

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**TOWN OF COLCHESTER
BOARD OF FINANCE – REGULAR MEETING AGENDA
127 NORWICH AVENUE
Wednesday, January 18, 2012 – 7:00 p.m.**

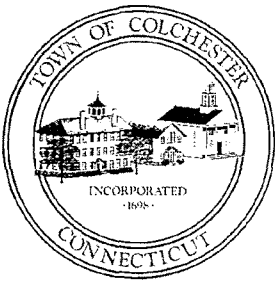
NANCY A. BRAY
TOWN CLERK

Nancy A. Bray

2012 JAN 13 AM 9:27

RECEIVED
COLCHESTER, CT

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS MEETING MINUTES
 - a. January 4, 2011 Regular Meeting
3. CITIZENS COMMENTS
4. ADDITIONS TO THE AGENDA - motion needed to move item 10b to 4a
5. DEPARTMENT REPORTS
 - a. Finance Department
 - b. Tax Collector
6. FIRST SELECTMAN'S REPORT
 - a. Selectman's Agenda:
 - i. Transfer Requests
 - ii. First Selectman's Update
7. CORRESPONDENCE
8. LIAISON REPORT
9. OLD BUSINESS
 - a. Discussion on Establishment of By-Laws
 - b. Discussion and Action on Fund Balance Policy
 - c. Review of Budget Process/Calendar
 - d. Discussion on promoting public involvement in Budget Survey and Budget Process
 - e. Discussion and Possible Action on Capital Improvement Plan
10. NEW BUSINESS
 - a. Review of information being provided public at our 2/1 Public Discussion on Police Plan
 - b. Colchester Collaborative for Education
 - c. Review of CCM Board of Finance Seminar (Pompei, Kane, Tarlov)
11. CITIZENS COMMENTS
12. ADJOURNMENT



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**TOWN OF COLCHESTER
BOARD OF FINANCE – REGULAR MEETING
TOWN HALL
127 NORWICH AVENUE
Wednesday, January 4th, 2012 – 7:00 p.m.**

MINUTES

MEMBERS PRESENT: Chairman R. Tarlov, Robert Esteve, Tom Kane, and Art Shilosky

MEMBERS ABSENT: Bruce Hayn and Cathy Pompei

OTHERS PRESENT: G. Schuster, M. Cosgrove, G. LePage, Alison Woronecki, Sarah Woronecki, Brad Brenier, and C. Barnes (clerk)

1. CALL TO ORDER

Chairman Tarlov called this Regular Meeting to order at 7:00 p.m.

2. APPROVAL OF PREVIOUS MEETING MINUTES

a. December 7th 2011 Regular Meeting

R. Esteve moved to approve the minutes of the December 7th 2011 Regular Meeting of the Board of Finance as amended to include G. LePage as and attendee. Seconded by A. Shilosky. All members present voted in favor.

MOTION CARRIED.

3. CITIZENS COMMENTS

None

4. ADDITIONS TO THE AGENDA

None

5. DEPARTMENT REPORTS

a. Finance Department

M. Cosgrove gave report.

b. Tax Collector

None

6. FIRST SELECTMAN'S REPORT

6.1 Selectman's Agenda:

6.1.1 Transfer Requests

A. Shilosky made a motion to approve all transfers as a block including a Planning and Code Administration transfer in the amount of \$1,000.00 from account 11411-44230 (Legal Notices) to account 11411-43213 (Mileage, Training, and Meetings), a Highway transfer in the amount of \$8,882.00 from account 13201-42340 to account 13201-44208, and a Fire transfer in the amount of \$3,630.00 from account 12202-44223 (Service Contracts) to account 12202-

42345 (Emergency Medical Supplies), seconded by T. Kane. All members present voted in favor. MOTION CARRIED

6.1.2 First Selectman's Update

First Selectman Schuster gave report.

7. CORRESPONDENCE

None

8. LIAISON REPORT

A. Shilosky reported on the Police Commission, R. Esteve reported on the Board of Education, R. Tarlov reported on the Sewer & Water Commission & the Economic Development Commission, C. Pompei submit a written report on the Library and the Fire Commission, G. LePage gave the Treasurer's report

9. OLD BUSINESS

a. Discussion and Possible Action on Fund Balance Policy

Fund Balance Policy was discussed and will remain on the agenda under Old Business

b. Discussion and Possible Action on Capital Improvement Plan

This item was not discussed. It will be listed again on the next Board of Finance agenda.

10. NEW BUSINESS

a. Discussion and Possible Action on Establishment of By-Laws

Board members will review existing by-laws. R. Esteve will generate a draft set of by-laws for the board members to review.

b. Discussion and Possible Action on Format of Minutes

Minutes will remain motions only and the future Board of Finance meetings will be digitally recorded. Those recordings will be available to the public via the Board of Finance webpage.

c. Discussion and Possible Action on Budget Process

Budget Process was reviewed.

d. Discussion and Possible Action on Budget Survey

Budget Survey was discussed.

e. Discussion and Possible Action on Setting Dates and Topics for Budget Outreach Meetings

An Open Discussion about Police Coverage will take place on Wednesday February 1st at 6:30pm. The Board of Finance Meeting will begin immediately after the Open Discussion concludes.

An Open Discussion about Road Improvement and Fire Equipment will take place on Wednesday February 15th at 6:30pm. The Board of Finance Meeting will begin immediately after the Open Discussion concludes

f. Discussion and Possible Action on Request from Building Committee to Provide Initial Financial Guidance for School/Senior Center/Community Center

The request was discussed and the consensus of the present board members was that no additional guidance could be offered to the committee until architect plans were completed.

11. CITIZEN COMMENTS

None

11. ADJOURNMENT

A. Shilosky made a motion to adjourn at 8:59pm. Seconded by R. Esteve. All members present voted in favor. MOTION CARRIED.

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	18501-36250	Use of G/F Assigned Fund Balance	30,013
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	18501-50800	Transfer to BOE Capital Reserve	30,013
	<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

Town of Colchester

Board of Education Capital Reserve Fund

WHEREAS the members of the Board of Selectmen, Board of Education and Board of Finance of the Town of Colchester all recognize the ongoing need to address capital improvement projects for the school district;

WHEREAS the Board of Education has developed, and will continue to develop, a comprehensive capital improvement plan for the school district;

WHEREAS the Board of Finance intends to provide funding for such plan, in an amount that may vary from year to year; and

WHEREAS the Board of Finance, working in conjunction with the Board of Education, has determined that an appropriate source for such funding is the unexpended funds (if any) remaining in the Board of Education's budget at the end of each fiscal year.

NOW THEREFORE, be it resolved that:

The Town of Colchester, acting through this joint resolution of the Board of Selectmen, Board of Education and Board of Finance, hereby establishes the Board of Education Capital Reserve Fund (the "Fund"), to be maintained and administered as follows:

1. To provide funding of the Board of Education Capital Reserve Fund, the Board of Finance shall, each year, and following the receipt of audited financial statements for the prior fiscal year, motion to transfer into said fund all or a portion of the unexpended funds remaining from the prior year's Board of Education Budget. Such transfer shall be authorized pursuant to the procedures required under the Town Charter.
2. To provide additional funding of the Board of Education Capital Reserve Fund, the Board of Finance, in conjunction with the Board of Education, may include a separately-budgeted amount for such fund in the overall Town budget.
3. Funds budgeted into the Board of Education Capital Reserve Fund shall be expended only pursuant to the recommendation of the Board of Education and under the authority of the Chief Financial Officer of the Town, and shall be expended only on the following:
 - i. items listed in the Board of Education's Capital Improvement Plan;
 - ii. capital items of an emergency nature which may arise and require immediate attention;
 - iii. such other capital items as the Board of Education, in its sole and absolute discretion, shall determine are required for the improvement of the school district.

Funds in the Board of Education Capital Reserve Fund shall not be used for any purpose other than those listed above.

4. Funds remaining in the Board of Education Capital Reserve Fund shall be carried forward to following years, to be expended in accordance with the terms listed in (3) above.

**TOWN
OF
COLCHESTER**

**BOARD OF FINANCE
BYLAWS**

Approved: Board of Finance, xxxxx

ARTICLE 1. NAME, PURPOSE AND AUTHORIZATION

Section 1 The name of the board shall be the ‘Board of Finance of the Town of Colchester’ (hereinafter referred to as the Board).

Section 2 The Board shall be responsible for developing and presenting to the Town voters the budgets for all Town departments and the overall Town government and shall have all of the powers and perform all of the duties conferred or imposed upon boards of finance by the General Statutes and Town of Colchester Charter § C-601C.

ARTICLE 23. OFFICE OF THE BOARD

Section 1 The office of the Board shall be at the Colchester Town Hall where Board records will be maintained. Copies of all official documents, records, and similar items will be filed or recorded with the Office of the Town Clerk.

Section 2. All correspondence shall be addressed to the Board of Finance, 127 Norwich Avenue, Colchester, CT 06415.

Section 3. Copies of all agendas, minutes and resolutions of the Commission shall be filed with the Office of the Town Clerk.

ARTICLE 3. MEMBERSHIP

Section 1. The Board shall consist of six (6) members elected in accordance with the provisions of the General Statutes and the Town of Colchester Charter § C-202, § C-203, § C-601.

Section 2 All members of the Board shall participate fully in Board meetings and activities and shall have such duties as may from time to time be assigned by the Board.

Section 3. Resignation from the Board shall be in written form and transmitted to the Town Clerk who shall promptly forward same to the Board of Finance.

Section 4 The Board shall fill vacancies in accordance with Town of Colchester Charter § C-601D

ARTICLE 4. OFFICERS AND THEIR DUTIES

Section 1. The officers of the Board shall consist of a Chair, and a Vice Chair.

Section 2. The Chair shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage on such officers. The Chair shall have the authority to appoint committees, call special meetings, and generally perform other duties as may be prescribed in these By-Laws.

Section 3. The Vice Chair shall act for the Chair in his absence and have the authority to perform the duties prescribed by that office.

Section 4. All correspondence addressed to the Board shall be presented by the Chairman to the Board at its first meeting held after such mail has been delivered. All mail shall be deemed "received" when so presented.

ARTICLE 5. ELECTION OF OFFICERS

Section 1. At a December Board meeting following a municipal election a Chair and Vice Chair will be elected

Section 2. Nominations shall be made from the Board membership in attendance and elections of the officers specified in Section 1 of Article 5 shall follow immediately thereafter.

Section 3. A candidate receiving a majority vote from the members of the Board present shall be declared elected and shall serve for two (2) years.

Section 4. Vacancies in offices shall be filled by vote of the Board following the procedures in Sections 2 and 3. The newly elected officer shall serve the unexpired term of the member he has replaced, or until his successor shall take office.

ARTICLE 6. MEETINGS

Section 1. Regular meetings will be held at 7:00 p.m. on the first and third Wednesday of every month, except when the Town Hall is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public as required by the Connecticut General Statutes.

Section 2. Special meetings shall be called as necessary by the Chair. Notice of such meeting shall be posted in the Office of the Town Clerk in accordance with State Statutes.

Section 3. A majority of the membership of the Board shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of members of the Board present and voting. The Chair, or in his absence the Vice Chair, shall not vote to transact business other than to break a tie.

Section 4. Robert's Rules of Order, shall govern the proceedings at the meetings of this Board except as modified by State and Federal Statutes and the Ordinances and Charter of the Town of Colchester or by these By-Laws.

Section 5. While meetings are open to the public they are not public hearings. The agenda shall contain a Public Comment section where the public shall have the right to address the Board on matters not otherwise on the agenda. Requests to speak on items on the agenda shall be made to the Chairman. Decisions on such requests shall be made by the Chairman unless objection is raised by any member, in which case, a vote of the Commission shall decide.

Section 6 At a meeting the Board may vote to go into Executive Session only for those purposes identified in the Freedom of Information Act. The minutes must record the times at which an Executive Session begins and ends.

Section 7 Board members may participate and vote at the meeting via a speaker phone provided that the means of communication does not hinder the quality of the discussion and that any members of the public attending can clearly hear the discussion.

Section 8 The dates of Board meetings for the following year shall be set by vote from the members of the Board present at one of the December regular meetings and the forwarded to the Town Clerk prior to year end.

ARTICLE 7. ORDER OF BUSINESS

Section 1. Unless otherwise determined by the Chair, the order of business at regular meetings shall be:

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS MEETING MINUTES
3. CITIZENS COMMENTS
4. ADDITIONS TO THE AGENDA
5. DEPARTMENT REPORTS
6. FIRST SELECTMAN'S REPORT
7. CORRESPONDENCE
8. LIAISON REPORT
9. OLD BUSINESS
10. NEW BUSINESS
11. CITIZENS COMMENTS
12. ADJOURNMENT

Section 2. The order of business for work and special meetings will be determined by the Chair.

ARTICLE 8. COMMITTEES/ LIAISON ASSIGNMENTS

Section 1. Membership on committees shall be appointed "ad-hoc".

Section 2. Special Committees may be appointed by the Chair for purposes and terms, which the Board approves.

Section 3. Liaisons to the Departments, Boards and Commissions overseen by the Board will be assigned by the Chair at a December Board meeting following a municipal election or as necessary following vacancies.

ARTICLE 9 CODE OF CONDUCT

Section 1. Each member of the Board must disqualify himself: from discussion or acting on an issue by which he will derive a direct or indirect gain or suffer a direct or indirect loss.

Section 2. No member can appear before the Board representing himself or another party

ARTICLE 10. AMENDMENTS

Section 1. These By-Laws shall be reviewed at a December Board meeting following a municipal election.

Section 2. These By-Laws may be amended by a majority vote of the seated Board.

ARTICLE 11. ADOPTION

These By-Laws shall be adopted by vote of the Board and shall become effective on the date adopted.