



Board of Finance

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Nancy A. Bray
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BOARD OF FINANCE – REGULAR MEETING
TOWN HALL – 127 NORWICH AVENUE
Suite 201
June 18, 2008

MEMBERS PRESENT: Chairman Bruce Hayn, Ronald Crabb, Ronald Goldstein, Michael Ryan, John Ringo, Brian Smith at 7:03 p.m.

OTHERS PRESENT: First Selectman Linda Hodge, Treasurer Jon Sandberg, Chief Financial Officer Maggie Cosgrove, Fire Chief Walter Cox.

1. CALL TO ORDER.

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

2. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING.

2.1 June 4, 2008 – Regular Meeting Minutes

Motion by: M. Ryan

to approve the minutes of the June 4, 2008, as read.

Second by: R. Goldstein.

Vote: In favor: R. Goldstein, M. Ryan, B. Hayn.

Opposed: No one.

Abstaining: J. Ringo, R. Crabb (absent from meeting). Motion CARRIED by those present.

3. DEPARTMENT REPORTS.

3.1 Finance Department.

M. Cosgrove presented the Board with Revenue and Expenditure Reports through May 31, 2008.

B. Smith arrived at the beginning of the discussion on the budget reports.

3.2 Tax Collector.

No report this evening.

4. CITIZENS COMMENTS.

No citizens present.

5. ADDITIONS TO THE AGENDA.

Motion by: J. Ringo

to add discussion of the fire incident on June 13, 2008 under Selectman's Report.

Second by: R. Crabb.

Vote: Unanimous.

6. FIRST SELECTMAN'S REPORT.

6.1 Selectmen's Agenda –

June 13, 2008 Fire Incident.

Selectman Hodge reported on the fire at M&J Auto Recycling on June 13, 2008. Forty-five fire companies responded, water was a problem due to decreased pumping capabilities because of the ongoing work at the treatment plant. The need was clearly demonstrated for the request of the SCBA cylinders and replacement hoses.

Discussion and Possible Action on Fire Department Requests

6.1.A Old Firehouse

Chief Walter Cox noted that the \$50,000 matching grant from the State has not materialized and according to all sources will not happen with the current budget problems. The Town's match of \$50,000 that was put aside could be used to replace the roof and possibly fix the front doors to secure the building. All utilities are off at the building and it is currently being used for storage for the theater group props.

The Fire Department would like to take over the building as they have issues with storage and renovations need to be planned for. As this building is in the Historic District, an application will have to be made to the Commission.

First Selectman Hodge said the Connecticut Tourism Commission has contacted her about another grant that closely resembles the first grant. The work needs to be completed and then monies will be reimbursed accordingly. L. Hodge will look into the necessary steps for applying to the Historic District Commission to begin the process.

6.1.B Fire Hose

The Fire Department is requesting a transfer of funds from Equipment Reserve to Fire Equipment to replace water supply and fire attack hoses that are 20-25 years old. The transfer is for \$16,750.00.

6.1.C SCBA Cylinders

The Fire Department is requesting a transfer of funds from Equipment Reserve for the purchase of 21 Self Contained Breathing Apparatus (SCBA) cylinders to complete the replacement program that started in 2005 with federal grant money.

Motion by: R. Goldstein

to approve the transfer of the \$16,750 from Equipment Reserve to Fire Equipment for the purchase of fire hose and for \$13,965 from Equipment Reserve to Fire Equipment for the purchase of the 21 SCBA cylinders as requested.

Second by: B. Smith.

Vote: Unanimous.

6.2 Transfer Requests

The Board of Selectmen approved the following transfers at the June 5, 2008 BOS meeting:

Central Services requests a transfer to repair network infrastructure in electrical closet including batteries. Monies to come from vacant position of five months in Selectman's assistant account.

FROM:	Account #11201-40102 Other PT/Regular Payroll	1,750
TO:	Account #11801-42315 Other Supplies	1,750

The First Selectman/Facilities requests a transfer to begin building network server and computer repair room on third floor. Funds to come from vacant position in the office for five months.

FROM:	Account #11201-40102 Other PT/Regular Payroll	2,500
FOR:	Account #11901-48417 Building & Grounds	2,500

Youth Services requests a transfer to replace a non-functioning laptop computer. Funds to be transferred from Advertising, no positions to post; drivers' licenses, no new or renewals due; Postage, fewer bulk mailings than expected, sent home with children.

FROM:	Account #14102-44231 Advertising	600
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	Account #14104-44283	Drivers licenses	200
	Account #14102-44217	Postage	400
FOR:	Account #14201-48416	Office Equipment	1,200

First Selectman/Youth Services requests a transfer to replace one non-functioning laptop. Funds to come from the vacant position in the First Selectman's office.

FROM:	Account #11201-40102	Other PT/Regular Payroll	1,000
FOR:	Account #14102-48416	Office Equipment	1,000

The Health and Safety Committee request a transfer to cover CPR Training for 13 employees and OSHA training for Highway Department. Funds available from better prices on incentives for programs than anticipated.

FROM:	Account #14200-42340	Other Purchased Supplies	350
FOR:	Account #14200-43213	Mileage, Trainings, Meetings	350

Senior Center requests a transfer to repair vinyl tiles in main hallway of Senior Center. Funds available from vacancy in the Program Assistant line item.

FROM:	Account #15401-40102	Other Regular Payroll	2,000
FOR:	Account #15401-42331	Custodial/Maintenance Supplies	2,000

Planning and Code Administration requests a transfer because zone changes required many copies of maps to be printed. Funds are available as new personnel did not attend training sessions and meetings as former personnel.

FROM:	Account #11411-43213	Mileage, Training & Meetings	320
FOR:	Account #11411-42301	Office Supplies	320

Planning and Code Administration requests a transfer for advertising for three vacant positions and legal ads for zone changes. Funds are available as new personnel did not attend training sessions and meetings as did former personnel.

FROM:	Account #11411-43213	Mileage, Training & Meetings	700
FOR:	Account #11411-44231	Advertising	700

The Police Department requests a transfer to purchase camera for new police car. Unexpended funds in regular payroll due to vacant positions make the funds available.

FROM:	Account #12101-40101	Regular Payroll	7,000
FOR:	Account #12101-48467	Vehicle & Truck	7,000

The First Selectman/Information Technology request a transfer to replace three desktop computers: tax Collector, IT/GIS coordinator, CFO, Assistant Town Clerk. Funds are available through the vacant position.

FROM:	Account #11201-40101	Payroll	6,000
FOR:	Account #11801-44208	Professional Services	6,000

Facilities needs a transfer to cover unanticipated electricity rate increase from CL&P, Funds from the reduction in the amount of heating oil used for Town Hall and contract price locked in at lower rate.

FROM:	Account #11901-45221	Facilities-Fuel/Heating	3,000
FOR:	Account #11901-45622	Facilities-Electricity	3,000

Police/Public Safety needs money to purchase ammunition. Funds are available from Crime Star Records Management System license in not having the manpower so the license has been postponed.

FROM:	Account #12101-48416	Office Equipment	1,500
FOR:	Account #12101-43213	Mileage/Training	1,500

Library is requesting a transfer to cover insufficient funds in equipment repair line item for copier and book returns. Funds are available from fuel line due to reduction in usage and contract price.

FROM:	Account #15101-45221	Fuel Oil	530
FOR:	Account #15101-46224	Equipment Repair	530

Library requests a transfer for additional fire protection charges on sewer and water utility bills. Funds are available from the surplus fuel oil due to less consumption and contract price.

FROM:	Account #15201-4521	Fuel Oil	1,200
FOR:	Account #15201-45222	Water and Sewer	1,200

Motion by: R. Goldstein

to approve the above stated transfers contingent on approval by the Board of Selectmen.

Second by: M. Ryan.

Vote: Unanimous. Motion CARRIED.

6.3 Selectman's Update

The 57 Fest is being planned and people have asked about a parade for fun as the Memorial Day Parade is a rather solemn occasion.

The Department of Health Anti-Obesity Grant for sidewalks is less than anticipated because of the shortfall in State funds.

Roads are currently being paved, Senior Center floor is being tiled, seven houses are in foreclosure in Town, Board of Selectmen has cancelled their July 3, 2008 meeting due to the holiday.

Chief Cox and L. Hodge explained the SAFR Grant funded by Federal Emergency Management Association (FEMA). Staffing at the fire department for calls is becoming limited. The grant would allow for recruitment and retainage of two additional personnel. The grant pays 100% for the first year and extends for five years with the amount gradually decreasing. The Board of Finance supports the application of this grant.

The Town Hall main foyer leak is still a problem.

7. CORRESPONDENCE.

No correspondence received.

8. LIAISON REPORTS.

B. Smith said the Purchasing Policy meeting was postponed. The Annual Report is complete and waiting for the final draft to be reviewed.

9. OLD BUSINESS.

9.1 Town Hall HVAC System

First Selectman Hodge has contacted Solo Mechanical to verify the quote given last January for the upgrades to the HVAC system. The Phase I price has increased by \$1,000 and the Phase II price by \$790. This item will be on the July 16, 2008 agenda for discussion.

10. NEW BUSINESS.

Chairman Hayn said the July 2, 2008 meeting would be cancelled.

11. ADJOURNMENT.

Motion by: J. Ringo

to adjourn the meeting.

Second by: M. Ryan.

Vote: Unanimous.

Chairman Hayn adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Mary Jane Slade
Clerk