

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Agenda  
January 15, 2014  
Town Hall, Rooms 1&2  
7:00 PM**

NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

2014 JAN 10 AM 11:46

RECEIVED  
COLCHESTER, CT

1. CALL TO ORDER
2. ADDITIONS TO THE AGENDA
3. APPROVAL OF MINUTES: Regular meeting – December 18, 2013; Special Meeting – December 27, 2013
4. CITIZENS COMMENTS
5. AMBULANCE INCENTIVE PLAN – Discussion and Possible Action
6. CIP, MAINTENANCE AND REPAIR PLAN – TOWN
7. DEPARTMENT REPORTS
  - a. Finance Department
  - b. Treasurer
  - c. Tax Collector
8. FIRST SELECTMAN'S REPORT
  - a. Transfer Requests
  - b. First Selectman's Update
9. CORRESPONDENCE
10. LIAISONS: REPORTS
11. OLD BUSINESS
  - a. Town Staffing Presentation – follow-up

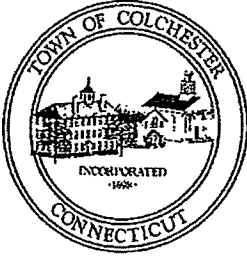
- b. Review of process for additional appropriations, atypical expenditures, line item overages, transfer requests, intra year financial changes that will impact future budgets.
- c. Discussion and Possible Action on future Elected Officials Compensation Process
- d. Discussion of 2014 Budget Process

## 12. NEW BUSINESS

- a. BOS Operations Committees: work done with members of BOS/ BOF and the Bacon Trustees
  - i. BOS recommendation for budget
- b. Late Motor Vehicle and Personal Property Tax Collection Process
  - i. Letter from Tax Collector
  - ii. First Selectman's comments from 12/18 meeting

## 13. CITIZENS COMMENTS

## 14. ADJOURNMENT



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Minutes  
Regular Meeting  
Wednesday, December 18, 2013  
Town Hall - 7:00 P.M.

HEARCY A. BRAY  
TOWN CLERK

*Mary G. Bray*

2013 DEC 20 PM 3:01

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COLCHESTER, CT

**MEMBERS PRESENT:** Rob Tarlov (via phone conference), Rob Esteve, Art Shilosky, John Ringo and James McNair  
**MEMBERS ABSENT:** Thomas Kane  
**OTHERS PRESENT:** First Selectman Gregg Schuster, Maggie Cosgrove, Jim Paggioli, Kurt Frantzen, Dot Mrowka and Civic Students

1. **CALL TO ORDER**  
Vice Chairman R. Esteve called the Wednesday, December 18, 2013 meeting to order at 7:01 p.m.
2. **APPROVAL OF MINUTES: Regular meeting – December 4, 2013**  
J. Ringo **MOTIONED** to approve the minutes of December 4, 2013 regular meeting as typed.  
**SECONDED** by A. Shilosky. All other members present voted in favor, **MOTION CARRIED.**
3. **Approval of Minutes of November 20, 2013 Regular Meeting**  
J. Ringo **MOTIONED** to approve the minutes of November 20, 2013 regular meeting as typed.  
**SECONDED** by A. Shilosky. All other members present voted in favor, **MOTION CARRIED.**
4. **Approval of Minutes of December 11, 2013 Special Tri-Board Meeting**  
J. Ringo **MOTIONED** to approve the minutes of December 11, 2013 special tri-board meeting as typed.  
**SECONDED** by A. Shilosky. J. McNair abstained. All other members present voted in favor, **MOTION CARRIED.**
5. **ADDITIONS TO THE AGENDA**  
None
6. **CITIZENS COMMENTS**  
None
7. **AMBULANCE INCENTIVE REVIEW – Discussion and Possible Action**  
Discussion was had regarding the impact the fire department incentive program will have on the budget, the increase in the amount of money that is needed to continue the funding of this program and what the strategic plan will be for the future of the program. A. Shilosky **MOTIONED** to postpone the transfer of \$48,000 of the Fire Department to January 16, 2014. **SECONDED** by J. McNair. All members present voted in favor, **MOTION CARRIED.**
8. **CAPITAL IMPROVEMENT, MAINTENANCE AND REPARATION PLANS – Jim Paggioli**  
J. Paggioli asked that the word “reparation” be changed to “repair plan”. J. Paggioli presented a draft of the Colchester Fire Department Company 1 capital improvement, maintenance and repair plan for the Board of Finance members to review.

At this time it was asked if the Board of Finance members would like Chief Cox to attend tonight’s meeting to address questions the board members have regarding the ambulance incentive review. The consensus was to defer to the next meeting. Discussion was had. A. Shilosky **MOTIONED** to appropriate \$8,000

out of fund balance to carry the program until January 16, 2014. **SECONDED** by J. McNair. R. Tarlov stated he was against approving 1/6<sup>th</sup> of the \$48,000 that is being requested but would be in favor of 1/6<sup>th</sup> of the \$32,000. A. Shilosky **AMENDED** his motion to appropriate \$5,500 out of fund balance to carry the ambulance incentive program for a month. **SECONDED** by J. McNair. All members present voted in favor, **MOTION CARRIED**.

Discussion continued regarding the capital improvement, maintenance and repair plan. J. Paggioli asked if the form is acceptable. The board members agreed on the format with a few requests.

**9. DEPARTMENT REPORTS**

**a. Finance Department**

M. Cosgrove distributed the November reports and stated revenue is on target and expenditure remains consistent compared to one year ago.

**b. Treasurer**

None

**c. Tax Collector**

Board members received tax collector report and M. Cosgrove stated they are on target as of today. First Selectman G. Schuster stated he has received feedback regarding recent tax bills that were sent out to collections and would like to have a broader discussion on this in the future.

**10. FIRST SELECTMAN'S REPORT**

**a. Transfer Requests**

J. Ringo **MOTIONED** to approve the budget transfer of \$5,500 from "Other Purchased Supplies (13201-42340)," to \$5,500 "Professional Services (13201-44208)."

**b. First Selectman's Update**

First Selectman Schuster provided answers to previous questions that the Board of Finance members asked regarding Park & Recreation 2012/2013 budget transfers. First Selectman Schuster also stated Rescue 128 financing bids came back and the bid that will be recommended is exactly what was budgeted for and gave an overview of where the town stands with MIRMA.

**11. CORRESPONDENCE**

None

**12. NEW BUSINESS**

None

**13. OLD BUSINESS**

**a. Building Project – update and possible discussion**

None

**b. Discussion and Possible Action on future Elected Officials Compensation Process**

Review was had of what has been discussed to date.

**14. CITIZENS COMMENTS**

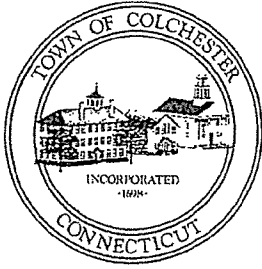
None

**15. ADJOURNMENT**

Art Shilosky **MOTIONED** to adjourn at 8:39 p.m. **SECONDED** by J. McNair. All members present voted in favor, **MOTION CARRIED**.

Respectfully Submitted,

Gina Santos, Clerk



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

RECEIVED  
COLCHESTER, CT  
2013 DEC 27 PM 12:11  
NANCY A. BRAY  
TOWN CLERK  
*Nancy A. Bray*

**Board of Finance Minutes  
Special Meeting  
December 27, 2013, 9:00 AM  
Town Hall, Room 1**

**Members Present: Rob Tarlov, Rob Esteve, Thomas Kane, Art Shilosky, John Ringo and James McNair**

**Members Absent: None**

**Others Present: Stan Soby, Denise Mizla, Chief Walter Cox, Dep. Chief Don Lee, Marc Tate, Roger Jesse, Rosemary Coyle, Mike Caplet**

1. Call To Order: Chairman Rob Tarlov called the December 27, 2013, Special Meeting of The Board of Finance to Order at 9:00 AM
2. AMBULANCE INCENTIVE REVIEW-Discussion and Possible Action to Approve and Clarify Motion made at the December 18, 2013, Regular Board of Finance Meeting. Art Shilosky, James McNair and Tom Kane asked general procedural questions. Chairman Tarlov answered questions regarding line items on budget. **MOTION** made by John Ringo to approve a special appropriation for \$5500 from the General Fund : Unassigned Fund Balance to the Fire Department: Contractual Temporary, Occasional Payroll to provide temporary funding for the ambulance incentive program t. **MOTION Seconded** by James McNair. **Motion Carried** Unanimously.
3. Art Shilosky Motioned to Adjourn at 9:06 AM. Motion Seconded by Thomas Kane. Motion Carried

Respectfully Submitted

Sylvia Miller, Clerk

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