
Го:	13202-46390	Vehicle Maintenance & Fuel	103
	Nov 7, 2013 Date Requested	Department Director or Supervisor - Sign	nature
	Date Requested		lature
		Print Name James Paggioli	1
	11/7/13	h Mari	
	Date Reviewed	Chief Financial Officer	
	1/13/13	mar h/	
	Date Approved	First Selectman	
	11/21/13	Hail n. Thereon	
	Date Approved	Board of Selectmen Clerk	
	11/20/13	Lincoln	
	Date Approved	Board of Finance Clark	

General Fund

Departmen	t: Fleet Maintenance				
Reason for Request:	son for Minor overage on annual contracts required by Labor agreements and required CDI testings.				
Reason for Available Funds:	Line items exhibited service contract item	savings due to this single year having less requ is, (i.e. parts cleaner service and oil water separa	ired maintenance on ator cleaning),		
From:	Account Number	Account Name	Amount		
	13202-42223	Service Contracts	34		
	13202-42223	Service Contracts	87		
Го:	13202-44208	Professional Services	34		
	13202-44238	Uniform Rentals	87		
	Nov 7, 2013 Date Requested	Department Director or Supervisor - Sig	nature		
		Print Name James Paggioli			
	11/7/13	11 May Cof	\		
	Date Reviewed	Chief Financial Officer			
	Date Approved	Dry Illm	-		
	11/21/13	First Selectman Lau N. Allum			
	Date Approved	Board of Selectmen Clerk			
	11/2013	- Dena Sh			
	Date Approved	Board of Finance Clerk			

General Fund

Departmen	t: Grounds Maintena	nce	
Reason for Request:		ith safety rain gear and roadway OSHA complian ork outside of park properties in response to Sto se.	
Reason for Available Funds:	Savings on Equipme	nt Rental due to new functioning equipment pu equipment during peak seasons to meet work d	
From:	Account Numbe	r Account Name	Amount
	13203-44237	Equipment Rental	390
Го:	13203-42323	Protective Clothing & Safety Equipment	390
ļ	Nov 7, 2013	Al real	
3	Date Requested	Department Director or Supervisor - Sign	nature
T	ul[7/13	Print Name James Paggioli Chief Financial Officer	. 1
	[[/ [5/]] Date Approved	Ing h	
[Date Approved	First Sélectman Au M. MeMM Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Grounds Maintenan	се	
Reason for Request:	Damage/age of origin	nal overhead door requiring unforeseen repai	r at Maintenance garage.
Reason for Available Funds:		nt Repair due to new mowers purchased.	
From:	Account Number	Account Name	Amount
	13203-42334	Equipment Repairs	412
	The state of the s		
Го:	13203-42340	Building Repairs	412
	· · · · · · · · · · · · · · · · · · ·	10 4	
	Nov 7, 2013 Date Requested	Department Director or Supervisor - Sig	ınature
		Print Name James Paggioli	
	Date Reviewed	Chief Financial Officer	
	- 1.7.5 Ls	So (h)	
	Date Approved	First Selectman	
	11/21/12	Shel n. Sherian	
1	Date Approved	Board of Selectmen Clerk	
	11/20/13	Denie or	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Grounds Maintenar	nce	
Reason for Request:		overage due to increased use of facilities by p overage in Uniform Rental.	ublic. Switch to smart
Reason for Available Funds:	Need to replace brok General Fund Source reestablish turf in ove	ten equipment not a severe as anticipated du ss. Note: FY 13-14 will not realize same saving er utilized fields.	ring FY 12-13 from s due to increased need to
From:	Account Number	r Account Name	Amount
	13203-42334	Grounds Maintenance Supplies	1,366
		:	
	'		
	. , headershore to seeme to make		L
То:	13203-42340	Operating Supplies	922
	13203-44238	Uniform Rentals	350
	13203-45216	Telephone	94
	Nov 1, 2013 Date Requested	Department Director or Supervisor - S	ignature
		Print Name Janes Paggiot	
	11/7/13	"I Man &	
	Date Reviewed	Chief Financial Officer	
i	V/13/13	my W	
	Date Approved 11/21/13 Date Approved	First Selectman Allow Board of Selectmen Clerk	
	11/2013	Luada	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Grounds Maintenanc	e	
Reason for Request:	Cover Overage in Over leagues and events.	rtime Account due to increased use of facilitie	es on Weekends by
Reason for Available Funds:	Savings in temporary s	easonal employees.	
From:	Account Number	Account Name	Amount
	13203-40105	Contractor-Temporary Occasional	2,817
Го:	13203-40103	Overtime	2,817
	Nov 1, 2013	Mand	
ı	1	Department Director or Supervisor - Sig	nature
		Print Name TAMUS PAGGO	<u>니</u>
	11/7/13	In Mag	
ı	Date Reviewed (Chief Financial Officer	
ļ	Date Approved	924 U/	
ſ		First Selectman	
ļ	$\frac{ 1 2(/3) }{\text{Date Approved}} \leq \frac{ 1 2 }{ 1 }$	Soard of Selectmen Clerk	
ſ	المات المات		
-	Date Approved	Poord of Einance Clark	

General Fund

Departmer	nt: Highway - Snow Re	moval			
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: Saving Highway - Prudent R Regular Payroll	gs in Line Items eserve for Emergency Situations & Workers Co	ompensation Offset of		
From:	Account Number	r Account Name	Amount		
	13201-40101	Regular Payroll	25,297		
	13201-42340	Other Purchased Supplies	8,100		
	13204-42333	Sand Salt & Gravel	5,390		
₹ 3.	13204-42340	Other Purchased Supplies	11,700		
To:	13204-44208	Professional Services	50,487		
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Si	gnature		
		Print Name James Paggioli			
	nt (7(13)	Chief Financial Officer	-		
	Date Approved	my m			
	Date Approved	First Selectman All Menu Board of Selectmen Clerk			
	11/2013	, Line a			
	Date Approved	Board of Finance Clark			

General Fund Budget Transfer/Additional Appropriation

Departmer	nt: Highway - Snow Ro	emoval	
Reason for Request:	Overtime Excess in March 8th Snow Sto	that was not reimbursable by FEMA (i.e. 25% Toorm.	own share of aid), and
7	<u></u>		
Reason for Available Funds:		on Offset of Regular Payroll	
From:	Account Numbe	er Account Name	Amount
	13201-40101	Regular Payroll	16,463
	1		
То:	13204-40103	Overtime	15,543
	13204-41230	FICA	920
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Sign	gnature
		Print Name James Paggioli	
	//////3 Date Reviewed	Chief Financial Officer	
	Date Approved	In U First Selectman	
	1 2// 5 Date Approved	Hard M. Aleum Board of Selectmen Clerk	
	11/20/13	Deis	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Facilities- Grounds M	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 ito	ems.			
From:	Account Number	· Account Name	Amount		
	13205-46390	Vehicle Maintenance and Fuel	600		
	13205-45216	Telephone	790		
	13205-41230	FICA	710		
То:	13205-44226	Building Repairs	2,100		
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Sign	nature		
	ulzlis	Print Name James Paggioli			
1	Date Reviewed	Chief Financial Officer	**************************************		
	U 13/13 Date Approved	Jy // First Selectman			
	II /u/j3 Date Approved	Harl Rollan Board of Selectmen Clerk			
fragger and	11/20/13 Date Approved	Board of Finance Clerk			

General Fund

Departmen	t: Facilities- Grounds	Maintenance			
Reason for Request:	for 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:	1	quipment) required limited repairs. Savings with	nin line item.		
From:	Account Numbe	r Account Name	Amount		
	13203-46390	Vehicle Maintenance and Fuel	7,482		
			Large Consumers of the Const		
Го:	13205-44223	Service Contracts	7,482		
·					
		111 1	,		
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Sig	naturo		
	Date Requested	h	mature		
		Print Name James Paggioli			
	パイ/3 Date Reviewed	h March			
	IIII/R	Chief Financial Officer			
•	Date Approved	First Selectman			
	11/2/13	Lay V Shoring			
	Date Approved	Board of Selectmen Clerk	11.7		
	11/20/13	Lena			
	Date Approved	Board of Finance Clerk			

General Fund

Departme	nt: Facilities		
Reason fo Request:	r Paint supply line Iten	n not sufficient to cover two projects per year f	or town wide facilities
Reason for Available Funds:	Line Items were not u	ıtilized in FY 12-13	
From:	Account Number	Account Name	Amount
	13205-44231	Advertising	499
	13205-42331	Custodial / Maintenance Supplies	68
ō:	13205-42332	Paint and Paint Supplies	547
	Nov 1, 2013	John L	
	Date Requested	Department Director or Supervisor - Sig	nature
	G	Print Name James Paggioli	
	ルイン(パン Date Reviewed	Chief Financial Officer	
	11/3/13 Data Approved	Ing m	
Transporter.	11/21/13	First Selectman Sal Mallon Board of Selectmen Clerk	
	Date Approved	Dens Clark	

General Fund Budget Transfer/Additional Appropriation

Departmer	nt: Facilities		
Reason for Request:	Transfer to cover sho	ortfall in FY 12-13 estimate of Electrical Use	
Reason for Available Funds:	Savings in the Heatin	ng Oil use.	
From:	Account Number	Account Name	Amount
	13205-45221	Fuel / Heating	3,171
	1		
		1	
	• W W ** ***	- United the second sec	
To:	13205-45622	Electricity Non-Heat	3,171
ı			
	Nov 1, 2013 Date Requested II 7/13 Date Reviewed II 2//3 Date Approved	Department Director or Supervisor - Sig Print Name James Paggioli Chief Financial Officer First Selectman Board of Selectmen Clerk	nature
ı	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Facilities				
Reason for Request:		Minor Year end adjustment to overtime and regular payroll utilized in response to Storm Sandy by Facility Manager			
Reason for Available Funds:		of former employee retirement contribution.			
From:	Account Numbe	r Account Name	Amount		
	13205-41230	FICA & Retirement	514		
Го:	13205-40101	Regular Payroll	148		
	13205 40103	Overtime	366		
		10 0			
	Nov 7, 2013	District Simonian Si			
	Date Requested	Department Director or Supervisor - Sig	jnature		
		Print Name James Paggioli			
	11/2/13	h My			
	Date Reviewed	Chief Financial Officer			
	Date Approved	My M			
	11/21/13 Date Approved	First Selectman Lau W MeMan			
	11/20/13	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk	7		

General Fund

Departmer	nt: Facilities		
Reason for Request:	Employee is require with budget	d to be provided OSHA compliant foot ware not	previously included
Reason for Available Funds:	Minor savings in line	item.	
From:	Account Numbe	r Account Name	Amount
	13205-42331	Custodial and Maintenance Supplies	278
	<u> </u>		
			de Company and Com
То:	13205-42323	Protective Clothing and Safety Equipme	278
	1		
	Nov 1, 2013	Maril	
	Date Requested	Department Director or Supervisor - Sign	ature
		Print Name James Paggioli	and the second second
	1.1-1	W Marie	
	ロロー Reviewed	Chief Financial Officer	
	(1107/2	h	
	Date Approved	Jan WN	——————————————————————————————————————
		First Selectman	
	11/21/13	Lad M Sherran	
	Date Approved	Board of Selectmen Clerk	
	11/2013	Deve De	
	Date Approved	Downey of Einange Clork	

General Fund

Departmen	t: Transfer Station		
Reason for Request:	Overage in Uniform I wearing them.	Rental due to damaged uniforms and work actu	ally conducted while
Reason for Available Funds:	1	ervice Provider to Store Bought Bottled Water.	
From:	Account Number	Account Name	Amount
	13601-44223	Service Contracts	157
	Annual Annual Annual Princip (B. Speller) (Sp. 1997 Howell, A. Annual (1997)	Commence of the second	k., was a such as successory a
Го:	13601-44238	Uniform Rental	157
	34-3	10.0	1
	Nov 1, 2013	The state of the s	
	Date Requested	Department Director or Supervisor - Sign	nature
		Print Name James Paggioli	
	11/7/13	n Man Con	
	Date Reviewed	Chief Financial Officer	
	11/13/13	Ing/M	
ı	Date Approved	First Selectman	
	Date Approved	Hay Merran	
i	- Caro Appiored	Board of Selectmen-Glerk	
	Date Approved	Board of Finance Clerk	<u></u>
	irbbioson	DUALU DI FINANCE CIEIR	

General Fund

Departme	nt: Transfer Station -H	lighway	
Reason for Request:	However that purch wheeled vehicle wit pulling force to requ	710 was scheduled for replacement on the CIP p nase was deferred for budgetary purposes. The Ji th filled tires (read as - does not get a flat tire) wit uired to move / relocate the filled dumpsters. Th ransfer station in operation.	O 710 is the only h the weight and
Reason for Available Funds:	Since the repair was within the Departm	known to be required, offsetting savings within ent was obtained.	the same line Item
From:	Account Numbe	Account Name	Amount
	13201-46390	Vehicle Maintenance and Fuel	15,127
	<u> </u>		
			, 25990
_			
То:	13601-46390	Vehicle Maintenance and Repair	15,127
•			
	l		
	Nov 1, 2013	(Mal	
	Date Requested	Department Director or Supervisor - Sign	ature
	,	Print Name James Paggioli	
	11/2/13	U May Co	
	Date Reviewed	Chief Financial Officer	
	11/13/13	Thus had	
·	Date Approved	First Selectman	
	11/21/13	Harr Sherran	
•	Date Approved	Board of Selectmen Clerk	
	11/2 2/13		
i	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: 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:	į –	fund offsetting regular hours, and transportat	ion savings.		
From:	Account Number	Account Name	Amount		
	13601-40101	Regular Payroll	1,804		
	13601-43212	Transportation	2,431		
То:	13601-40103	Overtime	4,235		
	Nov 7, 2013	Mark			
	Date Requested	Department Director or Supervisor - Sig	nature		
	,	Print Name James Paggioli			
	11/2/13	n Men Confi			
·	Date Reviewed	Chief Financial Officer			
	11/13/13	San/h/			
	Date Approved	First Selectman			
	11/21/13	Sail V Heyan			
	Date Approved	Board of Selectmen Clerk			
	11/50/13	Deno Da			
	Date Approved	Poord of Finance Clark			

General Fund Budget Transfer/Additional Appropriation

Departmer	nt: 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 Colcheste 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:	i	vings due to FEMA reimbursement of wood o	hipping costs.		
From:	Account Number	Account Name	Amount		
	13601-44208	Professional Services	6,365		
То:	13601-46228	Household Hazardous Disposal	6,3 4 , <i>5</i>		
		AR I			
	Nov 7, 2013 Date Requested [Department Director or Supervisor - Sig	nature		
	! *	Print Name James Paggioli			
	11/7/13 Date Reviewed	Chief Financial Officer			
	11/13/13	In m			
	Date Approved F	First Selectman			
	Date Approved	Land Median	•		
	11/2 1/2	Board of Selectmen Clerk			
	Date Approved p	Poord of Finance Clerk			

General Fund Budget Transfer/Additional Appropriation

Departmen	t: Parks & Recreation		
Reason for Request:	Additional Copies w	ere needed.	
Reason for Available Funds:	1	tant position was vacant for a year.	
From:	Account Numbe	r Account Name	Amount
	15201-40101	Regular Payroll	35
	<u> </u>		
	1]
			est. 141. 141. 141. 141. 141. 141. 141. 14
То:	15201-42233	Copier	35
	•	\mathcal{A}	
	Sep 27, 2013		
	Date Requested	Department Director or Supervisor - Sig	nature
		Print Name Cheryl Hancin	
		To Mina	-
	Date Reviewed		
	Date Herriched	Chief Financial Officer	
	Date Approved	may 4/	
	Date Approved	First Selectman	
	11/21/13	Hay W Shellon	***************************************
	Date Approved	Board of Selectmen Clerk	
	11/20/13	- Linesa	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: 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.				
Reason for Available Funds:	[ant position was vacant for a year.			
From:	Account Number	Account Name	Amount		
	15201-40101	Regular Payroll	102		
То:	15201-44232	Printing and Publications	102		
	Sep 27, 2013 Date Requested	Department Director or Supervisor - Sig	gnature		
		Print Name Cheryl Hancin			
	10/10/13	I Musik			
	Date Reviewed	Chief Financial Officer			
	レルルタクト Date Approved	In M			
	- Date Approved	First Selectman			
	21 3	Sail M Merron			
	Date Approved	Board of Selectmen Clerk			
	11/20/13 Date Approved	Board of Finance Clerk			

General Fund Budget Transfer/Additional Appropriation

Departmen	t: Parks & Recreation		
Reason for Request:	The telephone use and	d bills increased and the fees to use WIFI inc	reased
Reason for Available Funds:	1	nt position was vacant for a year.	
From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	177
To:	15201-45216	Telephone	177
	Sep 27, 2013	CA	
		Department Director or Supervisor - S	ignature
	ر	Print Name Cheryl Hancin	
	10/10/13	h Mass Ent	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	11/2///3	Hay Messan Board of Selectmen Clerk	
	11/2013	DenoSa	
	Date Approved	Board of Finance Clerk	

General Fund

Departme	nt: Parks & Recreation	ו	
Reason for Request:	Former sound syste 57 Fest, Ghost run a	em used for Special Events such as Holiday Hor and other events failed.	mecoming, Trick or Trunk,
Reason for Available Funds:	Funds budgeted for Dept. instead at no	r stage rental were not used. A stage was borre cost.	owed from the Facilities
From:	Account Number	er Account Name	Amount
	15201-44237	Equipment Rental	1,673
Го:	15201-48404	Machinery & Equipment	1,673
	1		I
	Sep 27, 2013		
	Date Requested	Department Director or Supervisor - S	ignature
		Print Name Cheryl Hancin	
	11/2/13	7.11.	
	Date Reviewed	Chief Financial Officer	
	11/12/17	And the	
	Date Approved	First Selectman	
	11/21/17	Day Jan	
į	Date Approved	Board of Selectmen Clerk	
1	11/20/12	De Co	
2	Date Approved	Board of Finance Clerk	

General Fund Budget Transfer/Additional Appropriation

Departme	nt: Parks & Recreation		
Reason fo Request:	r Cost for replacement (of office furniture (broken desk, credenza an	d shelving unit)
Reason for Available Funds:	Funds budgeted for st Dept. instead at no co	tage rental were not used. A stage was borro st.	wed from the Facilities
From:	Account Number	Account Name	Amount
	15201-44237	Equipment Rental	768
То:	15201-48416	Office Equipment	768
	Sep 27, 2013 Date Requested	Department Director or Supervisor - S	ignaturo
	i(/7/13	Print Name Cheryl Hancin	
	Date Reviewed	Chief Financial Officer	
	11/21/13	First Selectman Manager Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

General Fund

Departmer	nt: 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			
		1				
	auri					
	15201-42301	Office Supplies	209			
	Sep 27, 2013	2				
	, .	Department Director or Supervisor - Sig	gnature			
		Print Name Cheryl Hancin	ATTENDED TO THE PARTY OF THE PA			
	11/1/13	The Mass				
	' -	Chief Financial Officer				
	11/3/13	Sher In/				
	Date Approved	First Selectman				
	11/21/13 Date Approved	Jail W. Meyan Board of Selectmen Clerk				
	1.1	Lue a				
	Date Approved	Roard of Einance Clark				

General Fund

Departmen	nt: 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 Numbe	er Account Name	Amount			
	15201-40101	Regular Payroll	1,138			
			,			
	15201-44223	Service Contracts	1,138			
	Sep 27, 2013 Date Requested Department Director or Supervisor - Signature					
	·	·				
		Print Name Cheryl Hancin				
	11/7/13	hart				
	Date Reviewed	Chief Financial Officer				
	Date Approved	In W				
		First Selectman				
	Date Approved	Lack N. Messan				
		Board of Selectmen Clerk				
	Date Approved	Board of Finance Clark				
	- mes while or ca	Board of Finance Clerk				

General Fund

Departmer	nt: 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			
j						
	<u> </u>	f				
Го:	15201-43213	Mileage, Training, Meetings	2,733			
	Sep 27, 2013 Date Requested	Department Director or Supervisor - Sig				
ſ						
		Print Name Cheryl Hancin				
	11/7/13	MMos Coli	-			
,	Date Reviewed	Chief Financial Officer				
	11/B/15	my h				
_	Date Appròved	First Selectman				
	11/21/13	Land W. Mellon				
-	Date Approved E	Board of Selectmen Clerk				
	Date Approved	Dine Du				
	Pare MUDICIVED 1	Roard of Finance Clark				