



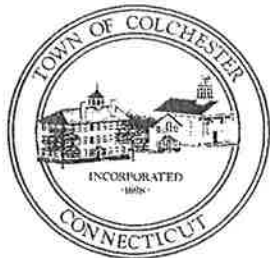
# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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

RECEIVED  
COLCHESTER, CT  
2014 DEC - 1 PM 1:17

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
7. 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.

RECEIVED  
COLCHESTER, CT  
2014 NOV 24 AM 10:09

**Members Present** Chairman Rob Tarlov, Art Shilosky, Tom Kane, James McNair, Rob Esteve

**Members Absent:** John Ringo

**Others Present:** First Selectman Stan Soby, CFO Maggie Cosgrove, Tax Collector Don Phillips, 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.**
4. **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:

(1<sup>st</sup> and 3<sup>rd</sup> 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

Motion was seconded by T. Kane. Vote was unanimous. **MOTION CARRIED.**

**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

FY 13/14

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="11201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="2,960"/>
	<input type="text" value="11201-41230"/>	<input type="text" value="FICA/Retirement"/>	<input type="text" value="3,102"/>
	<input type="text" value="11701-41260"/>	<input type="text" value="Workers Compensation"/>	<input type="text" value="5,987"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="11201-44203"/>	<input type="text" value="Legal"/>	<input type="text" value="12,049"/>
	<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

FY 13/14

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="11201-40101"/>	<input type="text" value="Regular Salary"/>	<input type="text" value="143"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text" value="11201-42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="143"/>
	<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

FY 13/14

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="11201-44217"/>	<input type="text" value="Postage"/>	<input type="text" value="215"/>
	<input type="text" value="11201-44230"/>	<input type="text" value="Legal Notices"/>	<input type="text" value="440"/>
	<input type="text" value="11201-46224"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="150"/>
To:	<input type="text" value="11201-47242"/>	<input type="text" value="Parades &amp; Celebrations"/>	<input type="text" value="805"/>
	<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

FY 13/14

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="11201-44217"/>	<input type="text" value="Postage"/>	<input type="text" value="901"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

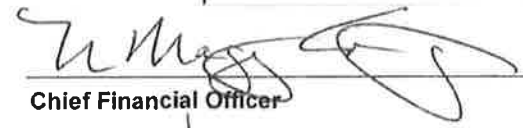
To:	Account Number	Account Name	Amount
	<input type="text" value="11201-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="680"/>
	<input type="text" value="11201-44232"/>	<input type="text" value="Printing &amp; Publications"/>	<input type="text" value="221"/>
	<input 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



FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Town owned property 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

To:	Account Number	Account Name	Amount
	11201-45250	Hebron Taxes	54

Nov 24, 2014  
**Date Requested** \_\_\_\_\_  
**Department Director or Supervisor - Signature**   
**Print Name** Stan Soby, First Selectman  
**Date Reviewed** 11/24/14 \_\_\_\_\_  
**Chief Financial Officer**   
**Date Approved** 11/24/14 \_\_\_\_\_  
**First Selectman**   
**Date Approved** \_\_\_\_\_  
**Board of Selectmen Clerk** \_\_\_\_\_  
**Date Approved** \_\_\_\_\_  
**Board of Finance Clerk** \_\_\_\_\_

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Tax Collector - position vacancy in FY 13/14 (resignation of Tax Collector).  
Unemployment - significant reduction in unemployment compensation claims filed during FY 13/14 compared to prior years.  
Town Clerk - position vacancy in FY 13/14 (Assistant Town Clerk - determination made to eliminate position going forward).

From:	Account Number	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
	11501-40101	Town Clerk - Regular Salary	13,025
	11205-44203	Human Resources - Legal	38,246

Nov 25, 2014  
Date Requested Department Director or Supervisor - Signature

Print Name Stan Soby, First Selectman

Date Reviewed Chief Financial Officer

11/21/14 Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Renegotiated administrative fees for Section 125 plan (no fees charged in exchange for opportunity to market voluntary insurance products to employees), installation of Applicant Tracking software delayed due to staff turnover in First Selectman's (Human Resources) office

From:	Account Number	Account Name	Amount
	11205-44208	Professional Services	200

To:	Account Number	Account Name	Amount
	11205-44231	Advertising	200

Nov 24, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name Stan Soby, First Selectman

11/24/14  
Date Reviewed

  
Chief Financial Officer

11/24/14  
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

FY 13/14

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	159
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	11304-44217	Postage	159
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

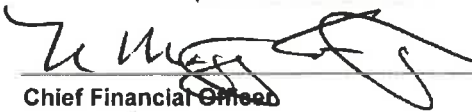
Date Requested



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

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Per copy charges greater than anticipated (number of copies)

Reason for Available Funds: Quality Data contract renewal less than anticipated

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	47

To:	Account Number	Account Name	Amount
	11304-42233	Copier	47

Oct 31, 2014  
Date Requested \_\_\_\_\_  
Department Director or Supervisor - Signature

Print Name John Chaponis, Assessor

11/24/14  
Date Reviewed \_\_\_\_\_  
Chief Financial Officer

11/24/14  
Date Approved \_\_\_\_\_  
First Selectman

\_\_\_\_\_  
Date Approved \_\_\_\_\_  
Board of Selectmen Clerk

\_\_\_\_\_  
Date Approved \_\_\_\_\_  
Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Premium rate increase for life insurance greater than anticipated

Reason for Available Funds: Quality Data contract renewal less than anticipated

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	65

To:	Account Number	Account Name	Amount
	11304-41210	Employee Related insurance	65

Oct 31, 2014  
Date Requested

Department Director or Supervisor - Signature

Print Name John Chaponis, Assessor

11/24/14  
Date Reviewed

Chief Financial Officer

11/24/14  
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

13-14FY

Department: Assessor

Reason for Request: PERFORMED MORE IN HOUSE PERSONAL PROEPRTY AUDITS.

Reason for Available Funds: BECAUSE WE PERFORMED MORE IN HOUSE PERSONAL PROPERTY AUDITS, WE DECREASED AMOUNT SPENT HIRING OUTSIDE HELP.

From:

Account Number	Account Name	Amount
44208	PROFESSIONAL SERVICES	734

To:

40103	OVERTIME	734


Oct 31, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name JOHN CHAPONIS

  
Date Reviewed

  
Chief Financial Officer

  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: 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: Unanticipated position vacancy - Building Official

From:	Account Number	Account Name	Amount
	11411-40101	Regular Payroll	4,958
	11411-41230	FICA/Retirement	1,972
To:	11411-44208	Professional Services	6,930

Nov 24, 2014  
Date Requested

*Ad T*  
Department Director or Supervisor - Signature

Print Name Adam Turner, Town Planner

*[Signature]*  
Chief Financial Officer

*11/24/14*  
Date Reviewed

*11/24/14*  
Date Approved

First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk



FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

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 vacancy - Building Official

From:	Account Number	Account Name	Amount
	11411-41230	FICA/Retirement	139

To:	Account Number	Account Name	Amount
	11411-44230	Legal Notices	139

Nov 24, 2014  
Date Requested

*Ad 2*  
Department Director or Supervisor - Signature

Print Name Adam Turner, Town Planner

11/24/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/24/14  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11411-41230	FICA/Retirement	87

To:	Account Number	Account Name	Amount
	11411-41210	Employee Related insurance	87

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


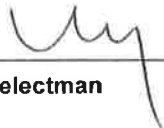
Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="12101-41230"/>	<input type="text" value="FICA/Retirement"/>	<input type="text" value="413"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="12101-41210"/>	<input type="text" value="Employee Related insurance"/>	<input type="text" value="413"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text" value="Nov 24, 2014"/>	
<b>Date Requested</b>	<b>Department Director or Supervisor - Signature</b>
	<b>Print Name</b> <input type="text" value="Sgt. Joe Mercer, Resident Trooper Supervisor"/>
<input type="text" value="11/24/14"/>	
<b>Date Reviewed</b>	<b>Chief Financial Officer</b>
<input type="text" value="11/24/14"/>	
<b>Date Approved</b>	<b>First Selectman</b>
<input type="text"/>	
<b>Date Approved</b>	<b>Board of Selectmen Clerk</b>
<input type="text"/>	
<b>Date Approved</b>	<b>Board of Finance Clerk</b>


Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Increase in vehicle maintenance due to advanced aging of police cruisers and unexpected repairs to expedition due to underbody rust.

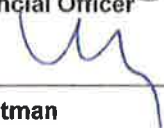
Reason for Available Funds: Funds budgeted for COLLECT system that has been discontinued.  
Participation and savings in uniform cleaning allowance.  
Savings in radar/laser calibrations due to finding less expensive company for calibrations.  
Cost of telephone lower than anticipated.

From:	Account Number	Account Name	Amount
	12101-44208	Professional Services	2,518
	12101-46224	Equipment Repairs	1,923
	12101-45216	Telephone	24
To:	12101-46390	Vehicle Maintenance & Fuel	4,465

9/22/14 Date Requested 
  
 Sgt. Joe Mercer 176
  Department Director or Supervisor - Signature

Print Name Sgt. Joe Mercer

11/24/14 Date Reviewed 
  
 Chief Financial Officer

11/24/14 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

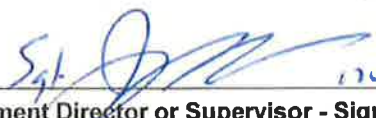
Department: Police

Reason for Request: Increase in training due to purchase of new firearms for officers to comply with state regulations.

Reason for Available Funds: Supplies came in at a lower cost than anticipated.

From:	Account Number	Account Name	Amount
	12101-42301	Office Supplies	97

To:	12101-43213	Mileage, Training & Meetings	97

9/22/14 Date Requested  Department Director or Supervisor - Signature

Print Name Sgt. J. Mercuri

11/24/14 Date Reviewed  Chief Financial Officer

11/24/14 Date Approved  First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 13/14

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- 46224"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="2,400"/>
	<input type="text" value="12301-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="240"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="12301-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="2,640"/>
	<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

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Public Works Administration

Reason for Request: Slight overage in Office Supplies and Copier Required for LTCIP Preparation and Organization of Office.  
Residual Change in Insurance Cost

Reason for Available Funds: Director Previously Purchased Safety Shoes that lasted more than a single year and purchased his own safety glasses.

From:	Account Number	Account Name	Amount
	13200-42323	Protective Clothing and Safety Equip.	243

To:	Account Number	Account Name	Amount
	13200-42301	Office Supplies	63
	13200-42233	Copier	30
	13200-41210	Employee Related Insurance	150

Nov 21, 2014  
Date Requested

Department Director or Supervisor - Signature

Print Name James Paggioli

11/24/14  
Date Reviewed

Chief Financial Officer

11/24/14  
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Premium rate increase for life insurance greater than anticipated

Reason for Available Funds: Reduction in electricity costs for traffic control signals

From:	Account Number	Account Name	Amount
	13201-45389	Traffic Control Lights	60

To:	Account Number	Account Name	Amount
	13201-41210	Employee Related insurance	60

Nov 21, 2014  
Date Requested Department Director or Supervisor - Signature

*[Signature]*  
Print Name James Paggioli, Director of Public Works

11/24/14  
Date Reviewed Chief Financial Officer

*[Signature]*

11/24/14  
Date Approved First Selectman

*[Signature]*

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk



FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Funds were sequestered to cover unanticipated costs at the point during the fiscal year in order to allow for the repair of items listed above. The result was the deferment of Right of Way clearing until Fall 2014, which did occur in Oct/Nov 2014, and drainage structures that were repaired during FY 13/14 occurred primarily on BOE grounds, which were paid from BOE budget. Reduction in electricity costs for traffic control signals.

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
To:	13201-46390	Vehicle Maintenance & Fuel	21,431

Nov 21, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/24/14  
Date Reviewed

  
Chief Financial Officer

11/24/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Building & Grounds

Reason for Request: Overage in account due to significant repairs on John Deer Tractor Hydrostatic Transmission and increase Fuel use and repairs to support snow operations in January and February

Reason for Available Funds: 1) Savings on temporary repair of Tennis Court and "maintain what we have first" priority.  
2) Sequester of funds to offset repair of machinery required to maintain existing condition versus improving conditions that would we be unable to maintain without the tractor being fixed.  
3) Similar use of funds directed to be reserved for repair.  
4) Dismissal - promotion of staff created vacancy.

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  
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli

11/25/14  
Date Reviewed Chief Financial Officer

11/24/14  
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 13/14

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="13203-48417"/>	<input type="text" value="Building Grounds Improvement"/>	<input type="text" value="1,392"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="13203-46226"/>	<input type="text" value="Building Repair"/>	<input type="text" value="1,392"/>
	<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

FY 13/14

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="13203-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="1,910"/>
	<input type="text" value="13203-40105"/>	<input type="text" value="Contractor Temporary Seasonal"/>	<input type="text" value="1,179"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13203-45622"/>	<input type="text" value="Electricity - Non Heat"/>	<input type="text" value="3,089"/>
	<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

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Building & Grounds

Reason for Request: Unanticipated Sign replacement.

Reason for Available Funds: Savings with line item.

From:	Account Number	Account Name	Amount
	13203-42334	Grounds Maint. Supplies	141

To:	13203-42340	Operating Supplies	141

Nov 21, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli

11/25/14  
Date Reviewed

  
Chief Financial Officer

11/21/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Dismissal -promotion of staff created vacancy.

From:	Account Number	Account Name	Amount
	13203-40101	Regular Payroll	4,336

To:	13203-40103	Overtime	4,336

Nov 21, 2014  
Date Requested Department Director or Supervisor - Signature

*[Signature]*  
Print Name James Paggioli

11/25/14  
Date Reviewed Chief Financial Officer

*[Signature]*

11/27/14  
Date Approved First Selectman

*[Signature]*

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 13/14

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="13203-44231"/>	<input type="text" value="Advertising"/>	<input type="text" value="200"/>
	<input type="text" value="13203-43213"/>	<input type="text" value="Mileage, Training, Meetings"/>	<input type="text" value="300"/>
	<input type="text" value="13203-42323"/>	<input type="text" value="Protective Clothing &amp; Equipment"/>	<input type="text" value="396"/>
To:	<input type="text" value="13203-45221"/>	<input type="text" value="Fuel/Heating"/>	<input type="text" value="896"/>
	<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

FY 13/14

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="Contractual, Temp, Occasional Payroll"/>	<input type="text" value="550"/>
	<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="13203-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="550"/>
	<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



FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Grounds Maintenance

Reason for Request: Premium rate increase for life insurance greater than anticipated

Reason for Available Funds: Dismissal/promotion of staff created vacancy, therefore unexpended FICA/retirement funds

From:	Account Number	Account Name	Amount
	13203-41230	FICA/Retirement	82

To:	Account Number	Account Name	Amount
	13203-41210	Employee Related Insurance	82

Nov 21, 2014  
Date Requested   
Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/25/14  
Date Reviewed   
Chief Financial Officer

11/25/14  
Date Approved   
First Selectman

Date Approved \_\_\_\_\_  
Board of Selectmen Clerk

Date Approved \_\_\_\_\_  
Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Grounds Maintenance

Reason for Request: Marginal overage in line painting equipment repair

Reason for Available Funds: Repair was more economical option than rental of the identical piece of equipment

From:	Account Number	Account Name	Amount
	<u>13203-44237</u>	<u>Equipment Rental</u>	<u>110</u>


To:	<u>13203-46224</u>	<u>Equipment Repairs</u>	<u>110</u>

Nov 21, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/25/14  
Date Reviewed

  
Chief Financial Officer

11/25/14  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FC 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Engineering

Reason for Request: Premium rate increase for life insurance greater than anticipated

Reason for Available Funds: Actual FICA/Retirement calculation less than budgeted (elective pre-tax reductions in salary)

From:	Account Number	Account Name	Amount
	13301-41230	FICA/Retirement	16

To:	Account Number	Account Name	Amount
	13301-41210	Employee Related insurance	16

Nov 24, 2014  
Date Requested

*Sal Tassone*  
Department Director or Supervisor - Signature

Print Name Sal Tassone, Town Engineer

11/24/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/24/14  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

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="13601-46226"/>	<input type="text" value="Building Maintenance"/>	<input type="text" value="99"/>
	<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 - 45622"/>	<input type="text" value="Electricity"/>	<input type="text" value="99"/>
	<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

10413/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13601-44208	Professional Services	1,607

To:	13601 - 43212	Transportation	1,607

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

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Change in rate for Insurance.

Reason for Available Funds:

Personnel promoted to other division of Public Works. FICA was not utilized until replacement could be hired.

From:

Account Number	Account Name	Amount
13601-41230	FICA	30

To:

13601 - 41210	Employee Related Insurance	30

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

FY 13/14

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="13601-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="1,524"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

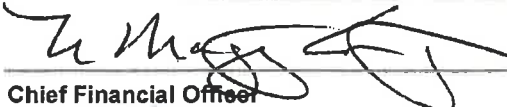
To:	<input type="text" value="13601 - 40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="1,524"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13601-46390	Vehicle Maintenance & Fuel	3,875

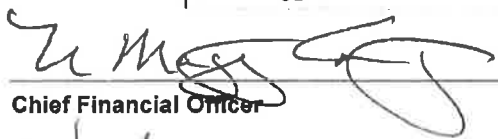
To:	13601 - 46228	Household Hazardous Waste Collection	3,875

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



FY13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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 unleaded gasoline less than anticipated. Vehicle repair costs less than anticipated.

From:	Account Number	Account Name	Amount
	14102-46390	Vehicle Repairs & Fuel	1,951

To:	Account Number	Account Name	Amount
	14102-45221	Heating Oil	1,089
	14102-45622	Electricity	471
	14102-45216	Telephone	391

Nov 24, 2014  
Date Requested

*Valerie Geato*  
Department Director or Supervisor - Signature

Print Name Valerie Geato, Dir. of Youth & Social Services

11/24/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/24/14  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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 Youth Center programs

From:	Account Number	Account Name	Amount
	14102-47282	Programs	373

To:	Account Number	Account Name	Amount
	14102-42233	Copier	373

Nov 24, 2014  
Date Requested

*Valerie Geato*  
Department Director or Supervisor - Signature

Print Name Valerie Geato, Dir. of Youth & Social Services

11/24/14  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/24/14  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

11/13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Youth Services


Reason for Request: Change in process for purchasing and allocating costs for Town/Board of Education custodial maintenance supplies

Reason for Available Funds: Position vacancy - Youth Center Supervisor


From:	Account Number	Account Name	Amount
	14102-40105	Contractual, Temp, Occasional Payroll	1,306

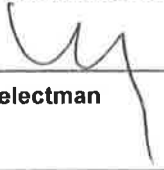
To:	Account Number	Account Name	Amount
	14102-42331	Custodial Supplies	1,306

Nov 24, 2014  
Date Requested

  
Department Director or Supervisor - Signature

Valerie Geato, Dir. of Youth & Social Services  
Print Name

  
Chief Financial Officer

  
First Selectman

\_\_\_\_\_  
Board of Selectmen Clerk

\_\_\_\_\_  
Board of Finance Clerk

11/24/14  
Date Reviewed

11/24/14  
Date Approved

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Date Approved

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Program Coordinator and Director were not eligible for retirement savings benefit during the entire fiscal year due to dates of hire. Budgeted amount reflects Program Coordinator and Director utilizing this benefit (budget based on previous employees in these positions).

From:	Account Number	Account Name	Amount
	15401-41230	FICA/Retirement	195

To:	Account Number	Account Name	Amount
	15401-44232	Printing & Publications	195

Sep 19, 2014  
Date Requested

*Patricia A. Watts*

Department Director or Supervisor - Signature

Print Name Patricia A. Watts, Senior Center Director

11/25/14  
Date Reviewed

*[Signature]*

Chief Financial Officer

11/27/14  
Date Approved

*[Signature]*

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 13/14

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: 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: Program Coordinator and Director were not eligible for retirement savings benefit during the entire fiscal year due to dates of hire. Budgeted amount reflects Program Coordinator and Director utilizing this benefit (budget based on previous employees in these positions).

From:	Account Number	Account Name	Amount
	15401-41230	FICA/Retirement	552

To:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	216
	15401-45216	Telephone	247
	15401-45622	Electricity	89

Sep 19, 2014  
Date Requested Department Director or Supervisor - Signature

*Patricia A. Watts*

Print Name Patricia A. Watts, Senior Center Director

11/25/14  
Date Reviewed Chief Financial Officer

*[Signature]*

11/25/14  
Date Approved First Selectman

*[Signature]*

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk