

TOWN OF COLCHESTER
BOARD OF FINANCE – REGULAR MEETING
TOWN HALL
127 NORWICH AVENUE

Wednesday, December 2, 2009 – 7:00 p.m.

Minutes

NANCY A. BRAY
TOWN CLERK

Nancy A. Bray

RECEIVED
COLCHESTER, CT
2009 DEC - 9 PM 4: 00

Members Present: Chairman Bruce Hayn, John Ringo, Cathy Pompei, Brian Smith, Rob Tarlov

Members Absent: None

Others Present: Maggie Cosgrove - CFO, Gregg LePage - Treasurer, Rosemary Coyle - BOS, Stan Soby - BOS, Rob Esteve, Gregg Schuster - First Selectman, Don Kennedy - BOE, Mike Caplet – Executive Assistant to the First Selectman, Ron Goldstein - BOE Chairman, Karen Loiselle - Superintendent, Candace Barnes, and Adam Turner - Town Planner.

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

2. **APPROVAL OF PREVIOUS MEETING:**

2.1 November 18, 2009 Regular Meeting: J. Ringo motioned to approve the meeting minutes of November 18, 2009 amending to show Rob Tarlov as abstaining in the vote for approving the November 4, 2009 minutes, seconded by R. Tarlov. All members present voted in favor. **MOTION CARRIED.**

3. **CITIZENS COMMENTS:** None

4. **ADDITIONS TO THE AGENDA:** None

5. **DEPARTMENT REPORTS**

5.1 Finance Department: Fiscal Year 2009-2010 revenues and expenditures were reviewed. Legal fees are quite high already in the current fiscal year. M. Cosgrove has been speaking with the Actuaries about coming to do a presentation on the “health insurance fund” expense projections. Chairman Hayn felt a joint meeting with Board of Education, Board of Selectmen, and Board of Finance should be held where the actuaries present their findings. The First Selectman agreed to schedule such a meeting. Date to be determined.

6. **FIRST SELECTMAN’S REPORT:**

6.1 Selectman’s Agenda:

6.1.1 Transfer Request: C. Pompei motioned to approve a Police Department transfer in the amount of \$1,044, seconded by J. Ringo. All members present voted in favor. **MOTION CARRIED.**

* Budget Transfer sheet is attached complete with accounting details for said transfer.

6.1.2 First Selectman’s Update:

- The legal fees, as M. Cosgrove previously mentioned, are already at approximately 63% of the annual budget. The costs have been primarily related to one legal case. First Selectman Schuster is diligently looking at ways to resolve this matter.
- The Library employees are considering forming a union.

6.1.3 Legislative Update (Informational Item): According to a legislative update received, the Governor is proposing mid-year cuts in municipal aid by \$84 million across all 169 Towns. First Selectman Schuster said he does not know where or how these cuts will be made, but will keep us informed as this information arises.

7. **CORRESPONDENCE:** Members had received a letter from Park and Recreation Director, Jay Cohen stating that the Program Fund balance is lower than he had anticipated. The department was previously charged with finding a way to support the Program Director’s position through the Program Fund budget line item. First Selectman Schuster would like to talk to M. Cosgrove about this matter, then with Jay Cohen. It was also discussed that this first will need to be brought to the BOS before it needs BOF attention.

8. **LIAISON REPORT:** R. Tarlov has spoke with M. Decker and will be going to Sewer and Water’s next meeting. He will be meeting with the new librarian director next week. C. Pompei would like to see the previous board members give up some of their liaison positions for new members to acquire. She expressed an interest in the Fire Department. Chairman Hayn said she was more than welcome to become the new liaison for the Fire Department.

9. OLD BUSINESS

9.1 Vacancy created by Ron Goldstein (Possible Interviews): There was only one resume/application received for this opening. Rob Esteve was interviewed at this meeting by all BOF members, for this current vacancy on the board. An endorsement from Brenden Healy - Republican Town Committee Chairman, was received, and the First Selectman also endorsed Rob Esteve to the BOF. To this, J. Ringo motioned to appoint Rob Esteve to the Board of Finance filling the vacancy left by Ron Goldstein, with this term to expire November 18, 2013, seconded by R. Tarlov. All members present voted in favor. **MOTION CARRIED.**

10. NEW BUSINESS

10.1 2010 Meeting Dates: J. Ringo motioned to approve the 2010 meeting dates as presented, seconded by C. Pompei. **MOTION CARRIED.** (Dates attached)

10.2 Fiscal Year 2010-2011 Budget Workshop/Meeting schedule: Chairman Hayn will create a budget workshop tentative meeting schedule and give it to First Selectman Schuster to circulate among department heads for feedback.

10.3 2009 Steap Grant – Water and Sewer Turner said that the Town has been awarded a \$130,000 grant through the Small Town Economic Assistance Program (STEAP) for the development of a plan to extend the Town's water and sewer infrastructure to commercial use zones. The expansion will include the area encompassed by Rte. 85, Lake Hayward Road, and Parum Road. Mark Decker, Director of Public Works, will serve as the staff project lead. An RFQ will be sent out on Friday.

10.4 Continuing effort to comply with the Office of Civil Rights (OCR) issues (Ron Goldstein, Karen Loiselle): There were funds left after completing the replacement of the fire alarm at Bacon Academy at a cost lower than originally projected. Greg Plunkett - Director of Facilities and Operations, is requesting the balance of these approved funds to be used to address the OCR compliance issue at Bacon Academy which mandates horns and strobes be installed in all classrooms. To this, J. Ringo motioned to approve using the remaining \$14,125 left over from the fire alarm replacement at Bacon Academy to complete the OCR portion of the fire alarm project, seconded by C. Pompei. All members present voted in favor. **MOTION CARRIED.**

10.5 Budget Discussion with Board of Education (Ron Goldstein, Karen Loiselle): The Board of Education would like to start the communication and budget discussion early. There will be some large challenges for the budget this year. Enrollment for the district is 77 over what was budgeted for the 2009 – 2010 fiscal year. Ms. Loiselle said that the number of employees cannot be reduced this year. The number of Kindergarteners per class is currently higher than it has been in years. Chairman Hayn suggested that a dialogue forum, such as last year, be held again this year. Ron Goldstein agreed and stated that they (the BOE) would lead this charge along with the BOS and BOF. Dates to be determined.

11. ADJOURNMENT: J. Ringo motioned to adjourn, seconded by R. Tarlov. All members present voted in favor. **MOTION CARRIED.** Chairman Hayn adjourned the meeting at 8:21 p.m.


Dawn LePage, Clerk

BOARD OF FINANCE
2010 REGULAR MEETING DATES

The following will be the dates for the regular monthly meetings of the Board of Finance for 2010. The meetings are generally held the first and third Wednesday of the month at 7:00 p.m. at Town Hall, located at 127 Norwich Avenue, Colchester, CT.

Wednesday, January 6, 2010 Wednesday, January 20, 2010

Wednesday, February 3, 2010 Wednesday, February 17, 2010

Wednesday, March 3, 2010 Wednesday, March 17, 2010

Wednesday, April 7, 2010 Wednesday, April 21, 2010

Wednesday, May 5, 2010 Wednesday, May 19, 2010

Wednesday, June 2, 2010 Wednesday, June 16, 2010

Wednesday, July 7, 2010 Wednesday, July 21, 2010

Wednesday, August 4, 2010 Wednesday, August 18, 2010

Wednesday, September 1, 2010 Wednesday, September 15, 2010

Wednesday, October 6, 2010 Wednesday, October 20, 2010

Wednesday, November 3, 2010 Wednesday, November 17, 2010

**Wednesday, December 8, 2010 ** Wednesday, December 22, 2010

****moved due to holidays**

10-12-09

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request:

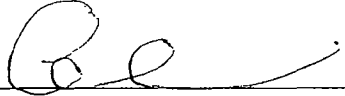
These balance of these budgeted funds will not be required as originally planned. The training/monies that were required to ensure a smooth transition from one administrative assistant to another only required an expenditure of \$455.18. The resident State Police Sergeant Supervisor has requested these funds be transferred to the overtime budget line item as he will be utilizing the administrative assistant for additional tasks/duties including the Police Commission usage that was not accounted for.

Reason for Available Funds:

Funds were earmarked for training for the incoming administrative assistant by the outgoing administrative assistant in the Police Department. The funds required to ensure a smooth transition from one administrative assistant to another only required an expenditure of \$455.18 due to the skill level of the replacement. Balance of funds to be utilized for overtime for the new administrative assistant.

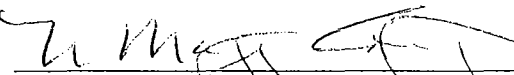
From:	Account Number	Account Name	Amount
	40105	Temp Labor	1,044.
To:	40103	Overtime	1,044.

Sep 15, 2009
Date Requested

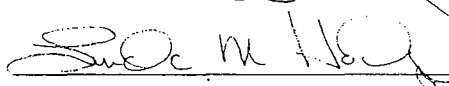

Department Director or Supervisor - Signature

Print Name Commissioner Anthony J. Camilleri Jr.

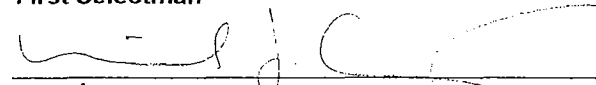
9/30/09
Date Reviewed


Chief Financial Officer

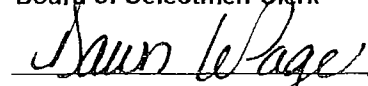
11/13/09
Date Approved


First Selectman

11/19/09
Date Approved


Board of Selectmen Clerk

12/2/09
Date Approved


Board of Finance Clerk