

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Minutes
Regular Meeting
Wednesday, November 14, 2012
Meeting Room 1 - 7:00 p.m.

NANCY A. BRAY
TOWN CLERK

2012 NOV 16 AM 11:53

RECEIVED
COLCHESTER, CT

MEMBERS PRESENT: Rob Tarlov, Thomas Kane, Rob Esteve and John Ringo

MEMBERS ABSENT: Cathy Pompei and Art Shilosky

OTHERS PRESENT: First Selectman Gregg Schuster, Maggie Cosgrove, Jim Paggioli, John Chaponis, Board of Education Liaison Brad Bernier and Gregg LePage

1. CALL TO ORDER

Chairman R. Tarlov called the meeting to order at 7:07p.m.

2. APPROVAL OF MINUTES: OCTOBER 17, 2012 REGULAR MEETING

J. Ringo **MOTIONED** to approve the minutes of the October 17, 2012 regular meeting. **SECONDED** by T. Kane. All others approved. **MOTION CARRIED.**

3. CITIZENS COMMENTS

None

4. REVIEW OF TOWN MEASUREMENT DATA

J. Chaponis presented to the board members the measurement data from the Assessor's office. J. Chaponis gave the board members an overview of how they measure the data. Discussion was had.

5. DEPARTMENT REPORTS

a. Finance Department

None

b. Tax Collector

None

c. Treasurer

G. LePage stated there was nothing to report.

6. FIRST SELECTMAN'S REPORT

a. Transfer Requests

R. Esteve **MOTIONED** to approve the budget transfers (see attached) as a block contingent upon Board of Selectman approval. **SECONDED** by J. Ringo. All others approved. **MOTION CARRIED.**

J. Ringo **MOTIONED** to approve the following budget transfers: \$3,850 from “Fleet Maintenance-Service Contracts (13202-44223),” to \$3,850 “Transfer to Capital Reserve (18501-50474);” \$1,248 from “Police-Vehicle Maintenance & Fuel (12101-46390)” and \$468 “Youth Serv.-Vehicle Maintenance & Fuel (14102-46390),” to \$1,716 “Transfer to Capital Reserve (18501-50474);” \$156 from “Transfer Sta-Vehicle Maintenance & Fuel (13601-46390),” \$468 “Senior Ctr.-Vehicle Maintenance & Fuel (15401-46390)” and \$468 “Code Adm-Vehicle Maintenance & Fuel (11411-46390),” to \$1,092 “Transfer to Capital Reserve (18501-50474);” \$2,340 from “Highway-Vehicle Maintenance & Fuel (13201-46390),” \$156 “Fleet-Vehicle Maintenance & Fuel (13202-46390),” and \$780 “Gnds. Maint.-Vehicle Maintenance & Fuel (13203-46390),” to \$3,276 “Transfer to Capital Reserve (18501-50474);” **SECONDED** by R. Esteve. All others approved. **MOTION CARRIED.**

b. First Selectman’s Update

First Selectman Schuster stated Patti White has resigned as Director of the Senior Center. First Selectman Schuster also stated the town has reached the threshold for 100% reimbursement from Storm Sandy. First Selectman Schuster stated he had a budget meeting regarding KX Dispatch. Discussion took place on how to move forward with the loss of the town of Hebron.

7. CORRESPONDENCE

None

8. LIAISON REPORTS

R. Esteve reported the Board of Education budget committee had their annual budget development kick-off meeting with administrators and principals. Chairman R. Tarlov attended Youth Services meeting and stated Sgt. Suchecki was elected as Chairman.

9. OLD BUSINESS

a. Review and Discussion – Energy Project

Chairman R. Tarlov stated a tentative Energy Project meeting is scheduled for December 12, 2012.

b. Improving the Budget Process and Review of Suggestions

Chairman R. Tarlov stated the board should start thinking about scheduling dates for the Preliminary Public meeting.

c. Update on Health Insurance Fund and Subcommittee Meetings

T. Kane gave an overview of the subcommittee meeting that took place regarding the health insurance fund.

10. NEW BUSINESS

a. Emergency Preparedness – financial impact and process for appropriating emergency fund

Discussion was had on whether a policy is needed or to have First Selectman Schuster continue handling it.

b. 2013 Meeting Dates

J. Ringo **MOTIONED** to accept the 2013 meeting dates of the first and third Wednesday of each month with the exception of July 3, 2013. **SECONDED** by R. Esteve. All others approved.
MOTION CARRIED.

c. Tax Collections – payment arrangements

Discussion was had regarding what latitude a tax collector has in terms of payment arrangements.

11. CITIZENS COMMENTS

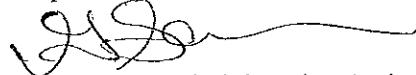
None

12. ADJOURNMENT

R. Esteve **MOTIONED** to adjourn at 8:37 p.m. **SECONDED** by T. Kane. All others approved.
MOTION CARRIED.

Attachment
Transfers

Respectfully Submitted,



Gina Santos, Administrative Assistant

Note: This meeting was recorded by a digital audio recording system and is available through the Colchester First Selectman's office in accordance with the Freedom of Information Act

FY 12/12

Town of Colchester

General Fund

~~Budget Transfer~~ Additional Appropriation

Department: Fire

Reason for Request:

Increase in collection fees due to increased revenue collections for ambulance billings

Reason for Available Funds:

Additional revenue in excess of budget projections for ambulance billings

From:	Account Number	Account Name	Amount
	12202-33704	Revenues - Ambulance Fees	1,262

To:	Account Number	Account Name	Amount
	12202-44208	Professional Services	1,262

Oct 11, 2012
Date Requested

Walter Cox
Department Director or Supervisor - Signature

Print Name Walter Cox, Fire Chief

10/12/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Various

Reason for Request: Non-union employee merit pay increases and union contract settlement (Town Administrators and Police unions)

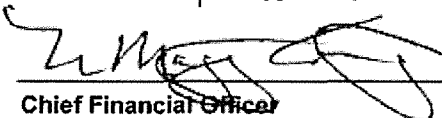
Reason for Available Funds: Funds budgeted for non-union employee merit pay increases and union contract settlements included in Board of Finance Contract Settlements line item

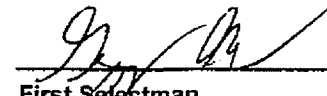
From:	Account Number	Account Name	Amount
	11101-50950	BOF Contract Settlements	19,667
	11101-50950	BOF Contract Settlements	24,973
	11101-50950	BOF Contract Settlements	13,606

To:			
	Various - see detail	Non-union - see detail attached	19,667
	Various - see detail	Admin Union - see detail attached	24,973
	Police - see detail	Police Union - see detail attached	13,606

Oct 10, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Oct 10, 2012
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

Town of Colchester

Budget Transfer - Non-union Merit increases & Union Contract settlements

Account #	Department & Account Name	From	To	Explanation
11101-50950	BOF - Contract Settlements	19,667		Funds budgeted for non-union employee merit pay increases
11201-40101	First Selectman's Office - Regular Payroll		1,463	Non-union employee merit pay increases
11201-41230	First Selectman's Office - FICA/Retirement		182	Non-union employee merit pay increases
11301-40101	Finance - Regular Payroll		1,591	Non-union employee merit pay increases
11301-40105	Finance - Contractual, Temporary, Occasional Payroll		113	Non-union employee merit pay increases
11301-41230	Finance - FICA/Retirement		226	Non-union employee merit pay increases
11411-40101	Planning & Code Administration - Regular Payroll		6,273	Non-union employee merit pay increases
11411-41230	Planning & Code Administration - FICA/Retirement		605	Non-union employee merit pay increases
11801-40101	Information Technology - Regular Payroll		814	Non-union employee merit pay increases
11801-41230	Information Technology - FICA		62	Non-union employee merit pay increases
11901-40101	Facilities - Regular Payroll		1,011	Non-union employee merit pay increases
11901-41230	Facilities - FICA/Retirement		138	Non-union employee merit pay increases
12202-40101	Fire - Regular Payroll		2,707	Non-union employee merit pay increases
12202-41230	Fire - FICA/Retirement		369	Non-union employee merit pay increases
12301-40101	Civil Preparedness - Regular Payroll		57	Non-union employee merit pay increases
12301-41230	Civil Preparedness - FICA/Retirement		4	Non-union employee merit pay increases
13201-40101	Highway - Regular Payroll		499	Non-union employee merit pay increases
13201-41230	Highway - FICA/Retirement		68	Non-union employee merit pay increases
14102-40105	Youth & Social Services - Contractual, Temporary, Occasional Payroll		219	Non-union employee merit pay increases
14102-41230	Youth & Social Services - FICA		16	Non-union employee merit pay increases
15101-40101	Cragin Library - Regular Payroll		983	Non-union employee merit pay increases
15101-41230	Cragin Library - FICA		75	Non-union employee merit pay increases
15401-40101	Senior Center - Regular Payroll		1,952	Non-union employee merit pay increases
15401-41230	Senior Center - FICA/Retirement		240	Non-union employee merit pay increases

Town of Colchester

Budget Transfer - Non-union Merit Increases & Union Contract Settlements

Account #	Department & Account Name	From	To	Explanation
11101-50950	BOF - Contract Settlements	24,973		Funds budgeted for union contract negotiation settlements
11301-40101	Finance - Regular Payroll		2,165	Town Administrators' union contract settlement
11301-41230	Finance - FICA/Retirement		333	Town Administrators' union contract settlement
11304-40101	Assessor - Regular Payroll		2,379	Town Administrators' union contract settlement
11304-41230	Assessor - FICA/Retirement		366	Town Administrators' union contract settlement
11411-40101	Planning & Code Administration - Regular Payroll		4,744	Town Administrators' union contract settlement
11411-41230	Planning & Code Administration - FICA/Retirement		730	Town Administrators' union contract settlement
13201-40101	Highway - Regular Payroll		2,160	Town Administrators' union contract settlement
13201-41230	Highway - FICA/Retirement		332	Town Administrators' union contract settlement
13202-40101	Fleet Maintenance - Regular Payroll		2,183	Town Administrators' union contract settlement
13202-41230	Fleet Maintenance - FICA/Retirement		336	Town Administrators' union contract settlement
13301-40101	Engineering - Regular Payroll		2,418	Town Administrators' union contract settlement
13301-41230	Engineering - FICA/Retirement		372	Town Administrators' union contract settlement
14102-40101	Youth & Social Services - Regular Payroll		1,814	Town Administrators' union contract settlement
14102-41230	Youth & Social Services - FICA/Retirement		280	Town Administrators' union contract settlement
15101-40101	Cragin Library - Regular Payroll		2,226	Town Administrators' union contract settlement
15101-41230	Cragin Library - FICA/Retirement		343	Town Administrators' union contract settlement
15401-40101	Senior Center - Regular Payroll		1,553	Town Administrators' union contract settlement
15401-41230	Senior Center - FICA/Retirement		239	Town Administrators' union contract settlement
11101-50950	BOF - Contract Settlements	13,606		Funds budgeted for union contract negotiation settlements
12101-40101	Police - Regular Payroll		10,964	Police union contract settlement
12101-41230	Police - FICA/Retirement		2,642	Police union contract settlement
	Totals	58,246	58,246	

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Board of Finance


Reason for Request: Part-time employee provided services as Clerk for BOF

Reason for Available Funds: Funds budgeted for overtime for regular full-time employee serving as Clerk for BOF meetings

From:	Account Number	Account Name	Amount
	11101-40103	BOF - Overtime	1,260

To:	Account Number	Account Name	Amount
	11101-40105	BOF - Contractual Temp Occasional P/R	1,260

Oct 10, 2012
Date Requested

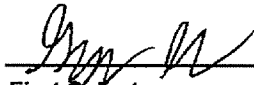

Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

10/12/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Payroll costs incurred to assist with EOC operations and citizen information phone line. Additional hours paid to Town staff in at regular or overtime rates not eligible for FEMA reimbursement.

Reason for Available Funds: Used less hours for Human Resources consulting services than anticipated

From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	19

To:	Account Number	Account Name	Amount
	11201-40101	First Selectman - Regular Payroll	10
	11201-40103	First Selectman - Overtime	9

11/2/12
Date Requested Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/2/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Meeting Clerk services for Johnston Project Building Committee

Reason for Available Funds: Used less hours for Human Resources consulting services than anticipated

From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	231

To:	Account Number	Account Name	Amount
	11201-40105	Contractual, Temp, Occasional Payroll	231

11/12/12
Date Requested
Gregg Schuster
Department Director or Supervisor - Signature

Print Name
Gregg Schuster, First Selectman

11/12/12
Date Reviewed
Chief Financial Officer

11/12/12
Date Approved
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Mileage to meetings and conferences, increase in job postings, printing of publications, and increase in tax from Hebron

Reason for Available Funds: Did not expend total funds for HR consulting

From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	2,367
To:	11201-43213	Mileage, Training, & Meeting	634
	11201-44231	Advertising	1,673
	11201-44232	Printing & Publications	55
	11201-45250	Hebron Taxes	5

Oct 12, 2012

Date Requested

Department Director or Supervisor - Signature

Print Name

Gregg Schuster

10/12/12
Date Reviewed

Chief Financial Officer

10/12/12
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

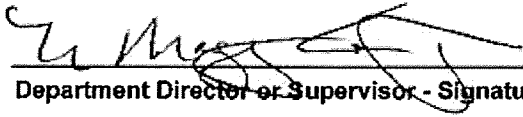
Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	28

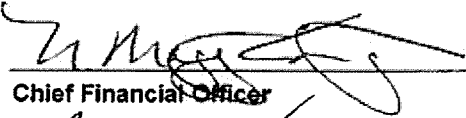
To:	Account Number	Account Name	Amount
	11301-40103	Overtime	28

Oct 12, 2012
Date Requested


Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12
Date Reviewed


Chief Financial Officer

11/14/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance


Reason for Request: Per copy charges - printing of budget materials due to multiple referendums

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	63

To:	Account Number	Account Name	Amount
	11301-42233	Copier	63

Oct 12, 2012
Date Requested



Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12
Date Reviewed


Chief Financial Officer

11/12/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance


Reason for Request: Upgrade to check signer security system (shared cost with BOE)

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	243

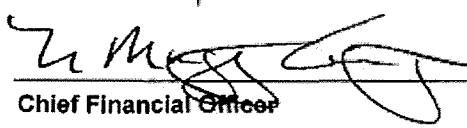
To:	Account Number	Account Name	Amount
	11301-44205	Data Processing	243

Oct 12, 2012
Date Requested

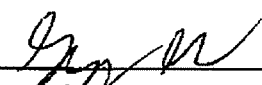

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12
Date Reviewed


Chief Financial Officer

10/12/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request:

Purchase latest version of Governmental Accounting, Auditing, and Financial Reporting (GAAFR) published by the National Government Finance Officers' Association. Obtained quantity discount by purchasing in conjunction with other CT municipalities

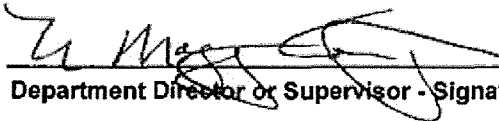
Reason for Available Funds:

Funds budgeted for staff professional development training used to purchase additional reference materials for office

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	60

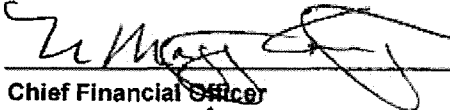
To:	Account Number	Account Name	Amount
	11301-42343	Technical Reference Materials	60

Oct 12, 2012
Date Requested



Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance/Engineering

Reason for Request: Budget rounding of insurance premium calculations for Life/AD&D and Long-term disability

Reason for Available Funds: Finance - annual (calendar year) banking service fees less than anticipated (reduction from each of two previous calendar years).
Engineering - per copy charges less than anticipated

From:	Account Number	Account Name	Amount
	11301-44208	Finance - Professional Services	1
	11301-42233	Engineering - Copier	1

To:	Account Number	Account Name	Amount
	11301-41210	Finance - Employee Related Insurance	1
	13301-41210	Engineering - Employee Related Ins	1

10/24/12
Date Requested Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

10/24/12
Date Reviewed Chief Financial Officer

11/12/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12
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Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Tax Collector

Reason for Request: (1) Needed additional envelopes for mailing to taxpayers
(2) More delinquent bills went out to taxpayers increasing postage
(3) Service contracts were just an estimate, figures increased
(4) Newspaper for legal ads increased their fees

Reason for Available Funds: Payroll decreased due to unanticipated resignation from an employee

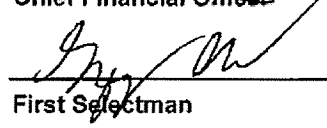
From:	Account Number	Account Name	Amount
	11303 40101	Regular Payroll	1,874

To:	Account Number	Account Name	Amount
	11303 42301	Office Supplies	1,235
	11303 44217	Postage	408
	11303 44223	Service Contracts	171

Oct 24, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name Tricia Coblenz

10/25/12
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

P 2 of 2

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Tax Collector

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount

To:	Account Number	Account Name	Amount
	11303 44230	Legal Notices	60

Date Requested	Department Director or Supervisor - Signature
	Print Name Tricia Coblenz
Date Reviewed	Chief Financial Officer
Date Approved	First Selectman
Date Approved	Board of Selectmen Clerk
Date Approved	Board of Finance Clerk

See signatures on page 1

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: To cover payment to surveyor for tax map research on Stanavage Rd.

Reason for Available Funds: Waiver of payment due to a credit Vision Appraisal gave Colchester because we performed additional duties in house for 2011 reval and reduced the overall cost of the ~~payout~~ project.

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	180

To:	Account Number	Account Name	Amount
	11304-44208	Professional Services	180

Oct 15, 2012
Date Requested Department Director or Supervisor - Signature

Print Name John Chaponis C.C.M.A. II, C.T.A. Assessor

10/15/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Overtime to cover staffing for unanticipated resignation. Regular payroll-Payout of accrued leave time for unanticipated resignation.

Reason for Available Funds: Waiver of payment due to a credit Vision Appraisal gave Colchester because we performed additional duties in house for 2011 reval and reduced the overall cost of the ~~payment~~ project.

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	510
	11304-44205	Data Processing	1,002
To:			
	11304-40103	Overtime	510
	11304-40101	Regular Payroll	1,002

Oct 15, 2012

Date Requested

Department Director or Supervisor - Signature

Print Name

John Chaponis C.C.M.A. II, C.T.A. Assessor

10/15/12

Date Reviewed

Chief Financial Officer

11/2/12

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Board of Assessment Appeals

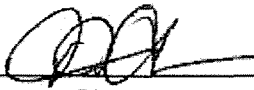
Reason for Request: Purchase of digital voice recorder for BAA meetings

Reason for Available Funds: Adopted budget included funding for all BAA members to attend training - only one member attended seminar presented by CT Assessors' Association

From:	Account Number	Account Name	Amount
	11305-43213	Mileage, Training & Meetings	18

To:	11305-42301	Office Supplies	18

Oct 22, 2012
Date Requested


Department Director or Supervisor - Signature

Print Name John Chaponis, Assessor

10/22/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Cost of handling charges was higher than anticipated on last order

Reason for Available Funds: Fewer legal notices required because of fewer P & Z Applications

From:	Account Number	Account Name	Amount
	11411-44230	Legals	2
To:	11411-42301	Office Supplies	2

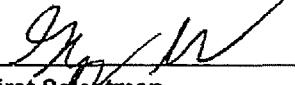
Oct 12, 2012
Date Requested


Department Director or Supervisor

10/18/12
Date Reviewed


Chief Financial Officer

4/12/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Cost was previously shared with the Health Department

Reason for Available Funds: Fewer legal notices required because of fewer P & Z Applications

From:	Account Number	Account Name	Amount
	11411-44230	Legals	645
To:			
	11411-42233	Copier	645

Oct 12, 2012
Date Requested

Ad Z
Department Director or Supervisor

10/18/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12
p. 132

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11501-46224"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="500"/>
	<input type="text" value="11501-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="199"/>
	<input type="text" value="11501-44232"/>	<input type="text" value="Printing & Publication"/>	<input type="text" value="101"/>
To:	<input type="text" value="11501-44230"/>	<input type="text" value="Legal Notices"/>	<input type="text" value="4,737"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<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

P. 272

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11501-44207	Indexing & Recording	3,255
	11501-43213	Mileage, Training & Meetings	682

To:			

10/16/2012

Date Requested

Nancy A. Bray

Department Director or Supervisor - Signature

Print Name

Nancy Bray

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Signatures on page 1

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Town Clerk

Reason for Request: We were in need of some supplies before July 1st, large env. to mail back documents.

Reason for Available Funds: Needed less Minute Books than anticipated.

From:	Account Number	Account Name	Amount
	<u>11501-44232</u>	<u>Printing & Publications</u>	<u>62</u>

To:	Account Number	Account Name	Amount
	<u>11501-42301</u>	<u>Office Supplies</u>	<u>62</u>

10/15/2012
Date Requested Nancy A. Bray
Department Director or Supervisor - Signature

Print Name Nancy A. Bray

10/18/12
Date Reviewed [Signature]
Chief Financial Officer

11/2/12
Date Approved [Signature]
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Town Clerk

Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Per copy charges less than anticipated

From:	Account Number	Account Name	Amount
	11501-42233	Copier	54

To:	11501-40103	Overtime	54

Oct 24, 2012

Date Requested

Nancy Bray
Department Director or Supervisor - Signature

Print Name

Nancy Bray, Town Clerk

10/24/12

Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: Service contract account over budget due to multiple referenda these are programming charges for memory cards for voting machines

Reason for Available Funds: Printing costs were not as great as anticipated - mailers for redistricting came to under budget

From:	Account Number	Account Name	Amount
	<u>44232</u>	<u>Printing + Publications</u>	<u>108</u>

To:	Account Number	Account Name	Amount
	<u>44223</u>	<u>Service Contracts</u>	<u>108</u>

7/12/12
Date Requested

Denise Q. Mizla
Department Director or Supervisor - Signature

Dorothy A Mrowka
Dorothy A Mrowka

Print Name Denise Q. Mizla

10/10/12
Date Reviewed

[Signature]
Chief Financial Officer

11/12/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: Telephone line in meeting rooms is usually only turned on for elections and then shut off. Line was left on per request of IT dept. to use for testing of new system. As we use it every election the cost will actually be less to leave it on. Saves on install charges.

Reason for Available Funds: Printing costs not as great as anticipated as the cost of markers for redistricting were less.

From:	Account Number	Account Name	Amount
	44232	Printing & Publications	161

To:	Account Number	Account Name	Amount
	45216	Telephone	161

7/12/12 Denise Q. Mizta Dorothy A Mrowka
 Date Requested Department Director or Supervisor - Signature

Print Name Denise Q. Mizta Dorothy A Mrowka
[Signature]
 Chief Financial Officer

10/12/12
 Date Reviewed

11/12/12
 Date Approved

[Signature]
 First Selectman

Date Approved _____
 Board of Selectmen Clerk

Date Approved _____
 Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: We had budgeted for 1 primary and 2 budget referenda. We have had 3 budget referenda additional spending.

Reason for Available Funds: Professional Services was under budget because the state of Ct. paid for the maintenance contracts for the voting tabulators

From:	Account Number	Account Name	Amount
	<u>44208</u>	<u>Professional Svcs.</u>	<u>1880.00</u>
	<u>44232</u>	<u>Printing + Public.</u>	<u>1170.00</u>
	<u>44217</u>	<u>Postage</u>	<u>1000.00</u>

To:	Account Number	Account Name	Amount
	<u>40105</u>	<u>Contre Temp occas.</u>	<u>4050.00</u>

7/12/12 Denise D. Mizla Dorothy A Mrowka
Date Requested Department Director or Supervisor - Signature

Print Name Denise D. Mizla Dorothy A Mrowka

10/12/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: FICA was over as Registrar's salaries were higher due to multiple referenda.

Reason for Available Funds: Did not purchase throughout the year as much as anticipated for all elections.

From:	Account Number	Account Name	Amount
	<u>42340</u>	<u>Other purchased supplies</u>	<u>291</u>

To:	Account Number	Account Name	Amount
	<u>41230</u>	<u>FICA</u>	<u>291</u>

7/12/12
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Denise Q. Mizla Dorothy AMrowka

10/12/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 11/12

Department: Elections 11601

Reason for Request: We attended more than anticipated ROVAC county meetings (both registrars)

Reason for Available Funds: Printing costs were not as great as anticipated - mailers for redistricting came under budget

From:	Account Number	Account Name	Amount
	<u>44232</u>	<u>Printing + Publications</u>	<u>77</u>

To:	Account Number	Account Name	Amount
	<u>43213</u>	<u>Mileage, training + meetings</u>	<u>77</u>

7/12/12 _____
 Date Requested Department Director or Supervisor - Signature

Print Name Denise P. Mizla Dorothy A. Mrowka

10/12/12 _____
 Date Reviewed Chief Financial Officer

11/2/12 _____
 Date Approved First Selectman

 Date Approved Board of Selectmen Clerk

 Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Legal & Insurances

Reason for Request: Legal costs associated with land use matter - Landowner's second appeal of court ruling in favor of the Town.

Reason for Available Funds: Contingency funds included in adopted budget

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	32,584

To:	Account Number	Account Name	Amount
	11701-44203	Legal	32,584

11/12/12
Date Requested
[Signature]
Department Director or Supervisor - Signature

Print Name
Gregg Schuster, First Selectman

11/2/12
Date Reviewed
[Signature]
Chief Financial Officer

11/2/12
Date Approved
[Signature]
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Probate

Reason for Request: Consolidated Probate Court budget revision to individual member Town assessments

Reason for Available Funds: Regional Dispatch services budget adopted 3/31/11 for FY 11/12 - increase in Colchester assessment lower than anticipated when Town budget prepared and submitted to BOF

From:	Account Number	Account Name	Amount
	12103-44223	Central Dispatch - Service Contracts	198
To:	11702-47250	Windham-Colchester Probate Court	198

11/12/12
Date Requested
Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/21/12
Date Reviewed
Chief Financial Officer

11/12/12
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

FY 11/12


Department: Information Technology

Reason for Request: Extra Supplies needed for VoIP Project

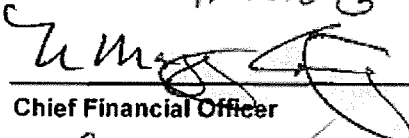
Reason for Available Funds: Unanticipated discounts on equipment

From:	Account Number	Account Name	Amount
	11801-48416	EQUIPMENT	235

To:	Account Number	Account Name	Amount
	11801-42315	OTHER SUPPLIES	235

10/19/12 Date Requested  Department Director or Supervisor - Signature

Print Name Marc G. Tate

10/19/12 Date Reviewed  Chief Financial Officer

11/2/12 Date Approved  First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Facilities

Reason for Request: Unanticipated major repair to the Town Hall generator

Reason for Available Funds: Fuel oil was topped off in spring of 2011 and an unusually warm winter. Cooler summer and warmer winter required less AC and heat.

From:	Account Number	Account Name	Amount
	11901-45662	Electricity	2,452
	11901-45221	Heating Fuel	1,122
			0
To:	11901-46226	Building Repair	3,574

10-18-2012
Date Requested

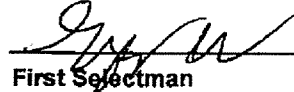

Department Director or Supervisor - Signature

Print Name Greg Plunkett

10/22/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Fy 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

06119
001
000004


Department: Facilities

Reason for Request: Consolidation of VOIP monthly billing for Town Hall in Facilities Telephone account (Feb-June) - monthly phone charges previously allocated across all departments in Town Hall. Remaining balance for settlement agreement for cancellation of T-1 line (previous transfer for \$1,200)

Reason for Available Funds: Fuel oil was topped off in Spring of 2011, and an unusually warm winter. Supplies left over from previous year - warmer winter = less sand tracked in. Cooler summer and warmer winter required less air conditioning and heating.

From:	Account Number	Account Name	Amount
	11901-45221	Heating Fuel	1,279
	11901-42331	Custodial Supplies	1,569
	11901-45662	Electricity	182

To:	Account Number	Account Name	Amount
	11901-44223	Telephone	3,030

Oct 18, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name Greg Plunkett

10/24/12
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

11/12/12
11/12/12
11/12/12

Department: Facilities

Reason for Request: Unanticipated HVAC repairs.

Reason for Available Funds: Fuel oil was topped off in spring of 2011 and an unusually warm winter

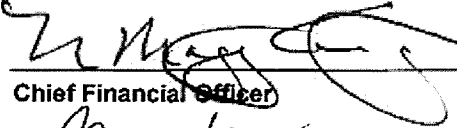
From:	Account Number	Account Name	Amount
	11901-45221	Heating Fuel	5,974


To:	Account Number	Account Name	Amount
	11901-44223	Service Contracts	5,974

10-18-2012
Date Requested

Department Director or Supervisor - Signature

Print Name Greg Plunkett

10/22/12
Date Reviewed

Chief Financial Officer

11/12/12
Date Approved

First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Facilities

Reason for Request: Payroll costs incurred to assist with EOC and Emergency shelter operations for Storm Irene. Additional hours paid to Town staff at overtime rates not eligible for FEMA reimbursement.


Reason for Available Funds: Unanticipated resignation and subsequent position vacancy - part-time custodial position

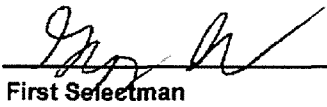
From:	Account Number	Account Name	Amount
	11901-40101	Facilities - Regular Payroll	129

To:	11901-40103	Facilities - Overtime	129

10/25/12
Date Requested 
Department Director or Supervisor - Signature

Print Name Greg Plunkett, Director of Facilities

10/25/12
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

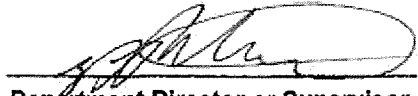
Department: Police

Reason for Request: Extensive repairs due to damages to Ford Expedition (authorized by BOF on 10/19/11). Police cruiser repairs - 2005 cruiser (rebuilt transmission), 2007 cruiser (leaking in coolant, oil cooler, pinion seal, exhaust, & AC condensor), 2010 cruiser (control module for lighting & siren speaker)

Reason for Available Funds: Parks & Recreation - savings in unleaded/diesel gasoline due to mild winter (less usage of pickup trucks for snow removal). Savings in vehicle repairs due to replacement of two 2003 Ford F-250 pickups and one 2001 F-350 pickup truck through vehicle lease purchase in December 2011/January 2012.


From:	Account Number	Account Name	Amount
	15201-46390	Parks & Rec - Vehicle Maint & Fuel	14,681

To:	Account Number	Account Name	Amount
	12101-46390	Police - Vehicle Maintenance & Fuel	14,681

10/26/12
Date Requested  213
Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12
Date Reviewed 
Chief Financial Officer

11/2/12
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: Police

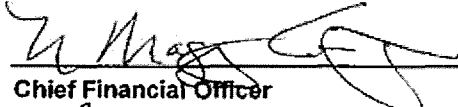
Reason for Request: Patrol overtime - cover FMLA leave/light duty assignment from August-December 2011.
Increased need for shift coverage for paid time off leaves (holidays, vacation, sick, personal).
Shift coverage for additional required training for new officer. Increase in overtime pay rates from settlement of union contract negotiations.


Reason for Available Funds: Funds included in adopted budget for Contract Settlements.
Parks & Recreation - Changes in management impacted planned use of seasonal Parks Maintenance staff as reflected in adopted budget.
Parks & Recreation - position vacancies

From:	Account Number	Account Name	Amount
	<u>11101-50950</u>	<u>Contract Settlements</u>	<u>8,334</u>
	<u>15201-40105</u>	<u>P&R - Contractual, Temp, Occas Payroll</u>	<u>16,162</u>
	<u>15201-41230</u>	<u>Parks & Rec - FICA & Retirement</u>	<u>6,677</u>
To:	<u>12101-40103</u>	<u>Police - Overtime</u>	<u>31,173</u>

11/21/12
Date Requested 
Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

11/21/12
Date Reviewed 
Chief Financial Officer

11/21/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12
10/24/12
11/12/12

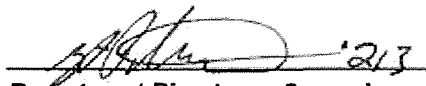
Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

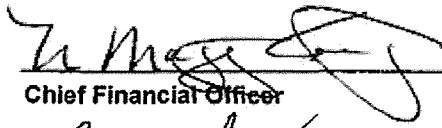
Reason for Request: Resident Trooper overtime for attendance at evening meetings for various Boards & Commissions, Town meetings, and Budget public hearings and meetings. Resident Trooper participation at weekend Community events.

Reason for Available Funds: Need to replace & update equipment less than anticipated.
Savings in hiring costs resulting from hiring of Certified Police Officer.
Need for equipment repairs less than anticipated.
Reduced need for printer supplies - elimination of individual printers due to use of copier as network printer.

From:	Account Number	Account Name	Amount
	12101-42338	Police Equipment & Supplies	1,654
	12101-44208	Professional Services	1,804
	12101-46224	Equipment Repairs	1,686
	12101-42301	Office Supplies	257
To:	12101-44204	Resident Trooper Overtime	5,401

10/24/12
Date Requested

Department Director or Supervisor - Signature

Print Name
Marc Petruzzi, Resident Trooper Supervisor

10/24/12
Date Reviewed

Chief Financial Officer

11/12/12
Date Approved

First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: FY 2010-2011 billing received in June 2011 for Resident Trooper program only covered payroll costs thru 6/17/11. FY 2011-2012 billing from State covers the payroll period from 6/17/11 thru 6/28/12. Cost estimates for FY 2011-2012 provided by State on 3/31/11. For the period 6/17/11-6/30/11, Colchester was assigned Resident Trooper Supervisor and Resident Trooper.

Reason for Available Funds: Parks & Recreation - Recreation Manager position vacancy through October 2011. Position vacancy in September & October 2011 on Parks Maintenance crew from unanticipated resignation. Employee on workers compensation leave.

From:	Account Number	Account Name	Amount
	15201-40101	Parks & Recreation - Regular Payroll	10,528
To:	12101-44200	Police - Resident Trooper	10,528

10/26/12
Date Requested

[Signature] 213
Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 11/12
Town

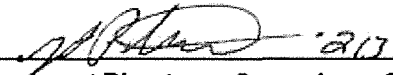
General
 Budget Transfer/Additional Appropriation

Department: Police

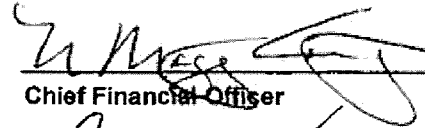
Reason for Request: Additional patrol officer included in the adopted budget at Step 1. Hired Certified officer with previous experience at Step 3.

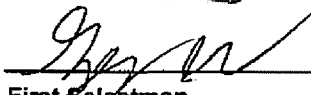
Reason for Available Funds: Uniform cleaning allowance: - 1) Adopted budget anticipated hiring of additional officer on 1/1/12 - actual hire date of 1/23/12, and 2) Officer on Workers Comp leave.
Savings in hiring costs resulting from hiring of Certified Police Officer.

From:	Account Number	Account Name	Amount
	12101-44208	Professional Services	2,004
To:			
	12101-40101	Regular Payroll	2,004

10/26/12
 Date Requested 
 Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12
 Date Reviewed 
 Chief Financial Officer

11/12/12
 Date Approved 
 First Selectman

Date Approved _____
 Board of Selectmen Clerk

Date Approved _____
 Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Increase in per copy charges for use of copier as a network printer

Reason for Available Funds: Reduced need for printer supplies - elimination of individual printers due to use of copier as a network printer

From:	Account Number	Account Name	Amount
	12101-42301	Office Supplies	398

To:	Account Number	Account Name	Amount
	12101-42233	Copier	398

10/26/12
Date Requested



Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

PT 1
FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - Payroll savings - (FEMA reimbursement for direct Admin costs, unanticipated resignation - PT staff
- extreme effort by the Administrative Assistant to reduce costs and yield savings by negotiating better prices, identifying exact needs and buying off state / term contracts;
- conserved office supplies

From:	Account Number	Account Name	Amount
	12202-40101	regular payroll	4,192
	12202-40103	overtime	975
	12202-41230	FICA / retirement	2,625
	12202-42233	copier	469
	12202-42301	office supplies	100

Oct 23, 2012

See PT 3

Date Requested

Department Director or Supervisor - Signature

Print Name

Walter Cox

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

See P. 3
for signatures

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - buying off state / term contracts for protective clothing, and fire equipment (comp 1 & 2)
-streamlined ordering of emerg. med supplies
- negotiated better prices for service contracts
- suspended one subscription of technical ref materials

From:	Account Number	Account Name	Amount
	12202-42323	protective clothing	7,188
	12202-42343	technical reference materials	21
	12202-42345	emergency medical supplies	1,580
	12202-42346	fire equipment supplies	513
	12204-42346	fire equipment supplies	1,500
	12204-44223	service contract contracts - comp 2	665

Oct 23, 2012 *see pg 3*
Date Requested Department Director or Supervisor - Signature

Print Name Walter Cox

Date Reviewed Chief Financial Officer

Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

See p. 3 for signatures

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - reduced postage by repairing in-house - not sending out
- negotiated better prices for service contracts
- fewer members took physicals
- did in house repairs on company 2 vehicles

From:	Account Number	Account Name	Amount
	12202-44217	postage	203
	12202-44223	service contracts	5,967
	12202-44286	physicals & testing	2,587
	12204-46390	vehicle maintenance	100
To :	12202-46390	vehicle maintenance	28,685

Oct 23, 2012
Date Requested

Walter Cox
Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
Date Reviewed

[Signature]
Chief Financial Officer

11/12/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Mileage & Training - mandatory EMS recertification classes and increased costs for participation in Regional training class & number of participants
Machinery & Equipment - BOF approval on 7/6/11 for the purchase of a training module at Schuster Pk which would require the funds to be transferred

Reason for Available Funds: - performed in-house repairs on other equipment & reduced scope of work to be done
- fewer members took physicals

From:	Account Number	Account Name	Amount
	12202-46327	other equipment	1,611
	12202-44286	physicals & testing	1,885

To:	Account Number	Account Name	Amount
	12202-43213	Mileage, Training, & Meetings	1,611
	12202-48404	Machinery & Equipment	1,885

Oct 22, 2012
Date Requested

Walter Cox

Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
Date Reviewed

[Signature]
Chief Financial Officer

11/12/12
Date Approved

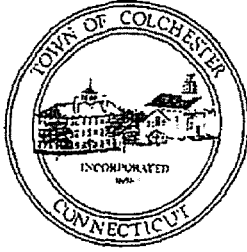
[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**TOWN OF COLCHESTER
BOARD OF FINANCE – REGULAR MEETING
TOWN HALL
127 NORWICH AVENUE
Wednesday, July 6th, 2011 – 7:00 p.m.**

MINUTES

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

MEMBERS ABSENT: Cathy Pompei, and John Ringo

OTHERS PRESENT: First Selectman Schuster, Maggie Cosgrove, Walter Cox, D. Lee, and C. Barnes (clerk).

1. CALL TO ORDER

Chairman Hayn called this Regular Meeting to order at 7:02 p.m.

2. APPROVAL OF PREVIOUS MEETING MINUTES

a. June 15th, 2011 Regular Meeting

R. Tarlov moved to approve the minutes of the June 15th 2011 Regular Meeting of the Board of Finance, seconded by R. Esteve. All members present voted in favor. MOTION CARRIED

3. CITIZENS COMMENTS:

None

4. ADDITIONS TO THE AGENDA.

M. Caplet moved to remove item "11. Executive Session to Discuss Pending Legal Matter", seconded by R. Tarlov. All members present voted in favor. MOTION CARRIED

5. DEPARTMENT REPORTS

5.1 Finance Department. None

5.2 Tax Collector. None

6. FIRST SELECTMAN'S REPORT

a. Selectman's Agenda:

i. Transfer Requests

- A motion was made by M. Caplet to approve the "Bulletproof Vest Replacements" transfer in the amount of \$3,000 from account 12101-40101 "Regular Payroll" to account 12101-42324 "Uniform Purchases", seconded by R. Esteve. All members present voted in favor. MOTION CARRIED.

ii. First Selectman's Update

G. Schuster gave update

7. CORRESPONDENCE None

8. LIAISON REPORT

R. Esteve reported on the Board of Education

9. OLD BUSINESS

None

10. NEW BUSINESS.

a. Discussion and Possible Action on Schuster Park Training Grounds

D. Lee gave presentation

b. Discussion and Possible Action on Budget Reclassification

Budget Reclassification was discussed.

11. Executive Session to Discuss Pending Legal Matter

This Item was Removed from the Agenda

12. ADJOURNMENT

M. Caplet moved to adjourn at 8:45 p.m., seconded by R. Tarlov. All members present voted in favor. MOTION CARRIED.

Respectfully submitted,
Candace Barnes
Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Bond

Department: Fire

Reason for Request: Fuel / Heating : increased cost due to increase in contractual fuels, and use of buildings for heat / shelter during storms Irene & Albert

Reason for Available Funds: - savings in telephone; - did equipment repair in house when possible
- savings in building repairs - many repairs done in house. Funds were not expended due to projected repairs that may be incorporated in Energy contract;
- no bid advertising costs due to failure of bond referendum questions
- reduced negotiated prices in foam; used in-house efforts for custodial maintenance needs

From:	Account Number	Account Name	Amount
	12202-45216	telephone	291
	12202-48417	building & ground improvements	698
	12202-44231	advertising	500
	12202-46224	equipment repair	246
	12202-42347	fire fighting foam	54
	12202-42331	custodial maintenance	2,448
To:	12202-45221	fuel / heating	4,237

Oct 22, 2012

Date Requested

Walter Cox
Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
Date Reviewed

Chief Financial Officer

11/2/12
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: To cover overexpended accounts for FY 11-12 as follows:
Electric - firehouses were used as a refuge for people without power during storms. Irene + Alb
Building repairs - emergency repair to over head doors over budgeted amount.

Reason for Available Funds: We have reviewed all accounts with balances, and identified like accounts that money was not expended due to: savings in water account - due to delay of hydrant installation; and equipment repairs savings (due to in-house repairs)

From:	Account Number	Account Name	Amount
	12202-45350	Water	1,500
	12202-46224	Equipment repairs	280
	12202-46224	Equipment Repairs	91
To:	12202-45622	Electricity	1,780
	12202-46226	Building Repairs	91

Oct 15, 2012
Date Requested Walter Cox
Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
Date Reviewed [Signature]
Chief Financial Officer

11/12/12
Date Approved [Signature]
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 11/12

Department: Fire

Reason for Request: Contractual Temp Occas - personnel cost related to Storm Irene (per diem) not eligible for FEMA reimbursement

Reason for Available Funds: - supplied company 2 with surplus company 1 supplies

From:	Account Number	Account Name	Amount
	12204-42340	operating supplies	526

To: <u>12202-</u>	40105	Contr. Temp Occas	526

Oct 22, 2012

Date Requested

Walter Cox
 Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12
 Date Reviewed

[Signature]
 Chief Financial Officer

11/2/12
 Date Approved

[Signature]
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

10/24/12
11/12/12
11/12/12

Department: Civil Preparedness

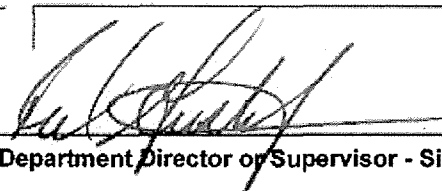
Reason for Request: Food supplies purchased for operation of EOC during Storm Irene

Reason for Available Funds: Funds budgeted for EOC equipment supplies - change in priorities due to Storm Irene

From:	Account Number	Account Name	Amount
	12301-48404	Machinery & Equipment	518


To:	Account Number	Account Name	Amount
	12301-42340	Other Purchased Supplies	518

10/24/12
Date Requested

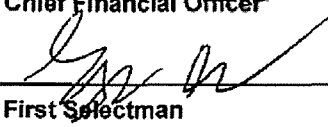

Department Director or Supervisor - Signature

Print Name Reed Gustafson

10/24/12
Date Reviewed


Chief Financial Officer

11/12/12
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

FY 11/12
 11/12/12

Department: Civil Preparedness

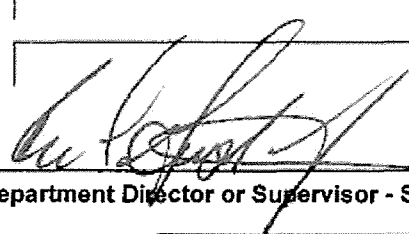
Reason for Request: Monthly pest control service for EOC (monthly service started in Feb/March 2011)

Reason for Available Funds: Funding for equipment repairs not needed during the fiscal year

From:	Account Number	Account Name	Amount
	12301-46224	Equipment Repairs	970

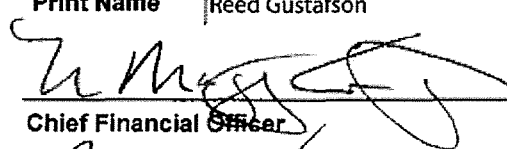
To:	Account Number	Account Name	Amount
	12301-44223	Service Contracts	970

10/24/12
 Date Requested

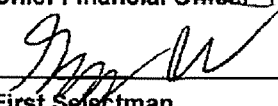

 Department Director or Supervisor - Signature

Print Name Reed Gustafson

10/24/12
 Date Reviewed


 Chief Financial Officer

11/12/12
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

 Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

10/19/12
10/19/12
10/19/12

Department: Highway

Reason for Request: The professional service account was augmented by a transfer from Other Purchased Supplies in order to continue to address tree issues caused from storms and maintain payment for a roadway culvert replacement that has to be contracted out at Old Hartford Road. The transfer back to the line represents a distribution back into the Other Purchases and not an over expenditure within the Other Purchases original budgeted amount.

Reason for Available Funds: See above, final savings available after FEMA reimbursement recieved.

From:	Account Number	Account Name	Amount
	13201-44208	Professional Services	3,933

To:	Account Number	Account Name	Amount
	13201-42340	Other Purchases	3,933

Oct 19, 2012
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed Chief Financial Officer

11/12/12
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

FY 11/12
 Town Clerk
 General Fund
 Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request:

Increase of Membership dues amount from \$150 to \$187

Reason for Available Funds:

Less Meetings attended by staff.

From:

Account Number	Account Name	Amount
13201 - 43213	Mileage - Training - Meetings	37

To:

13201 - 43258	Professional Membership	37

Oct 19, 2012

Date Requested


 Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
 Date Reviewed


 Chief Financial Officer

11/2/12
 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

Budget Transfer Form

Department: Fleet Maintenance

Reason for Request:

Overtime - more vehicle maintenance and repairs performed in-house

Reason for Available Funds:

Transfer Station Transportation - lower price per ton on disposal. Increased rate per ton of scrap metal sales.

From:

Account Number	Account Name	Amount
13601-43212	Transfer Station - Transportation	1,435

To:

13202-40103	Fleet Maintenance - Overtime	1,435

11/2/12

Date Requested


 Department Director or Supervisor - Signature

Print Name

James Paggioli, Director of Public Works

11/2/12

Date Reviewed


 Chief Financial Officer

11/2/12

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

3/15/12

Department: Fleet Maintenance

Reason for Request:

Equipment Repairs - Increased need for repairs of underground storage tank system and fuel dispenser servicing. Repair of other containment items.
 Building Repairs - Repairs to outside lighting at Town Garage, replace motherboard in fire alarm control panel at Town Garage

Reason for Available Funds:

Transfer Station Transportation - lower price per ton on disposal. Increased rate per ton of scrap metal sales.


From:

Account Number	Account Name	Amount
13601-43212	Transfer Station - Transportation	4,554

To:

13202-46224	Fleet - Equipment Repairs	2,215
13202-46226	Fleet - Building Repairs	2,339

11/2/2012
 Date Requested

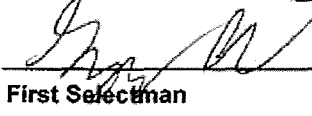

 Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/2/12
 Date Reviewed


 Chief Financial Officer

11/2/12
 Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Supplies were not ordered in FY 10-11, due to need to reappropriate fund for snow, and sufficient amounts were available to last into beginning of FY11-12 before reorder. As such, normal operating/ordering schedule per annual basis of use is restored. Transfer is a one time temporary adjustment and does not affect a change in normal operations.

Reason for Available Funds: Savings were generated within line item through out the year to address the above issue.

From:	Account Number	Account Name	Amount
	<u>13202-42341</u>	<u>Fleet Repair and Maintenance Supplies</u>	<u>391</u>

To:	Account Number	Account Name	Amount
	<u>13202-42331</u>	<u>Custodial/ Maintenance Supplies</u>	<u>391</u>

Oct 19, 2012
Date Requested Department Director or Supervisor - Signature

Print Name JAMES PAGGIOLI

10/23/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance


Reason for Request: Cost for Heart Save Community Defibrillator. Required Supplies.

Reason for Available Funds: Increased savings within repair line item. (Transfer Station)

From:	Account Number	Account Name	Amount
	13601-46390	Vehicle Maintenance and Fuel <i>Transfer Station</i>	232

To:	Account Number	Account Name	Amount
	13202-42301	Office Supplies	62
	13202-42323	Protective Clothing & Equip.	170

Oct 19, 2012
Date Requested


Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance


Reason for Request: More training conducted

Reason for Available Funds: Work conducted in House

From:	Account Number	Account Name	Amount
	13202-44223	Service Contracts	58

To:	Account Number	Account Name	Amount
	13202-43213	Mileage, Training, meetings	58

Oct 19, 2012
Date Requested



Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

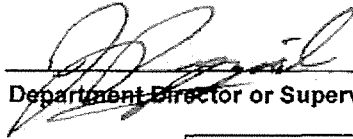
Reason for Request:
1) More work resulting in older uniform being damaged
2) One time conversion cost to VOIP & Contract expiration
3) Increased use caused by more work being conducted.

Reason for Available Funds:
1) Work conducted in House
2) Warmer winter - Benefits of waste oil furnance.

From:	Account Number	Account Name	Amount
	13202-44223	Service Contracts	298
	13202-45221	Fuel & Heating	1,519


To:	Account Number	Account Name	Amount
	13202-44238	Uniform Rental	251
	13202-45216	Telephone	679
	13202-45622	Electricity	887

Oct 19, 2012
Date Requested



Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed


Chief Financial Officer

11/2/12
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

11/2/12
 11/2/12
 11/2/12


Department: Transfer Station

Reason for Request: Overtime - Storm Irene & Storm Alfred (not eligible for FEMA reimbursement) required to keep the Transfer Station open for debris removal. Contractual coverage for leave time use. Debris storage area enlarged at the site along with construction of a material storage area for Highway construction material (drainage).


Reason for Available Funds: Highway Overtime - Majority of overtime at Transfer Station performed by employees of the Highway Department - shared use of staff and facility by both divisions of Public Works. Transfer Station Transportation - lower price per ton on disposal. Increased rate per ton of scrap metal sales.


From:	Account Number	Account Name	Amount
	13201-40103	Highway - Overtime	3,000
	13601-43212	Transfer Station - Transportation	488

To:	Account Number	Account Name	Amount
	13601-40103	Transfer Station - Overtime	3,488

11/2/12
 Date Requested 
 Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/2/12
 Date Reviewed 
 Chief Financial Officer

11/2/12
 Date Approved 
 First Selectman

Date Approved
 Board of Selectmen Clerk

Date Approved
 Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Transfer Station

Reason for Request: Position filled with employee at Grade 3 as opposed to Grade 2 as was envisioned in march of 2011.

Reason for Available Funds: Savings realized during year on professional services..

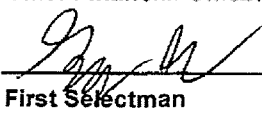
From:	Account Number	Account Name	Amount
	13601-44208	Professional Services	878

To:	Account Number	Account Name	Amount
	13601-40101	Regular Payroll	878

Oct 19, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed 
Chief Financial Officer

10/12/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

24 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

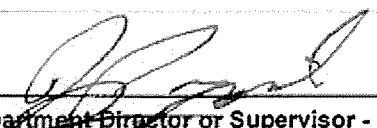
Department: Transfer Station

Reason for Request: 1) Conducted more physical work in areas that caused wear and tear on uniforms greater than previous years.
2) Increase of uses
3) Increased participation in HHW program.

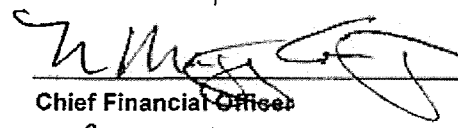
Reason for Available Funds: Savings on Other Purchases (Tub Grinder - Mowing) & Supplies through out the year.


From:	Account Number	Account Name	Amount
	13601-42340	Other Purchases and Supplies	379

To:	Account Number	Account Name	Amount
	13601-41238	Uniform Rental	223
	13601-45622	Electricity	128
	13601-46228	Household Hazardous Waste	28

Oct 19, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed 
Chief Financial Officer

11/2/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Vacant Position filled by employee at Grade 3 instead of 2 as originally envisioned in March of 2011

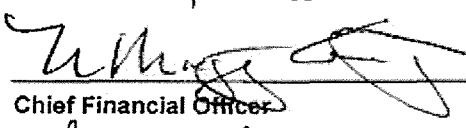
Reason for Available Funds: Savings on Office Supplies through out the year.

From:	Account Number	Account Name	Amount
	13601-42301	Office Supplies	49

To:	Account Number	Account Name	Amount
	13601-41230	FICA	49

Oct 19, 2012
Date Requested 
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12
Date Reviewed 
Chief Financial Officer

11/12/12
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Contract Service Expiration and rate increase

Reason for Available Funds: Savings on Office Supplies through out the year.

From:	Account Number	Account Name	Amount
	<u>13601-42301</u>	<u>Office Supplies</u>	<u>41</u>

To:	Account Number	Account Name	Amount
	<u>13601-45216</u>	<u>Telephone</u>	<u>41</u>

Oct 19, 2012
Date Requested



Department Director or Supervisor - Signature

Print Name James Paggioli

10/24/12
Date Reviewed


Chief Financial Officer

11/2/12
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Youth Services

Reason for Request: 1) Salary: Paid Youth Center Supervisors to provide childcare during parenting classes as we could not get enough volunteers for on of the parenting series.
2) Copier: Without a printer, all staff used the copier as their only source of printing and there were not enough funds budgeted to cover the usage (per copy charges)
3) Office Supplies: New parts to try and repair printer which was unsuccessful

Reason for Available Funds: Unused training and travel funds due to a lack of valuable training opportunities that accommodated staff schedules

From:	Account Number	Account Name	Amount
	14102-43213	Mileage, travel and Training	483

To:	Account Number	Account Name	Amount
	14102-40105	temp occasional payroll	83
	14102-42301	office supplies	91
	14102-42233	copier	309

Oct 17, 2012
Date Requested

Valerie Geato
Department Director or Supervisor - Signature

Print Name Valerie Geato

10/18/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Youth & Social Services

Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Unused training and travel funds due to a lack of valuable training opportunities that accommodated staff schedules

From:	Account Number	Account Name	Amount
	14102-43213	Mileage, Travel and Training	45

To:	Account Number	Account Name	Amount
	14102-40103	Overtime	45

Oct 24, 2012
Date Requested

Val Geato
Department Director or Supervisor - Signature

Print Name Val Geato, Youth & Social Services Director

10/25/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Youth & Social Services

Reason for Request: Youth & Social Services - Payout of accrued leave time for unanticipated retirement

Reason for Available Funds: Parks & Recreation - Recreation Manager position vacancy for several months of the fiscal year

From:	Account Number	Account Name	Amount
	15201-40101	Parks & Recreation - Regular Payroll	7,604

To:	Account Number	Account Name	Amount
	14102-40101	Youth & Social Services - Regular Payroll	7,604

10/25/12
Date Requested

Val Geato
Department Director or Supervisor - Signature

Print Name Val Geato, Youth & Social Services Director

10/25/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Health & Safety Committee

Reason for Request: Purchase of materials for Health & Safety Committee meetings

Reason for Available Funds: Funds budgeted for materials for training seminars

From:	Account Number	Account Name	Amount
	14200-42340	Health & Safety - Other Supplies	29

To:	Account Number	Account Name	Amount
	14200-42301	Health & Safety - Office Supplies	29

10/24/12
Date Requested Department Director or Supervisor - Signature

Print Name Anita Pizzutiello, H&S Committee Chair

10/24/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Health

Reason for Request: Payment of longevity payments due on 7/1/11 for Town employees transferred to Chatham Health District

Reason for Available Funds: Contingency funds included in adopted budget

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	1,023

To:	Account Number	Account Name	Amount
	14201-40101	Health - Regular Payroll	950
	14201-41230	Health - FICA & Retirement	73

11/2/12
Date Requested
Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/2/12
Date Reviewed
Chief Financial Officer

11/2/12
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

FY 11/12

Budget Transfer

Department: Cragin Library

Reason for Request: Purchase of AED equipment and supplies for Library.
 Distribution costs for Colchester Connection--Library share.
 Costs for installation of VOIP.

Reason for Available Funds: Fewer service calls than seen in the past.

From:	Account Number	Account Name	Amount
	44223	Service Contracts	541

To:	Account Number	Account Name	Amount
	42331	Custodial Supplies	247
	44232	Printing & Publications	252
	45216	Telephone	42

10/19/2012
 Date Requested *Kate Byroade*
 Department Director or Supervisor - Signature

Print Name Kate Byroade

10/27/12
 Date Reviewed *[Signature]*
 Chief Financial Officer

11/2/12
 Date Approved *[Signature]*
 First Selectman

Date Approved
 Board of Selectmen Clerk

Date Approved
 Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 11/12

Department: Cragin Library

Reason for Request: Purchase of toner for color printer received from Police Dept.

Reason for Available Funds: Fewer library supplies were purchased than anticipated.

From:	Account Number	Account Name	Amount
	42344	Library Supplies	534

To:	Account Number	Account Name	Amount
	42301	Office Supplies	534

10/19/2012
 Date Requested *Kate Byroade*
 Department Director or Supervisor - Signature

Print Name Kate Byroade

10/22/12
 Date Reviewed *[Signature]*
 Chief Financial Officer

4/12/12
 Date Approved *[Signature]*
 First Selectman

 Date Approved
 Board of Selectmen Clerk

 Date Approved
 Board of Finance Clerk

Town of Colchester

FY 11/12

General Fund

Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Additional staff workshop and mileage-workshop required to receive grant. Increase in professional membership cost.

Reason for Available Funds: Costs were lower due to purchase of popcorn popper.

From:	Account Number	Account Name	Amount
	42344	Programs	25

To:	Account Number	Account Name	Amount
	43213	Meetings, Training, Mileage	20
	43258	Professional Memberships	5

10/19/2012
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade

10/22/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester

FY 11/12

General Fund

Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: September 2011 fire vandalism incident.

Reason for Available Funds: Fewer service calls than seen in the past.

From:	Account Number	Account Name	Amount
	44223	Service Contracts	414

To:	Account Number	Account Name	Amount
	46226	Building Repairs	414

10/19/2012
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade

10/22/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Fuel
 Additional

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
45221	Fuel	210

To:

45222	Water & Sewer	210

Date Requested

Kate Byroade
 Department Director or Supervisor - Signature

Print Name

Date Reviewed

[Signature]
 Chief Financial Officer

Date Approved

[Signature]
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 11/12

Amount

Date

Requester's Name

Department: Cragin Library

Reason for Request: Overtime costs incurred for additional library hours after Storm Irene - provide location for residents to charge electronic devices

Reason for Available Funds: Fewer library supplies were purchased than anticipated

From:	Account Number	Account Name	Amount
	15101-42344	Library Media Supplies	98

To:	Account Number	Account Name	Amount
	15101-40103	Library - Overtime	98

10/26/12
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade, Library Director

10/24/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Costs from Storm Irene not eligible for FEMA Reimbursement

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	2,323

To:	Account Number	Account Name	Amount
	15201-40103	OVERTIME	2,323

10/1/2012
Date Requested Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/18/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

10/1/12
10/1/12
10/1/12

Department: Parks & Recreation

Reason for Request: Telephone/WIFI reinstalled at RecPlex

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	432

To:	Account Number	Account Name	Amount
	15201-45216	Telephone	432

10/1/2012
Date Requested Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/18/12
Date Reviewed Chief Financial Officer

11/2/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester

General Fund

Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Unanticipated increase in membership dues
Unanticipated increase in conference fees
An increase in use of personal vehicles and mileage reimbursement as town vehicles were no longer available for use by department

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	1,407

To:	Account Number	Account Name	Amount
	15201-43258	Prof membership	380
	15201-42213	Mileage, Training, Meeting	1,027

10/1/2012
Date Requested Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/18/12
Date Reviewed Chief Financial Officer

11/12/12
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester

General Fund

Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request:

Unanticipated cost of replacing the tent canopies, radios, and sprinkler heads.

Reason for Available Funds:

Recreation Manager position was vacant for a portion of the year.

From:

Account Number	Account Name	Amount
15201-40101	Regular Payroll	3,220

To:

15201-42340	Other Operating Supplies	3,220

10/1/2012

Date Requested

Department Director or Supervisor - Signature

Print Name

Cheryl Hancin

10/18/12

Date Reviewed

Chief Financial Officer

11/2/12

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

FY 11/12

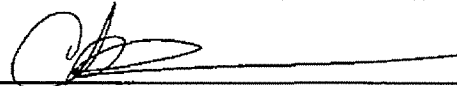
Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	230
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	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	15201-42301	Office Supplies	230
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<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

FY 11/12

General Fund

Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Increase in annual lease payment for use of Senior Center facility (requested to cover cost of liability insurance paid by lessor/owner of facility) - lease agreement approved at BOS meeting of 5/19/11.

Reason for Available Funds: Contingency funds included in adopted budget.

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	3,609

To:	Account Number	Account Name	Amount
	15401-44215	Senior Center - Building Rental	3,609

11/12/12 Date Requested [Signature] Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/21/12 Date Reviewed [Signature] Chief Financial Officer

11/12/12 Date Approved [Signature] First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Department share of cost to publish and distribute quarterly Colchester Connection publication to all residents

Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments. Use of supplies remaining from prior year for all departments.

From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	16

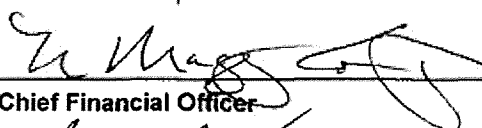
To:	Account Number	Account Name	Amount
	15401-43232	Printing & Publications	16

10/26/12
Date Requested

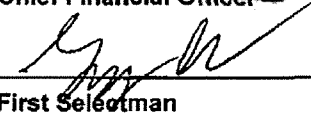

Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
Date Reviewed


Chief Financial Officer

11/2/12
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

FY 11/12

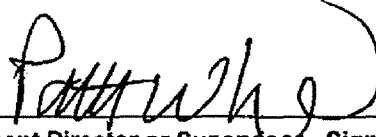
Department: Senior Center

Reason for Request: Unanticipated electrical upgrade for new electric stoves

Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments.
 Use of supplies remaining from prior year for all departments.
 Lower vehicle expenses than projected.

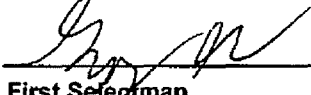
From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	1,021
	15401-46390	Vehicle Maintenance & Fuel	240

To:	Account Number	Account Name	Amount
	15401-46226	Building Repairs	1,261

10/26/12
 Date Requested 
 Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
 Date Reviewed 
 Chief Financial Officer

11/12/12
 Date Approved 
 First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester

General Fund

Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Additional membership to the Connecticut Association of Senior Center Personnel for the Program Coordinator

Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments. Use of supplies remaining from prior year for all departments.

From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	45

To:	Account Number	Account Name	Amount
	15401-43258	Professional Memberships	45

10/26/12
Date Requested

Patti White
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

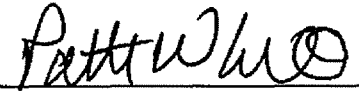
Department: Senior Center

Reason for Request: Overtime costs incurred to provide residents with transportation to and from the Emergency Shelter during Storm Irene

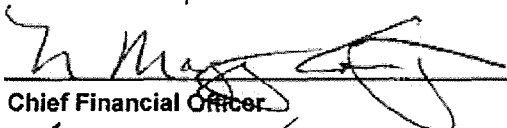
Reason for Available Funds: Lower vehicle expenses than anticipated (fuel and repairs)


From:	Account Number	Account Name	Amount
	15401-46390	Vehicle Maintenance & Fuel	135

To:	Account Number	Account Name	Amount
	15401-40103	Overtime	135

10/26/12
Date Requested 
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
Date Reviewed 
Chief Financial Officer

11/12/12
Date Approved 
First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Additional hours for part-time driver during employee FMLA leave

Reason for Available Funds: Lower vehicle expenses than anticipated (fuel and repairs)

From:	Account Number	Account Name	Amount
	15401-46390	Vehicle Maintenance & Fuel	219

To:	Account Number	Account Name	Amount
	15401-40101	Regular Payroll	219

10/26/12
Date Requested

Patti White
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12
Date Reviewed

[Signature]
Chief Financial Officer

11/2/12
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk