

# 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**

HANIC  
A. DRAY  
TOWN CLERK

*Margaret Beatty*

2013 NOV 22 PM 1:20

RECEIVED  
COLCHESTER, CT

**MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman Denise Mizla and Selectman Mike Caplet  
**MEMBERS ABSENT:** Selectman Stan Soby and Selectman Rosemary Coyle  
**OTHERS PRESENT:** Maggie Cosgrove, Jim Paggioli, John Jones, Arthur Liverant, Patrick Reading, Dave Gesiak, Cheryl Hancin, Dot Mrowka, Kurt Frantzen, Gail Therian, and other citizens.

**1. Call to Order**

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

**2. Additions to the Agenda - None**

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

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

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

**4. Citizen's Comments-**

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

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

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

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

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

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

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

**b. Commission on Aging**

1. Susan Choma was interviewed.

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

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

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

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

**6. Discussion and Possible action on Liaison Assignments**

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

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

**7. Budget Transfers**

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

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

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

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

**10. Discussion and Possible Action on Elected Officials Salary Increase**

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

Discussion followed regarding setting a process and a policy in the future for salary increases for elected officials. G. Schuster will forward salary review information to the Board members from CCM for their review. No action was taken on this item. It will be discussed at the next Board of Selectmen meeting.

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

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

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

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

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

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

**13. Discussion and Possible Action to Modify Language to the Sports League Endorsement Policy and Application**  
M. Caplet moved to accept the language change and addition to the Sport Endorsement Policy and Application, second by D. Mizla. Unanimously approved. MOTION CARRIED.

**14. Discussion and Possible Action to Approve Commission Chairmen's Meeting Schedule for 2014**  
M. Caplet moved to adopt the Board and Commission Chairmen 2014 meeting schedule as recommended by the First Selectman, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action to Approve the Board of Selectmen's Regular Meeting Schedule for 2014**  
M. Caplet moved to adopt the Board of Selectmen 2014 meeting schedule as recommended by the First Selectman, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

**16. Discussion and Possible Action on Employee Evaluation Process**  
G. Schuster suggested that the non-union employee evaluations be completed by the end of the calendar year so that salary increases could be incorporated into the budget process. Currently all employee evaluations are completed in the fiscal year. Discussion followed.

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

**17. Citizen's Comments – None**

**18. First Selectman's Report**

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

**19. Liaison Report - None**

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

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

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

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

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

The Board took no action.

**20. Adjourn**

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

Respectfully submitted,

Gail Therian, Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: First Selectman - Legal

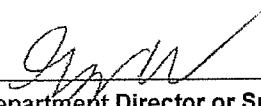
Reason for Request: Legal costs associated with: 1) energy project lease financing documents, 2) animal control/canine disposal order matter including administrative hearings, and 3) assessment appeals (revaluation and other).

Reason for Available Funds: Various - see detail listing

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

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

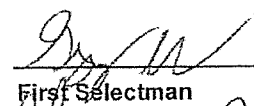
Nov 12, 2013  
Date Requested

  
Department Director or Supervisor - Signature  
Print Name: Gregg Schuster, First Selectman

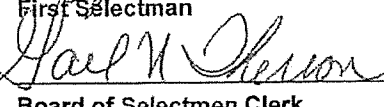
11/12/13  
Date Reviewed

  
Chief Financial Officer

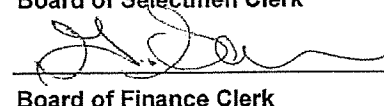
11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

Town of Colchester  
Budget Transfer - Legal

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

11/2/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: Finance

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

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

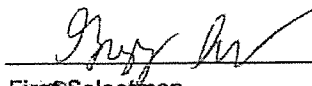
From:	Account Number	Account Name	Amount
	11301-40105	Finance - Contr., Temp. Payroll	4,353
	15401-40101	Senior Center - Regular Payroll	12,810

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


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

Print Name N. Maggie Cosgrove, CFO

Nov 8, 2013  
Date Reviewed   
Chief Financial Officer

11/13/13  
Date Approved   
First Selectman

11/21/13  
Date Approved   
Board of Selectmen Clerk

11/20/13  
Date Approved   
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Elections

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

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

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	182
To:	11601-41230	FICA/Medicare	182

11/7/13  
Date Requested

See below  
Department Director or Supervisor - Signature  
*Dorothy A. Mrowka*  
Print Name | Dorothy A. Mrowka, Registrar of Voters

11/7/13  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/13/13  
Date Approved

*[Signature]*  
First Selectman

11/21/13  
Date Approved

*[Signature]*  
Board of Selectmen Clerk

11/20/13  
Date Approved

*[Signature]*  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: Elections

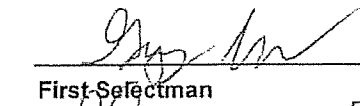
Reason for Request: Monthly telephone charges for phone line in Town Hall meeting rooms (polling location)

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

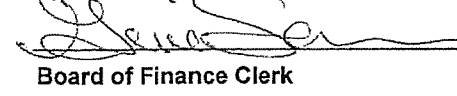
From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	202
To:			
	11601-45216	Telephone	202

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

11/7/13   
 Date Reviewed Chief Financial Officer

11/13/13   
 Date Approved First Selectman

11/21/13   
 Date Approved Board of Selectmen Clerk

11/20/13   
 Date Approved Board of Finance Clerk



FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Police


Reason for Request: Patrol overtime - Increased need for shift coverage for paid time off leaves, and for required training for officers in order to meet minimum staffing requirements on each shift. Coverage of third shift during summer months. Storm patrol coverage (unreimbursed costs during Storm Sandy and Blizzard Charlotte).

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

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


To:	Account Number	Account Name	Amount
	12101-40103	Police - Overtime	35,771

11/12/13  
Date Requested

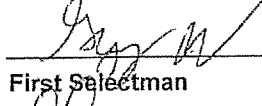
  
Department Director or Supervisor - Signature

Print Name: Joseph Mercer, Resident Trooper Supervisor

11/12/13  
Date Reviewed

  
Chief Financial Officer

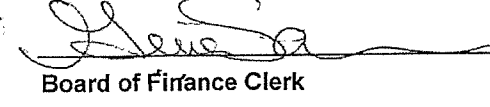
11/19/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Civil Preparedness

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

Reason for Available Funds: Savings within line item.

From:	Account Number	Account Name	Amount
	<u>12301-42301</u>	<u>Office Supplies</u>	<u>109</u>

To:	Account Number	Account Name	Amount
	<u>12301-42340</u>	<u>Other Purchased Supplies</u>	<u>109</u>

Nov 1, 2013  
Date Requested

[Signature]  
Department Director or Supervisor - Signature

Print Name James Paggioli

11/2/13  
Date Reviewed

[Signature]  
Chief Financial Officer

11/13/13  
Date Approved

[Signature]  
First Selectman

11/21/13  
Date Approved

[Signature]  
Board of Selectmen Clerk

11/20/13  
Date Approved

[Signature]  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

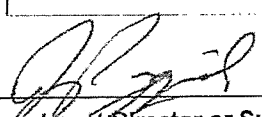
Reason for Request:

Reason for Available Funds:

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


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

Date Requested

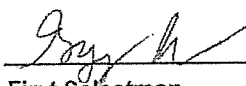
  
Department Director or Supervisor - Signature

Print Name

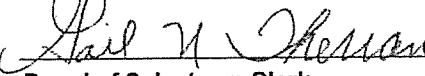
Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Highway

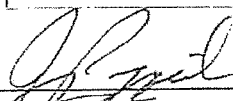
Reason for Request: Increase of tree services required due to conditions of existing trees and statutory requirements.

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

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

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

Nov 1, 2013  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli

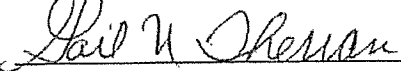
11/7/13  
Date Reviewed

  
Chief Financial Officer

11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Highway

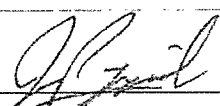
Reason for Request: Overage overtime due to emergency work. (i.e. call in after hours)

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

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

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

Nov 1, 2013  
Date Requested

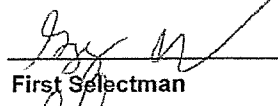
  
Department Director or Supervisor - Signature

Print Name James Paggioli


11/2/13  
Date Reviewed

  
Chief Financial Officer

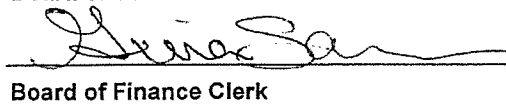
11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-40101	Regular Payroll	55

To:	Account Number	Account Name	Amount
	13202-40103	Overtime	55

Date Requested

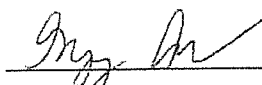
  
Department Director or Supervisor - Signature

Print Name

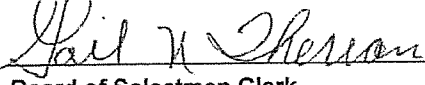
Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Fuel Island Dispenser unforeseen failure. Aging equipment.

Reason for Available Funds: Line items exhibited savings due to this single year having less required maintenance on service contract items, (i.e. parts cleaner service and oil water separator cleaning), Building Repairs and Machinery & Equipment savings within lines were from savings in acquiring equipment and economy in conducting the repairs. Training opportunities were used by utilizing the credits for hosting training events.

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

Nov 7, 2013

Date Requested

[Signature]  
Department Director or Supervisor - Signature

Print Name

James Paggioli

11/7/13

Date Reviewed

[Signature]  
Chief Financial Officer

11/13/13

Date Approved

[Signature]  
First Selectman

11/21/13

Date Approved

[Signature]  
Board of Selectmen Clerk

11/20/13

Date Approved

[Signature]  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:


From:	Account Number	Account Name	Amount
	13202-42223	Service Contracts	883
	13202-45221	Fuel/Heating	1,490
To:	13202-45622	Electricity	2,373

Date Requested

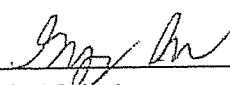
  
Department Director or Supervisor - Signature

Print Name

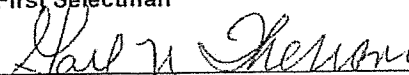
Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk



FC 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Differential increase in fuel distribution.

Reason for Available Funds:

Minor savings in line item.

From:

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

To:

13202-46390	Vehicle Maintenance & Fuel	103

Date Requested

Department Director or Supervisor - Signature

Print Name

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

11/12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="34"/>
	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="87"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Date Requested

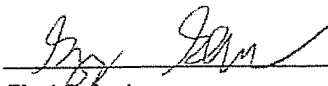
  
Department Director or Supervisor - Signature

Print Name

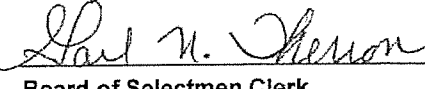
Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203-44237"/>	<input type="text" value="Equipment Rental"/>	<input type="text" value="390"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13203-42323"/>	<input type="text" value="Protective Clothing &amp; Safety Equipment"/>	<input type="text" value="390"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

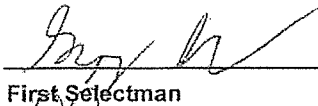
  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

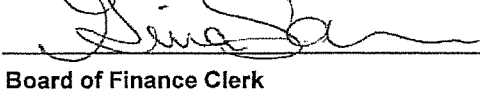
Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

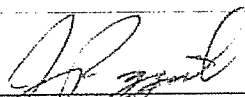
Reason for Request:

Reason for Available Funds:

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

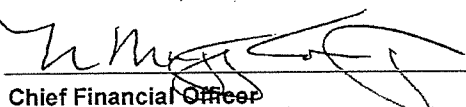
To:	Account Number	Account Name	Amount
	<input type="text" value="13203-42340"/>	<input type="text" value="Building Repairs"/>	<input type="text" value="412"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

  
Department Director or Supervisor - Signature

Print Name

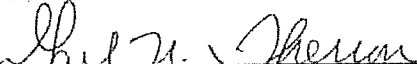
Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

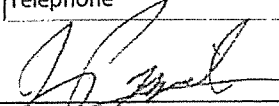
Reason for Request:

Reason for Available Funds:

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

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

Date Requested

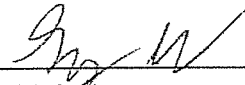
  
Department Director or Supervisor - Signature

Print Name

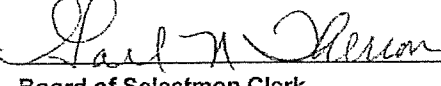
Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Grounds Maintenance


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

Reason for Available Funds: Savings in temporary seasonal employees.

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

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

Nov 1, 2013  
Date Requested

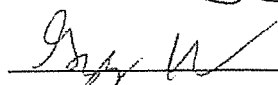
  
Department Director or Supervisor - Signature

Print Name JAMES PAGGIOLI

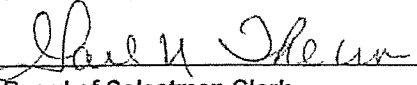
11/2/13  
Date Reviewed

  
Chief Financial Officer


11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Highway - Snow Removal


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

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

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

Nov 1, 2013

Date Requested

  
Department Director or Supervisor - Signature

Print Name

James Paggioli

11/21/13

Date Reviewed

  
Chief Financial Officer

11/13/13

Date Approved

  
First Selectman

11/21/13

Date Approved

  
Board of Selectmen Clerk

11/20/13

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Highway - Snow Removal


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

Reason for Available Funds: Worker Compensation Offset of Regular Payroll

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

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

Nov 1, 2013  
Date Requested

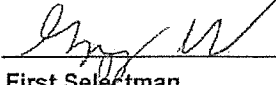
  
Department Director or Supervisor - Signature

Print Name James Paggioli

11/7/13  
Date Reviewed

  
Chief Financial Officer

11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk



FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Facilities- Grounds Maintenance

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

Reason for Available Funds: Savings within line items.

From:	Account Number	Account Name	Amount
	13205-46390	Vehicle Maintenance and Fuel	600
	13205-45216	Telephone	790
	13205-41230	FICA	710

To:	Account Number	Account Name	Amount
	13205-44226	Building Repairs	2,100

Nov 1, 2013  
Date Requested

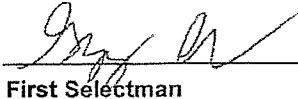
  
Department Director or Supervisor - Signature

Print Name James Paggioli

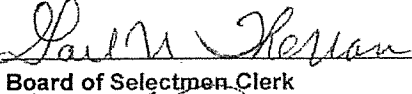
11/2/13  
Date Reviewed

  
Chief Financial Officer

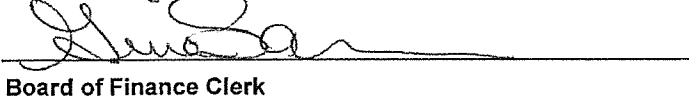
11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Facilities- Grounds Maintenance

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

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

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

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

Nov 1, 2013  
Date Requested

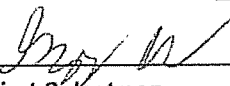
  
Department Director or Supervisor - Signature

Print Name James Paggioli


11/7/13  
Date Reviewed

  
Chief Financial Officer

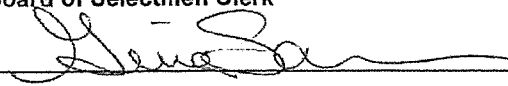
11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

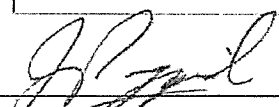
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13205-44231	Advertising	499
	13205-42331	Custodial / Maintenance Supplies	68


To:	Account Number	Account Name	Amount
	13205-42332	Paint and Paint Supplies	567

Date Requested

  
Department Director or Supervisor - Signature

Print Name

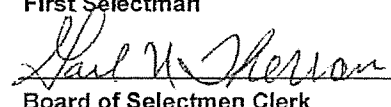
Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

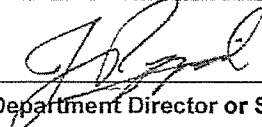
Reason for Request:

Reason for Available Funds:

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

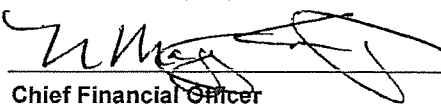
To:	Account Number	Account Name	Amount
	<input type="text" value="13205-45622"/>	<input type="text" value="Electricity Non-Heat"/>	<input type="text" value="3,171"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

  
Department Director or Supervisor - Signature

Print Name


Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13205-41230	FICA & Retirement	514

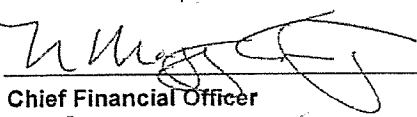
To:	Account Number	Account Name	Amount
	13205-40101	Regular Payroll	148
	13205 40103	Overtime	366

Date Requested

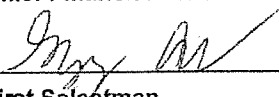
  
Department Director or Supervisor - Signature

Print Name

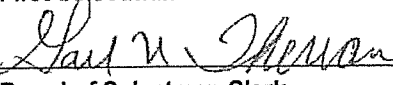
Date Reviewed

  
Chief Financial Officer

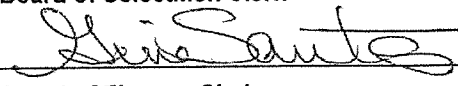
Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Facilities

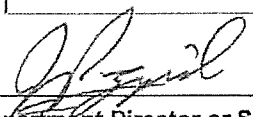
Reason for Request: Employee is required to be provided OSHA compliant foot ware not previously included with budget

Reason for Available Funds: Minor savings in line item.

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

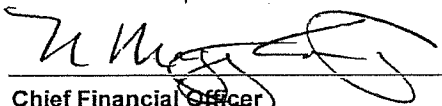
To:	Account Number	Account Name	Amount
	13205-42323	Protective Clothing and Safety Equipment	278

Nov 1, 2013  
Date Requested

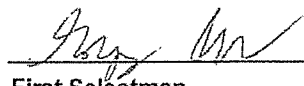
  
Department Director or Supervisor - Signature

Print Name James Paggioli

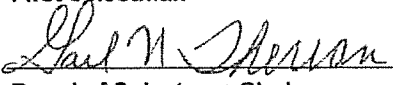
11/7/13  
Date Reviewed

  
Chief Financial Officer

11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

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

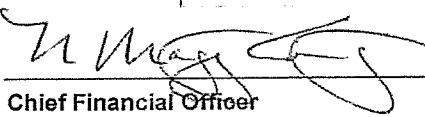
To:	Account Number	Account Name	Amount
	<input type="text" value="13601-44238"/>	<input type="text" value="Uniform Rental"/>	<input type="text" value="157"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

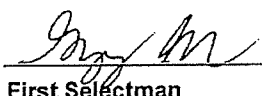
  
Department Director or Supervisor - Signature

Print Name

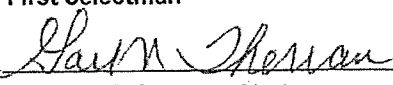
Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13201-46390"/>	<input type="text" value="Vehicle Maintenance and Fuel"/>	<input type="text" value="15,127"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13601-46390"/>	<input type="text" value="Vehicle Maintenance and Repair"/>	<input type="text" value="15,127"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested   
Department Director or Supervisor - Signature

Print Name

Date Reviewed   
Chief Financial Officer

Date Approved   
First Selectman

Date Approved   
Board of Selectmen Clerk

Date Approved   
Board of Finance Clerk



FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

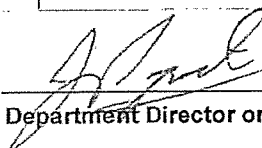
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13601-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="1,804"/>
	<input type="text" value="13601-43212"/>	<input type="text" value="Transportation"/>	<input type="text" value="2,431"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="13601-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="4,235"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

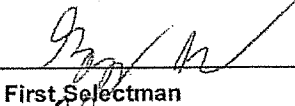
  
Department Director or Supervisor - Signature

Print Name


Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Transfer Station


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

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

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

To:	Account Number	Account Name	Amount
	13601-46228	Household Hazardous Disposal	6,365

Nov 7, 2013  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli


11/7/13  
Date Reviewed

  
Chief Financial Officer


11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: Parks & Recreation

Reason for Request: Additional Copies were needed.

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

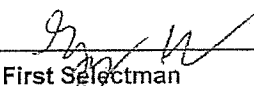
From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	35

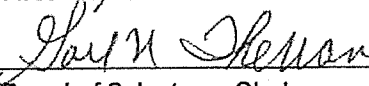
To:	Account Number	Account Name	Amount
	15201-42233	Copier	35


Sep 27, 2013  
Date Requested   
Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13  
Date Reviewed   
Chief Financial Officer

11/13/13  
Date Approved   
First Selectman

11/21/13  
Date Approved   
Board of Selectmen Clerk

11/20/13  
Date Approved   
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

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

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

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

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

Sep 27, 2013  
Date Requested

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13  
Date Reviewed

Chief Financial Officer

11/13/13  
Date Approved

First Selectman

11/21/13  
Date Approved

Board of Selectmen Clerk

11/20/13  
Date Approved

Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

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

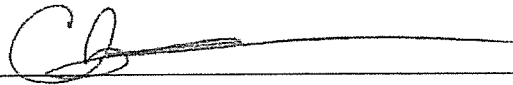
Reason for Available Funds: Administrative Assistant position was vacant for a year.

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

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

Sep 27, 2013

Date Requested



Department Director or Supervisor - Signature

Print Name

Cheryl Hancin

10/10/13

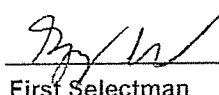
Date Reviewed



Chief Financial Officer

11/13/13

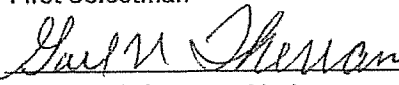
Date Approved



First Selectman

11/21/13

Date Approved



Board of Selectmen Clerk

11/20/13

Date Approved



Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

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

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

From:	Account Number	Account Name	Amount
	15201-44237	Equipment Rental	1,673
To:	15201-48404	Machinery & Equipment	1,673

Sep 27, 2013  
Date Requested

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13  
Date Reviewed

Chief Financial Officer

11/13/13  
Date Approved

First Selectman

11/21/13  
Date Approved

Board of Selectmen Clerk

11/20/13  
Date Approved

Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

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

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

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

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

Sep 27, 2013

Date Requested

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/7/13

Date Reviewed

Chief Financial Officer

11/13/13

Date Approved

First Selectman

11/21/13

Date Approved

Board of Selectmen Clerk

11/20/13

Date Approved

Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

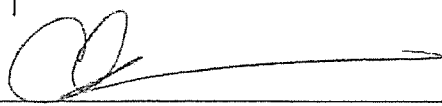
Reason for Request: Purchase of items to assist with holding registration outside of the office (folding table & extension cords)

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

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

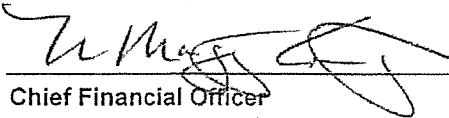
To:	Account Number	Account Name	Amount
	15201-42301	Office Supplies	209

Sep 27, 2013  
Date Requested

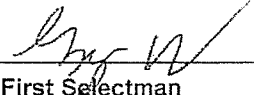
  
Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13  
Date Reviewed

  
Chief Financial Officer


11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk



FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request:

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

Reason for Available Funds:

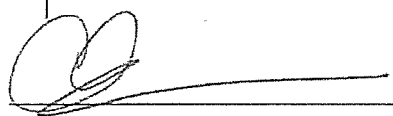
Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	1,138

To:	Account Number	Account Name	Amount
	15201-44223	Service Contracts	1,138

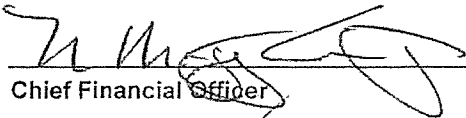
Sep 27, 2013  
Date Requested



Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13  
Date Reviewed



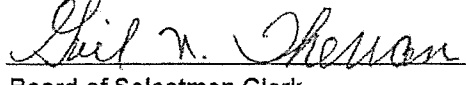
Chief Financial Officer

11/13/13  
Date Approved



First Selectman

11/21/13  
Date Approved



Board of Selectmen Clerk

11/20/13  
Date Approved



Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

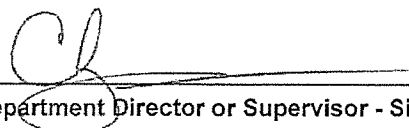
Reason for Request: Travel costs by Recreation staff to cover programs, weekend community events and trainings. Mileage cost increased as town car was no longer available for use by Recreation staff.

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

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


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

Sep 27, 2013  
Date Requested

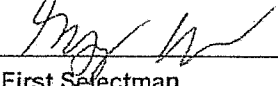
  
Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13  
Date Reviewed

  
Chief Financial Officer


11/13/13  
Date Approved

  
First Selectman

11/21/13  
Date Approved

  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk