

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Agenda for Board of Finance

December 04, 2013

Town Hall, 7:00 P.M.

JANCY A. BRAY
TOWN CLERK

RECEIVED
COLCHESTER, CT
2013 NOV 27 AM 9:48

1. CALL TO ORDER
2. APPROVAL OF MINUTES: Regular meeting – November 20, 2013
3. ADDITIONS TO THE AGENDA
4. CITIZENS COMMENTS
5. C3 UPDATE
6. AMBULANCE INCENTIVE REVIEW
7. BY-LAWS REVIEW – Discussion and Possible Action – specifically section
8. 2014 MEETING DATES – Discussion and Possible Action
9. DEPARTMENT REPORTS
 - a. Finance Department
 - b. Treasurer
 - c. Tax Collector
10. FIRST SELECTMAN'S REPORT
 - a. Transfer Requests
 - b. First Selectman's Update
11. CORRESPONDENCE
12. LIAISONS: REPORTS and 2014 ASSIGNMENTS

13. NEW BUSINESS

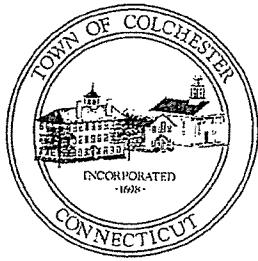
- a. Discussion of current process for additional appropriations, atypical expenditures, line item overages, transfer requests between departments, etc.
- b. Town Staffing Presentation by 1st Selectman

14. OLD BUSINESS

- a. BOS Operations Committees: work done with members of BOF and the Bacon Trustees
- b. Building Project – update and possible discussion
- c. Discussion and Possible Action on future Elected Officials Compensation Process
- d. Discussion of 2014 Budget Process

15. CITIZENS COMMENTS

16. ADJOURNMENT



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Minutes
Regular Meeting
Wednesday, Nov. 6, 2013
Town Hall – 7:00 p.m.

NANCY A. BRAY
TOWN CLERK

2013 NOV - 8 AM 9:43

RECEIVED
COLCHESTER, CT

MEMBERS PRESENT: Rob Tarlov, Thomas Kane, Art Shilosky, Bill Curran and John Ringo

MEMBERS ABSENT: Rob Esteve

OTHERS PRESENT: Selectman Rosemary Coyle, Maggie Cosgrove, Dot Mrowka, Kurt Frantzen, and other Citizens

1. CALL TO ORDER

Chairman R. Tarlov called the Wednesday, Nov. 6, 2013 meeting to order at 7:00p.m.

2. APPROVAL OF MINUTES: Regular meeting – October 2, 2013 and Tri-Board October 16

J. Ringo **MOTIONED** to approve the minutes of October 2, 2013 regular meeting as typed.

SECONDED by A. Shilosky. All members present voted in favor, **MOTION CARRIED.**

J. Ringo **MOTIONED** to approve the minutes of October 2, 2013 tri-board meeting as typed.

SECONDED by A. Shilosky. J. Ringo abstained. All members present voted in favor, **MOTION CARRIED.**

3. ADDITIONS TO THE AGENDA

Chairman Tarlov thanked Bill Curran for having stepped in when there was a vacancy on the Board of Finance and running for office. Chairman Tarlov also thanked Kurt Frantzen.

4. CITIZENS COMMENTS

None

5. DEPARTMENT REPORTS

a. Finance Department

All board members received end of September reports. M. Cosgrove stated she will have the October reports at the next meeting.

b. Treasurer

None

c. Tax Collector

None

6. FIRST SELECTMAN'S REPORT

a. Transfer Requests

J. Ringo **MOTIONED** to approve the additional appropriation of \$10,436 from "Fund Balance (18501-36250)," to \$10,436 "Engineering-Refunds (13301-44244)," pending Board of Selectman approval. **SECONDED** by T. Kane. All members present voted in favor.

MOTION CARRIED.

Chairman Tarlov asked M. Cosgrove for clarification on some budget transfers. Discussion was had. T. Kane **MOTIONED** to approve the following budget transfers as a block: \$298 from “Mileage, Training & Meetings (1105-43213),” and \$200 from “Contractual, Temporary, Occasional P/R (11105-40105),” to \$471 “Overtime (11105-40103),” and \$27 “FICA/Medicare (11105-41230),” \$1,075 from “Data Processing (11303-44205),” to \$575 “Office Supplies (11303-44205),” and \$500 “Service Contracts (11303-44223),” \$5,290 from “Professional Services (11411-44208),” \$348 “Vehicle Maintenance (11411-46390),” \$1,170 “Legal Notices (11411-442310),” and \$707 “Printing & Publication (11411-44232),” to \$7,515 “Legal Fees (11411-44203),” \$297 from “Contr temp occas (11501-40105),” to \$297 “Overtime (11501-40103),” \$2,403 from “Equipment Repairs (12101-46224),” and \$225 “Mileage, Training & Meetings (12101-43213),” to \$2,628 “Resident Trooper OT (12101-44204),” \$1,572 from “Uniform Purchases (12101-42324),” \$829 “Office Supplies (12101-42301),” and \$1,202 “Police Equipment & Supplies (12101-42338),” to \$3,603 “Resident Trooper (12101-44200),” \$5,000 from “Machinery & Equipment (12101-48404),” \$3,749 “Professional Services (12101-44208),” and \$38 “Mileage, Training & Meetings (12101-43213),” to \$8,787 Vehicle Maintenance & Fuel (12101-46390),” \$225 from “Office Supplies (12101-42301),” to \$225 “Copier (12101-42233),” \$2,235 from “Contr. Temp Occas (12202-40105),” to \$2,235 “Overtime (12202-40103),” \$836 from “Telephone (12202-45216),” to \$836 “Fuel/Heating (12202-45221),” \$5,231 from “Physicals & Testing (12202-44286),” to \$5,231 “Electricity (12202-45622),” \$2,050 from “Physicals & Testing (12202-44286),” to \$1,997 “Professional Services (12202-44208),” and \$53 “Compensation (12202-44243),” \$5,736 from “Service Contracts (12202-44223),” to \$5,736 “Vehicle Maintenance & Fuel (12202-46390),” \$2 from “Vehicle Maintenance & Fuel (14102-46390),” to \$2 “Professional Services (14102-44208),” \$343 from “Vehicle Maintenance & Fuel (14102-46390),” to \$343 “Printing & Publications (14102-44232),” \$41 from “Regular Payroll (40101),” to \$41 “Building Rental (44215),” \$148 from “Regular Payroll (40101),” to \$148 “Printing & Publications (44232),” \$440 from “Regular Payroll (40101),” to \$440 “Electric (45622),” \$577 from “Regular Payroll (40101),” to \$577 “Building Repairs (46226),” \$5,307 from “Regular Payroll (40101),” to \$5,307 “Vehicle Maintenance & Fuel (46390).”
SECONDED by A. Shilosky. All members present voted in favor. **MOTION CARRIED.**

b. First Selectman’s Update

None

7. CORRESPONDENCE

None

8. LIAISON REPORTS

A. Shilosky stated he went on a ride-a-long with the police department, he would recommend other board members participate and the DARE vehicle was sold. Commissioner Tarlov stated he attended the Youth Services meeting where members were upset due to the Youth Center not put on the survey. Chairman Tarlov stated it was an oversight on their part. Chairman Tarlov also stated a \$30,000 grant was received for the Safe School Collaborative, the Police Commission had a barrel with lights placed at the crosswalk by the Youth Center, a member of the Youth Center has to attend an 8 hour training to properly stop traffic and assist in the crosswalk, over \$300 was raised at the bake sale which was held at the polls, tomorrow night Community Conversation will be held at the middle school and a second one is scheduled in January on cyber bullying.

9. NEW BUSINESS

a. Discussion of work of BOS Operations Committees work with members of BOF and the Bacon Trustees

- A. Shilosky stated the committee will be making recommendations at the Board of Selectman meeting tomorrow night.

10. OLD BUSINESS

a. Town Staffing

Chairman Tarlov asked if the tax office is back to regular hours. M. Cosgrove stated to her knowledge the office is covered but she is not directly involved.

b. Building Project

i. Review of Tri-Board Meeting

Chairman Tarlov stated another tri-board meeting is scheduled for December and hopefully they will have feedback from the survey questions.

ii. Other Discussion

R. Esteve is working on the voting data. Discussion was had regarding future public hearing meetings. Discussion was also had concerning the question that was asked at the tri-board meeting of why the Board of Finance did not get involved in the early process of the building project.

c. CIP Plan and Routine Facility Maintenance Plan

i. Town – Jim Paggioli

Chairman Tarlov stated J. Paggioli is working on the plan to present at a January meeting.

ii. School – Ken Jackson

Chairman Tarlov stated K. Jackson is working on the plan to present at a January meeting.

d. Status of Health Insurance Fund – Quarterly Report

M. Cosgrove stated funds will not be advanced this year; the fund has been growing with each passing month. M. Cosgrove provided numbers for the combined employer monthly contribution and the employee payroll deduction of the cost shares.

e. Budget Process Follow-up

i. Discussion and Possible Action on Future Elected Officials Compensation Process

Chairman Tarlov stated he attended the last Board of Selectman meeting with R. Esteve and apparently the information that First Selectman Schuster received was the merit raises have to come to Board of Finance. R. Coyle stated the opinion from the attorney is in the Board of Selectman packet prepared for tomorrow night's meeting. Chairman Tarlov read the attorney's response that this did not need to come back to Board of Finance or Town Meeting as the money was included in the current budget for this purpose. Discussion continued. Chairman Tarlov stated he will put together a grid in terms of other town's compensation amounts for elected officials and in the meantime keep the thought process going in terms of setting this up.

ii. Web Ex/Go to Meeting

Chairman Tarlov researched the cost of setting up Web Ex and stated the cost is based on the number of people you want to host. Discussion was had regarding other options. T. Kane suggested the possibility of live broadcast using wireless internet which he will discuss with Marc Tate.

f. Program Fund Review

Discussion was had regarding specifications on program fund.

11. CITIZENS COMMENTS

None

12. ADJOURNMENT

A. Shilosky **MOTIONED** to adjourn at 8:36 p.m. **SECONDED** by J. Ringo. All members present voted in favor. **MOTION CARRIED.**

Respectfully Submitted,

Gina Santos, Administrative Assistant