



**TOWN OF COLCHESTER
BOARD OF FINANCE – REGULAR MEETING
TOWN HALL
127 NORWICH AVENUE
Wednesday, June 16th, 2010 – 7:00 p.m.**

RECEIVED
COLCHESTER, CT
2010 JUN 18 AM 11:11
Nancy A. Bray
NANCY A. BRAY
TOWN CLERK

MINUTES

MEMBERS PRESENT: Chairman Bruce Hayn, John Ringo, Robert Tarlov, and Michael Caplet

MEMBERS ABSENT: Cathy Pompeii, and Robert Esteve

OTHERS PRESENT: Selectman Coyle, Treasurer Gregg LePage, Trisha Coblentz, Maggie Cosgrove, M. Decker, G. Plunkett, Dorothy Mrowka, and other citizens.

1. CALL TO ORDER

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

2. APPROVAL OF PREVIOUS MEETING MINUTES

2.1 May 19, 2010 Regular Meeting

J. Ringo moved to accept the minutes of the May 16, 2010 Regular Meeting of the Board of Finance, seconded by R. Tarlov. M. Caplet abstained. All other members present voted in favor. MOTION CARRIED

3. CITIZENS COMMENTS. None

4. ADDITIONS TO THE AGENDA.

J. Ringo moved to add item # 10.3, "Dog Pound Roof," seconded by M. Caplet. All other members present voted in favor. MOTION CARRIED.

5. DEPARTMENT REPORTS

5.1 Finance Department. Finance Director, M. Cosgrove gave Finance Department Report.

5.2 Tax Collector. Tax Collector, Tricia Coblentz, gave Tax Collector's Report

6. FIRST SELECTMAN'S REPORT

6.1 Selectman's Agenda: None

6.1.1 Transfer Requests

J. Ringo moved to approve the budget transfer of \$5,000 from "Transfer Station - Transportation (13601-43212)" to "Transfer Station – Building Repairs (13601-46226)," for reason as noted on the attached transfer form, as authorized by the Board of Selectmen, seconded by R. Tarlov. All other members present voted in favor. MOTION CARRIED.

6.1.2 First Selectman's Update

None

7. CORRESPONDENCE

7.1 Craigin Memorial Library Monthly Report – May 2010

Attached

8. LIAISON REPORT

Treasurer LePage gave Treasurer's Report. R. Tarlov commented on the Economic Development Commission and the Sewer & Water Commission. J. Ringo reported on the Police Commission.

9. OLD BUSINESS

9.1 Discussion and Possible Action on Strategic Planning 2011-2012

On hold until next meeting.

10. NEW BUSINESS

10.1 Discussion and Possible Action on Town Projects

On Hold

10.2 Discussion and Possible Action on Town Clerk's Revenue

On Hold

10.3 Discussion and Possible Action on Dog Pound Roof

R. Tarlov moved to approve the expenditure of \$5,800 from the capital account for improvements to the dog pound as recommended by G. Plunkett, Director of Facilities and Operations, seconded by J. Ringo. All other members present voted in favor. MOTION CARRIED.

12. ADJOURNMENT

M. Caplet moved to adjourn at 7:44p.m., seconded by J. Ringo. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,



Candace Barnes
Clerk

Attachments:

- Budget Transfer Request (1 page)
- Craigin Memorial Library Monthly Report – May 2010 (3 Pages)
- Memo Dated May 27, 2010 Re: Dog Pound Roof (1 Page)

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Replacement of gatehouse due to rot and rodent infestation

Reason for Available Funds: Increased return on scrap metal and reduction in transportation and disposal costs due to conversion to single stream recyclables

From:	Account Number	Account Name	Amount
	13601-43212	Transportation	5,000

To:	Account Number	Account Name	Amount
	13601-46226	Building Repairs	5,000

5-27-10

Date Requested

Mark Decker
Department Director or Supervisor - Signature

Print Name

MARK DECKER

5/27/10

Date Reviewed

[Signature]
Chief Financial Officer

6/2/10

Date Approved

[Signature]
First Selectman

6/3/10

Date Approved


[Signature]
Board of Selectmen Clerk

6/16/10

Date Approved

[Signature]
Board of Finance Clerk



Cragin Memorial Library
8 Linwood Avenue
Colchester, Connecticut 06415
Phone (860) 537-5752  Fax (860) 537-4559

To: Board of Selectmen, Town Hall
Board of Finance, Town of Colchester
Cragin Board of Trustees
From: Kate Byroade, Library Director
RE: Monthly Report for May 2010
Date: June 1, 2010

May began with a bang with the annual Third Grade History tour. A total of 297 CES third graders, teachers, and parent chaperones were introduced to the Library's local history collection, saw some interesting artifacts, and learned about favorite children's books and toys in 1905, the year the Cragin Library opened. Although the tour is a longstanding Colchester tradition, the Library portion was revised to explain more about the role the library plays in preserving local history and how the students can use those resources in the years to come.

Preparations for the migration to the new system have begun in earnest with weekly staff training sessions held on Wednesday mornings from May 26 through June 30. Additionally, the Library's custodian Roland Brunet will be completing some needed interior painting projects during this time.

Summer is the busiest season of the year at public libraries across the country, so the relative quiet of May allows the Library's staff to prepare for the summer rush. Library staff will provide an integrated summer reading program with Colchester's public schools that will reward students for completing their school's summer reading expectation. Library staff members will be making weekly visits to the Parks and Recreation Day Camp to reward children for their summer reading participation. A full calendar of summer activities for families and children will motivate weekly visits and lots of summer reading!

The Library's newest service, downloadable video, audio book, and e-book titles is off to a strong start with 47 Cragin library cardholders already using the service. They borrowed 140 titles, which represents 1% of library loans for the month of May.

Registered Patrons: 13,234 **Colchester residents:** 9,703
Circulation: 10,829 **Y-T-D Circulation:** 139,407 (Fiscal year): *Please see detailed report.*
Statewide Interlibrary Loan: Borrowed 118 items, loaned 48 items
Reference Questions: 394 **Computer Use:** 1,556
Children's Display Case: Hot Wheels collection of Zachary Mlynarski
Upstairs Display Case: Colchester Memorabilia from the Colchester Historical Society
Norton Room Art Exhibit: Heart Photo Gallery of adoptable children for CT DCF

ADULT PROGRAMS:

Book Repair Programs (4)

9 participants; 50 items repaired

Volunteer program

5 volunteers; 33 hours

Container Gardening

23 attendees

Presentation to AARP

24 attendees

Book Discussion

1 participant

TEEN PROGRAMS:

Book Discussion

3 participants

CHILDREN'S PROGRAMS:

Storytimes (16)

154 children, 93 adults

3rd Grade History Tour (22)

297 participants

Open Crafts (1)

6 participants

Book Discussion

1 participants

MEETING ROOMS:

Meeting Rooms (4)

55 meetings; 682 attendees

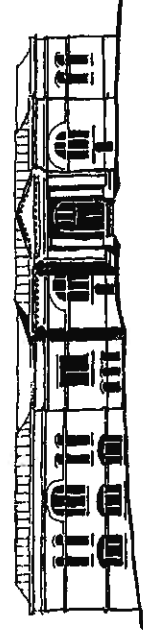
Cragin Memorial Library Monthly Activity Report May 2010

Collection	Adult Materials		Children's Materials		Teen Materials		All Materials & Collections			
	Number Loaned May 10	Number Loaned FY YTD	Number Loaned May 10	Number Loaned FY YTD	Number Loaned May 10	Number Loaned FY YTD	Number Loaned May 10	Number Loaned FY YTD	Percentage of Monthly Loans	Percentage of YTD Loans
Books & Audiobooks										
<i>Fiction</i>	2,600	30,870	1,816	27,551	340	4,374	4,756	62,795	44%	45%
<i>Non-Fiction</i>	1,042	13,024	572	6,279	22	298	1,636	19,601	15%	14%
Total Books	3,642	43,894	2,388	33,830	362	4,672	6,392	82,396	59%	59%
Media										
<i>Entertainment DVDs</i>	1,165	17,894	750	8,685	NA	NA	1,915	26,579	18%	19%
<i>Non-Fiction</i>	147	1,663	36	502	NA	NA	183	2,165	2%	2%
<i>Music</i>	256	4,655	58	522	33	524	347	5,701	3%	4%
<i>Periodicals</i>	94	1,057	14	349	NA	NA	108	1,406	1%	1%
<i>CD-ROMs</i>	-	6	15	208	NA	NA	15	214	0%	0%
Total Media	1,662	25,275	873	10,266	33	524	2,568	36,065	24%	26%
Other Materials										
<i>Computers</i>	1,556	18,874	NA	NA	NA	NA	1,556	18,874	14%	14%
<i>Head Phones</i>	158	1,573	NA	NA	NA	NA	158	1,573	1%	1%
<i>Museum Passes</i>	NA	NA	11	288	NA	NA	11	288	0%	0%
<i>Miscellaneous</i>	4	66	NA	NA	NA	NA	4	66	0%	0%
<i>Overdrive Downloads</i>	140	145	NA	NA	NA	NA	140	145	1%	0%
Total Other Materials	1,858	20,658	11	288	-	-	1,869	20,946	17%	15%
Total All Materials	7,162	89,827	3,272	44,384	395	5,196	10,829	139,407	100%	100%

Service Desk Statistics	May-10	Y-T-D	May-09	May-08
Items Loaned	10,829	139,407	11,970	11,921
Reference Questions	394	6,655	650	640
ILLS Borrowed	118	1,432	143	141
ILLS Loaned	48	773	43	48

Program Statistics	Programs Held	Program Attendance
Adult	7	52
Teen	1	3
Children's	40	551
Total	48	606

Technical Services	Items Added
Adult	20
Teen	-
Children's	15
Total	35



Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

Gregory J. Plunkett
Director of Facilities and Operations
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Tel. (860) 537-2296
Fax. (860) 537-1252
Cell (860) 303-0125

May 27, 2010

TO: Gregg Schuster
FROM: Greg Plunkett
RE: Dog Pound Roof



The Dog Pound roof is in need of replacement. While it is not leaking yet the shingles are worn and need to be replaced before a leak develops. Because of multiple layers of shingles presently on the roof, the old shingles will have to be removed.

We secured 4 quotes for re-roofing the Dog Pound. They are as follows:

NK Construction	\$9,750.00
G.A. Denison & Sons, Inc.	\$7,200.00
MURATI HOME IMPROVEMENT	\$6,700.00
ECR Construction and Restoration, LLC	\$5,800.00

With a few minor exceptions their quotes are for the same work using comparable products. ECR is a company we have used before with excellent results. I recommend we award them the contract to replace the roof at the Dog Pound.

Maggie Cosgrove has confirmed that within the Capital Fund there is approximately \$12,000 allocated for maintaining and improving the Dog Pound. Funds for this project would come from this account.

CC: Sergeant Thompson
Maggie Cosgrove, CFO