

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, August 7, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2014 AUG 11 PM 12:22
JANICE A. BRAY
TOWN CLERK

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Denise Mizla, Selectman Rosemary Coyle, Selectman Bill Curran and Selectman Kurt Frantzen

MEMBERS ABSENT: None

OTHERS PRESENT: Jim Paggioli, Public Works Director; Adam Turner, Town Planner; Art Shiloksy, Rob Tarlov, Dottie Mrowka, Registrar; Maggie Cosgrove, CFO; Thomas Tyler, Matthew Cross, Bruce Fox, Gail Therian, Clerk and other citizens.

1. Call to Order

First Selectman S. Soby called the meeting to order at 7:02 p.m.

2. Additions to the Agenda –

S. Soby asked that the following item be added to the agenda as Item #16 -. "Discussion and Possible Action on the Historic Documents Grant from the State Library." and the remaining agenda items be renumbered accordingly.

R. Coyle moved to add to the agenda as Item #16 "Discussion and Possible Action on the Historic Documents Grant from the State Library" and to renumber the agenda accordingly. Unanimously approved MOTION CARRIED.

3. Approve Minutes of the July 17, 2014 Commission Chairmen Meeting

R. Coyle moved to approve the Commission Chairmen Meeting minutes of July 17, 2014 as presented, seconded by K. Frantzen. Unanimously approved MOTION CARRIED.

4. Approve Minutes of the July 17, 2014 Board of Selectmen Meeting

B. Curran moved to approve the Regular Board of Selectmen Meeting minutes of July 17, 2014 as presented, seconded by R. Coyle Unanimously approved MOTION CARRIED.

5. Citizen's Comments- None

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

a. Conservation Commission – Rebecca Ann Meyer Possible Appointment as an Alternate Member for a Three Year Term to expire on 10/31/2014

R. Coyle moved to appoint Rebecca Ann Meyer as an Alternate member of the Conservation Commission for a three (3) year term to expire 10/31/2014, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

b. Ethics Commission – Charles Logan Possible Appointment for a Three Year Term to Expires on 11/1/2015

D. Mizla moved to appoint Charles Logan as a member of the Ethics Commission for a three (3) year term to expire 11/01/2015, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

c. Sewer and Water Commission – Matthew Cross to be Interviewed

Matthew Cross was interviewed.

d. Discussion and Possible Action on Appointments to the Charter Review Commission

The Board members each presented their choices for members of the Charter Review Commission. Discussion followed.

R. Coyle moved to appoint Gregg LePage to the Charter Review Commission for a one (1) year term, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

D. Mizla moved to appoint Elizabeth Wagner to the Charter Review Commission for a one (1) year term, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

D. Mizla moved to appoint Gary Siddell to the Charter Review Commission for a one (1) year term, seconded by B. Curran. Unanimously approved. MOTION CARRIED

R. Coyle moved to appoint Monica Egan to the Charter Review Commission for a one (1) year term, seconded by D. Mizla. Opposed: B. Curran All others in favor. MOTION CARRIED

R. Coyle moved to appoint Ursula Tschinkel to the Charter Review Commission for a one (1) year term, seconded by K. Frantzen In favor: R. Coyle, K. Frantzen and S. Soby Opposed: B. Curran and D. Mizla. MOTION CARRIED

S. Soby said that an organization meeting will be set up with the new Charter Review Commission members. He will present his draft of the charge for this Commission to the Board for their review and comments. A Board member will need to be appointed as Liaison to this Commission.

7. Budget Transfers -

R. Coyle had questions regarding two (2) transfers which Maggie Cosgrove, CFO answered.

D. Mizla moved to approve the transfers for the Fiscal year 2013/2014, seconded by B. Curran. Unanimously approved. MOTION CARRIED (see attached transfers)

R. Coyle moved to approve the transfers for the Fiscal year 2014/2015, seconded by K. Frantzen. Unanimously approved. MOTION CARRIED (see attached transfers)

8. Tax Refunds & Rebates - None

9. Discussion and Possible Action on Colchester Tax Incentive Program Application

Adam Turner, Town Planner, distributed copies of the Colchester Sports Arena proposal. He said that a Colchester Tax Incentive Program Application (CTIP) has been received and reviewed by the Economic Development Commission. He asked that the Board members review the information regarding the proposal and the memo regarding the CTIP application and forward any questions to him. The applicants will be present at the August 21, 2014 Board of Selectmen meeting to make their presentation. Discussion followed regarding the tax abatement figures, the benefits to the Town and the financing of this project.

No action taken.

10. Discussion and Update on the status of Tony's Junkyard

Adam Turner, Town Planner, told the Board that over the last three (3) years the Town has been working with the owner of Tony's junkyard to clean up the site. J. Gigliotti, Wetlands Enforcement Officer, presented a power point presentation showing the location of the site and the history of the land coverage. The presentation showed the condition of the site prior to the time a Wetlands permit was issued. He showed pictures of the cleanup operation and the current condition of the site. There are still several issues to resolve such as a final project summary and the environmental analysis and the removal of the erosion and sedimentation controls. The Board congratulated Adam Turner and Jay Gigliotti for their good work on this project.

11. Discussion and Possible Action on Police Department Equipment Purchase Request

S. Soby said that the Board of Finance did not take action at the Wednesday, August 6, 2014 meeting regarding the transfer of the funds from the sale of the DARE car. It had been discussed previously that a portion of the money from the sale of the DARE car would be used for drug awareness activities. He will meet with Sgt. Mercer on Friday, August 8th to discuss this.

No action taken.

12. Discussion and Possible Action on School Building Committee's Request for Architect's Fees.

R. Coyle explained, as the liaison to the School Building Committee, that the request for the \$27,000 appropriation was for the architect and his proposal. She said the \$3,000 appropriation would allow the Building Committee to produce informational materials.

R. Coyle motioned to approve the appropriation of \$27,000 for the Architectural services for a feasibility study for the William J. Johnston Middle School and that we also approve \$3,000 for the William J. Johnston Middle School Building

Committee for the development & production of informational materials. Items include, but not limited to, the following: communication materials, poster boards, handouts, pamphlets, printing and postage, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

R. Coyle motioned to approve the contract with Tecton Architects and authorize the First Selectman to sign all appropriate documents, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Making Memories Grant

R. Coyle stated that this is an excellent program.

R. Coyle moved to approve the FY 2014-2015 Making Memories Grant and authorize the First Selectman to sign all necessary documents, seconded by B. Curran. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on East River Energy

R. Coyle moved to authorize First Selectman to sign the attached contract with East River Energy for the purchase of unleaded gasoline, diesel and heating oil for the contract period of July 22, 2014 through June 30, 2015, seconded by .D. Mizla. Unanimously approved MOTION CARRIED

15. Discussion and Possible Action on Copier Lease

K. Frantzen moved to approve the lease of a new Canon copier with Ryan Business Systems, Inc. for the period September 1, 2014 through September 1, 2018 and authorize the First Selectman to sign all necessary documents, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

16. Discussion and Possible Action on the Historic Documents Grant from the State Library

K. Frantzen moved to pass the following Resolution: RESOLVED: that Stan Soby, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant, seconded by B. Curran. Unanimously approved. MOTION CARRIED

17 Citizen's Comments – None

18. First Selectman's Report

S. Soby told the Board that he and the School Building Committee worked with the architects focusing on specifics which include the HVAC system, technology infrastructure and energy efficiency and still work within the footprint as much as possible to reduce costs. The former Bacon Academy/CIS building will not be included in the project. S. Soby said that he met with Doug Knowlton, Chairman of the KX Consolidation and Mike Maniscalco, Town Manager of East Hampton to discuss the possibility of phasing in the costs of the consolidation over five (5) years. After this meeting the CEO's met to discuss their options. They will meet with Mayor McDaniel in Montville on Thursday, August 14th for further discussion on possible options. He said the Board of Finance discussed the creation of a survey going into the budget process and will be setting up a committee to work on this. Laurie Robinson, Chairman of the Zoning Board of Appeals, and who does this as part of her job, has volunteered to help on the development of the survey. The Board of Finance is working on the budget transfer policy. He said there was an incident at the Camp this week which was handled superbly by our Staff.

S. Soby updated the Board on the Absentee Ballot Application Challenge. He said that the legal fee to the Town for responding to the initial hearing date was \$46,428.00. He explained the how the Town staff prepared for this hearing. He said that the Judge ruled from the bench in favor of the Town and he read the Judge's order to the Board members.

19. Liaison Reports

Denise Mizla said that the Youth Services Board meeting was cancelled.

B. Curran said that there was a Special Economic Development Commission meeting regarding the CTIP application which was presented earlier in this meeting.

R. Coyle said that she attended the Building Committee meeting which she spoke about previously during the meeting.

20. Executive Session to Discuss a Personnel Matter

R. Coyle moved to enter into executive session to discuss negotiations a personnel matter, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

Entered into executive session at 9:05 p.m.
Exited from executive session at 9:12 p.m.

21. Discussion and Possible Action on a Personnel Matter
No action taken.

22. Adjourn
D. Mizla moved to adjourn at 9:13 p.m., seconded by B. Curran. Unanimously approved MOTION CARRIED.

Respectfully submitted,

Gail Therian, Clerk
Attachments: Copies of Transfers

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Temporary staffing for office coverage - vacancy in position of Executive Assistant to First Selectman due to resignation in September 2013

Reason for Available Funds: Vacancy in position of Executive Assistant to First Selectman due to resignation in September 2013

From:

Account Number	Account Name	Amount
11201-40101	Regular Payroll	3,325

To:

11201-40105	Contractual, Temporary, Occasional P/R	3,325

7/31/14
Date Requested Department Director or Supervisor - Signature

Print Name Stan Soby, First Selectman

7/31/14
Date Reviewed Chief Financial Officer

7/31/14
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Membership dues to CT Town & City Management Association and International City Management Association for Executive Assistant to First Selectman

Reason for Available Funds: Funds budgeted for technical reference materials for First Selectman's office - memberships in professional organizations include access to reference materials

From:

Account Number	Account Name	Amount
11201-42343	Technical Reference Materials	200

To:

11201-43258	Professional Memberships	200

7/31/14
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Stan Soby, First Selectman

7/31/14
Date Reviewed

[Signature]
Chief Financial Officer

7/31/14
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Town Clerk/Finance

Reason for Request:

Transfer of employees between departments (Town Clerk, Sewer & Water, Finance) resulting from retirement of Payroll/AP Coordinator in Finance - budget for Finance included assumption of external candidate being hired, therefore longevity and full year of 401(a) contribution not included.

Reason for Available Funds:

Transfer of employees between departments (Town Clerk, Sewer & Water, Finance) resulting from retirement of Payroll/AP Coordinator in Finance - funds included in Town Clerk budget for longevity and full year of 401(a) contribution based on prior employee - new hire not eligible for these benefits in FY 13/14.

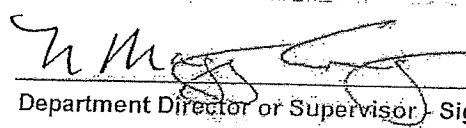
From:

Account Number	Account Name	Amount
11501-40101	Town Clerk - Regular Payroll	450
11501-41230	Town Clerk - FICA & Retirement	3,073

To:

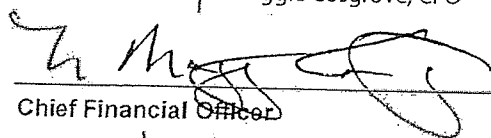
11301-40101	Finance - Regular Payroll	450
11301-41230	Finance - FICA & Retirement	3,073

7/16/14
Date Requested

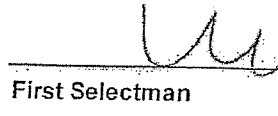

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

7/16/14
Date Reviewed


Chief Financial Officer

7/31/14
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Payroll training provided in July 2013 by former (retiree) Payroll/AP Coordinator to assist with fiscal year end payroll changes and processing

Reason for Available Funds: Funds budgeted for training resources used to pay retired employee to provide payroll training

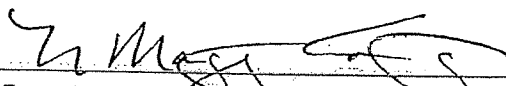
From:

Account Number	Account Name	Amount
11301-43213	Mileage, Training & Meetings	410

To:

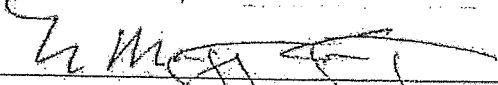
11301-40105	Contractual, Temporary, Occasional P/R	380
11301-41230	Finance - FICA & Retirement	30

Jul 14, 2014
Date Requested


Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

7/14/14
Date Reviewed


Chief Financial Officer

8/31/14
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

19 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Collector of Revenue

Reason for Request:

Need to replace an optical bill scanner prior to July 1. Scanner stopped working on June 17. Scanner reads bar codes from tax bills and enhances speed and efficiency of processing tax payments. The scanner is purchased from the same vendor that provides data processing services to the Tax Office

Reason for Available Funds:

Estimated software costs exceeded actual expenses.


From:

Account Number	Account Name	Amount
44205	Data Processing	508

To:


42301	Office Supplies	508

Jun 17, 2014
Date Requested


Department Director or Supervisor - Signature

Print Name Donald Philips

7/14/14
Date Reviewed


Chief Financial Officer

7/3/14
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Former ZEO worked filled in temporarily on contract until replacement began on 5/5/14

Reason for Available Funds: Unanticipated vacancy of ZEO position

From:	Account Number	Account Name	Amount
	11411-40101	Regular Payroll	215
To:	11411-40105	Contractual, Temporary	215

6-17-14
Date Requested

ALZ

Department Director or Supervisor

7/14/14
Date Reviewed

[Signature]

Chief Financial Officer

7/31/14
Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 13/14

Department: Planning & Code Administration

Reason for Request: Buyout to return invoice for Copier fee not anticipated.

Reason for Available Funds: More information being sent electronically to Commission members, engineers, etc.

From:	Account Number	Account Name	Amount
	11411-44217	Postage	450

To:	Account Number	Account Name	Amount
	11411-42233	Copier	450

Apr. 29, 2014
 Date Requested

Ad Z
 Department Director or Supervisor

7/10/14
 Date Reviewed

[Signature]
 Chief Financial Officer

7/21/14
 Date Approved

[Signature]
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Appraisal of property for Open Space grant & marketing analysis for YMCA, not planned for.

Reason for Available Funds: No protective clothing needed to be replaced this year.

From:	Account Number	Account Name	Amount
	11411-42323	Protective Clothing & Safety Equip.	315
To:	11411-44208	Professional Services	315

6-12-14
Date Requested

AdZ
Department Director or Supervisor

7/14/14
Date Reviewed

[Signature]
Chief Financial Officer

7/31/14
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Town Clerk

Reason for Request: Additional hours worked by employee to provide adequate staffing levels for office coverage requiring pay at overtime rates

Reason for Available Funds: Position vacancy not being filled (staffing reduced from 2 full-time and 1 part-time position to 2 full-time positions)

From:

Account Number	Account Name	Amount
11501-40101	Regular Payroll	110

To:

11501-40103	Overtime	110

Jul 14, 2014
Date Requested

Nancy Bray
Department Director or Supervisor - Signature
Print Name Nancy Bray, Town Clerk

7/14/14
Date Reviewed

[Signature]
Chief Financial Officer

7/31/14
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: State mileage cost increased. Travel costs by Recreation Staff to cover programs and trainings. New staff were hired so more training is needed. A town car was not available for use by the Recreation staff.

Reason for Available Funds: Equipment was borrowed from a local organization and Bacon Academy. Generators were not needed at the events this year as electricity was available.

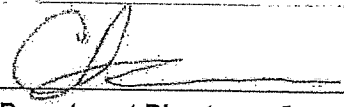
From:

Account Number	Account Name	Amount
15201-44237	Equipment Rental	2,500

To:

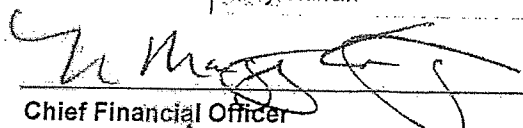
15201-43213	Mileage, Training, Meetings	2,500

Apr 7, 2014
Date Requested

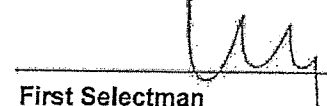

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

7/31/14
Date Reviewed


Chief Financial Officer

8/31/14
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Due to two incidents of theft at the Colchester Senior Center, in late April/early May, 2014, a locksmith had to re-key every door, file cabinet, lock-box and vehicle key, as well as have a drop-safe installed in order to more safely handle money at the senior center. The invoice totals \$3,145.00

Reason for Available Funds: There is money available because both the Director and Program Coordinator were new employees and therefore ineligible to collect the 401(a) benefit.

From:

Account Number	Account Name	Amount
41230	Fica & Retirement	3,000

To:

46226	Building Repairs	3,000

Jul 29, 2014
Date Requested

Patricia A. Watts
Department Director or Supervisor - Signature

Print Name Patricia A. Watts

7/31/14
Date Reviewed

[Signature]
Chief Financial Officer

7/31/14
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Debt Service/Transfers

Reason for Request: 10 year Heavy Rescue Vehicle lease purchase agreement authorized in January 2014 with quarterly payments in arrears. The first quarterly payment was due and paid in April 2014 (FY 2013-2014). The remaining quarterly payments for year 1 of the lease are due and payable in July 2014, October 2014, and January 2015 (FY 2014-2015).

Reason for Available Funds: Funds were included in FY 2013-2014 adopted budget for the first year's total annual lease principal and interest payments for the heavy rescue vehicle lease.

From:	Account Number	Account Name	Amount
	18101-49250	Debt Service - Lease principal payments	31,201
	18101-49255	Debt Service - Lease interest payments	7,497

To:	Account Number	Account Name	Amount
	18501-50700	Transfer to Debt Service Fund	38,698

Jul 16, 2014
Date Requested

N. Maggie Cosgrove
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Jul 16, 2014
Date Reviewed

N. Maggie Cosgrove
Chief Financial Officer

7/31/14
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Various

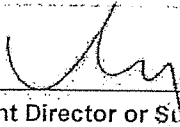
Reason for Request: Non-union employee merit pay increases, elected officials (Town Clerk, Registrars) pay increases, reclassification of employee from non-union to union position, and union contract settlement (Library, Fire, and Public Works)

Reason for Available Funds: Funds budgeted for non-union employee merit pay increases and union contract settlements included in Human Resources Contract Settlements line item

From:	Account Number	Account Name	Amount
	11101-50950	Human Resources Contract Settlements	67,401

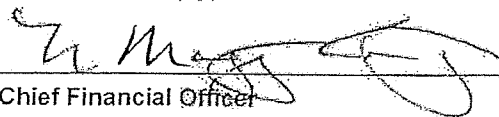
To:	Account Number	Account Name	Amount
	Various - see detail	Various - see detail list	67,401

7/31/14
Date Requested

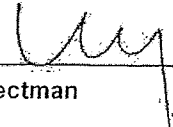

Department Director or Supervisor - Signature

Print Name Stan Soby, First Selectman

7/31/14
Date Reviewed


Chief Financial Officer

8/31/14
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester

Budget Transfer - Non-union Merit Increases & Union Contract Settlements

Account #	Department & Account Name	From	To	Explanation
11101-50950	BOF - Contract Settlements			
11301-40101	Finance - Regular Payroll	67,401		Funds budgeted for non-union employee merit pay increases and union contract negotiation settlements
11301-41230	Finance - FICA/Retirement		1,883	Non-union employee merit pay increases
11411-40101	Planning & Code Administration - Regular Payroll		228	Non-union employee merit pay increases
11411-41230	Planning & Code Administration - FICA/Retirement		4,473	Non-union employee merit pay increases
12202-40101	Fire - Regular Payroll		473	Non-union employee merit pay increases
12202-41230	Fire - FICA/Retirement		2,778	Non-union employee merit pay increases
13200-40101	Public Works Admin - Regular Payroll		380	Non-union employee merit pay increases
13200-41230	Public Works Admin - FICA/Retirement		7,314	Non-union employee merit pay increases
15201-40101	Parks & Recreation - Regular Payroll		965	Non-union employee merit pay increases
15201-41230	Parks & Recreation - FICA/Retirement		1,475	Non-union employee merit pay increases
15401-40101	Senior Services - Regular Payroll		202	Non-union employee merit pay increases
15401-41230	Senior Services - FICA/Retirement		658	Non-union employee merit pay increases
11501-40101	Town Clerk - Regular Payroll		90	Non-union employee merit pay increases
11501-41230	Town Clerk - FICA/Retirement		1,480	Elected officials pay increase
11601-40101	Elections - Regular Payroll		202	Elected officials pay increase
11601-41230	Elections - FICA		619	Elected officials pay increase
12202-40101	Fire - Regular Payroll		48	Elected officials pay increase
12202-41230	Fire - FICA/Retirement		3,896	Reclassification of employees from non-union to union
15101-40101	Cragin Library - Regular Payroll		1,159	Reclassification of employees from non-union to union
15101-41230	Cragin Library - FICA		5,001	Library union contract settlement
12202-40101	Fire - Regular Payroll		683	Library union contract settlement
12202-41230	Fire - FICA/Retirement		9,923	Fire union contract settlement
13201-40101	Highway - Regular Payroll		1,454	Fire union contract settlement
13201-41230	Highway - FICA/Retirement		7,786	Public Works union contract settlement
13202-40101	Fleet Maintenance - Regular Payroll		935	Public Works union contract settlement
13202-41230	Fleet Maintenance - FICA/Retirement		4,068	Public Works union contract settlement
13203-40101	Grounds Maintenance - Regular Payroll		465	Public Works union contract settlement
13203-41230	Grounds Maintenance - FICA/Retirement		6,153	Public Works union contract settlement
13601-40101	Transfer Station - Regular Payroll		704	Public Works union contract settlement
13601-41230	Transfer Station - FICA/Retirement		2,087	Public Works union contract settlement
	Totals	67,401	67,401	Public Works union contract settlement

FY 14/15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: See attached

Reason for Available Funds: See attached

From:	Account Number	Account Name	Amount
	11411-40101	Regular Payroll	1,000

To:	Account Number	Account Name	Amount
	11411-40105	Contractual, Temp. Occas.	1,000

7-23-14
Date Requested

ADZ
Department Director or Supervisor

7/31/14
Date Reviewed

[Signature]
Chief Financial Officer

8/31/14
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

The Code Enforcement Department has had to function without Tim York. Reed Gustafson has functioned as the Towns interim Building Official and has also been responsible for Fire Marshal duties. These tasks are too many for one individual and other staff members have been assuming administrative and other responsibilities. With the summer influx of building permit applications and phone calls, assistance was needed to perform clerical and other administrative duties. In addition it was necessary to re-organize certain operating procedures in the short term as we re-grouped following Tim's death. We did utilize additional outside part time help on several occasions during the last month. As we have only allocated a small portion of funds for temporary work we request a fund transfer of \$1,000 in this category to be used for any additional personnel needed to fill in during this difficult period. That assistance might be for clerical, professional or administrative tasks.

We would use the salary allocated to the building official to cover the fund transfer.