

Town of Colchester, Connecticut

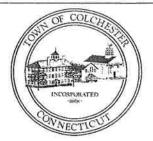
127 Norwich Avenue, Colchester, Connecticut 06415

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COLOHESTER, (

AGENDA FOR REGULAR MEETING of BOARD OF FINANCE December 3, 2014 - Town Hall - 7:00

- 1. CALL TO ORDER
- 2. ADDITIONS TO THE AGENDA
- 3. APPROVAL OF MINUTES: November 19, Regular Meeting
- 4. CITIZENS COMMENTS
- 5. REVIEW AMBULANCE INCENTIVE PROGRAM update Chief Cox
- 6. DEPARTMENT REPORTS
 - a. Finance Department
 - b. Tax Collector Reports and Discussion
- FIRST SELECTMAN'S REPORT.
 - a. Transfer Requests
 - b. First Selectman's Update
- 8. LIAISON REPORTS
- 9. NEW BUSINESS
- 10. OLD BUSINESS
 - a. BUDGET REVIEW and 2014-2015 PLANNING OBJECTIVES
 - i. Updates
 - ii. Health Insurance Funding Policy
 - iii. Survey Status
 - iv. Subcommittees Reports
 - v. IGA budget treatment
 - b. Status of Review of Capital Improvement Plan Equipment -
- 11. CITIZENS COMMENTS
- 12. EXECUTIVE SESSION Employment Matter.
- 13. ADJOURNMENT



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Meeting Minutes Wednesday, November 19, 2014 Town Hall Meeting - 7:00 p.m.

Members Present Chairman Rob Tarlov, Art Shilosky, Tom Kane, James McNair, Rob Este Members Absent: John Ringo

Others Present: First Selectman Stan Soby, CFO Maggie Cosgrove, Tax Collector Don Philips O Director of Public Works Jim Paggioli, IT Coordinator Marc Tate, Bacon Academy Civic Students, Gary Siddell

1. CALL TO ORDER: Chairman Tarlov called the meeting to order at 7:00 p.m.

2. ADDITIONS TO THE AGENDA:

- R. Esteve motioned to add to the agenda item 5A. IT Presentation by Marc Tate, seconded by J. McNair. Vote was unanimous. MOTION CARRIED.
- T. Kane motioned to add to the agenda as item 9.a) Approval of the 2015 meeting dates, seconded by R. Esteve. Vote was unanimous. MOTION CARRIED.

3. APPROVAL OF MINUTES -

- November 5, 2014 REGULAR MEETING: R. Esteve motioned to approve the minutes of the November 5, 2014 regular meeting, seconded by A. Shilosky. Vote was unanimous. MOTION CARRIED.
- CITIZEN'S COMMENTS: None
- 5A. IT Presentation by Marc Tate: The presentation gave an overview of how Colchester ranks in dollars spent on IT, where the future of technology is going, what has been accomplished over the past few years, lifespan of equipment, and how the efficiency of staff could be improved by investing in technological solutions.
- 5. ENERGY PROJECT: J. Paggioli gave an update on the Energy Performance Project. Contingency funds of \$127,048 remain. Over \$200,000 of repair and maintenance work were identified to existing systems during the installation of the project. The work must be done in order to receive the full benefit from the ECM. There was general consensus among BOF members that the remaining funds should be used towards the the repairs and maintenance work needed. All changes made in facilities included in the contract that would result in an increase or decrease of electricity used must be reported to Honeywell in order to keep in compliance with the contract. He sees this as a challenge.

6. DEPARTMENT REPORTS

a) Finance Department:

- i. Health Insurance Quarterly Update: No update. M. Cosgrove reviewed expenditures and revenue through October 31, 2015. She is concerned with the increase with unemployment claims.
- b) Tax Collector Reports and Discussion: D. Philips said the Board of Selectmen approved entering into contract with Point & Pay. Implementation should be early 2015. Other departments are interested in card readers. J. Ringo had previously requested a comparison between commercial and residential taxes. Mr. Philips has looked into this but is unable to separate them in any way. Delinquent notices have been sent out with a collection agency. Since October close to 3000 notices have been referred. In the future he feels he needs to identify ways to communicate to people consequences of having delinquent taxes. He will do his best to work with people but if they do not come to him he cannot help them.

7. FIRST SELECTMAN'S REPORT

- a) Transfer Requests: T. Kane motioned to approve the following appropriation: \$5,500 from Grounds Maintenance Regular Payroll (13203-40101) to Contractual, Temp, Occasional Payroll (13203-40105); \$5,775 from General Fund Unassigned Fund Balance (18501-36250) to Facilities Professional Services (13205-44208); motion seconded by R. Esteve. Vote was unanimous. MOTION CARRIED.
- b) First Selectman's Update: KX dispatch Lebanon has gone to Willimantic, East Haddam is looking into going to Valley Shore, Middlesex is on board. Dispatchers have not received a pay increase in quite a lengthy time. The budget is still being worked on but they were given a quarterly bonus. The budget for Chatham Health District is being monitored. STEEP application for the Paper Mill Bridge repair has been completed. A Nature Conservancy grant is being looked into. Two sets of union negotiations will be heading into mediation. Attended the annual meeting of Community Foundation of Eastern Connecticut.
- 8. LIAISON REPORTS: R. Esteve reported for the Board of Education has begun the search for a high school principal for next year. A grant for \$143,000 for school security was received. The grant can be used to reimburse the district for some of the work that has already been done to provide security upgrades. They will discuss the budget survey at their next meeting. A. Shilosky reported that the Commission on Aging was not able to meet due to lack of quorum. It is uncertain when they will have quorum for a meeting due to a shortage of members. The Building Committee looked at three options. The architect provided a breakdown of costs for each. There will be a tri-board meeting on December 10th for the Building Committee to provide an update to all three boards.

9. NEW BUSINESS:

a.) **Approval of 2015 Meeting Dates:** R. Esteve motioned to approve the 2015 meeting dates as follows:

(1st and 3rd Wednesday @ 7:00pm)

January 7 & 21, February 4 & 18, March 4 & 18, April 1 & 15, May 6 & 20, June 3 & 17,

July 1 & 15, August 5 & 19, September 2 & 16, October 7 & 21, November 4 & 18,

December 2 & 16

10. OLD BUSINESS

- a) Budget Review and 2014-2015 Planning Objectives
 - I. Updates:
 - II. Health Insurance Funding Policy results of Lockton Meeting: Lockton gave a presentation on November 17th. M. Cosgrove will provide a spreadsheet of comparisons once she has them.
 - III. Survey Status: The BOE will review the survey at their next meeting and BOS will review at their meeting on November 20th.
 - **IV. Subcommittee Reports:** J. McNair said the subcommittee is working on identifying what it is important for taxpayers to understand. Narratives are being worked on and charts will be part of the presentations. There was no update from the subcommittee working on communications.
- 11. CITIZENS COMMENTS: None
- **12. ADJOURNMENT:** R. Esteve motioned to adjourn, seconded by T. Kane. Vote was unanimous. **MOTION CARRIED.** Chairman Tarlov adjourned the meeting at 8:46pm.

Submitted by,

Dawn LePage, Clerk

Town of Colchester

General Fund

Departmen	t: First Selectman				
Reason for Request:	r Legal expenses for assessment appeals, Heavy Rescue vehicle lease purchase, general municipal legal				
Reason for Available Funds:	Selectman - position volumes Vorkers Compensation	e - Resignation of First Selectman & Exec acancy including FICA/Medicare and reti n insurance - increase in premium renew MA assessment to Town.	irement contribution savings.		
From:	Account Number	Account Name	Amount		
	11201-40101	Regular Payroll	2,960		
	11201-41230	FICA/Retirement	3,102		
	11701-41260	Workers Compensation	5,987		
То:	11201-44203	Legal	12,049		
		Department Director or Supervisor Print Name Stan Soby, First Selecti			
	Date Approved	Chief Financial Officer First Selectman	7		
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clark			

General Fund

Departmen	t: First Selectman				
Reason for Request:	Additional nameplates and signature stamps for Board of Selectmen, and business cards for First Selectmen' office - resignation of First Selectman, Selectman, and Executive Assistant to First Selectman during FY 13/14.				
Reason for Available Funds:	Long years	cutive Assistant to First Selectman			
From:	Account Number	Account Name	Amount		
	11201-40101	Regular Salary	143		
To:	11201-42301	Office Supplies	143		
	Nov 24, 2014 Date Requested	Department Director or Supervisor - Print Name Stan Soby, First Selectr			
	11/24(cd) Date Reviewed	Chief Financial Officer)		
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clark			

General Fund

Departmer	t: First Selectman				
Reason for Request:	- IC-stain curred for employee recognition (retirements - Elewer arrangements for tune				
Reason for Available Funds:	Postage - use less that Legal notices - none Equipment Repairs -	an anticipated due to increased use of s posted by First Selectman's office none incurred	canning to email		
From:	Account Number	r Account Name	Amount		
	11201-44217	Postage	215		
	11201-44230	Legal Notices	440		
	11201-46224	Equipment Repairs	150		
То:	11201-47242	Parades & Celebrations	805		
	Nov 24, 2014 Date Requested	Department Director or Supervisor	or - Signature		
	Date Reviewed	Print Name Stan Soby, First Selection Chief Financial Officer	ectman		
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

Town of Colchester

General Fund

Departmen	t: First Selectman					
Reason for Request:	Costs for citizen communications and surveys. Allocation across departments of costs to publish and distribute Colchester Connections.					
Reason for Available Funds:		anticipated due to increased use of sca	anning to email			
From:	Account Number	Account Name	Amount			
	11201-44217	Postage	901			
Го:			lego			
	11201-44208	Professional Services	680			
	11201-44232	Printing & Publications	221			
	Nov 24, 2014	My				
	Date Requested	Department Director or Supervisor	or - Signature			
	9	Print Name Stan Soby, First Sele	ctman			
	11/24/14	William &	2			
	Date Reviewed	Chief Financial Officer	\supset			
	Date Approved					
	Suco Approved	First Selectman				
	Date Approved	Board of Selectmen Clerk				
	Date Approved	Board of Finance Clerk				

Town of Colchester

General Fund

Departmen	t: First Selectman		
Reason for Request:	Town owned propert	y located in Town of Hebron remaining after	land swap with Hebron
Reason for Available Funds:	Postage use less than	anticipated due to increased use of scanning	to email
From:	Account Number	Account Name	Amount
	11201-44217	Postage	54
			·
	l		
То:	11201-45250	Hebron Taxes	54
		() (1)	
	Nov 24, 2014 Date Requested	Department Director or Supervisor - Si	anature
	2442744		
	ar -	Print Name Stan Soby, First Selectman	
	11/24/14	"I Myself"	
	Date Reviewed	Chief Financial Officer)
	Date Approved		
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

Town of Colchester

General Fund

Departmen	t: Human Resources				
Reason for Request:		Legal fees associated with separation agreement with Tax Collector, collective bargaining, and other labor/personnel related matters.			
Reason for Available Funds:	Unemployment - sig FY 13/14 compared t	n vacancy in FY 13/14 (Assistant Town Clerk - o	sation claims filed during		
From:	Account Number	r Account Name	Amount		
	11303-40101	Tax Collector - Regular Salary	7,141		
	11303-41230	Tax Collector - Employee Related Ins.	1,907		
	11701-44243	Insurance - Unemployment Comp.	16,173		
No.	11501-40101	Town Clerk - Regular Salary	13,025		
Tol	11205-44203	Human Resources - Legal	38,246		
	Nov 25, 2014 Date Requested	Department Director or Supervisor - S	ignature		
		Print Name Stan Soby, First Selectman	ח		
	Date Reviewed	Chief Financial Officer			
	(i \ z) \ \ \ \ Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

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Town of Colchester

General Fund

Departmen	t: Human Resources				
Reason for Request:	Advertising costs for vacant positions due to unanticipated employee resignations (Assistant Town Planner/Zoning Enforcement Officer)				
Reason for Available Funds:	opportunity to marke	strative fees for Section 125 plan (no fees char t voluntary insurance products to employees) ayed due to staff turnover in First Selectman's	, installation of Applicant		
From:	Account Number	Account Name	Amount		
	11205-44208	Professional Services	200		
То:	11205-44231	Advertising	200		
	Nov 24, 2014 Date Requested	Department Director or Supervisor - Signature Stan Soby, First Selectman			
	Date Reviewed	Chief Financial Officer First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Poard of Sinance Clark			

Town of Colchester

Department	t: Assessor				
Reason for Request:	Postal rate increase per mailing				
Reason for Available Funds:	Quality Data contract	renewal less than anticipated	,		
rom:	Account Number	Account Name	Amount		
	11304-44205	Data Processing	159		
o:	11304-44217	Postage	159		
	Oct 31, 2014 Date Requested	Department Director or Supervisor	- Signature		
		Print Name John Chaponis, Assess	or		
	Date Reviewed	u may of			
	11/24/4 Date Approved	Chief Financial Office D			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

Town of Colchester

General Fund

Departmen	t: Assessor				
Reason for Request:	Per copy charges greater than anticipated (number of copies)				
Reason for Available Funds:	II.	t renewal less than anticipated			
From:	Account Number	r Account Name	Amount		
	11304-44205	Data Processing	47		
То:	11304-42233	Copier	47		
		Om			
	Oct 31, 2014 Date Requested	Department Director or Supervisor - S	 Signature		
		Print Name John Chaponis, Assessor			
		7. 1/4			
	Date Reviewed	Chief Financial Officer			
	almy	Un			
	Date Approved	First Selectman			
	Date Approved	·			
	Date Apploted	Board of Selectmen Clerk			
	Date Approved	Board of Einange Clark			

Town of Colchester

Departmen	t: Assessor				
Reason for Request:	Premium rate increase for life insurance greater than anticipated				
Reason for Available Funds:	1	renewal less than anticipated			
From:	Account Number	Account Name	Amount		
	11304-44205	Data Processing	65		
То:	11304-41210	Employee Related insurance	65		
	Oct 31, 2014 Date Requested	Department Director or Supervisor	- Signature		
		Print Name John Chaponis, Assess	sor		
	Date Reviewed	Chief Financial Office	1		
	ા (પ્ય પ્ Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Poard of Finance Clark			

Departmen	t: Assessor					
Reason for Request:	PERFORMED MORE IN HOUSE PERSONAL PROEPRTY AUDITS.					
Reason for Available Funds:	BECAUSE WE PERFO AMOUNT SPENT HIR	RMED MORE IN HOUSE PERSONAL PROPERTING OUTSIDE HELP.	ry audits, we decreased			
From:	Account Numbe	r Account Name	Amount			
	44208	PROFESSIONAL SERVICES	734			
То:	40103	OVERTIME	734			
	Oct 31, 2014 Date Requested	Department Director or Supervisor -	Signature			
	Date Reviewed (() U) V Date Approved	Print Name JOHN CHAPONIS Chief Financial Officer First Selectman	5			
	Date Approved	Board of Selectmen Clerk	,			
	Date Approved	Board of Finance Clerk				

Departmen	t: Planning & Code Ad	Iministration				
Reason for Request:	F Architectural consulting services for Linwood Avenue Streetscape project not eligible for grant funding (State of CT Main Street Investment Fund Program)					
Reason for Available Funds:	I.	on vacancy - Building Official				
From:	Account Number	Account Name	Amount			
	11411-40101	Regular Payroll	4,958			
	11411-41230	FICA/Retirement	1,972			
То:	11411-44208	Professional Services	6,930			
	Nov 24, 2014 Date Requested	Department Director or Supervisor - Sig	inature			
	Date Hodgestea					
		Print Name Adam Turner, Town Planne	r			
	Date Reviewed	Chief Financial Officer				
	Tulaulu	Ciliei i ilianiciai dinder				
	Date Approved	First Selectman				
	Date Approved	Board of Selectmen Clerk				
	Date Approved	Board of Finance Clerk				

Departmen	t: Planning & Code Ad	ministration				
Reason for Request:	Bid advertisement for Linwood Avenue Streetscape project not eligible for grant funding (State of CT Main Street Investment Fund Program)					
Reason for Available Funds:	Unanticipated position	on vacancy - Building Official				
From:	Account Number	Account Name	Amount			
	11411-41230	FICA/Retirement	139			
Го:	11411-44230	Legal Notices	139			
	Nov 24, 2014	ad 2				
	Date Requested	Department Director or Supervisor -	Signature			
		Print Name Adam Turner, Town Pla	anner			
	Date Reviewed	Chief Financial Officer	5			
	ulayly	My				
	Date Approved	First Selectman				
	Date Approved	Board of Selectmen Clerk				
	Date Approved	Board of Finance Clerk				

Town of Colchester

Departmen	t: Planning & Code Ad	ministration	
Reason for Request:	Premium rate increas	e for life insurance greater than anticipate	ed
Reason for Available Funds:		on vacancy - Building Official	
From:	Account Number	Account Name	Amount
	11411-41230	FICA/Retirement	87
То:			
10.	11411-41210	Employee Related insurance	87
	Nov 24, 2014	Ca Z	
	Date Requested	Department Director or Supervisor	- Signature
		Print Name Adam Turner, Town Pl	anner
	11/24/14	The Magnet	
	Date Reviewed	Chief Financial Officer	2
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Roard of Finance Clark	

General Fund

Departmen	t: Police		
Reason for Request:	Premium rate increase	e for life insurance greater than anticipated	
Reason for Available Funds:	1	nt calculation less than budgeted (elective p	re-tax reductions in salary)
From:	Account Number	Account Name	Amount
	12101-41230	FICA/Retirement	413
То:	12101-41210	Employee Related insurance	413
		J I	+ I
	Nov 24, 2014 Date Requested II/2-1/14 Date Reviewed I(\UM\M Date Approved	Department Director or Supervisor - S Print Name Sgt. Joe Mercer, Resident Chief Financial Officer First Selectman Board of Selectmen Clerk	
	Date Approved	Pearl of Finance Clark	

General Fund

Departmen	t: Police		
Reason for Request:		naintenance due to advanced aging of police cro n due to underbody rust.	uisers and unexpected
Reason for Available Funds:	Participation and sar Savings in radar/lase	COLLECT system that has been discontinued. vings in uniform cleaning allowance. er calibrations due to finding less expensive comwer than anticipated.	pany for calibrations.
From:	Account Numbe	er Account Name	Amount
	12101-44208	Professional Services	2,518
	12101-46224	Equipment Repairs	1,923
	12101-45216	Telephone	24
То:	12101-46390	Vehicle Maintenance & Fuel	4,465
	9/22/14 Date Requested	Department Director or Supervisor - Sig	
		1/	
	11/24/14	Print Name Sgt. Joe Mercer	
	Date Reviewed	Chief Financial Officer	
	(1/m/y	M	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Police		
Reason for Request:	Increase in training du regulations.	e to purchase of new firearms for officers to	comply with state
Reason for Available Funds:		ower cost than anticipated.	
From:	Account Number	Account Name	Amount
	12101-42301	Office Supplies	97
То:	12101-43213	Mileage, Training & Meetings	97
	cat 1	Silam	7
	Date Requested	Department Director or Supervisor - S	ignature
	11/24/14	Print Name St. J. Men	
	Date Reviewed	Chief Financial Officer	
	11 myly	My	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

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Town of Colchester

General Fund

Departmer	nt: Civil Preparedness			
Reason for Request:	. Upgrades to EOC fac line Item: i.e. redund the future years.	ility required additional annu ant lines, dsl, internet, ; of wh	ial operational incr ich 50% is recover	eases to the telephone able by EMPG grants in
Reason for Available Funds:	Equipment that wou	ld have been repaired were r broken, and savings on Prof	eplaced in part by essional Service Co	the EOC Upgrade, and ontract
From:	Account Number	Account N	lame	Amount
	12301-46224	Equipment Repairs		2,400
	12301-44223	Service Contracts		240
То:	12301-45216	Telephone		2,640
	Nov 21, 2014 Date Requested	Department Director or	Supervisor - Sign	nature
	11/24/14	Print Name James Par	ggioli	
	e (My Date Approved	Chief Financial Officer First Selectman		
	Date Approved	Board of Selectmen Cler	k	
	Date Approved	Board of Finance Clerk		

Town of Colchester

General Fund

Departmer	nt: Public Works Administ	tration	
Reason for Request:	Slight overage in Office Organization of Office. Residual Change in Insu		eparation and
Reason for Available Funds:	Director Previously Pur purchased his own safe	chased Safety Shoes that lasted more than a ety glasses.	a single year and
From:	Account Number	Account Name	Amount
1111(6)	13200-42323	Protective Clothing and Safety Equip.	243
То:	13200-42301	Office Supplies	63
	13200-42233	Copier	30
	13200-41210	Employee Related Insurance	150
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Si	gnature
		Print Name James Paggioli	
	11/24/14	4 May Son	**************************************
		Chief Financial Officer	
	11/24/4	VIII	
	Date Approvèd F	First Selectman	
	Date Approved E	Board of Selectmen Clerk	
	Date Approved E	Board of Finance Clerk	

Town of Colchester

Departmen	t: Highway				
Reason for Request:	Premium rate increase for life insurance greater than anticipated				
Reason for Available Funds:	Reduction in electrici	ty costs for traffic control signals			
rom:	Account Number	Account Name	Amount		
	13201-45389	Traffic Control Lights	60		
ō;	13201-41210	Employee Related insurance	60		
	Nov 21, 2014	Mil			
	Date Requested	Department Director or Supervisor - S	ignature		
		Print Name James Paggioli, Director of	of Public Works		
	। विस्तित् Date Reviewed	Chief Financial Officer			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

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Town of Colchester

Departmen	t: Highway				
Reason for Request:	Multiple trucks required unanticipated leaf spring replacement and unanticipated loader hydraulic pump replacement. This item also covers all expenses for repair of trucks during the Snow season, which encompassed a total of 40 event responses. Normal winter responses average 19 to 23 responses per winter season.				
Reason for Available Funds:	order to allow for the Way clearing until Fa were repaired during	ered to cover unanticipated costs at the repair of items listed above. The result Il 2014, which did occur in Oct/Nov 2014 FY 13/14 occurred primarily on BOE gro ion in electricity costs for traffic control s	was the deferment of Right of 4, and drainage structures that bunds, which were paid from		
From:	Account Number	Account Name	Amount		
	13201-44237	Equipment Rental	8,210		
	13201-42340	Other Purchased Supplies	10,480		
	13201-45389	Traffic Control Lights	2,741		
Го:	13201-46390	Vehicle Maintenance & Fuel	21,431		
	l .				
	Nov 21, 2014 Date Requested	Department Director or Supervisor	or - Signature		
	11/24/14	Print Name James Paggioli, Dire	ector of Public Works		
	Date Reviewed	Chief Financial Officer First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

Departmen	t: Building & Grounds		
Reason for Request;	Overage in account d and increase Fuel use	ue to significant repairs on John Deer Trac and repairs to support snow operations in	ctor Hydrostatic Transmission n January and February
Reason for Available Funds:	Sequester of funds versus improving confixed. Similar use of funds	ary repair of Tennis Court and "maintain w to offset repair of machinery required to r ditions that would we be unable to maint s directed to be reserved for repair. on of staff created vacancy.	maintain existing condition
From:	Account Number	Account Name	Amount
	13203-48417	Building Grounds Improvement	1,325
	13203-42334	Grounds Maintenance Supplies	4,854
	13203-46229	Other Repair Services	300
	13203-40101	Regular Payroll	5,925
To:	13203-46390	vehicle Maintenance and Fuel	12,404
	Nov 21, 2014	all rel	
	Date Requested	Department Director or Supervisor	- Signature
		Print Name James Paggioli	
	Date Reviewed (()) () Date Approved	Chief Financial Officer First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Paged of Eineman Clark	

Departmen	t: Building & Grounds				
Reason for Request:	require to conform to	Concession Stand Improvements, (Non scalding mixing valves in bathrooms, etc) were require to conform to Chatham Health Department requirements, so that the space could be occupied and permitted by current contract holder.			
Reason for Available Funds:	Savings on temporary	repair of Tennis Court and "maintain what	t we have first" priority.		
From:	Account Number	Account Name	Amount		
	13203-48417	Building Grounds Improvement	1,392		
o ;	13203-46226	Building Repair	1,392		
	Nov 21, 2014 Date Requested	Department Director or Supervisor -	Signature		
	4	Print Name James Paggioli			
	Date Approved	Chief Financial Officer First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Poord of Finance Clark			

Departmen	t: Building & Grounds				
Reason for Request:	Electricity use was higher due to increased use of Field lighting by sport leagues. These were not included within the Energy Performance Contract and the revenue collected from the leagues to offset the use is credited to the general fund without the offset being applied to this line item.				
Reason for Available Funds:	1) Dismissal -promotio	n of staff created vacancy. thin line item due to seasonal help be	eing limited.		
From:	Account Number	Account Name	Amount		
	13203-40101	Regular Payroll	1,910		
	13203-40105	Contractor Temporary Seasonal	1,179		
То:	13203-45622	Electricity - Non Heat	3,089		
		10.0			
	Nov 21, 2014 Date Requested	Defendance of Supervision	nor Signature		
	Date Requested	Department Director or Supervis	eor - Signature		
	11/2×14	Print Name James Paggloli			
	Date Reviewed	Chief Financial Office) '		
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

Departmen	t: Building & Grounds		
Reason for Request:	Unanticipated Sign r	eplacement.	
Reason for Available Funds:	Savings with line iter	n.	
From:	Account Number	Account Name	Amount
	13203-42334	Grounds Maint. Supplies	141
Го:	13203-42340	Operating Supplies	141
	Nov 21, 2014 Date Requested	Department Director or Supervisor - S	ignature
	Date Reviewed	Print Name James Paggioli Chief Financial Officer First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

Departmen	t: Building & Grounds				
Reason for Request:	Transfer/promotion of staff created vacancy and increase to overtime, increased coverage required for RecPlex weekend maintenance due to use by sport leagues and the public during peak seasons. (fall/spring)				
Reason for Available Funds:	So a S	of staff created vacancy.			
From:	Account Number	Account Name	Amount		
	13203-40101	Regular Payroll	4,336		
То:	13203-40103	Overtime	4,336		
	Nov 21, 2014	Whil	1.1		
	Date Requested	Department Director or Supervisor	- Signature		
		Print Name James Paggioli			
	11/25/14	h Mag Cor			
		Chief Financial Officer	2		
	Mulia -				
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Roard of Finance Clark			

General Fund

Departmen	t: Grounds Maintenan	се			
Reason for Request:	Fuel/Heating - 18% increase in heating degree days from historic average.				
Reason for Available Funds:	2) Training was condu host site (2 free seats	cted via website and DAS services ucted on-site and Department benefited fro per event) g - inspection of existing netted savings and			
From:	Account Number	Account Name	Amount		
	13203-44231	Advertising	200		
	13203-43213	Mileage, Training, Meetings	300		
	13203-42323	Protective Clothing & Equipment	396		
То:	13203-45221	Fuel/Heating	896		
	Nov 21, 2014 Date Requested	Department Director or Supervisor - S Print Name James Paggioli, Director			
	Date Reviewed ((\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Chief Financial Officer First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Roard of Finance Clark			

General Fund

Departmen	t: Grounds Maintenan	ce		
Reason for Request:	Skylogix licensing fee was not anticipated in the original budget.			
Reason for Available Funds:		line item due to seasonal help being limited		
From:	Account Number	Account Name	Amount	
	13203-40105	Contractual, Temp, Occasional Payroll	550	
То:	13203-44223	Service Contracts	550	
		710		
	Nov 21, 2014	ford		
	Date Requested	Department Director or Supervisor - Signature	gnature	
		Print Name James Paggioli, Director of	Public Works	
	11/25/14 h Mgg Ch			
	Date Reviewed	Chief Financial Officer		
	illulia	M		
	Date Approved	First Selectman		
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clark		

General Fund

Departmen	it: Grounds Maintenan	ice	1
Reason for Request:	Premium rate increas	se for life insurance greater than anticipated	
Reason for Available Funds:	Marie de la companya del companya de la companya del companya de la companya de l	of staff created vacancy, therefore unexpende	ed FICA/retirement funds
From:	Account Number	Account Name	Amount
	13203-41230	FICA/Retirement	82
	l		
То:	13203-41210	Employee Related Insurance	82
		- 1.5	
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Sign	gnature
		Print Name James Paggioli, Director of	Public Works
	11/28/14	Whom Fr	
	Date Reviewed	Chief Financial Officer	
	(1/2C/14	lly	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	-
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t Grounds Maintenan	ce	
Reason for Request:	Marginal overage in l	line painting equipment repair	
Reason for Available Funds:	1	nomical option than rental of the identical pie	ce of equipment
From:	Account Number	Account Name	Amount
	13203-44237	Equipment Rental	110
To:	13203-46224	Equipment Repairs	110
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Signature Print Name James Paggioli, Director of	
	Date Reviewed Output Date Approved	Chief Financial officer First Selectman	7
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

P1 13/14

Town of Colchester

Departmen	t: Engineering				
Reason for Request:	Dramitim rate increase for life insurance greater than anticipated				
Reason for Available Funds:	Actual FICA/Retireme	ent calculation less than budgeted (elective p	ore-tax reductions in salary)		
From:	Account Number	Account Name	Amount		
	13301-41230	FICA/Retirement	16		
·o;	13301-41210	Employee Related insurance	16		
	Nov 24, 2014	Al Justo			
	Date Requested	Department Director or Supervisor - S	Signature		
	パープングラング Date Reviewed	Print Name Sal Tassone, Town Engine	eer)		
	Date Approved	First Selectman	HI .		
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

General Fund

Departmen	nt: Transfer Station		
Reason for Request:	Building has Electric I	Heat, 18% increase in Heating Degree Days an	nd rate per kwHr
Reason for Available Funds:		laintenance due to fewer things breaking.	
From:	Account Number	Account Name	Amount
	13601-46226	Building Maintenance	99
To:	13601 - 45622	Electricity	99
		21	
	N 24 2014	Mark	
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Si	gnature
	•		
		Print Name James Paggioli	
	11/25/14	h may	
	Date Reviewed	Chief Financial Office	
	Milalia	M	
	Date Approved	First Selectman	
		X.	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

Departmen	nt: Transfer Station		
Reason for Request:	Overage in transporta provider.	tion cost, increased cost at facilities serviced	by Trash Hauling
Reason for Available Funds:	1	I Service required at the Transfer Station. (Sir	ngle Grinding)
From:	Account Number	Account Name	Amount
	13601-44208	Professional Services	1,607
			1
			L
То:	13601 - 43212	Transportation	1,607
		10 -1	
	Nov 21, 2014	Of god	
	Date Requested	Department Director or Supervisor - Si	gnature
	,	Print Name James Paggioli	
	11/25/14	1 May 4	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Roard of Finance Clerk	

Departmen	t: Transfer Station		
Reason for Request:	Change in rate for Ins	surance.	
Reason for Available Funds:	Personnel promoted replacement could be	to other division of Public Works. FICA was e hired.	not utilized until
From:	Account Number	Account Name	Amount
	13601-41230	FICA	30
То:	13601 - 41210	Employee Related Insurance	30
		110	
	Nov 21, 2014 Date Requested	Department Director or Supervisor -	Signature
	Date Nequested		olynature
		Print Name James Paggioli	
	11/22/14	umo	
	Date Reviewed	Chief Financial Officer	2
	Date Approved	First Salastras	
		First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Paged of Einamas Clark	

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Town of Colchester

General Fund

Departmen	t: Transfer Station			
Reason for Request:	Personnel promoted to other division of Public Works. Overtime was utilized in order to fi the assignment until replacement could be hired.			
Reason for Available Funds:		e item due to issue above.		
From:	Account Number	Account Name	Amount	
	13601-40101	Regular Payroll	1,524	
	1			
То:	13601 - 40103	Overtime	1,524	
	Nov 21, 2014 Date Requested	A partition of Director or Supervisor -	Signature	
	•			
	Date Reviewed Let Vag Date Approved	Print Name James Paggioli Chief Financial Officer First Selectman	5	
]	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clerk		

Town of Colchester

Departmen	t: Transfer Station		
Reason for Request:	Household Hazardou	s Waste Collection is increasingly utilized by th	ne public.
Reason for Available Funds:	Fewer Mechanical bre	eakdowns on Transfer Station Equipment.	
From:	Account Number	Account Name	Amount
	13601-46390	Vehicle Maintenance & Fuel	3,875
⁻ o:	13601 - 46228	Household Hazardous Waste Collection	3,875
	Nov 21, 2014 Date Requested	Department Director or Supervisor - Sig	nature
	·	Print Name James Paggloli	
	11/2/14 Date Reviewed	4 Mon Co	<u> </u>
	(() () () Date Approved	First Selectman)
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clark	

Town of Colchester

General Fund

Departmen	t: Youth Services				
Reason for Request:	Heating Oil - 18% increase in heating degree days over prior year, inefficient heating system. Electricity - variable rate pricing for 3 months for electricity generation services charge rate and 18% increase in degree days over prior year. Savings from automated dialers for alarm systems incorrectly included in Youth Center budget for telephone.				
Reason for Available Funds:	Price per gallon for unl anticipated.	leaded gasoline less than anticipat	ted. Vehicle repair costs less than		
From:	Account Number	Account Name	Amount		
	14102-46390	Vehicle Repairs & Fuel	1,951		
То:	14102-45221	Heating Oll	1,089		
	14102-45622	Electricity	471		
	14102-45216	Telephone	391		
	Nov 24, 2014 Date Requested	Department Director of Super			
	Print Name Valerie Geato, Dir. of Youth & Social Services Online Reviewed Chief Financial Officer				
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

Town of Colchester

Departmen	t: Youth Services				
Reason for Request:	Per copy charges greater than anticipated - printing of promotional brochures and materials for various Youth Center programs				
Reason for Available Funds:	Funds budgeted for Yo	outh Center programs			
From:	Account Number	Account Name	Amount		
	14102-47282	Programs	373		
То:	14102-42233	Copier	373		
	Nov 24, 2014	Valery Geats			
	Date Requested	Department Director of Supervisor - Sig			
		Print Name Valerie Geato, Dir. of Youth	& Social Services		
	11/24/14	UMgg &	S _i		
	Date Reviewed	Chief Financial Officer			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Daniel of Einamas Clark			

Departmen	1: Youth Services				
Reason for Request:	for				
Reason for Available Funds:					
From:	Account Number	- Account Name	Amount		
	14102-40105	Contractual, Temp, Occasional Payroll	1,306		
То:	14102-42331	Custodial Supplies	1,306		
	Nov 24, 2014 Date Requested	Department Director or Supervisor - Si	gnature		
		Print Name Valerie Geato, Dir. of Youtl			
	Date Reviewed	Chief Financial Officer			
	Date Appròved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

Town of Colchester

General Fund

Departmen	t: Senior Center				
Reason for Request:	Actual expenses for printing of the Senior Center segment of the quarterly "Colchester Connections" exceeded budgeted amount due to additional space required to advertise special events, many more than were previously offered.				
Reason for Available Funds:	the entire fiscal year	or and Director were not eligible for retirement s due to dates of hire. Budgeted amount reflects g this benefit (budget based on previous emplo	Program Coordinator		
From:	Account Numbe	r Account Name	Amount		
	15401-41230	FICA/Retirement	195		
	1537				
	1	I.	,		
		J,	<u>I</u>		
То:	15401-44232	Printing & Publications	195		
		==.			
	Sep 19, 2014 Date Requested	Patricia a . Walls Department Director or Supervisor - Sig	nature		
		Print Name Patricia A. Watts, Senior Cer	nter Director		
	Date Reviewed Date Approved	Chief Financial Officer First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

Departmen	t: Senior Center		
Reason for Request:	Custodial/Maintenance Supplies - change in process for purchasing and allocating costs for Town/BOE custodial maintenance supplies. Electricity - variable rate pricing for 3 months for electricity generation services charge rate and 18% increase in degree days over prior year. Telephone - savings from automated dialers for alarm systems incorrectly included in budget.		
Reason for Available Funds:	the entire fiscal year d	and Director were not eligible for retirement ue to dates of hire. Budgeted amount reflect this benefit (budget based on previous emplo	s Program Coordinator
From:	Account Number	Account Name	Amount
	15401-41230	FICA/Retirement	552
		· i	
То:	15401-42331	Custodial/Maintenance Supplies	216
	15401-45216	Telephone	247
	15401-45622	Electricity	89
	Sep 19, 2014 Date Requested	Department Director or Supervisor - Sig	gnature
		Print Name Patricia A. Watts, Senior Ce	nter Director
	11/23/14 Date Reviewed	Chief Financial Officer	<u> </u>
		Cinei Finaliciai Officei	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clark	