

Board of Finance

BOARD OF FINANCE – REGULAR MEETING TOWN HALL – 127 NORWICH AVENUE Room #1 JUNE 3, 2009 RECEIVED COLCHESTER. C
2009 JUN - 5 PH 2:
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MANCY A-BRAY

MEMBERS PRESENT: Chairman Bruce Hayn, Ronald Goldstein, Ronald Crabb, John Ringo, and Michael Ryan

at 7:03 p.m.

MEMBERS ABSENT: Brian Smith.

OTHERS PRESENT: First Selectman Linda Hodge, Selectmen Rosemary Coyle, Greg Cordova, Treasurer

Jon Sandberg, Registrar of Voters Dot Mrowka, Chief Financial Officer Maggie Cosgrove,

Civics Class Students.

1. CALL TO ORDER

Chairman Hayn called this Regular Meeting of the Board of Finance to order at 7:00 p.m.

2. MINUTES OF PREVIOUS MEETING

2.1 May 20, 2009 Regular Meeting

Motion by: R. Crabb

to approve the minutes of the May 20, 2009 Regular Meeting as read.

Second by: J. Ringo.

Vote:

Unanimous.

3. DEPARTMENT REPORT

3.1 Finance Department

No report this evening.

4. CITIZENS COMMENTS

Students from the Civics Class questioned Board members about their work on the Board.

M. Ryan arrived during Citizens Comments.

5. ADDITIONS TO THE AGENDA

None at this time.

6. FIRST SELECTMAN'S REPORT

6.1 Selectmen's Agenda

6.1.1 Transfer Requests

Several transfers were presented to the Board of Finance having been approved at the May 21, 2009 Board of Selectmen's meeting. The transfers dealt with contractual negotiations.

Motion by: R. Goldstein

to approve the transfers as presented

Second by: J. Ringo.

Vote:

Unanimous. Transfers Attached.

127 NORWICH AVENUE, COLCHESTER, CT 06415 • (860) 537-7220 • FAX (860) 537-0547

6.1.2 First Selectman's Update

Selectman Hodge stated the purchasing policy is in the final draft. A \$10,000 grant has been received for community policing. Jay Cohen and Val Geato submitted the grant for police to work with kids. A safety and fun day is planned for Country Place Apartments with the police and fire department.

A signed contract from the State has been received for the grant renovations at the old firehouse. A timeline is being finalized. Brian Smith and Sgt. M. Hassett completed and received a \$9,100 grant for community outreach and a grant has been received for work on the intersection at Mill Hill and Old Hartford Roads.

7. CORRESPONDENCE

No correspondence received

8. LIAISON REPORTS

R. Goldstein reported that the BOE budget meeting will be held on Friday morning.

9. OLD BUSINESS

9.1 Stop Loss Letter.

R. Goldstein noted that a few minor changes will be made to the letter presented this evening. It will then go to the Board of Education on Tuesday for approval.

There is an insurance meeting on Monday when CIRMA will give details of training for risk management and accident reporting. Ovation and Anthem speakers were at Town Hall today reviewing insurance benefits with employees.

10. NEW BUSINESS

No new business.

11. ADJOURNMENT

Motion by: J. Ringo

to adjourn.

Second by: R. Crabb.

Vote:

Unanimous.

Chairman Hayn adjourned this meeting at 7:16 p.m.

Respectfully submitted,

Mary Jane Slade Clerk 127 Norwich Avenue Colchester, CT 06415 (860) 537-7220

Town of Colchester

Linda M. Hodge

First Selectman

MEMORANDUM

To:

Mary Jane Slade, Board of Finance Clerk

CC:

Linda Hodge, First Selectman

Megsie Cosgrave, CFO

From:

Mike Caplet, Executive Assistant to the First Selectman

Date:

May 22, 2009

Re:

Budget Transfers

The Board of Selectmen addressed this at last night's regular Board of Selectmen Meeting per the excerpt below from the draft minutes yet to be posted:

Budget Transfers

- a. Fund Balance Administrative Union 2007-08 Retroactive Salary Adjustments
- b. Fund Balance Police Union 2007-08 Retroactive Salary Adjustments
- c. Contingency Administrative Union 2008-09 Salary Adjustments
- d. Contingency Police Union 2008-09 Salary Adjustments
- e. Contingency Board of Education Supervisory Union 2008-09 Salary Adjustments for Assistant Facility Manager: R. Coyle moved to approve the budget transfers (a) through (e) as presented and noted above (detailed transfer forms attached – (12) total forms), seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Please advise this office if any other action is needed to move this forward.

Attachments

8194

Town of Colchester

General Fund

Departmen	t: Various		
Reason for Request:	FY 2007-2008 retroac	tive salary payments per union contract sett	lement
Reason for Available Funds:		ated for contract settlements and undesigna	ted fund balance
From:	Account Number	Account Name	Amount
	18501-36250	Designated Fund Balance	20,343
	18501-36250	Undesignated Fund Balance	5,861
10:	11301-40101	Accounting - Regular Payroll	2,300
	11301-41230	Accounting - FICA & Retirement	337
	11304-40101	Assessor - Regular Payroll	2,528
	11304-41230	Assessor - FICA & Retirement	370
	May 18, 2009 Date Requested	Department Director or Supervisor -S	
	May 18, 2009 Date Reviewed	Print Name N. Maggie Cosgrove, CFC Chief Financial Officer)
	5/19/09	So whose	
	Date Approved 5 21 09 Date Approved	Board of Selectmen Clerk	
	6 /3/09 Date Approved	Maryfane Slake Board of Finance Clerk	

General Fund

Bassat Fransfer/Additional Appropriation

Departmen	t: Various			
Reason for Request:	FY 2007-2008 retroactive salary payments per union contract settlement			
Reason for Available Funds:	l .	ated for contract settlements and undesignate	d fund balance	
s.	Account Number	Account Name	Amount	
10:	11411-40101	Planning & Code Admin - Reg Payroll	4,056	
	11411-41230	Planning & Code Admin - FICA/Retire	538	
	13201-40101	Highway - Regular Salaries	2,295	
	13201-41230	Highway - FICA & Retirement	336	
	13202-40101	Fleet Maintenance - Regular Payroll	2,320	
	13202-41230	Fleet Maintenance - FICA & Retirement	340	
	May 18, 2009 Date Requested	Department Director or Supervisor - Sig Print Name N. Maggie Cosgrove, CFO	nature	
		IN. Maggie Cosgrove, CFO		
	May 18, 2009	The Many Con		
	Date Reviewed	Chief Financial Officer		
	5/19/09 Date Approved	Suc Mollage		
	5 21 09 Date Approved	Board of Selectmen Clerk		
	6/3/09 Date Approved	Board of Figure Clerk		

General Fund

Departmer	nt: Various			
Reason for Request:	IEV 2007, 2009 retroactive calary nayments nor union contract settlement			
Reason for Available Funds:	r Fund balance designated for contract settlements and undesignated fund balance			
	Account Numbe	r Account Name	Amount	
To:	13204-40103	Snow Removal - Overtime	259	
	13204-41230	Snow Removal - FICA	20	
	13301-40101	Engineering - Regular Salaries	2,568	
	13301-41230	Engineering - FICA & Retirement	376	
	14102-40101	Youth Services - Regular Salaries	4,832	
	14102-41230	Youth Services - FICA & Retirement	708	
	May 18, 2009 Date Requested		nature	
	May 18, 2009 Date Reviewed	Print Name N. Maggie Cosgrove, CFO Chief Financial Officer		
	5\19\09 Date Approved	Such He Wante		
	5/21/09 Date Approved	First Selectman Board of Selectmen-Clerk	\	
	6/3/09	Tranky o Alake		
	Date Approved	Board of Finance Clerk		

P.494

Town of Colchester

General Fund

Departmen	t: Various		
Reason for Request:	FY 2007-2008 retroac	tive salary payments per union contract settler	nent
Reason for Available Funds:		ated for contract settlements and undesignated	d fund balance
-1	Account Number	Account Name	Amount
10:	15401-40101	Senior Services - Regular Salaries	1,763
	15401-41230	Senior Services - FICA & Retirement	258
	May 18, 2009	7, Max Car	
	Date Requested	Department Director Supervisor Sig	nature
	May 18, 2009	Print Name N. Maggie Cosgrove, CFO	
	Date Reviewed	Chief Financial Officer	
	5/19/09 Date Approved	First Selectman	
	5 21 09 Date Approved	Board of Selectmen Clerk	
	6/3/09 Date Approved	Mayke Slade Board of Finance Clerk	

General Fund

Departmer	nt: Police			
Reason for Request:	FY 2007-2008 retroactive salary payments per union contract settlement			
Reason for Available Funds:	i	nated for contract settlements and undesignated	d fund balance	
From:	Account Numbe	r Account Name	Amount	
	18501-36250	Designated Fund Balance	18,032	
	18501-36250	Undesignated Fund Balance	22,172	
То:	12101-40101	Police - Regular Payroll	31,463	
	12101-40103	Police - Overtime	2,810	
	12101-41230	Police - FICA & Retirement	5,931	
	May 18, 2009 Date Requested	Department Director or Supervisor - Sig	nature	
		Print Name N. Maggie Cosgrove, CFO		
	May 18, 2009 Date Reviewed	Chief Financial Officer		
	5/19/109	Sund MATURE		
	Date Approved	First Selectman		
	5/21/09			
	Date Approved	Board of Selectmen Clerk		
	4/3/09 Date Approved	Mary free Stade Board of Finance Clerk		

General Fund

Departmen	t:Various			
Reason for Request:	FY 2008-2009 Town Administrators' union contract settlement			
Reason for Available Funds:	3	oudgeted for contract settlement		
From:	Account Number	Account Name	Amount	
	11101-50950	Contract Settlements	44,318	
10:	11301-40101	Accounting - Regular Payroll	4,511	
	11301-41230	Accounting - FICA & Retirement Assessor - Regular Payroll	683 4,957	
	11304-41230	Assessor - FICA & Retirement	751	
	May 18, 2009 Date Requested	Department Director or Supervisor - Signature Print Name N. Maggie Cosgrove, CFO	gnature	
	May 18, 2009 Date Reviewed	Chief Financial Officer	<u> </u>	
	5\19\09 Date Approved	First Selectman		
	5 21 09 Date Approved	Board of Selectmen Clerk		
	6/3/09 Date Approved	Maryfine Slade Board of Finance Clerk		

General Fund Budget Transfer/Additional Appropriation

Departmen	nt: Various			
Reason for Request:	FY 2008-2009 Town Administrators' union contract settlement			
Reason for Available Funds:		edgeted for contract settlement		
	Account Number	Account Name	Amount	
10:	11411-40101	Planning & Code Admin - Reg Payroll	8,161	
	11411-41230	Planning & Code Admin - FICA/Retire	1,235	
	13201-40101	Highway - Regular Salaries	4,500	
	13201-41230	Highway - FICA & Retirement	681	
	13202-40101	Fleet Maintenance - Regular Payroll	4,550	
	13202-41230	Fleet Maintenance - FICA & Retirement	690	
	May 18, 2009 Date Requested	Department Director or Supervisor Sig	nature	
		Print Name N. Maggie Cosgrove, CFO		
	May 18, 2009 Date Reviewed	Chief Financial Officer		
	5/19/09 Date Approved	Sweet M H		
	5/21/09	Board of Selectmen Clerk		
	6/3/09 Date Approved	Margare Stade Board of Finance Clerk		

General Fund

Departmen	t:Various		
Reason for Request:	FY 2008-2009 Town	Administrators' union contract settlement	
Reason for Available Funds:	1	oudgeted for contract settlement	
	Account Numbe	r Account Name	Amount
To:	13301-40101	Engineering - Regular Salaries	5,037
	13301-41230	Engineering - FICA & Retirement	763
	14102-40101	Youth Services - Regular Salaries	6,592
	14102-41230	Youth Services - FICA & Retirement	999
	15101-40101	Library - Regular Salaries	180
	15101-41230	Library - FICA & Retirement	28
	May 18, 2009 Date Requested	Department Director or Supervisor - Sig Print Name N. Maggie Cosgrove, CFO	nature
	May 18, 2009 Date Reviewed	Chief Financial Officer	
	51.909 Date Approved	Suc m llage	
	5 21 05 Date Approved	Board of Selectmen Clerk	
	6/3/09 Date Approved	Maryhue Slade Board of Finance Clerk	

General Fund

t: Police		
FY 2008-2009 Police U	nion contract settlement	
Contingency funds bu	dgeted for contract settlement	
Account Number	Account Name	Amount
11101-50950	Contingency - Contract Settlements	38,804
	-	- 1
12101-40101	Police - Regular Payroll	32,677
12101-41230	Police - FICA & Retirement	6,127
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M10, 2000	7 Mars	
L		gnature
	Print Name N. Maggie Cosgrove, CFO	
May 18, 2000	7 Maria	
B-1-B	Chief Financial Officer	,, <u>,,,</u>
5/19/09	SURD W I Ver D	
Date Approved	First Selectman	
5/21/09		
Date Approved	Board of Selectmen Clerk)
6/03/09 - Date Approved	Mongare Stade Board of Finance Clerk	
	Contingency funds bu	FY 2008-2009 Police Union contract settlement Contingency funds budgeted for contract settlement Account Number Account Name [11101-50950] Contingency - Contract Settlements Police - Regular Payroll [12101-40101] Police - FICA & Retirement [12101-41230] Police - FICA & Retirement May 18, 2009 Date Requested Department Director or Supervisor - Si Print Name N. Maggie Cosgrove, CFO May 18, 2009 Date Reviewed Chief Financial Differior S 1909 Date Approved First Selectman S 2009 Date Approved Board of Selectmen Clerk U 0 3/09 May 18, 2009 Date Approved Board of Selectmen Clerk May 18, 2009 Date Approved Board of Selectmen Clerk

General Fund

Departmen	t: Facilities			
Reason for Request:	FY 2008-2009 BOE Supervisory union contract settlement - Assistant Facility Manager split 50/50 Town & BOE			
Reason for Available Funds:		udgeted for contract settlement		
From:	Account Number	r Account Name	Amount	
	11101-50950	Contingency - Contract Settlements	1,006	
То:	11901-40101	Facilities - Regular Payroll	893	
	11901-41230	Facilities - FICA & Retirement	113	
	May 18, 2009	n March		
	Date Requested	Department Director or Supervisor 2 Si	gnature	
		Print Name N. Maggie Cosgrove, CFO		
	May 18, 2009 Date Reviewed	Chief Financial Officer		
	519109	Solver Mancial Officer	7	
	Date Approved	First Selectman		
	5 21 09 Date Approved			
		Board of Selectmen Cherk		
	Date Approved	Board of Finance Clerk		