

Board of Finance

BOARD OF FINANCE – REGULAR MEETING  
TOWN HALL – 127 NORWICH AVENUE  
Room #1  
JUNE 3, 2009

RECEIVED  
COLCHESTER, CT  
2009 JUN - 5 PM 2: 05  
NANCY A. BRAY  
TOWN CLERK

**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.

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

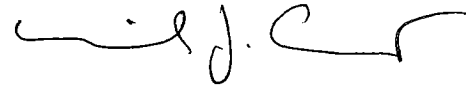
**To:** Mary Jane Slade, Board of Finance Clerk

**CC:** Linda Hodge, First Selectman  
Meggie Cosgrove, CFO

**From :** Mike Caplet, Executive Assistant to the First Selectman

**Date:** May 22, 2009

**Re:** Budget Transfers



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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

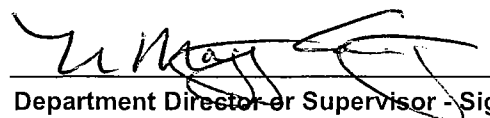
~~Budget Transfer~~/Additional Appropriation

Department:


Reason for Request:

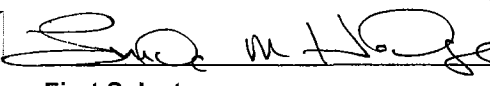
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To:	<input type="text" value="11301-40101"/>	<input type="text" value="Accounting - Regular Payroll"/>	<input type="text" value="2,300"/>
	<input type="text" value="11301-41230"/>	<input type="text" value="Accounting - FICA &amp; Retirement"/>	<input type="text" value="337"/>
	<input type="text" value="11304-40101"/>	<input type="text" value="Assessor - Regular Payroll"/>	<input type="text" value="2,528"/>
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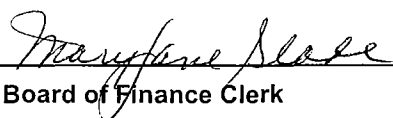
Date Requested   
Department Director or Supervisor - Signature

Print Name

Date Reviewed   
Chief Financial Officer

Date Approved   
First Selectman

Date Approved   
Board of Selectmen Clerk

Date Approved   
Board of Finance Clerk

P 2 of 4

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

Department: Various

Reason for Request: FY 2007-2008 retroactive salary payments per union contract settlement

Reason for Available Funds: Fund balance designated for contract settlements and undesignated fund balance

703

Account Number	Account Name	Amount
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 - Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009  
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 Board of Finance Clerk

P 3 2 4

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

Department: Various


Reason for Request: FY 2007-2008 retroactive salary payments per union contract settlement

Reason for Available Funds: Fund balance designated for contract settlements and undesignated fund balance

To:

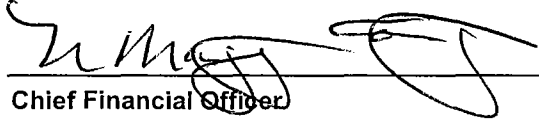
Account Number	Account Name	Amount
13204-40103	Snow Removal - Overtime	259
13204-41230	Snow Removal - FICA	20
13301-40101	Engineering - Regular Salaries	2,568
13301-41230	Engineering - FICA & Retirement	376
14102-40101	Youth Services - Regular Salaries	4,832
14102-41230	Youth Services - FICA & Retirement	708

May 18, 2009  
Date Requested

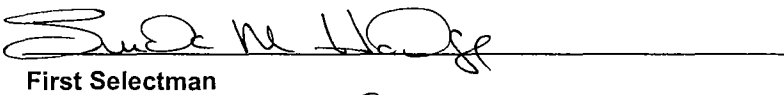
  
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009  
Date Reviewed

  
Chief Financial Officer

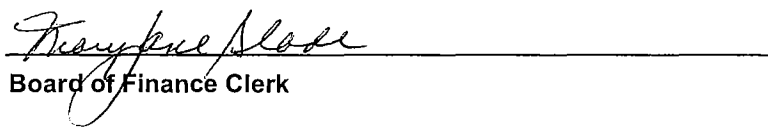
5/19/09  
Date Approved

  
First Selectman

5/21/09  
Date Approved

  
Board of Selectmen Clerk

6/3/09  
Date Approved

  
Board of Finance Clerk

Town of Colchester

P. 4 of 4

General Fund

Budget Transfer/Additional Appropriation

Department: Various

Reason for Request: FY 2007-2008 retroactive salary payments per union contract settlement

Reason for Available Funds: Fund balance designated for contract settlements and undesignated fund balance

Account Number	Account Name	Amount
15401-40101	Senior Services - Regular Salaries	1,763
15401-41230	Senior Services - FICA & Retirement	258

May 18, 2009 Date Requested Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009 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 Board of Finance Clerk

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

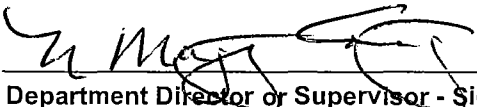
Department:

Reason for Request:

Reason for Available Funds:

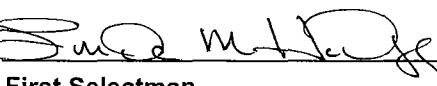
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	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="12101-40101"/>	<input type="text" value="Police - Regular Payroll"/>	<input type="text" value="31,463"/>
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	<input type="text" value="12101-41230"/>	<input type="text" value="Police - FICA &amp; Retirement"/>	<input type="text" value="5,931"/>

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



P 1 of 3

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:


From:	Account Number	Account Name	Amount
	11101-50950	Contract Settlements	44,318
To:	11301-40101	Accounting - Regular Payroll	4,511
	11301-41230	Accounting - FICA & Retirement	683
	11304-40101	Assessor - Regular Payroll	4,957
	11304-41230	Assessor - FICA & Retirement	751

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

P 2 of 3

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Various


Reason for Request: FY 2008-2009 Town Administrators' union contract settlement

Reason for Available Funds: Contingency funds budgeted for contract settlement

To:


Account Number	Account Name	Amount
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 - Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009  
Date Reviewed

  
\_\_\_\_\_  
Chief Financial Officer

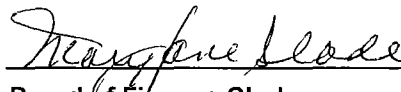
5/19/09  
Date Approved

  
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First Selectman

5/21/09  
Date Approved

  
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Board of Selectmen Clerk

6/3/09  
Date Approved

  
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Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

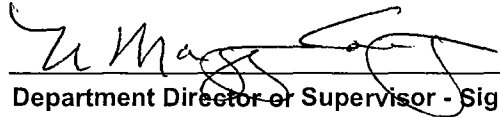
Reason for Request:

Reason for Available Funds:

To:

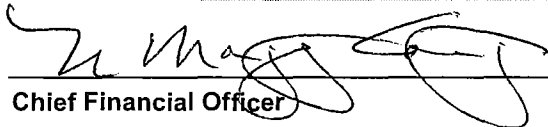
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<input type="text" value="15101-40101"/>	<input type="text" value="Library - Regular Salaries"/>	<input type="text" value="180"/>
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Date Requested

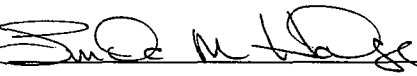
  
Department Director or Supervisor - Signature

Print Name


Date Reviewed

  
Chief Financial Officer

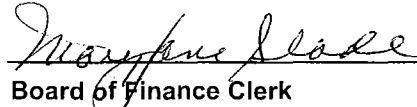
Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

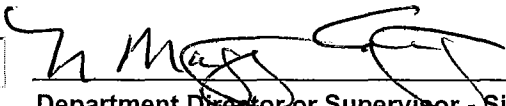
Department:

Reason for Request:

Reason for Available Funds:

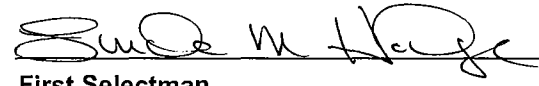
From:	Account Number	Account Name	Amount
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	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
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	<input type="text" value="12101-41230"/>	<input type="text" value="Police - FICA &amp; Retirement"/>	<input type="text" value="6,127"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

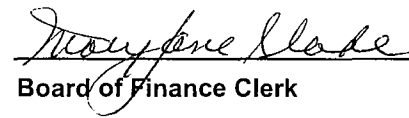
  
 Date Requested Department Director or Supervisor - Signature

Print Name

  
 Date Reviewed Chief Financial Officer

  
 Date Approved First Selectman

  
 Date Approved Board of Selectmen Clerk

  
 Date Approved Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: Facilities

Reason for Request: FY 2008-2009 BOE Supervisory union contract settlement - Assistant Facility Manager split 50/50 Town & BOE

Reason for Available Funds: Contingency funds budgeted for contract settlement


From:

Account Number	Account Name	Amount
11101-50950	Contingency - Contract Settlements	1,006

To:

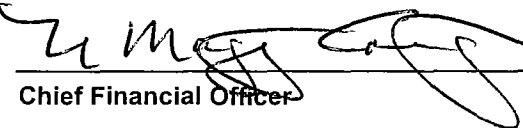
11901-40101	Facilities - Regular Payroll	893
11901-41230	Facilities - FICA & Retirement	113

May 18, 2009  
 Date Requested

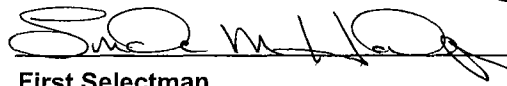
  
 Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009  
 Date Reviewed

  
 Chief Financial Officer

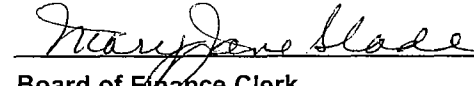
5/19/09  
 Date Approved

  
 First Selectman

5/21/09  
 Date Approved

  
 Board of Selectmen Clerk

6/03/09  
 Date Approved

  
 Board of Finance Clerk