

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Agenda December 18, 2013 Town Hall, Room 1

HEALY A. BRAY
TOWN MANAGER

Healy A. Bray

2013 DEC 13 PM 3:49

RECEIVED
COLCHESTER, CT

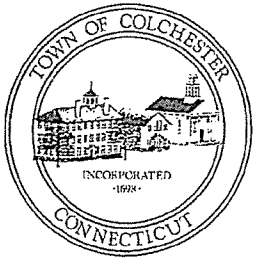
1. CALL TO ORDER
2. APPROVAL OF MINUTES: Regular meeting – December 4, 2013
3. Approval of Minutes of November 20, 2013 Regular Meeting
4. Approval of Minutes of December 11, 2013 Special Tri-Board Meeting
5. ADDITIONS TO THE AGENDA
6. CITIZENS COMMENTS
7. AMBULANCE INCENTIVE REVIEW – Discussion and Possible Action
8. CAPITAL IMPROVEMENT, MAINTENANCE AND REPARATION PLANS – Jim Paggioli
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. NEW BUSINESS

13. OLD BUSINESS

- a. Building Project – update and possible discussion – Tri - Board Meeting
- b. Discussion and Possible Action on future Elected Officials Compensation Process

14. CITIZENS COMMENTS

15. ADJOURNMENT



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes
Regular Meeting
Wednesday, December 04, 2013
Town Hall - 7:00 P.M.**

RECEIVED
COLCHESTER, CT
2013 DEC - 6 PM 3: 21
NANCY A BRAY
TOWN CLERK

MEMBERS PRESENT: Rob Tarlov, Rob Esteve, Thomas Kane, Art Shilosky, John Ringo and James McNair

OTHERS PRESENT: First Selectman Gregg Schuster, Maggie Cosgrove, Chief Cox, Don Lee, Paul Giudice, Greg Cordova, Cindy Praisner, Ryan Blessing and Kurt Frantzen(arrived 8:55 p.m.)

1. CALL TO ORDER

Chairman R. Tarlov called the Wednesday, December 4, 2013 meeting to order at 7:00 p.m.

2. APPROVAL OF MINUTES: Regular meeting – November 20, 2013

Tabled to next meeting due to incorrect dated meeting minutes attached to meeting packet.

3. ADDITIONS TO THE AGENDA

None

4. CITIZENS COMMENTS

None

5. C3 UPDATE

C. Praisner, Early Childhood Coordinator, gave a presentation that included the following:

- What Readiness Looks Like
- The need to invest and help children in the early years
- How investment in people is made
- What C3 is doing
- C3 Financial Sustainability

C. Praisner also gave an overview of what has been received through the Discovery Grant and what will be offered in the future, the projected budget for next year and the solutions they are pursuing.

6. AMBULANCE INCENTIVE REVIEW

Chief Cox presented the ambulance staffing incentive program to date which continues to be a success and the funds that are needed to continue the program through the remaining budget year. First Selectman Schuster stated the supplemental appropriation will be presented at the next Board of Selectman meeting for approval. R. Tarlov stated the Board of Finance will take action at the next Board of Finance meeting.

7. BY-LAWS REVIEW – Discussion and Possible Action – specifically section

R. Esteve **MOTIONED** to reword Article 6. Meetings Section 8. to “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 November regular meetings and the forwarded to the Town Clerk prior to year end.” **SECONDED** by A. Shilosky. All members present voted in favor, **MOTION CARRIED**.

R. Esteve **MOTIONED** to reword Article 8. Committees/ Liaison Assignments Section 3. to “Liaisons to the Departments, Boards and Commissions overseen by the Board will be assigned by the Chair at the first meeting subsequent to the second Monday after a municipal election or as necessary following vacancies.” **SECONDED** by J. McNair. All members present voted in favor, **MOTION CARRIED**.

8. 2014 MEETING DATES – Discussion and Possible Action

None

9. DEPARTMENT REPORTS

a. Finance Department

None

b. Treasurer

None

c. Tax Collector

None

10. FIRST SELECTMAN'S REPORT

a. Transfer Requests

None

b. First Selectman's Update

First Selectman Schuster stated that this Saturday the Sleigh Bells Arts & Crafts Fair will be held at Bacon Academy from 9:00am to 4:00pm, Senior Center Holiday Fair will be held at the Senior Center at 9:00am, Senator Lineres will be hosting a toy drive at CVS from 12:00pm to 2:00pm and the Holiday Homecoming with the tree lighting ceremony will be held at the Town Green starting at 4:30pm. First Selectman Schuster also stated that another buyer has appeared and made an offer on the Slembeck Farm property. The previous deal is no longer in play.

11. CORRESPONDENCE

None

12. LIAISONS: REPORTS and 2014 ASSIGNMENTS

T. Kane reported that Planning & Zoning started their public hearings on zoning tonight and there is potential for commercial growth in town. R. Esteve attended the BOE Finance Committee meeting and the BOE budget to date looks good, the health insurance continues to get well and the number of students who attend other schools out of district has increased. A. Shilosky reported the police department has ordered a new cruiser and he reported to the Police Commission his concerns when he went on a ride-a-long with two officers. R. Tarlov reported that Youth Services had a new employee on probation who unfortunately did not work out and discussion was had at the Youth Services meeting regarding local stores selling drug paraphernalia.

13. NEW BUSINESS

a. Discussion of current process for additional appropriations, atypical expenditures, line item overages, transfer requests between departments, etc.

R. Tarlov stated all board members should have received an email from First Selectman Schuster regarding starting points and options. First Selectman stated the Charter states that any transfer must be approved by the Board of Finance and the Board of Selectman. Discussion was had regarding putting a policy in place on how to handle future transfers. First Selectman Schuster stated he will work on a policy and Chairman Tarlov stated the board members will work on ideas and discussion will continue at the January meeting.

b. Town Staffing Presentation by 1st Selectman

First Selectman Schuster presented "Utilization of Resources" that included three concepts; Share Assigned Staff, Floater Employee and Customer Service Model. Discussion was had on all three options. All board members felt option #3 has potential. First Selectman Schuster stated he will alert the Board of Selectman on option #3.

14. OLD BUSINESS

- a. **BOS Operations Committees: work done with members of BOF and the Bacon Trustees**
None
- b. **Building Project – update and possible discussion**
Tri-Board meeting is scheduled for December 11, 2013 to discuss.
- c. **Discussion and Possible Action on future Elected Officials Compensation Process**
None
- d. **Discussion of 2014 Budget Process**
None

15. CITIZENS COMMENTS

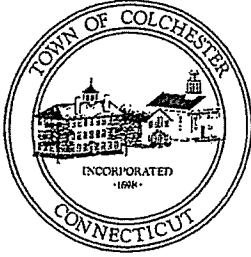
K. Frantzen stated he attended the Planning & Zoning public hearing meeting on changes in zoning and regulations and voiced his concern that Planning & Zoning has not considered the financial implications in changing zoning in town and the impact on the grand list.

16. ADJOURNMENT

J. McNair **MOTIONED** to adjourn at 9:57 p.m. **SECONDED** by A. Shilosky. All members present voted in favor, **MOTION CARRIED**.

Respectfully Submitted,

Gina Santos, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes
Regular Meeting
Wednesday, Nov. 20, 2013
Town Hall – 7:00 p.m.**

RECEIVED
COLCHESTER, CT
2013 NOV 22 AM 10:18
NANCY A. BRAY
TOWN CLERK

MEMBERS PRESENT: Rob Tarlov, Thomas Kane, Art Shilosky, Rob Esteve, John Ringo and James McNair

OTHERS PRESENT: First Selectman Gregg Schuster, Selectman Rosemary Coyle, Maggie Cosgrove, Jim Paggioli, Greg Cordova, Dot Mrowka, Kurt Frantzen, and Gary Siddell

1. CALL TO ORDER

Chairman R. Tarlov called the Wednesday, Nov. 20, 2013 meeting to order at 7:00p.m.

2. APPROVAL OF MINUTES: Regular meeting – November 6, 2013

J. Ringo **MOTIONED** to approve the minutes of November 6, 2013 regular meeting as typed. **SECONDED** by T. Kane. Chairman Tarlov stated R. Esteve had called in on the conference line and was waiting to attend, but no one present dialed in to connect his call to the meeting. R. Esteve and J. McNair abstained. All other members present voted in favor, **MOTION CARRIED**.

3. ADDITIONS TO THE AGENDA

Chairman Tarlov welcomed J. McNair to the board.

4. BY-LAWS REVIEW – Discussion and Possible Action

T. Kane **MOTIONED** to change article 5 sections 1 of the by-laws to read; at the first meeting subsequent to the second Tuesday after municipal election the Chair and Vice-Chair will be elected. **SECONDED** by R. Esteve.

T. Kane **MOTIONED** to amend his first motion to read; at the first meeting subsequent to the second Monday after municipal election the Chair and Vice-Chair will be elected. R. Esteve amended his **SECOND**. All members present voted in favor, **MOTION CARRIED**.

5. ELECTION OF OFFICERS

R. Esteve **MOTIONED** to elect R. Tarlov as Chairman. **SECONDED** by A. Shilosky.
R. Esteve **MOTIONED** to close the nominations. **SECONDED** by T. Kane.
All members voted in favor to close the nominations, **MOTION CARRIED**.
All members voted in favor to elect R. Tarlov as Chairman, **MOTION CARRIED**.
T. Kane **MOTIONED** to elect R. Esteve as Vice-Chairman. **SECONDED** by J. Ringo.
J. McNair **MOTIONED** to close the nominations. **SECONDED** by J. Ringo.
All members voted in favor to close the nominations, **MOTION CARRIED**.
All members voted in favor to elect R. Esteve as Vice-Chairman, **MOTION CARRIED**.

6. CITIZENS COMMENTS

Dot Mrowka stated it cost \$1,623.70 to re-print the ballots due to new candidates being added and removed after the ballots had been printed.

7. 2014 MEETING DATES – Discussion and Possible Action

J. Ringo **MOTIONED** to approve the 2014 regular meeting dates. **SECONDED** by A. Shilosky. All members present voted in favor, **MOTION CARRIED**.

8. DEPARTMENT REPORTS

a. Finance Department

The October revenue and expenditure reports were reviewed. M. Cosgrove stated no significant changes.

b. Treasurer

None

c. Tax Collector

None

9. FIRST SELECTMAN'S REPORT

a. Transfer Requests

Discussion on certain transfer requests was had. T. Kane **MOTIONED** to approve the budget transfers as a block contingent to Board of Selectman approval. **SECONDED** by J. Ringo. All members present voted in favor. **MOTION CARRIED**. (See attachment #1)

b. First Selectman's Update

First Selectman Schuster stated that staff members in the Assessor's office have taken and passed the State Certification, KX has a signed letter of intent with Montville and East Lyme to try a three way consolidation and location is to be determined. First Selectman Schuster also stated he serves on the M.O.R.E. Commission which is a state commission formed to look at municipal efficiencies. First Selectman Schuster stated he has been placed on the municipal tax sub-committee looking at options on better ways of taxation at local level.

10. CORRESPONDENCE

None

11. LIAISON REPORTS AND 2014 ASSIGNMENTS

The 2014 liaison assignments will be as follows:

J. Ringo – Economic Development and Police Retirement

T. Kane – Planning & Zoning

R. Esteve – Board of Education

A. Shilosky – Police Commission and Commission on Aging

R. Tarlov – Youth Services and Public Works

J. McNair – Fire Department and Library

12. NEW BUSINESS

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

Art Shilosky stated the committee presented a proposal to the BOS regarding old Bacon Academy, Day Hall and Senior Center to go into a lease option to buy the Senior Center over a 5 year plan allowing old Bacon Academy Trustees funds to stabilize the structure so they can apply for grants to get old Bacon Academy code compliance.

13. OLD BUSINESS

a. Town Staffing

First Selectman stated he should be ready to discuss at the December meeting.

b. Building Project

i. Review of Tri-Board Meeting

Chairman Tarlov stated tri-board meeting is scheduled for December 11, 2013.

ii. Other Discussion

None

c. Status of CIP Plan and Routine Facility Maintenance Plan

Jim Paggioli will make a preliminary presentation of the Town's plan at the second meeting in December. J. Paggioli and K. Jackson will be making a presentation of the Town and School plans at the January meeting.

d. Status of Health Insurance Fund

M. Cosgrove stated the fund is getting better.

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

Art Shilosky made a suggestion to base the compensation on what Social Security receives yearly.

Discussion will continue at the next meeting.

f. Discussion of 2014 Budget Process

The board members gave suggestions for the future budget process and discussion was had.

14. CITIZENS COMMENTS

K. Frantzen stated his opinion regarding the budget process moving forward.

15. ADJOURNMENT

J. Ringo **MOTIONED** to adjourn at 9:33 p.m. **SECONDED** by A. Shilosky. All members present voted in favor. **MOTION CARRIED.**

Attachment

Budget Transfers (Attachment #1)

Respectfully Submitted,

Gina Santos, Administrative Assistant

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 (reevaluation 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:

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

 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	10,984		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	

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="11301-40105"/>	<input type="text" value="Finance - Contr., Temp. Payroll"/>	<input type="text" value="4,353"/>
<input type="text" value="15401-40101"/>	<input type="text" value="Senior Center - Regular Payroll"/>	<input type="text" value="12,810"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

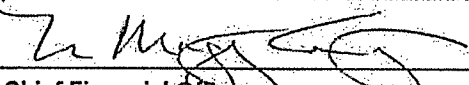
<input type="text" value="11301-40101"/>	<input type="text" value="Finance - Regular Payroll"/>	<input type="text" value="15,769"/>
<input type="text" value="11301-41230"/>	<input type="text" value="Finance - FICA & Retirement"/>	<input type="text" value="1,394"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

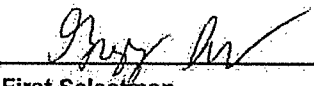

Department Director or Supervisor - Signature

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
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:

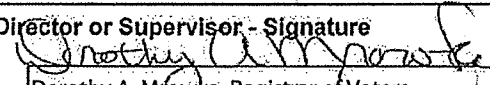
Account Number	Account Name	Amount
11601-44208	Professional Services	182

To:

11601-41230	FICA/Medicare	182


11/7/13 *See below*

Date Requested Department Director or Supervisor - Signature

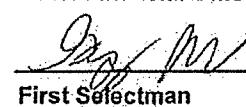
11/7/13 

Date Reviewed Print Name

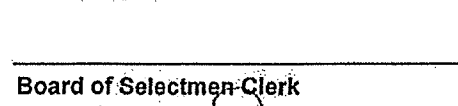
11/13/13 Dorothy A. Mrowka, Registrar of Voters

Date Approved 


 Chief Financial Officer

Date Approved 

 First Selectman

Date Approved 

 Board of Selectmen Clerk

Date Approved 

11/20/13 Board of Finance Clerk

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)

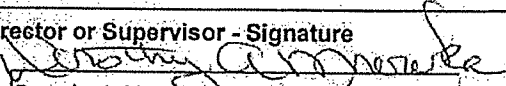
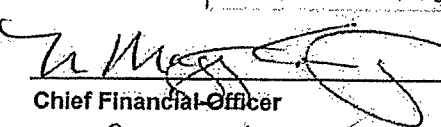
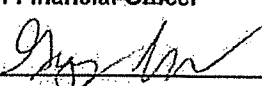

Reason for Available Funds: Funds were budgeted for cleaning of voting machines. In July, the Secretary of State's Office decided to pay for the cleaning for 1 more year for all Towns.

From:

Account Number	Account Name	Amount
11601-44208	Professional Services	202

To:

11601-45216	Telephone	202

11/7/13	<i>See below</i>
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
Date Approved	Board of Selectmen Clerk
11/20/13	
Date Approved	Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

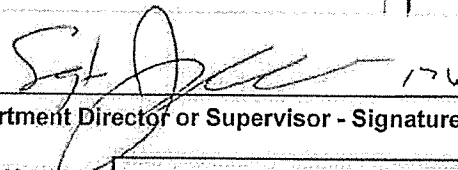
Reason for Available Funds:

From:

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

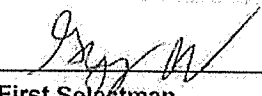
To:

12101-40103	Police - Overtime	35,771

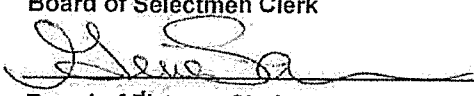
Date Requested  Department Director or Supervisor - Signature

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
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="12301-42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="109"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
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	<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
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
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	<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
General Fund
Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:

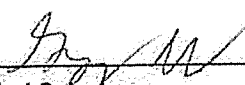
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	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
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	<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
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="188"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
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	<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
General Fund
Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:


From:	Account Number	Account Name	Amount
	<input type="text" value="13202-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="55"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
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	<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
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
TD:	13202-43213	Mileage Training Meetings	400
TD:	13202-46224	Equipment Repairs	1,853

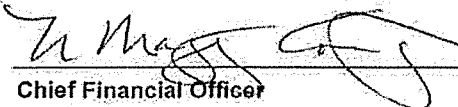
Nov 7, 2013
Date Requested



Department Director or Supervisor - Signature

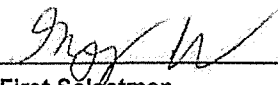
Print Name James Paggioli

11/7/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved

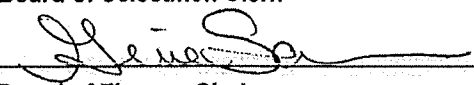


First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Increase of use in electricity during FY 12-13

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), Less Heating/Propane utilized


From:

Account Number	Account Name	Amount
13202-42223	Service Contracts	883
13202-45221	Fuel/Heating	1,490

To:

13202-45622	Electricity	2,373


Nov 7, 2013
Date Requested



Department Director or Supervisor - Signature

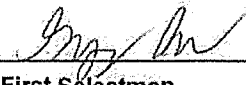
Print Name James Paggioli

11/7/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved

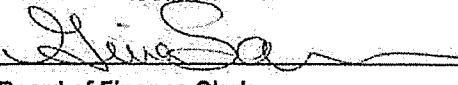


First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

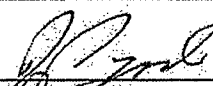
From:

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

To:

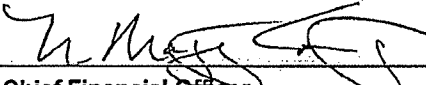
13202-46390	Vehicle Maintenance & Fuel	103

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

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Fleet Maintenance

Reason for Request: Minor overage on annual contracts required by Labor agreements and required CDL drug testings.

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),

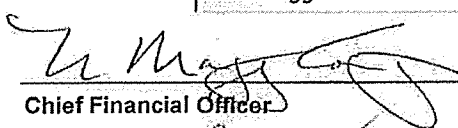
From:	Account Number	Account Name	Amount
	13202-42223	Service Contracts	34
	13202-42223	Service Contracts	87
To:	13202-44208	Professional Services	34
	13202-44238	Uniform Rentals	87

Nov 7, 2013
 Date Requested

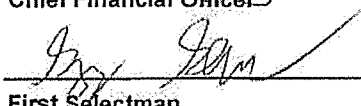

 Department Director or Supervisor - Signature

Print Name James Paggioli

11/7/13
 Date Reviewed


 Chief Financial Officer

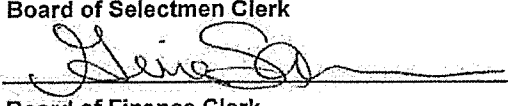
11/13/13
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

11/20/13
 Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Grounds Maintenance

Reason for Request: Supply work force with safety rain gear and roadway OSHA compliant vests in order to have them available to work outside of park properties in response to Storm Sandy. Non reimbursable expense.

Reason for Available Funds: Savings on Equipment Rental due to new functioning equipment purchased, minimizing the need for rented equipment during peak seasons to meet work demand.


From:

Account Number	Account Name	Amount
13203-44237	Equipment Rental	390

To:


13203-42323	Protective Clothing & Safety Equipment	390

Nov 7, 2013
Date Requested

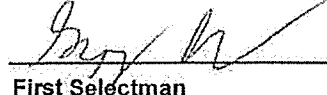

Department Director or Supervisor - Signature

Print Name James Paggioli

11/7/13
Date Reviewed


Chief Financial Officer

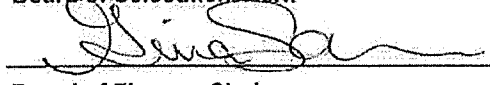
11/19/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
13203-42334	Equipment Repairs	412

To:


13203-42340	Building Repairs	412

Date Requested

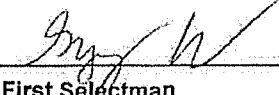

 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

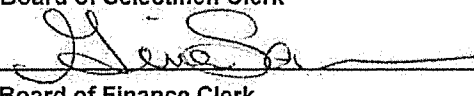
Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
13203-42334	Grounds Maintenance Supplies	1,366

To:

13203-42340	Operating Supplies	922
13203-44238	Uniform Rentals	350
13203-45216	Telephone	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

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:

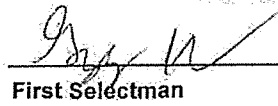
From:	Account Number	Account Name	Amount
	<input type="text" value="13203-40105"/>	<input type="text" value="Contractor-Temporary Occasional"/>	<input type="text" value="2,817"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13203-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="2,817"/>
	<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
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

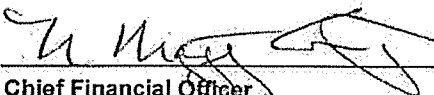
Nov 1, 2013
Date Requested



Department Director or Supervisor - Signature


Print Name James Paggioli

11/7/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

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="13201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="16,463"/>
	<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="13204-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="15,543"/>
	<input type="text" value="13204-41230"/>	<input type="text" value="FICA"/>	<input type="text" value="920"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

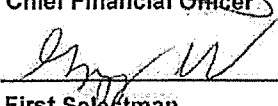

 Department Director or Supervisor - Signature

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
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:	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

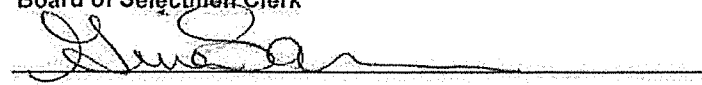
11/13/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

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.

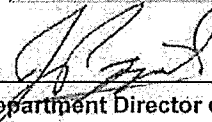
From:

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

To:

13205-44223	Service Contracts	7,482

Nov 1, 2013
Date Requested



Department Director or Supervisor - Signature

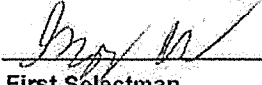
Print Name James Paggioli

11/2/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

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	507

Date Requested

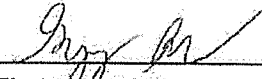

Department Director or Supervisor - Signature

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
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

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

To:

13205-45622	Electricity Non-Heat	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

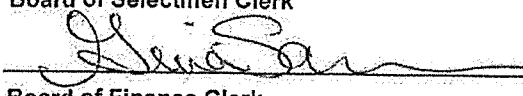
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

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:


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

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

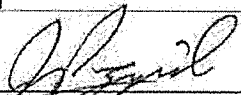
From:

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

To:

13205-42323	Protective Clothing and Safety Equipment	278

Date Requested

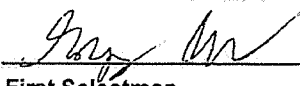

 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

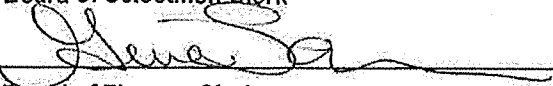
Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved


 Board of Finance Clerk

Town of Colchester
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

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station -Highway

Reason for Request: Transfer Station JD 710 was scheduled for replacement on the CIP program for FY 13-14. However that purchase was deferred for budgetary purposes. The JD 710 is the only wheeled vehicle with filled tires (read as - does not get a flat tire) with the weight and pulling force to required to move / relocate the filled dumpsters. The repair was made in order to keep the Transfer station in operation.

Reason for Available Funds: Since the repair was known to be required, offsetting savings within the same line item within the Department was obtained.

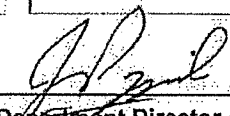
From:

Account Number	Account Name	Amount
13201-46390	Vehicle Maintenance and Fuel	15,127

To:

13601-46390	Vehicle Maintenance and Repair	15,127

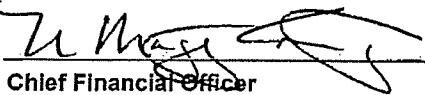
Nov 1, 2013
Date Requested



Department Director or Supervisor - Signature

Print Name James Paggioli

11/7/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Overage overtime due to contractual obligations being greater than original appropriated amount, i.e. days off by contract that employees assigned to transfer station result in the staion being manned by employees that are receiving a rate of 1.5 times regular hours.

Reason for Available Funds: FEMA reimbursement fund offsetting regular hours and transportation savings.


From:

Account Number	Account Name	Amount
13601-40101	Regular Payroll	1,804
13601-43212	Transportation	2,431

To:

13601-40103	Overtime	4,235


Nov 7, 2013
Date Requested



Department Director or Supervisor - Signature

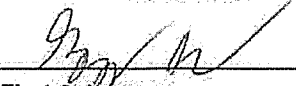
Print Name James Paggioli

11/7/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved




First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

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:

13601-46228	Household Hazardous Disposal	6,365


Nov 7, 2013
Date Requested



Department Director or Supervisor - Signature

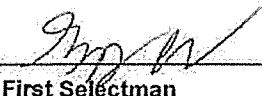
Print Name James Paggioli

11/7/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

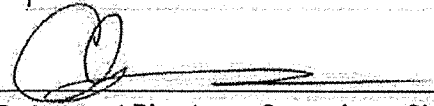
Reason for Request: Additional Copies were needed.

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

From:	Account Number	Account Name	Amount
	<u>15201-40101</u>	<u>Regular Payroll</u>	<u>35</u>

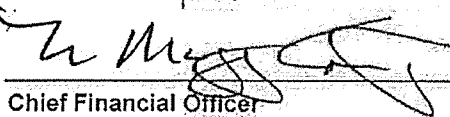
To:	<u>15201-42233</u>	<u>Copier</u>	<u>35</u>

Sep 27, 2013
Date Requested

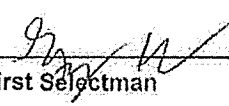

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13
Date Reviewed


Chief Financial Officer

11/15/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

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:	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

 Date Approved
 Board of Selectmen Clerk

11/20/13
 Date Approved
 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

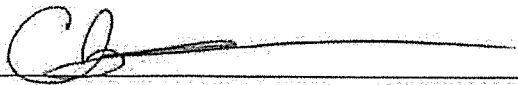
Reason for Request: The telephone use and bills increased and the fees to use WIFI increased

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

From:	Account Number	Account Name	Amount
	<u>15201-40101</u>	<u>Regular Payroll</u>	<u>177</u>


To:	Account Number	Account Name	Amount
	<u>15201-45216</u>	<u>Telephone</u>	<u>177</u>

Sep 27, 2013
Date Requested

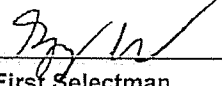

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13
Date Reviewed


Chief Financial Officer


11/13/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

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
	<u>15201-44237</u>	<u>Equipment Rental</u>	<u>1,673</u>

To:	Account Number	Account Name	Amount
	<u>15201-48404</u>	<u>Machinery & Equipment</u>	<u>1,673</u>


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

Date Approved _____
Board of Selectmen Clerk

11/20/13
Date Approved 
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

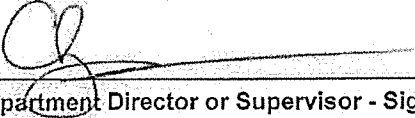
Reason for Request: Cost for replacement of office furniture (broken desk, credenza and shelving unit)

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

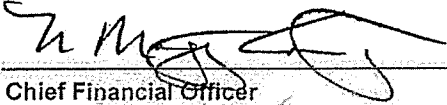
To:	15201-48416	Office Equipment	768

Sep 27, 2013
Date Requested

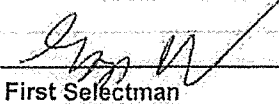

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13
Date Reviewed


Chief Financial Officer


11/13/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk

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)

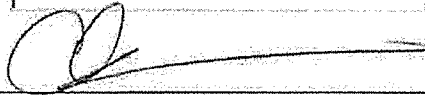
Reason for Available Funds: Administrative Assistant position was vacant for a year.

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

To:	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

Date Approved

Board of Selectmen Clerk

11/20/13

Date Approved


Board of Finance Clerk

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:	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

 Date Approved
 Board of Selectmen Clerk

11/20/13
 Date Approved
 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

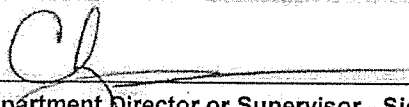
Reason for Request: Travel costs by Recreation staff to cover programs, weekend community events and trainings. Mileage cost increased as town car was no longer available for use by Recreation staff.

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

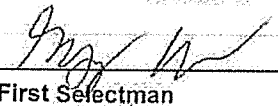

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13
Date Reviewed


Chief Financial Officer


11/13/13
Date Approved

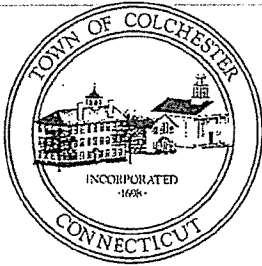

First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13
Date Approved


Board of Finance Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Tri-Board Special Meeting
Board of Selectmen, Board of Education, Board of Finance
December 11, 2013, Minutes
Town Hall, 127 Norwich Avenue
Room 1**

RECEIVED
COLCHESTER, CT
2013 DEC 13 AM 8:53
MARICY A. BRAY
TOWN CLERK

Members of the Board of Selectmen Present: First Selectman Gregg Schuster, Selectmen Rosemary Coyle, Mike Caplet, and Denise Mizla.

Members of the Board of Selectmen Absent: Selectman Stan Soby.

Board of Finance Members Present: Chairman Rob Tarlov, John Ringo, Art Shilosky, and Rob Esteve. Tom Kane at 7:08 p.m.

Board of Finance: Members Absent: James McNair, III.

Board of Education Members Present: Chairman Ronald Goldstein, Brad Bernier, Mary Tomasi, Michael Voiland, Donald Kennedy at 7:05 p.m.

Board of Education Members Absent: Michael Egan, Mitchell Koziol.

Others Present: Superintendent of Schools Jeffery Mathieu, Chief Financial Officer Maggie Cosgrove, School Operations Ken Jackson, Building Committee Chair Tom Tyler, and other citizens.

1. CALL TO ORDER

Selectman Schuster called this Special Meeting of the Board of Selectmen to order at 7:00 p.m.
Chairman Tarlov called this Special Meeting of the Board of Finance to order at 7:00 p.m.
Chairman Goldstein called this Special Meeting of the Board of Education to order at 7:00 p.m.

2. CITIZEN COMMENTS

None received.

3. DISCUSSION AND POSSIBLE ACTION ON WJJMS RENOVATION, SENIOR CENTER AND YOUTH CENTER

Selectman Schuster provided the Board members with a tally of the recent survey of voters at the November election sites regarding the proposed William J. Johnston Middle School (WJJMS), Senior Center and Youth Center project.

Chairman Goldstein stated that the consistent theme was that the school project needed immediate Attention and he feels the school has support to move ahead.

A. Shilosky noted that the three part project failed and the projects need to move forward at separate locations.

D. Kennedy and T. Kane arrived at the beginning of this discussion.

Discussion followed regarding the separation of the school and senior center/community center projects. Selectman Schuster stated that the proposed suggestions from citizens for the location of the senior center be reviewed and further study done to address the needs of a new center.

First Selectman Schuster asked if anyone was in disagreement to move forward with the WJJMS Project
No disagreement was voiced.

Motion by D. Mizla to call a Town Meeting on Thursday, January 16, 2014 at 7:00 p.m. at Town Hall to discuss and vote upon amending the motion passed at the June 29, 2011 Town Meeting which established building committee to:

Establishing a seven-member Building Committee for the construction of a middle school as the site of the existing William J. Johnston Middle School, to include renovation of existing spaces, demolition of existing spaces, and new construction, all as determined appropriate by the Building Committee. Said project may also include allocation of space for general town use, as determined appropriate and available by said Building Committee;

Authorizing said building Committee to oversee, coordinate and supervise all aspects of the planning and construction process, including selection of architect and other consultants, choice of contractor, development of project documents and supervision of construction through completion and final acceptance by the Town;

Authorizing the Board of Education to prepare schematic drawings and specifications for the school portion of said project;

Authorizing the Board of Education to file a grant application with the State of Connecticut for the school portion of said project.

Second by: M. Caplet.

Vote: Unanimously **APPROVED**.

4. **CITIZEN COMMENTS**

Arthur Liverant stated there is a ground swell of support to turn the Jack's Chevrolet property into a Senior/ Community Center. A. Liverant feels this is the most important piece of property available in the center of town and if the Senior Center is put on hold for two years, it may not be available. A. Liverant asked the Board members to think about this as it affords the town a great opportunity.

John Malsbenden agrees that this site is well within the interest of the Town, but is it an appropriate site for a Senior Center? There are environmental cleanup issues to take a seriously hard look at. J. Malsbenden added that to move forward with the Senior Center/Community Center, the school project must be well off the ground.

Tom Tyler agrees that the school and senior center should be separate sites and asked the Boards to be mindful of the condition of the current youth center. T. Tyler feels the survey is not representative as some felt the questions were unclear. He suggested using the same architect from the previous building committee to save time and money.

5. **ADJOURNMENT**

T. Kane motioned to adjourn this Special Meeting of the Finance Board, seconded by A. Shilosky.

Vote: Unanimous to adjourn.

D. Kennedy motioned to adjourn this Special Meeting of the Board of Education, seconded by M. Tomasi.

Vote: Unanimously to adjourn.

M. Caplet motioned to adjourn this Special Meeting of the Board of Selectmen, seconded by R. Coyle.

Vote: Unanimous to adjourn.

The Chairmen of the Boards adjourned their respective meetings at 8:17 p.m.

Respectfully submitted,

Mary Jane Slade
Clerk

Note: This meeting was recorded by a digital audio recording system and is available through the First Selectman 's office in accordance with the Freedom Of Information Act.