

Board of Finance

BOARD OF FINANCE – REGULAR MEETING
TOWN HALL – 127 NORWICH AVENUE
Suite 201
SEPTEMBER 17, 2008

RECEIVED
COLCHESTER, CT
2008 SEP 19 PM 4:14

NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

MEMBERS PRESENT: Chairman Bruce Hayn, Ronald Goldstein, Ronald Crabb, Brian Smith, Michael Ryan.

MEMBERS ABSENT: John Ringo

OTHERS PRESENT: First Selectman Linda Hodge, Selectmen Rosemary Coyle, Stan Soby, Greg Cordova, Treasurer Jon Sandberg, Chief Financial Officer Maggie Cosgrove, Mike Caplet, Superintendent of Schools Karen Loiselle, BOE Budget Committee Chair Timothy Lamp.

1. CALL TO ORDER.

Chairman Hayn called this Regular Meeting to order at 7:00 p.m.

2. MINUTES OF PREVIOUS MEETING.

Motion by: R. Crabb

to accept the minutes of the September 3, 2008 meeting as read.

Second by: B. Smith

Vote: Opposed: No one.

Abstentions: M. Ryan (absent from meeting).

In favor: All Others. APPROVED.

3. DEPARTMENT REPORTS.

3.1 Finance Department.

M. Cosgrove presented the Board with Fiscal Year 2008-2009 through August 31, 2008, Expenditure and Revenue Reports for review.

4. CITIZENS COMMENTS.

No citizens were present.

5. ADDITIONS TO THE AGENDA.

Motion by: R. Goldstein

to add Track Discussion to the agenda.

Second by: M. Ryan.

Vote: Unanimous.

Track Discussion.

T. Lamp reviewed the track situation stating that it has had several repairs, but at this time, it is in need of significant repair/replacement. A recent inspection deemed the track unusable at the present time. The timeframe for repair would be from May to September 2009, a contract would have to be entered into by March 2009. An unofficial estimate has put the track replacement at \$400,000. The track is about fifteen years old. This is close to the life span of a track.

Superintendent Loiselle said they are looking for an independent quote and will need a preliminary design to be presented to the public for approval. At the time of design, the infrastructure would be looked at,

such as conduit being installed to prevent the track from being torn up to install the conduit at a later date, but this is a track replacement, no plans for lights or other added amenities.

M. Cosgrove noted that the BOE has \$50,000 in a capital reserve account previously approved at a Town Meeting and set aside to be used for the track. This money would allow a design and estimates to be brought forward.

A date for a referendum was discussed but it was felt more information is needed.

6. FIRST SELECTMAN'S REPORT.

6.1 Selectmen's Agenda

6.1.1 Transfer Requests.

Three sets of year end transfers were presented for approval.

Motion by: R. Goldstein

to approve the year end (2007-2008) transfers as presented (and attached) for Highway and Health and Safety Committee contingent on the Board of Selectmen approval.

Second by: M. Ryan.

Vote: Unanimous to approve.

Motion by: R. Goldstein

to approve the year end (2007-2008) transfers as presented (and attached) for Tax Collector, Police Department, Registrar of Voters, Social Services, Senior Center, Snow Removal and Fleet Maintenance contingent on the BOS approval.

Second by: M. Ryan.

It was noted that the Fleet Maintenance reason for request and availability were in the reverse order and needed to be corrected.

Motion by: R. Goldstein

to approve the transfers as stated above and Fleet Maintenance as amended contingent on BOS approval.

Second by: M. Ryan.

Vote: Unanimous to approve.

Motion by: R. Goldstein

to approve the year end (2007-2008) transfers as presented (attached) for Library, Tax Collector/Assessor, Planning and Code Administration, Transfer Station, Facilities, Youth Service contingent on BOS approval.

Second by: B. Smith.

Vote: Unanimous to approve.

6.1.2 First Selectman's Update.

6.1.2.a Old Firehouse Renovation Grant.

Selectman Hodge prepared a letter outlining the new grant proposal to renovate the original firehouse back to a two bay garage structure. The Governor never sent the previous grant project to the Bonding Commission. The Town appropriated \$50,000 as matching funds for the previous grant. This new grant is also a matching grant and all design work previously submitted may be used to apply for the new grant keeping the design costs down. However, price quotes have risen.

The Tax Collector and Assistant will attend further training on the program used in the Tax Office at no further cost to the Town. A workshop for FOI will be held on October 6, 2008.

Freedom of Information fees have been standardized throughout Town Hall, Parks and Recreation Department is reviewing light fees.

Thirteen developers have been invited to Colchester to tour the business park areas.

The Capital Improvement Plan is being worked on and should be available at the next meeting.

The updated Elderly Tax Relief ordinance has been sent to Board members for review.

Jon Sandberg discussed the recent stock market impact on the Town finances.

7. CORRESPONDENCE.

None received.

8. LIAISON REPORTS.

B. Smith stated that the Purchasing Policy has completed several drafts and should have a final draft of the policy soon to send to the Boards of Selectmen, Education and Finance members for review and approval.

Chairman Hayn said he met with Tax Collector Tricia Coblentz and discussed monthly updates of activities within this office, i.e. delinquent tax collection, day to day activities of the office, etc.

9. OLD BUSINESS.

None.

10. NEW BUSINESS.

No new business.

11. ADJOURNMENT.

Motion by: M. Ryan
to adjourn.

Second by: B. Smith.

Vote: Unanimous.

Chairman Hayn adjourned this meeting at 8:41 p.m.

Respectfully submitted,

Mary Jane Slade
Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

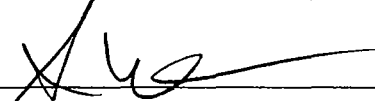
Department: Fleet Maintenance

Reason for Request: Increase in electricity rates from CL&P

Reason for Available Funds: Reduction in heating costs as a result of additional insulation at Town Garage.

From:	Account Number	Account Name	Amount
	13202-45221	Fuel/Heating	1,181
To:	Account Number	Account Name	Amount
	13202-45622	Electricity	1,181

Sep 15, 2008
Date Requested


 Department Director or Supervisor - Signature

Print Name Steve Sharpe, Fleet Supervisor

Sep 15, 2008
Date Reviewed


 Chief Financial Officer

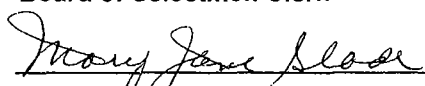
Sep 15, 2008
Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 13201 Highway

Reason for Request: To cover additional vehicle maintenance expenses caused by fuel and maintenance issues.

Reason for Available Funds: Funds from traffic lights available due to CL&P rate charges, from Equipment Rental due to eliminating a rental sweeper because of the utilization of the new treated salt, funds from overtime available due to a mower out of service.

From:	Account Number	Account Name	Amount
	13201-45389	Traffic Control Lights	4831
	13201-44237	Equipment Rental	4871
	13201-40103	Overtime	1949
To:	13201-46390	Vehicle Maintenance & Fuel	11651

9-12-08 **Date Requested** _____
Department Director or Supervisor - Signature

Print Name Kevin Kelly

9/12/08 **Date Reviewed** _____
Chief Financial Officer

9/12/08 **Date Approved** _____
First Selectman

 Date Approved _____
Board of Selectmen Clerk

9/17/08 **Date Approved** _____
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 13201 Highway

Reason for Request: To cover additional postage expenses.

Reason for Available Funds: Funds available from Other Regular Payroll due to workers comp issues and an emplyee resigning.

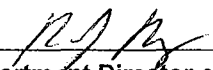
From:

Account Number	Account Name	Amount
13201-40102	Other Regular Payroll	15

To:

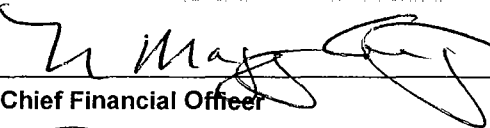
13201-44217	Postage	15

9/12/08
Date Requested

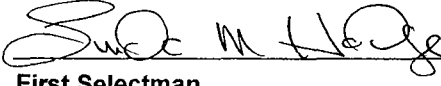

Department Director or Supervisor - Signature

Print Name Kevin Kelly

9/12/08
Date Reviewed


Chief Financial Officer


9/12/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: 13201-Highway

Reason for Request: To cover additional operating expenses due to additional preparation paving needed to precede outside paving contractors.

Reason for Available Funds: Funds available from Other Regular Payroll due to workers comp issues and an employee resigning.

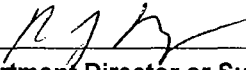
From:

Account Number	Account Name	Amount
13201-40102	Other Regular Payroll	6199

To:


13201-42340	Other Purchased Supplies	6199

9-12-08
 Date Requested

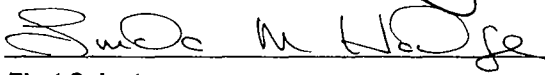

 Department Director or Supervisor - Signature

Print Name Kevin Kelly

9/12/08
 Date Reviewed


 Chief Financial Officer

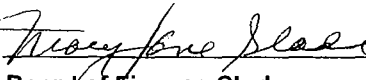
9/12/08
 Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
 Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 13201 Highway

Reason for Request: To cover additional professional service expenses due to necessary tree removals.

Reason for Available Funds: *Other*
Funds available from Regular Payroll due to workers comp issues and an employee resigning.

From:

Account Number	Account Name	Amount
13201-40102	Regular Payroll	689

To:

13201-44208	Professional Services	689

9/11/08
Date Requested

Kevin Kelly

Department Director or Supervisor - Signature

Print Name Kevin Kelly

9/12/08
Date Reviewed

[Signature]

Chief Financial Officer

9/12/08
Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation


Department: Police

Reason for Request: Increase in Police Special Duty assignments

Reason for Available Funds: Additional revenue from Police Special Duty assignments

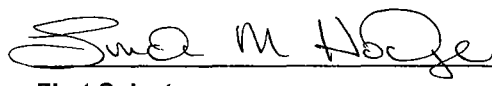
From:	Account Number	Account Name	Amount
	12101-33703	Police Special Duty Fees	11,451

To:	12101-40106	Miscellaneous Payroll	11,451

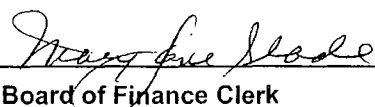
Sep 15, 2008
 Date Requested 
 Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

Sep 15, 2008
 Date Reviewed 
 Chief Financial Officer

9/15/08
 Date Approved 
 First Selectman

Date Approved Board of Selectmen Clerk

9/17/08
 Date Approved 
 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Registrar of Voters

Reason for Request: Election workers for Republican primary in September 2007. Purchase of necessary office supplies. Additional cost of ballot printing.

Reason for Available Funds: Funds budgeted for voting machine maintenance not needed for new voting machines. Reduction in mailings from prior fiscal year.

From:	Account Number	Account Name	Amount
	11601-44223	Service Contracts	3,000
	11601-44217	Postage	548

To:	Account Number	Account Name	Amount
	11601-40105	Contractual, Temporary, Occas. Payroll	2,705
	11601-42301	Office Supplies	7
	11601-44232	Printing & Publications	836

Sep 15, 2008
Date Requested

Elizabeth Wagner Dorothy A Mrowka
Department Director or Supervisor - Signature

Print Name Elizabeth Wagner, Dorothy Mrowka

Sep 15, 2008
Date Reviewed

[Signature]
Chief Financial Officer

9/15/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Tax Collector

Reason for Request:

Additional part-time hours to provide office coverage during employee leave. Needed additional paper for delinquent notices. Certification class for Assistant to Tax Collector. Advertising costs for additional temporary part-time clerk to assist with delinquent collections and increase in rates for advertising & legal notices.

Reason for Available Funds:

Change in allocation of contracted services provided by Quality Data for printing, mailing and postage costs for tax bills between Data Processing and Postage accounts

From:

Account Number	Account Name	Amount
11303-44205	Data Processing	1,193
11303-40106	Miscellaneous Payroll	705
11303-42301	Office Supplies	83
11303-43213	Travel, Training & Meetings	192
11303-44231	Advertising	213

To:

Sep 12, 2008
Date Requested

Tricia Coblenz

Department Director or Supervisor - Signature

Print Name Tricia Coblenz, Tax Collector

Sep 15, 2008
Date Reviewed

[Signature]

Chief Financial Officer

9/15/08
Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Tax Collector/Assessor

Reason for Request: Employer contribution to 401(a) retirement plan. Tax Collector elected in November 2007 eligible for participation in plan - previous Tax Collector did not participate.

Reason for Available Funds: Staff turnover in Assessor's office - new employee not eligible for participation in 401(a) retirement plan. Employer contribution was budgeted based upon previous employee in position at time budget was prepared

From:	Account Number	Account Name	Amount
	11304-41230	Assessor - FICA & Retirement	2,254

To:	Account Number	Account Name	Amount
	11303-41230	Tax Collector - FICA & Retirement	2,254

Sep 12, 2008
Date Requested

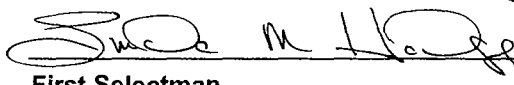

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Sep 12, 2008
Date Reviewed


Chief Financial Officer


9/12/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Tax Collector/Assessor

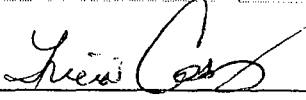
Reason for Request: Additional postage costs for mailing of tax refunds resulting from change in mill rate. Increase in postage rates.

Reason for Available Funds: Staff turnover in Assessor's office - new employee not eligible for participation in 401(a) retirement plan. Employer contribution was budgeted based upon previous employee in position at time budget was prepared.

From:	Account Number	Account Name	Amount
	11304-41230	Assessor - FICA & Retirement	1,963

To:	Account Number	Account Name	Amount
	11303-44217	Tax Collector - Postage	1,963


Sep 15, 2008
Date Requested



Department Director or Supervisor - Signature

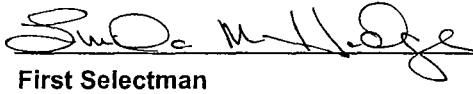
Print Name Tricia Coblenz, Tax Collector

Sep 15, 2008
Date Reviewed



Chief Financial Officer

9/15/08
Date Approved

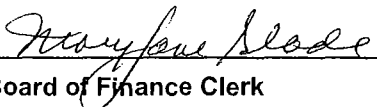


First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved



Board of Finance Clerk

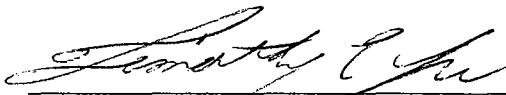
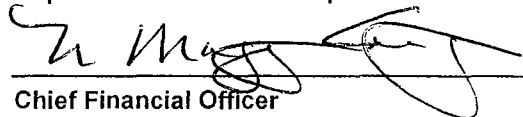
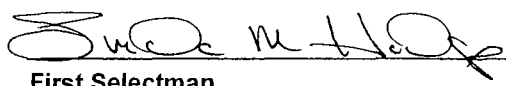
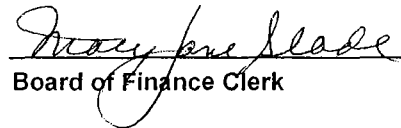
Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Used additional Prof. Services for plan reviews due to lack of staff

Reason for Available Funds: Due to two staff members leaving, profess. membership and meeting costs were not as high

From:	Account Number	Account Name	Amount
	11411-43258	Professional Membership	2,925
	11411-43213	Mileage, training & meetings	1,556
To:	11411-44208	Professional Services	4,481

Sep 11, 2008	
Date Requested	Department Director or Supervisor
9/12/08	
Date Reviewed	Chief Financial Officer
9/12/08	
Date Approved	First Selectman
Date Approved	Board of Selectmen Clerk
9/17/08	
Date Approved	Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer Additional Appropriation

Department: Registrar of Voters

Reason for Request: Additional cost of ballot printing and required paper audit trails required by election laws

Reason for Available Funds: Help America Grant Act funds (federal grant)

From:	Account Number	Account Name	Amount
	11601-31320	Help America Vote Act Grant	3,465
To:	11601-40105	Contractual, Temporary, Occas. Payroll	1,496
	11601-44232	Printing & Publications	1,969

Sep 15, 2008
 Date Requested

Dorothy Mrowka Elizabeth Wagner
 Department Director or Supervisor - Signature

Print Name Elizabeth Wagner, Dorothy Mrowka

Sep 15, 2008
 Date Reviewed

[Signature]
 Chief Financial Officer

9/15/08
 Date Approved

[Signature]
 First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
 Date Approved

[Signature]
 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Facilities

Reason for Request: Necessary repairs to HVAC system at Town Hall.
Mileage reimbursement for use of personal vehicle by Facilities Dept personnel.
Reclassification of position of Assistant Facility Manager.

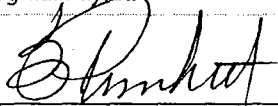
Reason for Available Funds: Reduction in amount of heating oil used for Town Hall and contract price locked in at lower rate

From:

Account Number	Account Name	Amount
11901-45221	Fuel/Heating	3,367


To:

11901-44223	Service Contracts	1,905
11901-43213	Travel, Training & Meetings	104
11901-40101	Regular Payroll	1,358

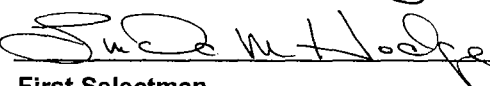
9-10-08


Date Requested Department Director or Supervisor - Signature

Print Name Greg Plunkett, Director of Facilities


9/11/08


Date Reviewed Chief Financial Officer

9/12/08


Date Approved First Selectman

Date Approved Board of Selectmen Clerk

9/17/08


Date Approved Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Police Department

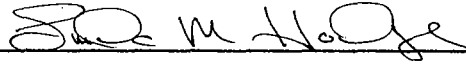
Reason for Request: Vacation coverage

Reason for Available Funds: Actual bill less than original estimate

From:	Account Number	Account Name	Amount
	12101 40200	Resident Trooper	4,706

To:	12101 40201	Resident Trooper OT	4,706

Sep 15, 2008
 Date Requested

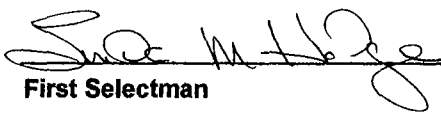

 Department Director or Supervisor - Signature

Print Name Linda Hodge

9/15/08
 Date Reviewed


 Chief Financial Officer

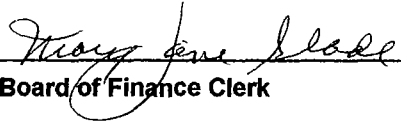
9/15/08
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Board of Selectmen Clerk

9/17/08
 Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

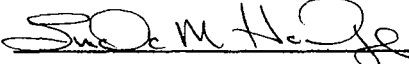
Department: Police Department

Reason for Request: (1) Increase in cost of radio
(2) Increase in cost of tasers & applicable supplies
(3) USPS increase in postage
(4) Increase in fuel expenses - price increases

Reason for Available Funds: All staff positions not filled.

From:	Account Number	Account Name	Amount
	12101 40102	Regular Payroll	6,275
<i>Ind</i> To:	12101 <i>48404</i>	Machinery & Equipment	428
	12101 42338	Police Equipment & Supplies	1,189
	12101 44217	Postage	112
	12101 46390	Vehicle Maintenance	4,546

Sep 15, 2008
Date Requested



Department Director or Supervisor - Signature

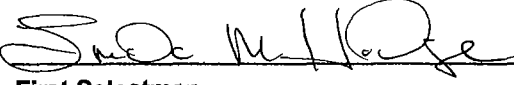
Print Name Linda Hodge

9/15/08
Date Reviewed



Chief Financial Officer

9/15/08
Date Approved




First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police Department

Reason for Request: Turnover of officers led to increased overtime for current officers, as well as increased uniform and recruitment expenses – physicals, psychological tests, polygraphs, etc.

Reason for Available Funds: All staffing positions not filled.

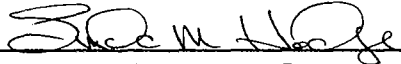
From:

Account Number	Account Name	Amount
12101 40102	Regular Payroll	5,403

To:

12101 40103	Overtime	541
12101 42324	Uniform Purchases	2,446
12101 44208	Professional Services	2,416

Sep 15, 2008
Date Requested

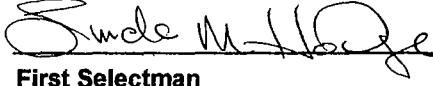

Department Director or Supervisor - Signature

Print Name Linda Hodge

9/15/08
Date Reviewed


Chief Financial Officer


9/15/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

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Date Approved


Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

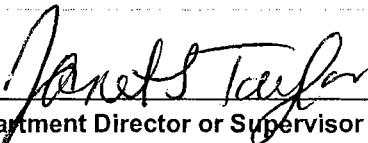
Department: Social Services

Reason for Request: Overtime incurred by Social Services Director to provide necessary services to clients.

Reason for Available Funds: Part-time clerk position not filled during fiscal year.

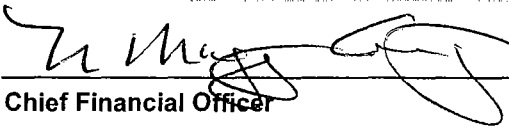
From:	Account Number	Account Name	Amount
	14101-40102	Other Regular & Part-time Payroll	1,014
To:	14101-40103	Overtime	1,014

Sep 15, 2008
 Date Requested

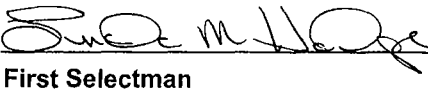

 Department Director or Supervisor - Signature

Print Name Janet Taylor, Social Services Director

Sep 15, 2008
 Date Reviewed


 Chief Financial Officer

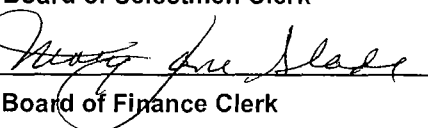
9/15/08
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

9/17/08
 Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Youth Services

Reason for Request: Increased cost for printing of newsletter. Use of outside copying services as a result of department printer needing repairs.

Reason for Available Funds: Turnover of Youth Center staff

From:	Account Number	Account Name	Amount
	14102-40106	Miscellaneous Payroll	255
To:	14102-44232	Printing & Publications	255

Sep 12, 2008
Date Requested

Val Geato

Department Director or Supervisor - Signature

Print Name Val Geato, Youth Services Director

9/12/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Health & Safety Committee

Reason for Request: Increased committee activity

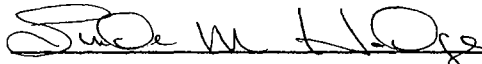
Reason for Available Funds: PT First Selectman for 4 1/2 months

From:

Account Number	Account Name	Amount
11201 40101	Regular Payroll	26

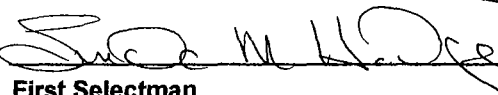
To:

14200 42301	Office Supplies	1
14200 47282	Programs	25

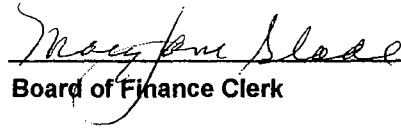
Sep 12, 2008
Date Requested 
Department Director or Supervisor - Signature

Print Name Linda Hodge

9/12/08
Date Reviewed 
Chief Financial Officer

9/12/08
Date Approved 
First Selectman

Date Approved
Board of Selectmen Clerk

9/17/08
Date Approved 
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library - 15101

Reason for Request: Overtime for custodian transferred from Bd. of Ed. budget to library budget.

Reason for Available Funds: Employee turnover made funds available.

From:

Account Number	Account Name	Amount
<u>41230</u>	<u>FICA + Retirement</u>	<u>2390.</u>

To:

<u>40103</u>	<u>Overtime</u>	<u>2390.</u>

9/12/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Siobhan M. Grogan

9/12/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library

Reason for Request: The Library did not receive all USF fund discounts until after 7/1/08.

Reason for Available Funds: Part time employees did not work all hours allotted due to holidays, unpaid vacations and sick time.

From:	Account Number	Account Name	Amount
	<u>40102</u>	<u>Other Reg + P/t payroll</u>	<u>426</u>

To:	Account Number	Account Name	Amount
	<u>45216</u>	<u>Telephone</u>	<u>426</u>

9/11/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Siobhan M. Grogan

9/12/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library

Reason for Request: Service Contracts line over budget by 459.79 due to crash of server and subsequent expenditures for its repair.

Reason for Available Funds: Part time workers did not work all allocated hours due to holidays, unpaid vacations and sick time.

From:	Account Number	Account Name	Amount
	<u>40102</u>	<u>Other Reg & PT</u>	<u>460</u>

To:	Account Number	Account Name	Amount
	<u>44223</u>	<u>Service Contracts</u>	<u>460</u>

9/11/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Siobhan M. Grogan

9/12/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Senior Center

Reason for Request: Overtime for Senior van driver - additional time sometimes needed to assist individuals in getting on and off the van.

Reason for Available Funds: Position vacancy (Program Assistant)


From:	Account Number	Account Name	Amount
	15401-40102	Other Regular & Part-time Payroll	145
To:	15401-40103	Overtime	145

Sep 12, 2008
Date Requested

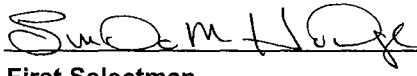

Department Director or Supervisor - Signature

Print Name Cathy Russi, Senior Center Director

Sep 15, 2008
Date Reviewed


Chief Financial Officer

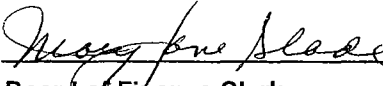
9/15/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Significant increase in price of unleaded and diesel gasoline. Unanticipated alarm repairs. Unanticipated gas pump repair.

Reason for Available Funds: Employee out on workers' compensation

From:	Account Number	Account Name	Amount
	13202-40102	Other Regular & Part-time Payroll	1,640
	13202-41230	FICA & Retirement	612
To:	13202-46390	Vehicle Maintenance	1,640
	13202-46224	Equipment Repairs	421
	13202-46226	Building Repairs	191


Sep 15, 2008
Date Requested



Department Director or Supervisor - Signature

Print Name Steve Sharpe, Fleet Supervisor

9/15/08
Date Reviewed



Chief Financial Officer

9/15/08
Date Approved




First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

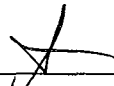
Department: Fleet Maintenance

Reason for Request: Increase in employee allowance for workboots per union contract agreement

Reason for Available Funds: Less random alcohol and drug testing for Fleet Maintenance department than anticipated.


From:	Account Number	Account Name	Amount
	13202-44208	Professional Services	53
To:	13202-42323	Protective Clothing & Safety Equipment	53

Sep 15, 2008
Date Requested


Department Director or Supervisor - Signature

Print Name Steve Sharpe, Fleet Supervisor

Sep 15, 2008
Date Reviewed


Chief Financial Officer

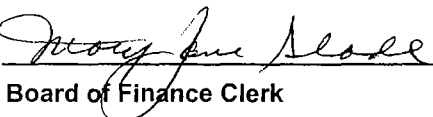
9/15/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Personal vehicle mileage between Town Hall and Transfer Station daily to turn in money for deposits, pick up start-up cash in morning

Reason for Available Funds: performed landfill mowing with P&R crew equipment (contracted services company doubled their cost)

From:	Account Number	Account Name	Amount
	13601-44208	Transfer Station - Prof. Services	94

To:	13601-43213	Transfer Station - Mileage	94

Sep 3, 2008
Date Requested

Mark Decker
Department Director or Supervisor - Signature

Print Name Mark Decker

9/11/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Increased allotment for boots per union contract

Reason for Available Funds: performed landfill mowing with P&R crew equipment (contracted services company doubled their cost)

From:	Account Number	Account Name	Amount
	<u>13601-44208</u>	<u>Transfer Station - Prof. Services</u>	<u>263</u>

To:	Account Number	Account Name	Amount
	<u>13601-42323</u>	<u>Transfer Station - Safety Equipment</u>	<u>263</u>

Sep 3, 2008
Date Requested

Mark Decker
Department Director or Supervisor - Signature

Print Name Mark Decker

9/11/08
Date Reviewed

[Signature]
Chief Financial Officer

9/12/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved

[Signature]
Board of Finance Clerk

P 1083

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Snow Removal

Reason for Request: Budget is developed based upon an estimated 13 storms. Actual call-outs, including icing conditions, totalled 29.

Reason for Available Funds: Contingency. Staff turnover, vacant positions and employees out on workers compensation. Transfer Station - Greater return on metal than anticipated when budget prepared, use of Town staff for mowing, only needed 2 grinds instead of expected 3, reduction in costs for groundwater monitoring, annual report and testing, boom repair completed by Fleet Maintenance.

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	2,310
	13201-40102	Highway - Other Reg. & P/T Payroll	17,000
	13201-41230	Highway - FICA & Retirement	5,000
	13601-40102	Transfer Station - Other Reg & P/T P/R	3,900
	13601-41230	Transfer Station - FICA & Retirement	1,200
	13601-43212	Transfer Station - Transportation	50,500

Sep 15, 2008
Date Requested

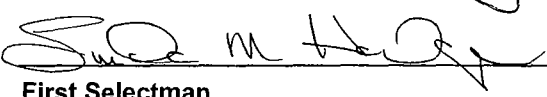

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Sep 15, 2008
Date Reviewed


Chief Financial Officer

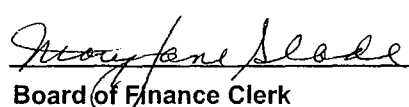
9/15/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/18/08
Date Approved


Board of Finance Clerk

P 2 of 3

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

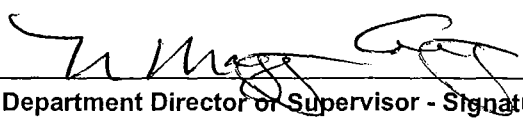
Department: Snow Removal

Reason for Request: Budget is developed based upon an estimated 13 storms. Actual call-outs, including icing conditions, totalled 29.

Reason for Available Funds: Contingency. Staff turnover, vacant positions and employees out on workers compensation. Transfer Station - Greater return on metal than anticipated when budget prepared, use of Town staff for mowing, only needed 2 grinds instead of expected 3, reduction in costs for groundwater monitoring, annual report and testing, boom repair completed by Fleet Maintenance.

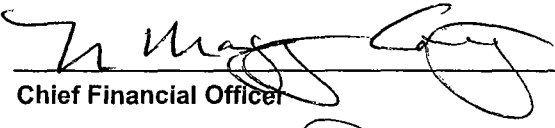
From:	Account Number	Account Name	Amount
	13601-44208	Transfer Station - Professional Services	10,800
	13601-46390	Transfer Station - Vehicle Maint. & Fuel	3,000
	11201-40102	First Selectman - Other Reg. & P/T P/R	3,300
	11201-41230	First Selectman - FICA & Pension	5,318
	13204-42340	Snow Removal - Purchased Supplies	5,037

Sep 15, 2008
Date Requested

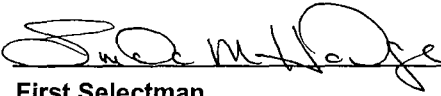

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Sep 15, 2008
Date Reviewed


Chief Financial Officer

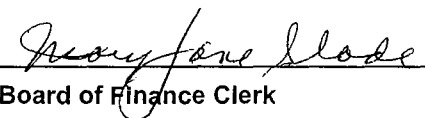
9/15/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Snow Removal

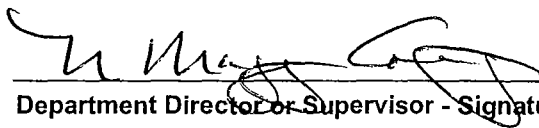
Reason for Request: Budget is developed based upon an estimated 13 storms. Actual call-outs, including icing conditions, totalled 29.

Reason for Available Funds: Contingency. Staff turnover, vacant positions and employees out on workers compensation. Transfer Station - Greater return on metal than anticipated when budget prepared, use of Town staff for mowing, only needed 2 grinds instead of expected 3, reduction in costs for groundwater monitoring, annual report and testing, boom repair completed by Fleet Maintenance.

TB:

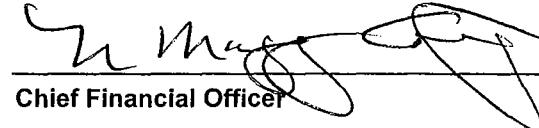
Account Number	Account Name	Amount
13204-40101	Snow Removal - Regular Payroll	32,227
13204-41230	Snow Removal - FICA	2,204
13204-42333	Snow Removal - Sand, Salt, Gravel	60,661
13204-44208	Snow Removal - Professional Services	12,273

Sep 15, 2008
Date Requested

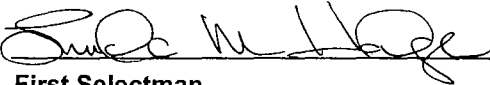

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Sep 15, 2008
Date Reviewed


Chief Financial Officer

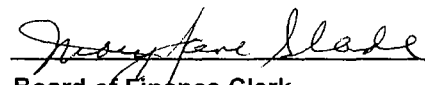
9/15/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/17/08
Date Approved


Board of Finance Clerk