

Gregg Schuster

First Selectman



**TOWN OF COLCHESTER  
BOARD OF FINANCE – REGULAR MEETING  
TOWN HALL  
127 NORWICH AVENUE  
Wednesday, October 20<sup>th</sup>, 2010 – 7:00 p.m.  
\*\*REVISED\*\***

RECEIVED  
COLCHESTER, CT  
2010 NOV 15 PM 3:33  
*Gregg Schuster*

**MINUTES**

**MEMBERS PRESENT:** Chairman Bruce Hayn, John Ringo, Robert Tarlov, and Cathy Pompei

**MEMBERS ABSENT:** Michael Caplet and Robert Esteve

**OTHERS PRESENT:** First Selectman Schuster, Maggie Cosgrove, Treasurer Gregg LePage, R. Coyle, S. Soby, R. Blessing, W. Cox, M. Decker, J. Walsh, T. Coblentz, Candace Barnes (clerk), and other citizens.

**1. CALL TO ORDER**

Chairman Hayn called this Regular Meeting to order at 7:01 p.m.

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

**2.1 September 15<sup>th</sup>, 2010 Regular Meeting**

J. Ringo moved to approve the minutes of the September 15<sup>th</sup> 2010 Regular meeting of the Board of Finance with the following correction: 2.1 Should read, "September 1<sup>st</sup> 2010 Regular Meeting" and the associated motion should read "J. Ringo moved to accept the minutes of the September 1<sup>st</sup> 2010 Regular Meeting of the Board of Finance", seconded by C. Pompei. All other members present voted in favor.

MOTION CARRIED

**2.2 October 6<sup>th</sup>, 2010 Regular Meeting**

R. Tarlov moved to approve the minutes of the October 6th 2010 Regular meeting of the Board of Finance, seconded by J. Ringo. All other members present voted in favor. MOTION CARRIED

**3. CITIZENS COMMENTS.** None

**4. ADDITIONS TO THE AGENDA.**

Motion was made by J.. Ringo to add item 10.3 "Appointment of Two BOF Members to sit on the Ad-Hoc Facilities Committee". Seconded by R. Tarlov. All other members present voted in favor. MOTION CARRIED

Motion was made by R. Tarlov to add item 10.4 "Discussion on Budget Planning".  
Seconded by J. Ringo. All other members present voted in favor. MOTION  
CARRIED

## 5. DEPARTMENT REPORTS

5.1 Finance Department. M. Cosgrove gave report

5.2 Tax Collector. T. Coblenz gave report

## 6. FIRST SELECTMAN'S REPORT

### 6.1 Selectman's Agenda:

#### 6.1.1 Transfer Requests

- Fiscal Year 2009/2010 Year-End Budget Transfers

R. Tarlov moved to approve the budget transfer of \$9,006 from "BOF – Contingency, (11101-50900)," \$5,252 from "Highway – Regular Payroll (13201-40101)," \$2,348 from "Highway – Overtime (13201-40103)," \$10,369 from "Highway – FICA & Retirement (13201-41230)," \$3,014 from "Fleet Maintenance (13202-40101)," \$18,889 from "Parks & Recreation – Regular Payroll (15201-4101)," \$7,305 from "Parks & Recreation – FICA & Retirement (15201-41230)," \$1,917 from "Snow Removal – Overtime (13204-40103)," \$389 from "Snow Removal – FICA (13204-41230)," and \$4,261 from "Snow Removal – Other Purchased Equipment (13204-42340)," to \$47,999 to "Snow Removal – Sand, Salt, and Gravel (13204-42333)," and \$14,761 to "Snow Removal – Professional Services (13204-44208)," \$271 from "Accounting – FICA & Retirement (11301-41230)," \$441 from "Assessor – FICA & Retirement (11304-41230)," \$924 from "Planning & Code Administration – FICA & Retirement (11411-41230)," \$167 from "Highway – FICA & Retirement (13201-41230)," \$336 from "Fleet Maintenance – FICA & Retirement (13202-41230)," \$242 from "Engineering – FICA & Retirement (13301-41230)," and \$171 from "Youth Services – FICA & Retirement (14102-41230)" to \$271 to "Accounting – Employee Related Insurance (11301-41210)," \$441 to "Assessor – Employee Related Insurance (11304-41210)," \$720 to "Planning & Code Administration – Employee Related Insurance (11411-41210)," \$167 to "Highway – Employee Related Insurance (13201-41210)," \$336 to "Fleet Maintenance – Employee Related Insurance (13202-41210)," \$446 to "Engineering – Employee Related Insurance (13301-41210)," and \$171 to "Youth Services – Employee Related Insurance (14102-41210)," \$185 from "Probate – Office Supplies (11702-42301)" to \$83 to "Probate – Indexing and Recording (11702-44207)" and \$102 to "Probate – Postage (11702-44217)," \$9 from "Assessor – Contr, Temp, Occas P/R (11304-40105)," \$10 from "Planning – Contr, Temp, Occas P/R (11411-40105)," and \$14 from "Youth Services – Contr, Temp, Occas P/R (14102-40105)" to \$9 to "Assessor – Regular Payroll (11304-40101)," \$10 to "Planning – Regular Payroll (11411-40101)," and \$14 to "Youth Services – Regular Payroll (14102-40101)," \$900 from "Board of Finance – Overtime (11101-40103)" to \$900 to "Board of Finance – Contractual Temp Occasional P/R (11101-40105)," \$296 from "First Selectman – Regular Payroll (11201-40101)" to \$296 to "First Selectman – Overtime (11201-40103)," \$500 from "First Selectman – Mileage, Trainings, & Meetings (11201-43213)" to \$500 to "First Selectman – Professional Memberships (11201-43258)," \$903 from "First Selectman – Regular Payroll (11201-40101)" and \$1,815 from "Police – Regular Payroll (12101-40101)" to \$2,718 to "First Selectman – Advertising (11201-44231)," \$1,500 from "Board of Finance – Contingency (11101-50900)" to \$1,500 to "First Selectman – Relocation (11201-44263)," \$120 from "Finance – Office Supplies (11301-42301)" to \$120 to "Finance – Contr., Temp Payroll (11301-40105)," \$15,599 from "Board of Finance – Contingency (11101-50900)" to \$15,599 to "Finance – Professional Services (11301-44208)," \$704 from "Assessor – Office Supplies (11304-42301)" and \$484 from "Assessor – Mileage, Training, & Meetings (11304-43213)" to \$1,188 to "Assessor – Professional Services (11304-44208)," \$129 from "Board of Assessment Appeals – Mileage, Training, & Meetings (11305-43213)" to \$122 to "Board of Assessment Appeals – Overtime (11305-40103)" and \$7 to "Board of Assessment Appeals – FICA (11305-41230)," \$21 from "Planning & Code Administration – Other Purchased Supplies

(11411-42340)" to \$21 to "Planning & Code Administration – Telephone (11411-45216);" \$1,586 from "Tax Collector - Data Processing (11303-44205)" to \$299 to "Tax Collector – Contractual, Temp, Occasional P/R (11303-40105)," \$221 to "Tax Collector – Mileage, Training, & Meetings (11303-43213)," \$60 to "Tax Collector – Legal Notices (11303-44230)," and \$1,006 to "Tax Collector – Office Supplies (11303-42301);" \$146 from "Town Clerk – Office Supplies (11501-42301)" to \$146 to "Town Clerk – Legal Notices (11501-44230);" \$25 from "Town Clerk – Office Supplies (11501-42301)" to \$25 to "Town Clerk – Telephone (11501-45216);" \$8,783 from Board of Finance – Contingency (11101-50900)" to \$8,783 to "Legal & Insurances – Workers Compensation (11701-41260);" \$6,454 from "Police – Regular Payroll (12201-40101)," \$5,302 from "Police – FICA & Retirement (12201-41230)," \$22,552 from "Police – Resident Trooper (12201-44208)" to \$36,629 to "Legal & Insurances – Legal (11701-44203);" \$5,295 from "Registrar – Contr, Temp, Occas P/R (11601-40105)" and \$3,670 from "Registrar – Printing & Publications (11601-44232)" to \$8,965 to "Legal & Insurances – Legal (11701-44203);" \$5,112 from "Board of Finance – Contingency (11101-50900)" to \$5,112 to "Legal & Insurances – Municipal Insurance (11701-44206);" \$734 from Parks & Recreation – Regular Payroll (15201-40101)" to \$734 to "Legal & Insurances – Unemployment (11701-44243);" \$104 from "Facilities – Fuel/Heating (11901-45221)" to \$104 to "Facilities – Mileage, Trainings, & Meetings (11901-43213);" \$554 from "Facilities – Regular Payroll (11901-40101)" to \$554 to "Facilities – Service Contracts (11901-44223);" \$1,149 from "Facilities – Fuel/Heating (11901-45221)" to \$1,149 to "Facilities – Telephone (11901-45216);" \$3,673 from "Facilities – Fuel/Heating (11901-45221)" to \$3,673 to "Facilities – Electricity (11901-45622);" \$1,640 from "Facilities – Regular Payroll (11901-40101)" to \$1,640 to "Facilities – Building Repairs (11901-46226);" \$2,539 from "Fire – Overtime (12202-40103)," \$5,092 from "Fire – Contractual, Temp, Occasional P/R (12202-40105)," \$2,234 from "Fire – FICA & Retirement (12202-41230)," and \$2,354 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$11,979 to "Fire – Regular Payroll (12202-40101)" and \$240 to "Fire – Employee Related Services (12202-41210);" \$106 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$106 to "Fire – Physicals (12202-44286);" \$297 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$297 to "Fire – Equipment Repairs (12202-46224);" \$4,519 from "Fire – Mileage/Training (12202-43213)," \$5,481 from "Fire – Service Contracts (12202-44223)," \$1,454 from "Fire – Emer Medical Supp (12202-42345)," and \$1,450 from "Fire – Fire Equipment Supp (12202-42346)" to \$12,904 to "Fire – Vehicle Maintenance (12202-46390);" \$213 from "Fire – Electricity – Company 1 (12202-45622)" to \$213 to "Fire – Electricity – Company 2 (12204-45622);" \$3,445 from "Fire – Revenues – Ambulance Fees (12202-33704)" to \$3,445 to "Fire – Professional Services (12202-44208);" \$571 from "Civil Preparedness – Machinery & Equipment (12301-48404)" to \$571 to "Civil Preparedness – Telephone (12301-45216);" \$900 from "Civil Preparedness – Machinery and Equipment (12301-48404)" to \$900 to "Civil Preparedness – Service Contracts (12301-44223);" \$9,497 from "Highway – Regular Payroll (13201-40101)" to \$9,497 to "Highway – Contractual, Temp Payroll (13201-40105);" \$206 from "Highway – Regular Payroll (13201-40101)" to \$206 to "Highway – Other Purchased Supplies (13201-44340);" \$1,377 from "Highway – Regular Payroll (13201-40101)" to \$1,377 to "Highway – Professional Services (13201-44208);" \$30 from "Highway – Regular Payroll (13201-40101)" to \$30 to "Highway – Equipment Rental (13201-44237);" \$62,279 from "Highway – Regular Payroll (13201-40101)" to \$62,279 to "Highway – Vehicle Repairs (13201-46390);" \$83 from "Fleet Maintenance – Heating Fuel (13202-45221)" to \$83 to "Fleet Maintenance – Uniforms (13202-44238);" \$325 from "Fleet Maintenance - Heating Fuel (13202-45221)" to \$325 to "Fleet Maintenance – Electricity (13202-45622);" \$8,528 from "Transfer Station – Regular Payroll (13601-40101)" to \$8,528 to "Transfer Station – Overtime (13601-40103);" \$497 from "Transfer Station – Other Purchases Supplies (13601-42340)" to \$497 to "Transfer Station – Electricity (13601-45622);" \$69 from "Social Services – Overtime (14101-40103)" to \$69 to "Social Services – Regular Payroll (14101-40101);" \$114 from "Youth Services – Heating Fuel (14102-45221)" to \$114 to "Youth Services – Professional Services (14102-44208);" \$40 from "Youth Services – Heating Fuel (14102-45221)" to \$40 to "Youth Services – Postage (14102-44217);" \$388 from "Youth Services – Heating Fuel (14102-45221)" to \$388 to "Youth Services – Service Contracts (14102-44223);" \$193 from

"Health – Regular Payroll (14201-40101)" to \$193 to "Health – Employee Related Insurance (14201-41210);" \$316 from "Health – Office Supplies (14201-42301)" to \$316 to "Health – Telephone (14201-45216);" \$153 from "Cragin Library – FICA & Retirement (15101-41230)" to \$153 to "Cragin Library – Regular Payroll (15101-40101);" \$290 from "Cragin Library – Electricity (15101-45622)" to \$290 to "Cragin Library – Photocopier (15101-42233);" \$1,886 from "Cragin Library – Office Supplies (15101-42301)" to \$1,886 to "Cragin Library – Library Media Supplies (15101-42344);" \$1,051 from "Cragin Library – Electricity (15101-45622)" to \$1,051 to "Cragin Library – Service Contracts (15101-44223);" \$112 from "Cragin Library – Electricity (15101-45622)" to \$112 to "Cragin Library – Telephone (15101-45216);" \$820 from "Cragin Library – Fuel (15101-45221)" to \$820 to "Cragin Library – Water & Sewer (15101-45222);" \$3,381 from "Police – Resident Trooper Overtime (12101-44204)" to \$3,381 to "Police – Overtime (12101-40103);" \$135 from "Police – Regular Payroll (12101-40101)" to \$135 to "Police – Contractual, Temp, Occasional P/R (12101-40105);" \$98 from "Police – Office Supplies (12101-42301)" to \$98 to "Police – Postage (12101-44217);" \$753 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$753 to "Parks & Recreation – Overtime (15201-40103);" \$1,887 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$1,887 to "Parks & Recreation – Contractual/Temporary (15201-40105);" \$232 from "Parks & Recreation – Electricity (15201-45622)" to \$232 to "Parks & Recreation – Copier (15201-42233);" \$56 from "Parks & Recreation – Electricity (15201-45622)" to \$56 to "Parks & Recreation – Protective Clothing & Safety Equipment (15201-42323);" \$532 from "Parks & Recreation – Grounds Maint Supplies (15201-42334)" to \$532 to "Parks & Recreation – Other Purchased Supplies (15201-42340);" \$246 from "Parks & Recreation – Grounds Maint Supplies (15201-42334)" to \$246 to "Parks & Recreation – Equipment Rental (15201-44327);" \$249 from "Parks & Recreation – Professional Services (15201-44208)" to \$249 to "Parks & Recreation – Telephone (15201-45216);" \$632 from "Parks & Recreation – Professional Services (15201-44208)" to \$632 to "Parks & Recreation – Equip Repairs (15201-46224);" \$297 from "Parks & Recreation – Electricity (15201-45622)" to \$297 to "Parks & Recreation – Other Repair Services (15201-46229);" \$5,916 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$5,916 to "Parks & Recreation – Vehicle Maintenance & Fuel (15201-46390);" \$875 from "Parks & Recreation – Heating Fuel (15201-45221)" to \$875 to "Parks & Recreation – Equipment (15201-48404);" \$840 from "Senior Center – Regular Payroll (15401-40101)" to \$509 to "Senior Center – FICA & Retirement (15401-41230)" and \$331 to "Senior Center – Employee Related Insurance (15401-41210);" \$88 from "Senior Center – Office Supplies (15401-42301)" to \$88 to "Senior Center – Copier (15401-42233);" \$1,000 from "Senior Center – Custodial/ Maintenance Supplies (15401-42331)," \$1,000 from "Senior Center – Heating Fuel (15401-45221)," and \$1,000 from "Senior Center – Electricity (15401-45622)" to \$3,000 to "Senior Center – Service Contracts (15401-44223);" \$800 from "Senior Center – Building Repairs (15401-46226)" to \$800 to "Senior Center – Vehicle Maintenance & Fuel (15401-46390);". Seconded by J. Ringo. All other members present voted in favor. MOTION CARRIED

- Merging Youth & Social Services Departments and Budgets & Overtime budget to be used for Part-Time work in Food Bank

J. Ringo made a motion to approve the Merging Youth & Social Services Departments and Budgets as well as Overtime budget to be used for Part-Time work in Food Bank as a block as listed: Payroll (14101-40101) to Payroll (14102-40101) in the amount of \$20,494, Overtime (14101-40103) to Overtime (14102-40103) in the amount of \$1,000, FICA & Retirement (14101-41230) to FICA & Retirement (14102-41230) in the amount of \$1,645, Mileage, Training, Mtgs (14101-43213) to Mileage, Training, Mtgs. (14102-43213) in the amount of \$880, Professional Memberships (14101-43258) to Professional Memberships (14102-43258) in the amount of \$450, Postage (14101-44217) to Postage (14102-44217) in the amount of \$350, and Telephone (14101-45216) to Telephone (14102-45216) in the amount of \$780 as well as from Youth Services Overtime (14102-40103) to Youth Services CONT, TEMP, OCCA Employees (14102-40105) in the amount of \$1,000. Seconded by R. Tarlov. All other members present voted in favor. MOTION CARRIED

### **6.1.2 First Selectman's Update**

First Selectman Schuster gave his report

**7. CORRESPONDENCE** None

**8. LIAISON REPORT**

R. Tarlov reported on the Sewer and Water Commission and the Economic Development Commission. C. Pompei yielded to W. Cox to give any updates on the Fire Commission. G. LePage gave Treasurer's report.

**9. OLD BUSINESS**

**9.1 MIRMA Update**

M. Cosgrove gave MIRMA update.

**10. NEW BUSINESS**

**10.1 Discussion and Possible Action on Ambulance Billing**

W. Cox and J. Walsh presented

**10.2 Discussion and Possible Action on Snow Removal from Schools**

First Selectman Schuster and M. Decker presented bids.

**10.3 Appointment of Two BOF Members to sit on the Ad-Hoc Facilities Committee**

J. Ringo moved to appoint B. Hayn and R. Tarlov to sit on the Ad-Hoc Facilities Committee. Seconded by C. Pompei. All other members present voted in favor.

MOTION CARRIED

**10.4 Discussion on Budget Planning**

Preliminary ideas on obtaining citizen feedback in the budget process were discussed.

**11. ADJOURNMENT**

J. Ringo moved to adjourn at 8:49 p.m., seconded by R. Tarlov. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,

Candace Barnes  
Clerk