

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Regular Meeting Agenda
February 5, 2014
Town Hall, Rooms 1
7:00 PM**

1. CALL TO ORDER
2. ADDITIONS TO THE AGENDA
3. APPROVAL OF MINUTES: Regular meeting – January 15, 2014
4. CITIZENS COMMENTS
5. AUDIT PRESENTATION
 - a. Fund Balance Discussion
6. DEPARTMENT REPORTS
 - a. Finance Department
 - i. Quarterly Health Account Report
 - b. Treasurer
 - c. Tax Collector
7. FIRST SELECTMAN'S REPORT
 - a. Transfer Requests
 - b. First Selectman's Update
8. CORRESPONDENCE
9. LIAISON: REPORTS
10. NEW BUSINESS
 - a. Request from Senior Services for line item transfer for copier
 - b. BOS Operations Committees: work done with members of BOF and the Bacon Trustees
 - c. Security Upgrades

HANCOCK A. DRAY
TOWN CLERK

Hancock A. Dray

2014 JAN 31 PM 1:25

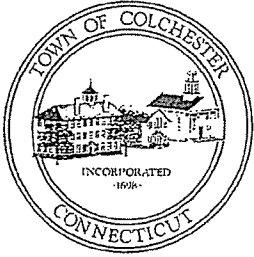
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COLCHESTER, CT

11. OLD BUSINESS

- a. Town Staffing Presentation – follow-up
- b. Review of process for additional appropriations, atypical expenditures, line item overages, transfer requests, intra year financial changes that will impact future budgets.
- c. Discussion and Possible Action on future Elected Officials Compensation Process
- d. Discussion of 2014 Budget Process
- e. CIP PLAN, MAINTENANCE AND REPAIR PLAN
- f. Ambulance Incentive Program review

12. CITIZENS COMMENTS

13. ADJOURNMENT



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes
Regular Meeting
Wednesday, January 15, 2014
Town Hall - 7:00 P.M.**

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2014 JAN 17 PM 3:49
NANCY A. SMAY
TOWN CLERK

MEMBERS PRESENT: Rob Tarlov, Rob Esteve (via phone conference), Art Shilosky, John Ringo, Thomas Kane and James McNair

OTHERS PRESENT: First Selectman Gregg Schuster, Selectman Stan Soby, Selectman Rosemary Coyle, Maggie Cosgrove, Jim Paggioli, Brad Bernier, Gary Siddell, Chief Walter Cox, Don Lee, Paul Giudice, Dot Mrowka, John Jones (arrived 7:45pm) and members of Fire Department and Fire Company

1. CALL TO ORDER

Chairman Tarlov called the Wednesday, January 15, 2014 meeting to order at 7:03 p.m.

2. ADDITIONS TO THE AGENDA

None

3. APPROVAL OF MINUTES: Regular meeting – December 18, 2013; Special Meeting – December 27, 2013

J. Ringo **MOTIONED** to approve the minutes of December 18, 2013 regular meeting as typed.

SECONDED by A. Shilosky. T. Kane abstained. All other members present voted in favor, **MOTION CARRIED.**

J. Ringo **MOTIONED** to approve the minutes of December 27, 2013 special meeting as typed.

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

4. CITIZENS COMMENTS

None

5. AMBULANCE INCENTIVE PLAN – Discussion and Possible Action

Chief Cox stated a presentation has been put together by members of the Fire Department that will answer questions and concerns regarding the Ambulance Incentive Plan. P. Giudice gave a detailed explanation of each slide showing the ambulance shifts for 2013 requiring a full crew, how well the program is working with increase in reaction time and no mutual aid needed. P. Giudice also stated the increase in participation from the original incentive plan to the revised incentive plan. Discussion was had. Chairman Tarlov stated that he will plan on going to the Fire House because there is a lot to learn and discussions need to be had also with the five year SAFR grant coming to an end. Chairman Tarlov also stated come budget talks in March discussions need to be had regarding next fiscal year, coordination and long term deadline needs to be set for strategic plan. R. Esteve stated he is concerned with approving a program outside budget cycle, not being able to put in context with the other requests and needs of the town. R. Esteve also stated it seems to be a patchwork of requests without any indication of what the final service level and cost to provide the service level is. Ringo **MOTIONED** that the Board of Finance approve the appropriation from General Fund unassigned fund balance to Fire Department Contractual, Temporary, Occasional Payroll in the amount of \$42,500 for the Ambulance Incentive Program **SECONDED** by A. Shilosky. All members present voted in favor, **MOTION CARRIED.**

6. CIP, MAINTENANCE AND REPAIR PLAN – TOWN

J. Paggioli handed out to the board members a facility study and capital plan for the facilities of the town of Colchester and school district. J. Paggioli gave a description of what is included in this study and plan. The board members will take the packet with them to review.

7. DEPARTMENT REPORTS

a. Finance Department

M. Cosgrove stated all board members have received the December monthly reports and gave an overview regarding the tax collection rate for December. M. Cosgrove also stated everything is running consistently.

b. Treasurer

None

c. Tax Collector

None

8. FIRST SELECTMAN'S REPORT

a. Transfer Requests

None

b. First Selectman's Update

None

9. CORRESPONDENCE

None

10. LIAISONS: REPORTS

Art Shilosky reported the Commission on Aging has a new building account with money donated specifically for the new Senior Center, the Eagle Scouts will be working on a project that will include repairs and they are having issues with their van. T. Kane reported that Planning & Zoning is still in the middle of their zoning regulation update. J. McNair reported there is a concern that the Fire Department may go over budget on training.

11. OLD BUSINESS

a. Town Staffing Presentation – follow-up

Chairman Tarlov asked the First Selectman to present to the February Board of Selectman meeting.

b. Review of process for additional appropriations, atypical expenditures, line item overages, transfer requests, intra year financial changes that will impact future budgets

Discussion had regarding issues and concerns with process of budget transfers. First Selectman Schuster offered to put together a draft policy for the Board of Finance to use as a starting point for further discussion.

c. Discussion and Possible Action on future Elected Officials Compensation Process

First Selectman Schuster stated discussion was had and a motion made at the Board of Selectman special meeting on Monday night regarding compensation for elected officials. Chairman Tarlov stated the Board of Finance members need to come up with something long term by the end of this fiscal year.

d. Discussion of 2014 Budget Process

Discussion was had whether to continue with the budget survey and the budget forum and if so when would be the best time to hold the forum. The consensus was to keep the survey and hold the budget forum a few days after the initial budget presentation by the First Selectman to the public.

12. NEW BUSINESS

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

- i. BOS recommendation for budget**
Tabled to next meeting

b. Late Motor Vehicle and Personal Property Tax Collection Process

- i. Letter from Tax Collector**
Chairman Tarlov stated a letter was received from the Tax Collector regarding the time frame the motor vehicle and personal property were sent to collections and the tax collector's recommendation. Discussion will continue at the next meeting.
- ii. First Selectman's Comments from 12/18 Meeting**
Discussed under 12bi

13. CITIZENS COMMENTS

None

14. ADJOURNMENT

Art Shilosky **MOTIONED** to adjourn at 10:01 p.m. **SECONDED** by J. Ringo. All members present voted in favor, **MOTION CARRIED**.

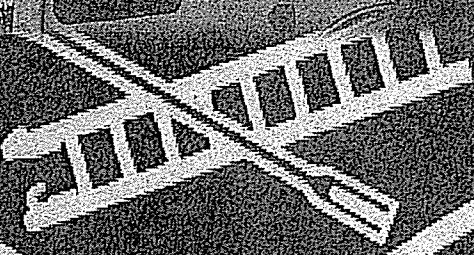
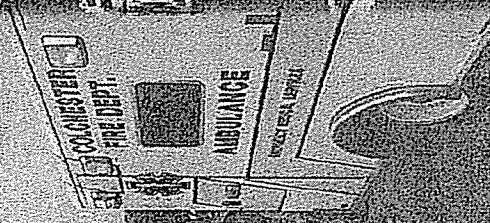
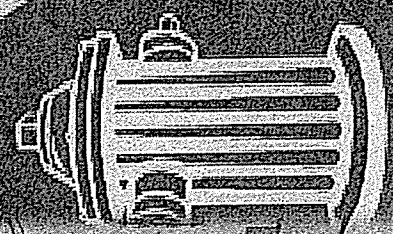
Respectfully Submitted,

Gina Santos, Clerk

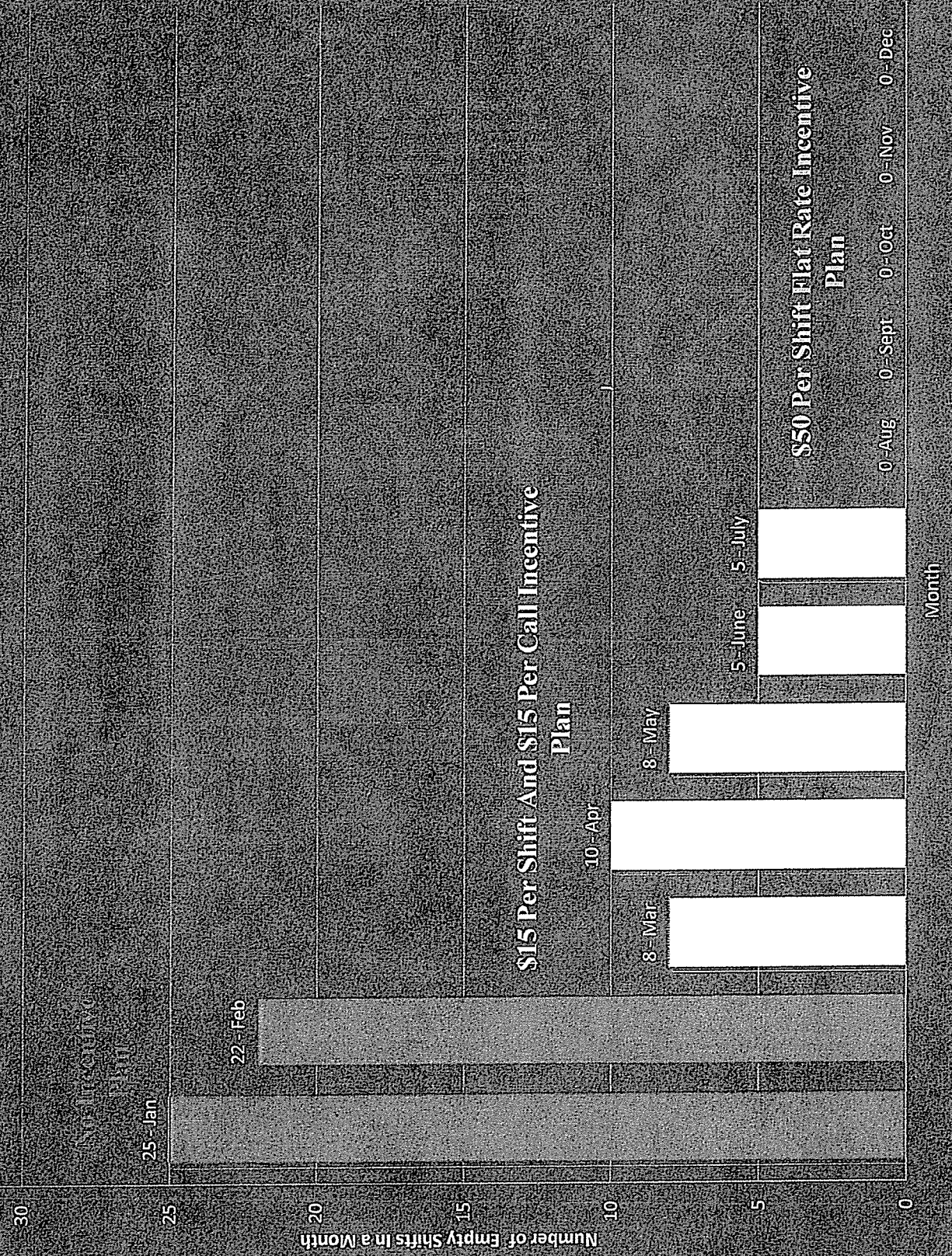
Attachments: Colchester EMS presentation
Tax Collector letter to Board of Finance

COLCHESTER

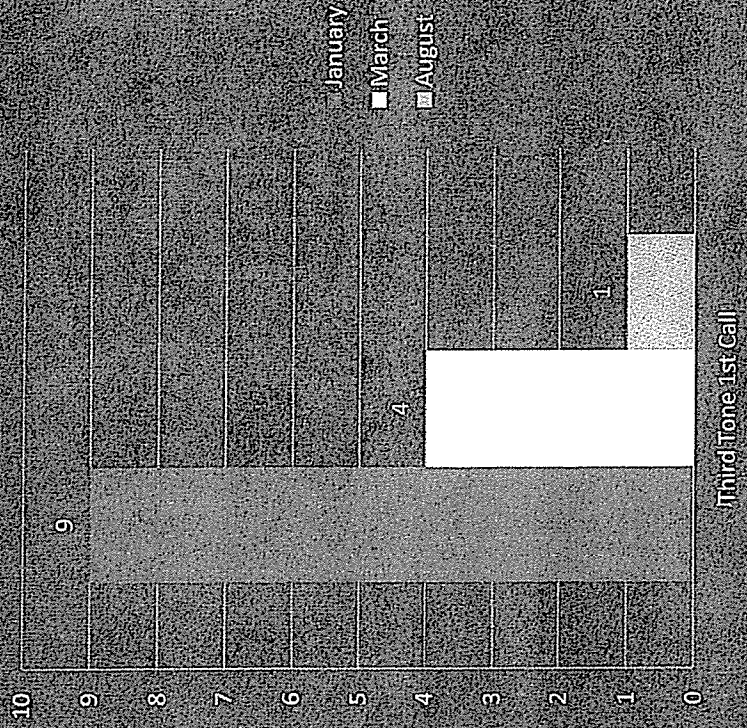
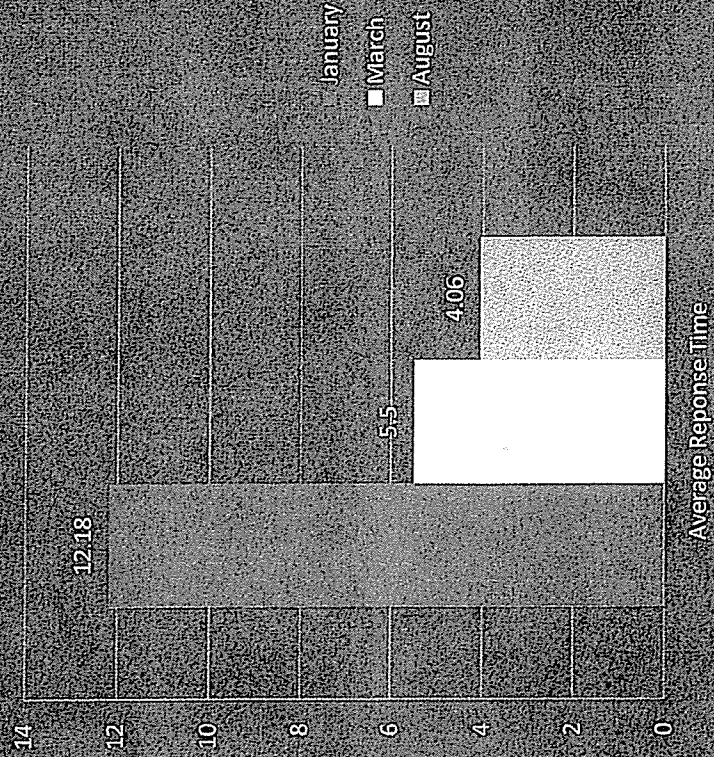
EMTS



Ambulance Shifts for 2013 Requiring a Full Crew

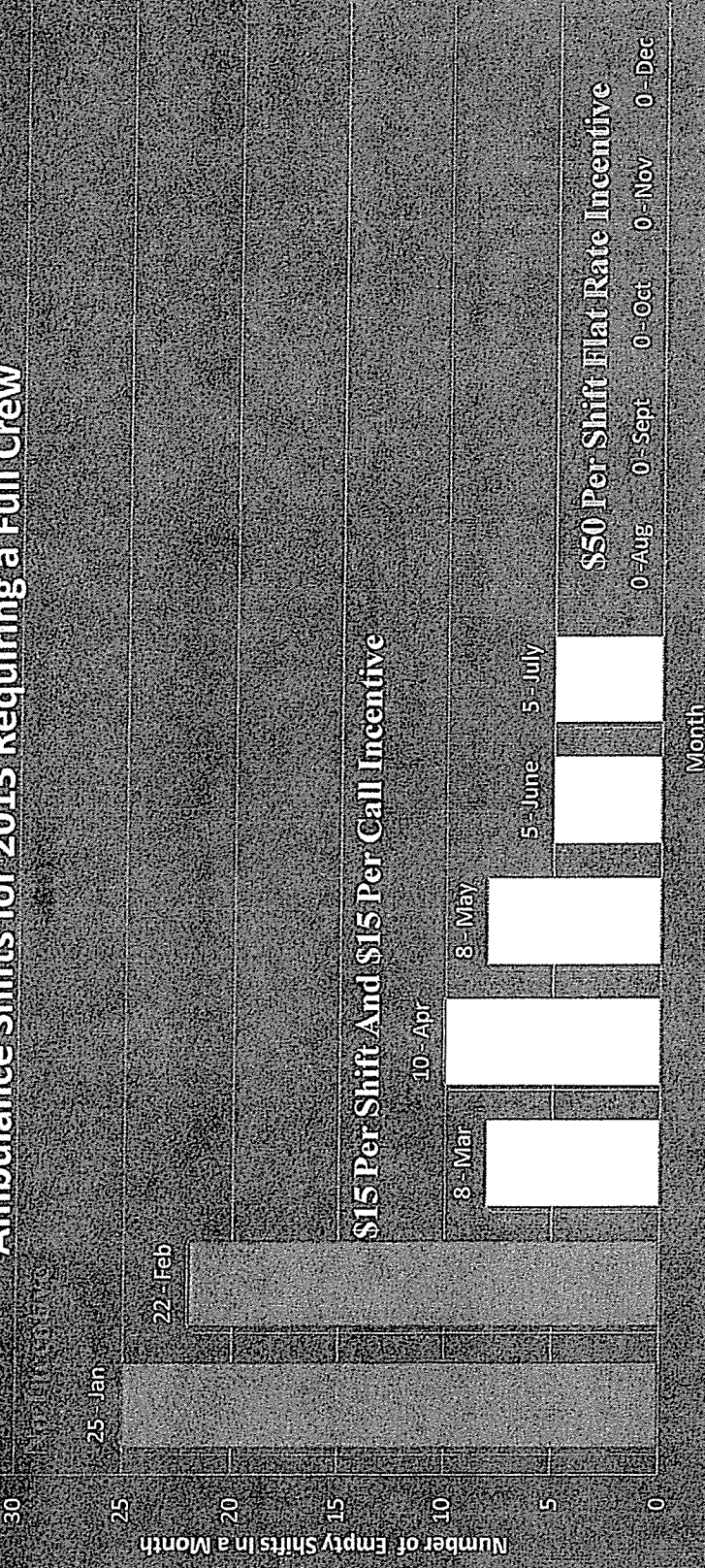


Month	Incentive Plan	Average Reaction Time	3rd tone 1st Call	3rd Tone 2nd Call	M/A 1st Call	M/A 2nd Call	Total EMS Runs On Volunteer Time	Total EMS Runs
Jan	Fuel Comp	12:18	9	3	4	1	62	152
Mar	\$15	5:5	3	0	0	0	51	122
Aug	\$50	4:06	1	0	0	0	54	127



- **Original Pay Plan** = \$15 per shift plus \$15 per call. There is roughly 3 calls per shift. So 3 calls per shift was used to formulate a budget number. This would come to \$60 per person per shift. Which would equate to \$56,160.00 for 6 months.
 - The original program had 19 participants
- **Revised Pay Plan** = Onetime payout of \$50 per shift regardless of calls per person. This would save \$10 per shift compared to the original plan.. Which would equate to \$46,800.00 for 6 months.
 - The revised program has 29 participants
- **Current Request** = Now that the program is in full swing, and more participants have signed up. It is costing roughly \$7,000 per month. Which equates to \$42,000 for 6 months.

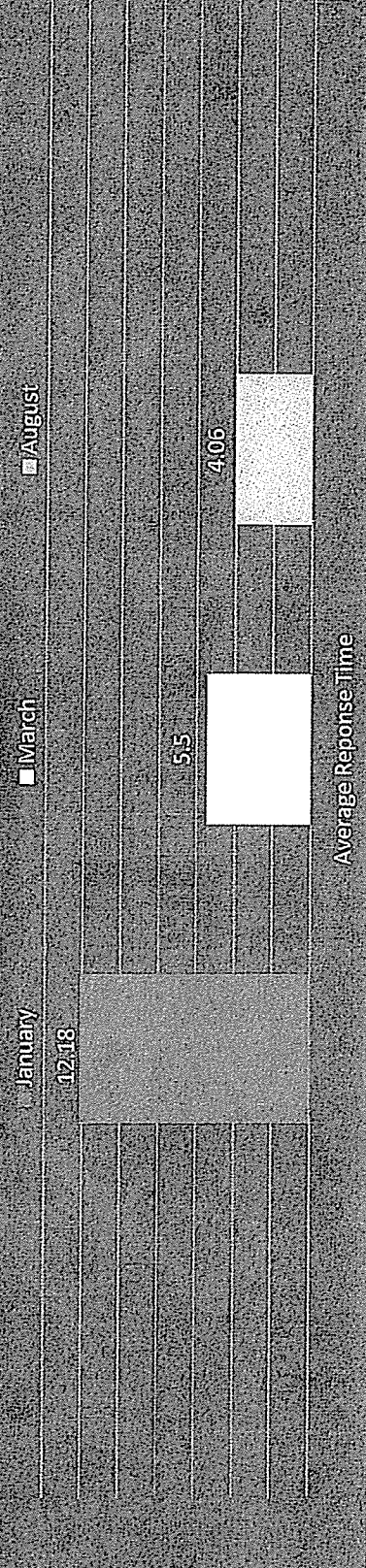
Ambulance Shifts for 2013 Requiring a Full Crew



\$15 Per Shift And \$15 Per Call Incentive

\$50 Per Shift Flat Rate Incentive

Average Response Time for 2013



January

March

August

12/18

Average Response Time

December 23, 2013

To Board of Finance,

After listening to the Board of finance meeting from last week I wanted the chance to address the issue of the collection agency since I could not be present.

There was a suggestion by the BOF over the summer to send the motor vehicle file over to the collection agency after 3 months of being delinquent. The date we sent the file to Rossi Law was 12/4 which was 2 months after that suggested time. This was due to the timing that the delinquent statements and demands went out. The tax payers had 5 months to pay their motor vehicle bills this year before being sent over. The 2-3 months that was stated at the recent meeting was incorrect.

Rossi Law has made contact with taxpayers and found people using their skip tracing which is the outcome we wanted. Since this time we have had increased phone calls in the office and increased walk in traffic inquiring how they can make payment. The tax office actually gets busier after we send accounts over. Even though Rossi collects on our behalf, we still post the payments to the proper accounts, send receipts and make address corrections. This also increases the COC's and refunds that are happening day to day as well.

The past 6 years we have waited until a year to send them over. While I agree with the BOF that the length of time gone by was too long, I would like to wait until after January collections are through next year before sending them over. This gives tax payers 7 months to pay their bill, yet it is still enough time to bring that money in for the current fiscal year. While we have a responsibility to collect the taxes in a timely manner, we also have the responsibility of not letting the 98.39% of people who do pay on time the penalty to have to pay more. I think this is fair as it gives taxpayers who need more time just that.

There is nothing in our statutes that state time periods for collectors to enforce collection action. It states "we shall" collect the taxes. What that basically says is that it is our responsibility to collect those taxes however we can, within the guidelines of our statutes. The time period is something we may need to change from time to time as the needs of the town may change.

If there are further questions please do not hesitate to contact me. I have been forwarding monthly reports to first selectman's office as I have an obligation with my son on Wednesday evenings.

Thank you

Tricia Coblentz