

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Minutes Regular Meeting Wednesday, Nov. 20, 2013 Town Hall – 7:00 p.m.



MEMBERS PRESENT: Rob Tarlov, Thomas Kane, Art Shilosky, Rob Esteve, John Ringo and James McNair

OTHERS PRESENT: First Selectman Gregg Schuster, Selectman Rosemary Coyle, Maggie Cosgrove, Jim Paggioli, Greg Cordova, Dot Mrowka, Kurt Frantzen, and Gary Siddell

1. CALL TO ORDER

Chairman R. Tarlov called the Wednesday, Nov. 20, 2013 meeting to order at 7:00p.m.

2. APPROVAL OF MINUTES: Regular meeting - November 6, 2013

J. Ringo MOTIONED to approve the minutes of November 6, 2013 regular meeting as typed. **SECONDED** by T. Kane. Chairman Tarlov stated R. Esteve had called in on the conference line and was waiting to attend, but no one present dialed in to connect his call to the meeting. R. Esteve and J. McNair abstained. All other members present voted in favor, **MOTION CARRIED.**

3. ADDITIONS TO THE AGENDA

Chairman Tarlov welcomed J. McNair to the board.

4. BY-LAWS REVIEW - Discussion and Possible Action

T. Kane **MOTIONED** to change article 5 sections 1 of the by-laws to read; at the first meeting subsequent to the second Tuesday after municipal election the Chair and Vice-Chair will be elected. **SECONDED** by R. Esteve.

T. Kane **MOTIONED** to amend his first motion to read; at the first meeting subsequent to the second Monday after municipal election the Chair and Vice-Chair will be elected. R. Esteve amended his **SECOND.** All members present voted in favor, **MOTION CARRIED**.

5. ELECTION OF OFFICERS

R. Esteve MOTIONED to elect R. Tarlov as Chairman. SECONDED by A. Shilosky.

R. Esteve MOTIONED to close the nominations. SECONDED by T. Kane.

All members voted in favor to close the nominations, MOTION CARRIED.

All members voted in favor to elect R. Tarlov as Chairman, MOTION CARRIED.

T. Kane MOTIONED to elect R. Esteve as Vice-Chairman. SECONDED by J. Ringo.

J. McNair MOTIONED to close the nominations. SECONDED by J. Ringo.

All members voted in favor to close the nominations, MOTION CARRIED.

All members voted in favor to elect R. Esteve as Vice-Chairman, MOTION CARRIED.

6. CITIZENS COMMENTS

Dot Mrowka stated it cost \$1,623.70 to re-print the ballots due to new candidates being added and removed after the ballots had been printed.

7. 2014 MEETING DATES - Discussion and Possible Action

J. Ringo **MOTIONED** to approve the 2014 regular meeting dates. **SECONDED** by A. Shilosky. All members present voted in favor, **MOTION CARRIED**.

8. DEPARTMENT REPORTS

a. Finance Department

The October revenue and expenditure reports were reviewed. M. Cosgrove stated no significant changes.

b. Treasurer

None

c. Tax Collector

None

9. FIRST SELECTMAN'S REPORT

a. Transfer Requests

Discussion on certain transfer requests was had. T. Kane **MOTIONED** to approve the budget transfers as a block contingent to Board of Selectman approval. **SECONDED** by J. Ringo. All members present voted in favor. **MOTION CARRIED.** (See attachment #1)

b. First Selectman's Update

First Selectman Schuster stated that staff members in the Assessor's office have taken and passed the State Certification, KX has a signed letter of intent with Montville and East Lyme to try a three way consolidation and location is to be determined. First Selectman Schuster also stated he serves on the M.O.R.E. Commission which is a state commission formed to look at municipal efficiencies. First Selectman Schuster stated he has been placed on the municipal tax sub-committee looking at options on better ways of taxation at local level.

10. CORRESPONDENCE

None

11. LIAISON REPORTS AND 2014 ASSIGNMENTS

The 2014 liaison assignments will be as follows:

- J. Ringo Economic Development and Police Retirement
- T. Kane Planning & Zoning
- R. Esteve Board of Education
- A. Shilosky Police Commission and Commission on Aging
- R. Tarlov Youth Services and Public Works
- J. McNair Fire Department and Library

12. NEW BUSINESS

a. BOS Operations Committees: work done with members of BOF and the Bacon Trustees Art Shilosky stated the committee presented a proposal to the BOS regarding old Bacon Academy, Day Hall and Senior Center to go into a lease option to buy the Senior Center over a 5 year plan allowing old Bacon Academy Trustees funds to stabilize the structure so they can apply for grants to get old Bacon Academy code compliance.

13. OLD BUSINESS

a. Town Staffing

First Selectman stated he should be ready to discuss at the December meeting.

b. Building Project

i. Review of Tri-Board Meeting

Chairman Tarlov stated tri-board meeting is scheduled for December 11, 2013.

ii. Other Discussion

None

c. Status of CIP Plan and Routine Facility Maintenance Plan

Jim Paggioli will make a preliminary presentation of the Town's plan at the second meeting in December. J. Paggioli and K. Jackson will be making a presentation of the Town and School plans at the January meeting.

d. Status of Health Insurance Fund

M. Cosgrove stated the fund is getting better.

e. Discussion and Possible Action on Future Elected Officials Compensation Process

Art Shilosky made a suggestion to base the compensation on what Social Security receives yearly.

Discussion will continue at the next meeting.

f. Discussion of 2014 Budget Process

The board members gave suggestions for the future budget process and discussion was had.

14. CITIZENS COMMENTS

K. Frantzen stated his opinion regarding the budget process moving forward.

15. ADJOURNMENT

J. Ringo **MOTIONED** to adjourn at 9:33 p.m. **SECONDED** by A. Shilosky. All members present voted in favor. **MOTION CARRIED**.

Attachment

Budget Transfers (Attachment #1)

Respectfully Submitted,

Gina Santos, Administrative Assistant

General Fund

Departmer	nt: First Selectman - Lega	al	
Reason for Request:	Legal costs associated canine disposal order (revaluation and other	with: 1) energy project lease financing docur matter including administrative hearings, and ').	ments, 2) animal control/d 3) assessment appeals
Reason for Available Funds:	Various - see detail list	ing	*
From:	Account Number	Account Name	Amount
	Various - see detail	Various - see detail listing	60,610
То:	11201-44203	Legal	60,610
	Nov 12, 2013	Chall /	
		Department Director or Supervisor - Si	gnature
		Print Name Gregg Schuster, First Selec	tman
	n/i>/i>	h may El	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

Town of Colchester Budget Transfer - Legal

Explanation	Contingency funds included in adopted budget	Funds budgeted for Human Kesources consulting service not used	Funds budgeted for Fire union contract settlement not used - negotiated 0% general wage increase for 7/1/12-6/30/13	Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll	Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll	Premium increases for liability/auto/property insurance renewals less than anticipated	Significant decrease in unemployment compensation benefit payments - reduction in number of individuals collecting	benefits as compared to prior riscal years. Administrative Assistant position vacant for full year	Administrative Assistant position vacant for full year	Senior Center Director position vacant for 7 months	Senior Center Director position vacant for 7 months	sfer form	
	Contingency fund	Funds budgeted tused	Funds budgeted fine pequed 10% ge	Storm Sandy FEN benefits associate	Storm Sandy FEN benefits associate	Premium increases for liability/s renewals less than anticipated	Significant decres payments - reduc	Administrative As	Administrative As	Senior Center Dir	Senior Center Dir	60,610 See Budget Transfer form	0
70												60,61	60,610
From	4,229	7,437	10,964	3,500	3,400	1,999	0.19	10,947	2,000	3,000	4,000		60,610
Department & Account Name	Contingency	Human Resources - Professional Services	11205-50950 Human Resources - Contractual Settlements	11701-41211 Insurances - Health Insurance	11701-41260 Insurances - Workers Compensation Insurance	11701-44206 Insurances - Municipal Insurance	Incurance - Hamployment Companyation		Parks & Recreation - FICA & Retirement	Senior Center - Regular Payroll	Senior Center - FICA & Retirement	Legal	Totals
Account #	11110-50900	11205-44208	11205-50950	11701-41211	11701-41260	11701-44206	11701_44243	15201-40101	15201-41230	15401-40101	15401-41230	11201-44203	

General Fund

Departmer	nt: Finance		
Reason for Request:	Finance - Payout of acc	crued leave time for employee retirement in p	payroll.
Reason for Available Funds:	Finance - funds budge	ted for training of new employee in payroll. n of Director vacant for 7 months.	
From:	Account Number	Account Name	Amount
	11301-40105	Finance - Contr., Temp. Payroll	4,353
	15401-40101	Senior Center - Regular Payroll	12,810
To:	11301-40101	Finance - Regular Payroll	15,769
	11301-41230	Finance - FICA & Retirement	1,394
	Nov 8, 2013 Date Requested	Department Director or Supervisor-Sig	ınature
	<u> </u>	Print Name N. Maggie Cosgrove, CFO	
	Nov 8, 2013 Date Reviewed	Chief Financial Officer	
	Date Approved	Sirst Selection	
		Board of Selectmen Clerk	
	11/20/13	Leave Clark	4

General Fund

Departmen	t: Elections		
Reason for Request:	locations), and unanti	associated with Poll workers - double primary i cipated recount of Town budget referendum ved to cover additional wages for poll workers	vote. Transfer previously
Reason for Available Funds:	Funds were budgeted	for cleaning of voting machines. In July, the s for the cleaning for 1 more year for all Towns.	Secretary of State's
From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	182
То:	11601-41230	FICA/Medicare	182
:	ルーフ/ι 3 Date Requested	Department Director or Supervisor - Signature Print Name Dorothy A. Mrowka, Registr	1 Yours
	ルイフ/パ3 Date Reviewed	Chief Financial Officer	
	11/13/13 Date Approved	First Selectman	
	11/20/13	Board of Selectmen Clerk Board of Finance Clerk	

General Fund

Departmen	t: Elections		
Reason for Request:	Monthly telephone c	harges for phone line in Town Hall meeting roo	oms (polling location)
Reason for Available Funds:	Funds were budgete	d for cleaning of voting machines. In July, the soft of the cleaning for 1 more year for all Towns.	Secretary of State's
From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	202
	Paul James (1980) e de la companya d		Account to the second s
To:	11601-45216	Telephone	202
	/ / / / / / / / S Date Requested	Department Director or Supervisor - Sig	Morever
	Date Reviewed	Chief Financial-Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

General Fund

Departmer	nt: Police		
Reason for Request:	training for officers in o	ased need for shift coverage for paid time order to meet minimum staffing requireme during summer months. Storm patrol cov d Blizzard Charlotte).	ents on each shift.
Reason for Available Funds:		uded in adopted budget.	
From:	Account Number	Account Name	Amount
	11110-50900	Contingency	35,771
To:	12101-40103	Police - Overtime	35,771
	11/12/13	Calle	176
	A series and a series and the base of the series and the series ar	Department Director or Supervisor -	
	ı	Print Name Joseph Mercer, Resident	Trooper Supervisor
	1/12/12	4 Mass of	> .
	Contract and an expension of the contract of t	Chief Financial Officer	
	Date Approved	Ing W	
		irst Selectman	
	Date Approved F	Board of Selectmen Clerk	
	[A Selectified clerk	
	Date Approved E	Board of Finance Clerk	

General Fund

Departmen	t: Civil Preparedness		
Reason for Request:	Non reimbursable ite	ms from February Record Snow storm eve	ent to prepare EOC
Reason for Available Funds:	Savings within line ite	·m.	· F.
From:	Account Number	Account Name	Amount
	12301-42301	Office Supplies	109
То:			100
10.	12301-42340	Other Purchased Supplies	109
	Nov 1, 2013	almi.	
	Date Requested	Department Director or Supervisor	- Signature
	(Print Name James Paggioli	
	ulzlis	h Myset	_
	Date Reviewed	Chief Financial Officer	
	Date Approved	My M	
		First Selectman	9
	Date Approved	Board of Selectmen Clerk	
	11/20/13	Sensa	
	Date Approved	Board of Finance Clerk	

General Fund

Departmer	nt: Civil Preparedness		
Reason for Request:	Minor overage of Tele	phone Budget estimate.	
Reason for Available Funds:	Savings within line ite	·m.	
From:	Account Number	Account Name	Amount
	12301-44223	Service Contracts	37
		Lamenta de la constanta de la	
То:	12301-45216	Telephone	37
	Nov 1, 2013	(Ill mil	
	The state of the s	Department Director or Supervisor - Sig	gnature
		Print Name James Paggioli	1
		7.11.	annianta, annianta de la diserción de la cultura de la cul
	Date Reviewed	Chief Financial Officer	
		Dry h	
	Date Approved	First Selectman	
	Date Approved		
	Date Approved	Board of Selectmen Clerk	
	11/20/13:	Devoca	
	Date Approved	Poard of Einance Clark	

General Fund

Departmen	it: Highway		
Reason for Request:	Increase of tree service requirements.	ces required due to conditions of existing tr	ees and statutory
Reason for Available Funds:		ion, and prudent reserve for emergency cor	nditions.
From:	Account Number	· Account Name	Amount
,	13201-42340	Other Purchased Supplies	5,211
To:	13201-44208	Professional Services	5,211
	f	11/2-0	
	Nov 1, 2013 Date Requested	Department Director or Supervisor -	Signature
		Print Name James Paggioli	
	11/7/13 Date Reviewed	Chief Financial Officer	7
	U / 13/13 Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	nt: Highway		
Reason for Request:	Overage overtime du	ue to emergency work. (i.e. call in after hours)	
Reason for Available Funds:		ion funds offsetting regular hours.	
From:	Account Number	Account Name	Amount
	13201-40101	Regular Payroll	188
To:	13201-40103	Overtime	188
	N1 2012	(1//- 1	
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Signature	anature
		Print Name James Paggioli	
	ulales	In Most	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Overtime used to cov	er for personnel that was out on Workers Com	pensation issues.
Reason for Available Funds:	See Above.		
From:	Account Number	Account Name	Amount
	13202-40101	Regular Payroll	55
			Tanana and the Committee of the Committe
	Ļ		
		1	
		\$ 100 miles 100	
To:	13202-40103	Overtime	55
		11 1	
	Oct 31, 2013	- by you	
	Date Requested	Department Director or Supervisor - Sig	gnature
		Print Name James Paggioli	
		711	
	Date Reviewed	Chief Financial Officer	
	Eu III Ia	A. A.	
	Date Approved	Ing m	
	Duto Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	11/20/13	12 leus a	
	Date Annroyed	Deard of Finance Clark	

General Fund

Departmen	t: Fleet Maintenance	annothing the second of the se	
Reason for Request:	Fuel Island Dispenser (unforeseen failure. Aging equipment.	
Reason for Available Funds:	service contract items, Building Repairs and M acquiring equipment a	avings due to this single year having less (i.e. parts cleaner service and oil water se lachinery & Equipment savings within lin and economy in conducting the repairs. were used by utilizing the credits for ho	eparator cleaning), es were from savings in
From:	Account Number	Account Name	Amount
	13202-42223	Service Contracts	200
	13202-46226	Building Repair	553
	13202-48404	Machinery & Equipment	700
16:	13202-43213	Mileage Training Meetings	400
TD:	13202-46224	Equipment Repairs	1,853
	Nov 7, 2013 Date Requested	Department Director or Supervisor	· Signature
	11/7/13	Print Name James Paggioli	
	11/13/13	Shief Financial Office)	
	Date Approved	First Selectman	
,	Date Approved	Board of Selectmen Clerk	
	Date Approved	Poard of Finance Clerk	

General Fund

Departmen	t: Fleet Maintenance	Comment of the Commen	
Reason for Request:	Increase of use in ele	ectricity during FY 12-13	>
Reason for Available Funds:	Line items exhibited service contract item Less Heating/Propan	savings due to this single year having les ns, (i.e. parts cleaner service and oil water ne utilizied	ss required maintenance on separator cleaning),
From:	Account Numbe	r Account Name	Amount
	13202-42223	Service Contracts	883
	13202-45221	Fuel/Heating	1,490
		and the second	
Го:	13202-45622	Electricity	2,373
	Nov 7, 2013 Date Requested	Department Director or Supervisor	r - Signature
	100 1	Print Name James Paggioli	
	ul7/13 Date Reviewed	In Most	
	1113/3 Date Approved	Share Market Chief Financial Officer	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	<u> </u>

General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Differential increase	in fuel distribution.	
Reason for Available Funds:	Minor savings in line	item.	
From:	Account Numbe	r Account Name	Amount
	13202-42323	Protective Clothing & Safety Equip.	103
		Water and the second se	A CONTRACTOR OF THE CONTRACTOR
	I		
То:	13202-46390	Vehicle Maintenance & Fuel	103
	Nov 7, 2013 Date Requested	Department Director or Supervisor - Sig	l
	Date Requested		nature
		Print Name James Paggioli	
	11/7/13	h Man Fi	
'	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	aliani manini dalam di manana di man
	11/20/13	Diracile.	
	Date Approved	Board of Finance Clerk	

General Fund

Departmen	nt: Fleet Maintenance		
Reason for Request:	r Minor overage on annu testings.	ual contracts required by Labor agreement	s and required CDL drug
Reason for Available Funds:	Line items exhibited sa service contract items,	vings due to this single year having less re (i.e. parts cleaner service and oil water sep	quired maintenance on arator cleaning),
From:	Account Number	Account Name	Amount
	13202-42223	Service Contracts	34
	13202-42223	Service Contracts	87
То:	13202-44208	Professional Services	34
	13202-44238	Uniform Rentals	87
	Nov 7, 2013 Date Requested	Department Director or Supervisor - S	Signature
		Print Name James Paggioli	
	/// /// Date Reviewed	May Con Chief Financial Officer	
	11/13/13	In Jan	
		First Selectman Board of Selectmen Clerk	
	11/2013	Deisel	

General Fund

Departmer	nt: Grounds Maintena	nce			
Reason for Request:	Supply work force with safety rain gear and roadway OSHA compliant vests in order to have them available to work outside of park properties in response to Storm Sandy. Non reimbursable expense.				
Reason for Available Funds:	Savings on Equipme	ent Rental due to new functioning equipment po equipment during peak seasons to meet work o	urchased, minimizing Jemand.		
From:	Account Numbe	r Account Name	Amount		
	13203-44237	Equipment Rental	390		
То:	13203-42323	Protective Clothing & Safety Equipment	390		
		10 -1			
	Nov 7, 2013 Date Requested	Department Director or Supervisor - Sig	 nature		
		Print Name James Paggioli			
	11/7/13 Date Reviewed	The Missing			
	Date Reviewed	Chief Financial Officer			
	Date Approved	First Selectman			
		· · · · · · · · · · · · · · · · · · ·			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

General Fund

Departmer	nt: Grounds Maintenance				
Reason for Request:	r Damage/age of original overhead door requiring unforeseen repair at Maintenance garage.				
Reason for Available Funds:		Repair due to new mowers p	urchased.		
From:	Account Number	Account Na	me	Amount	
	13203-42334	Equipment Repairs	412		
			<u> </u>		
To					
То:	13203-42340	Building Repairs	412		
			1		
	J	100 1			
	Nov 7, 2013	for your	manulaan Cianatura		
	Date Requested [Department Director or Su	ipervisor - Signature		
	ż	Print Name James Pagg	ioli	And the Control of th	
	11/7/13	To Missie	0		
		Chief Financial Officer	7	······································	
	11/13/13	In /h/			
	Date Approved F	irst Selectman	The state of the s		
	Date Approved E	loard of Selectmen Clerk			
	11/2 - al. 2	H: 2			
	Date Approved E	Soard of Finance Clerk		viantico con contra de la contra del la contra de la contra de la contra del la contra del la contra de la contra de la contra del la co	

General Fund

Departme	nt: Grounds Maintenance	2	
Reason fo Request:		erage due to increased use of facilities by verage in Uniform Rental.	public. Switch to smart
Reason fo Available Funds:	Need to replace broker General Fund Sources. reestablish turf in over	n equipment not a severe as anticipated o Note: FY 13-14 will not realize same savir utilized fields.	during FY 12-13 from ngs due to increased need to
From:	Account Number	Account Name	Amount
	13203-42334	Grounds Maintenance Supplies	1,366
	Assembly control of the second		
То:	13203-42340	Operating Supplies	922
	13203-44238	Uniform Rentals	350
	13203-45216	Telephone	94
	Nov 1, 2013 Date Requested	Department Director or Supervisor -	Signature
		Print Name Tand PAGGIO	<u>u</u>
	11/7/13	uman	· ·
	Date Reviewed C	Chief Financial Officer	
	Date Approved	The M	
		irst Selectman	
	Date Approved E	Board of Selectmen Clerk	
	11/2013 -	, Dua a	
,	Date Approved B	Roard of Finance Clark	

General Fund

Departmer	nt: Grounds Maintenand	Ce			
Reason for Request:	Cover Overage in Overtime Account due to increased use of facilities on Weekends by leagues and events.				
Reason for Available Funds:	Savings in temporary	seasonal employees.			
From:	Account Number	Account Name	Amount		
	13203-40105	Contractor-Temporary Occasional	2,817		
	1		1		
			1 I		
То:	13203-40103	Overtime	2,817		
		The state of the s	Justine of the transfer of the		
	Nov 1, 2013 Date Requested	Department Director or Supervisor - S	ignature		
		Print Name JAMES PAGGE	21		
	[/2//2] S				
	ルセルン Date Reviewed	Chief Financial Officer			
	11/13/13	In w			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

General Fund

Departme	nt: Highway - Snow Rer	moval	
Reason fo Request:	Professional Services share of aid), and Mai	(Contractors) in that was not reimbursal rch 8th Snow Storm.	ole by FEMA (i.e. 25% Town
Reason for Available Funds:	Snow Budget: Saving Highway - Prudent Re Regular Payroll	s in Line Items eserve for Emergency Situations & Worker	's Compensation Offset of
From:	Account Number	Account Name	Amount
	13201-40101	Regular Payroll	25,297
	13201-42340	Other Purchased Supplies	8,100
	13204-42333	Sand Salt & Gravel	5,390
₩ .	13204-42340	Other Purchased Supplies	11,700
To:	13204-44208	Professional Services	50,487
	Nov 1, 2013 Date Requested	Department Director or Supervisor Print Name James Paggioli	- Signature
	nul7(13) Date Reviewed	Chief Financial Officer	2
	Date Approved	First Selectman	
	Made	Board of Selectmen Clerk Board of Finance Clerk	

General Fund

Departmer	nt: Highway - Snow Rem	oval	
Reason for Request:	Overtime Excess in the March 8th Snow Storn	at was not reimbursable by FEMA (i.e. 25% n.	Town share of aid), and
Reason for Available Funds:	1	n Offset of Regular Payroll	
From:	Account Number	Account Name	Amount
,	13201-40101	Regular Payroll	16,463
То:	13204-40103	Overtime	15,543
	13204-41230	FICA	920
]	
	Nov.1. 2012	Mand.	
	Nov 1, 2013 Date Requested	Department Director or Supervisor -	Signature
		Print Name James Paggioli	
		Print Name pames Paggion	
	11/7/13	h My	
	Date Reviewed	Chief Financial Officer	
	11/3/13	Im/W	
	Date Approved	First Selectman	
	1 Constant		
	Date Approved	Board of Selectmen-Clerk	
	Maria	Leine Co	
	Date Approved	Board of Finance Clerk	

General Fund

Departme	nt: Facilities- Grounds N	Maintenance	
Reason fo Request:		.000 inadequate for annual funding of repa ost of 8 million dollars. This represents 0.05	
Reason fo Available Funds:	r Savings within line ite	ems.	
From:	Account Number	Account Name	Amount
	13205-46390	Vehicle Maintenance and Fuel	600
	13205-45216	Telephone	790
	13205-41230	FICA	710
То:	13205-44226	Building Repairs	2,100
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Print Name James Paggioli	Signature
	UI/7/13 Date Reviewed	Chief Financial Officer	
		First Selectman	
	Date Approved \ \ \ \ \ \ \ \ \ \ \ \ \	Board of Selectmen Clerk Board of Finance Clerk	

General Fund

t: Facilities- Grounds Ma	intenance			
Aging Systems, Non automated, repaired in order to bring systems to operational cond prior to building automation and required building environmental standards.				
New vehicles (and equi	pment) required limited repairs. Saving	s within line item,		
Account Number	Account Name	Amount		
13203-46390	Vehicle Maintenance and Fuel	7,482		
13205-44223	Service Contracts	7,482		
Nov 1, 2013	A Supervisor	- Signature		
	Print Name James Paggioli	- Oignature		
Date Reviewed	h Man Cf	7		
Date Approved F	Irst Selectman			
11/20/13	Deno Sa			
	Aging Systems, Non auprior to building auton New vehicles (and equi Account Number 13203-46390 13205-44223 Nov 1, 2013 Date Requested IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	New vehicles (and equipment) required limited repairs. Saving Account Number Account Name 13203-46390 Vehicle Maintenance and Fuel 13205-44223 Service Contracts Nov 1, 2013 Date Requested Department Director or Supervisor Print Name James Paggioli // 7 / 3 Date Reviewed Chief Financial Officer First Selectman Board of Selectmen Clerk		

General Fund

Departme	nt: Facilities		
Reason fo Request:	r Paint supply line Item	not sufficient to cover two projects per yea	r for town wide facilities
Reason for Available Funds:	r Line Items were not u	tilized in FY 12-13	
From:	Account Number	Account Name	Amount
	13205-44231	Advertising	499
	13205-42331	Custodial / Maintenance Supplies	68
		and the state of t	
To:	13205-42332	Paint and Paint Supplies	5'07
	Nov 1, 2013 Date Requested	Department Director or Supervisor - S	Signature
		907	
	Date Reviewed	Print Name James Paggioli Chief Financial Officer First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Poord of Finance Clark	The state of the s

General Fund

Departmer	nt: Facilities		
Reason for Request:	Transfer to cover sho	ortfall in FY 12-13 estimate of Electrical Use	
Reason for Available Funds:	Savings in the Heatin	ng Oil use,	
From:	Account Number	Account Name	Amount
	13205-45221	Fuel / Heating	3,171
Го:	13205-45622	Electricity Non-Heat	3,171
			1000
	Nov 1, 2013 Date Requested	Department Director or Supervisor - S	Signature
		Print Name James Paggioli	
	11/7/13	71 Man	
	Date Reviewed	Chief Financial Officer	
	4113/13	Inn an	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
I	11/20/13	Denisa	and the second s
.*	Date Approved	Board of Finance Clerk	

General Fund

Departmer	nt: Facilities				
Reason for Request:	Minor Year end adjustment to overtime and regular payroll utilized in response to Storm Sandy by Facility Manager				
Reason for Available Funds:	1	former employee retirement contribut	ion.		
rom:	Account Number	Account Name	Amount		
	13205-41230	FICA & Retirement	514		
		Lega a principal hali hali ha ha da			
o:	13205-40101	Regular Payroll	148		
	13205-40103	Overtime	366		
	Nov 7, 2013 Date Requested [Department Director or Supervisor	- Signature		
	Print Name James Paggioli				
	*	71111			
	Date Reviewed	chief Financial Officer			
	11/15/13	Ing M			
	F	irst Sélećtman			
	Date Approved E	loard of Selectmen Clerk			
	11/20/13	Deis aute	3		
	Date Approved	loard of Finance Clerk			

General Fund

Departmer	nt: Facilities			
Reason for Request:	Employee is required to be provided OSHA compliant foot ware not previously included with budget			
Reason for Available Funds:	Minor savings in line	e item.		
From:	Account Numbe	r Account Name	Amount	
	13205-42331	Custodial and Maintenance Supplies	278	
	Epizza pi da principa de ser producto producto producto produce de contracto de como proprio proprio producio p	Technical desired in the second secon		
То:	13205-42323	Protective Clothing and Safety Equipmen	278	
			А	
	Nov.1 2012	Maril		
	Nov 1, 2013 Date Requested	Department Director or Supervisor - Sig	nature	
		Print Name James Paggioli		
	1.151.5	White S		
	Date Reviewed	Chief Financial Officer		
	11.113/13	man Mar		
	Date Approved	First Selectman		
		e		
	Date Approved	Board of Selectmen Clerk		
	Date Approved	Board of Finance Clerk		
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General Fund

Departmer	nt: Transfer Station				
Reason for Request:	Overage in Uniform Rental due to damaged uniforms and work actually conducted while wearing them.				
Reason for Available Funds:	1	ervice Provider to Store Bought Bottled Water.			
From:	Account Numbe	r Account Name	Amount		
	13601-44223	Service Contracts	157		
			J 1		
То:	13601-44238	Uniform Rental	157		
		and summing a second of the se			
		100			
	Nov 1, 2013	Spanil			
	Date Requested	Department Director or Supervisor - Sign	gnature		
		Print Name James Paggioli	-		
	11/7/13	n Man Co			
	Date Reviewed	Chief Financial Officer			
	1/13/13	Ira/M			
.7	Date Approved	First Selectman			
			,		
	Date Approved	Board of Selectmen Glerk			
	11/20/13	Denosa			
,	Date Approved	Board of Finance Clerk			

General Fund

Departme	nt: Transfer Station -High	way			
Reason fo Request:	Transfer Station JD 710 was scheduled for replacement on the CIP program for FY 13-14. However that purchase was deferred for budgetary purposes. The JD 710 is the only wheeled vehicle with filled tires (read as - does not get a flat tire) with the weight and pulling force to required to move / relocate the filled dumpsters. The repair was made in order to keep the Transfer station in operation.				
Reason fo Available Funds:	Since the repair was know within the Department	own to be required, offsetting savings with was obtained.	hin the same line Item		
From:	Account Number	Account Name	Amount		
	13201-46390	Vehicle Maintenance and Fuel	15,127		
То:	13601-46390	Vehicle Maintenance and Repair	15,127		
	Nov 1, 2013	Hzil			
	Date Requested [Pepartment Director or Supervisor - S	Signature		
	[11]7/13	Print Name James Paggioli Chief Financial Officer			
	11/13/13 Date Approved F	hy M	remontantini juri minera mari esta mari esta esta esta esta esta esta esta esta		
			umponiana arramanto a		
	11/20/13	Board of Selectmen Clerk			
	Date Approved E	Board of Finance Clerk			

General Fund

Departme	nt: Transfer Station				
Reason fo Request:	Overage overtime due to contractual obligations being greater than original appropriated amount, i.e. days off by contract that employees assigned to transfer station result in the staion being manned by employees that are receiving a rate of 1.5 times regular hours.				
Reason fo Available Funds:	1. Jan 1. 17.5 a. 1	t fund offsetting regular hours, and transpo	ortation savings.		
From:	Account Number	Account Name	Amount		
	13601-40101	Regular Payroll	1,804		
	13601-43212	Transportation	2,431		
То:	13601-40103	Overtime	4,235		
		118			
*	Nov 7, 2013 Date Requested	Department Director or Supervisor -	Signaturo		
	Date Requested	Print Name James Paggioli	- digitature		
	11/2/13	h Mos Cots			
	Date Reviewed	Chief Financial Officer			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	11/20/13	Denotor			
	Date Approved	Doord of Cinanco Clark			

General Fund

Departmer	nt: Transfer Station				
Reason for Request:	Household Hazardous Waste Collection is a "per person - per town" unit charge. The Town pays for not only all of our Town residents at the HHW collection day hosted in Colchester, but also all Town residents going to other town's collection at other dates through out the year. There has been an increased participation at the year long events.				
Reason for Available Funds:		avings due to FEMA reimbursement of woo	od chipping costs.		
From:	Account Number	Account Name	Amount		
2,44,7480	13601-44208	Professional Services	6,365		
		1			
То:	13601-46228	Household Hazardous Disposal	6,34,5		
	f				
			· National and selection of the selectio		
		10 -0			
	Nov 7, 2013	Grand			
	Date Requested	Department Director or Supervisor - S	Signature		
		Print Name James Paggioli	e no res one norm no ne no over occurror.		
	· · · · · · · · · · · · · · · · · · ·	1, 11,	THE STATE OF THE S		
	パワル3 Date Reviewed	Chief Financial Officer			
		Chief Financial Officer			
	Date Approved	2m/W			
ä	Date Approved	First Selectman			
		ă.			
	Date Approved	Board of Selectmen Clerk			
	11/20/13	, Deresa			
,	Date Approved	Board of Finance Clerk	\$0\$#\$0\$0\$#############################		

General Fund

Departmen	t: Parks & Recreation				
Reason for Request:	Or Additional Copies were needed.				
Reason for Available Funds:	1	nt position was vacant for a year.			
From:	Account Number	Account Name	Amount		
	15201-40101	Regular Payroll	35		
Set .					
То:	15201-42233	Copier	35		
			·		
	Sep 27, 2013	(0)			
		Department Director or Supervisor - Signature	gnature		
		Print Name Cheryl Hancin			
	10/10/13		neren gerenneret i per pronció.		
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	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Mate Approved	Sound of Finance Clark			

General Fund

Departmer	t: Parks & Recreation			
Reason for Request:	The fee to print the Colchester Connections increased due to a change in provider when the Norwich Bulletin went under.			
Reason for Available Funds:	1	nt position was vacant for a year,		
From:	Account Number	Account Name	Amount	
	15201-40101	Regular Payroll	102	
To:	15201-44232	Printing and Publications	102	
	See 27 2012	a		
	Sep 27, 2013 Date Requested	Department Director or Supervisor -	Signature	
		Print Name Cheryl Hancin		
	Date Reviewed	Chief Financial Officer		
		Sh. M. First Selectman		
	Date Approved	Board of Selectmen Clerk	n dette i i i men der det det det det av del des med de free des de des de	
	Date Approved	Sound of Finance Clerk		

General Fund

Departmen	nt: Parks & Recreation		
Reason for Request:	The telephone use and	d bills increased and the fees to use WIFI incr	eased
Reason for Available Funds:		nt position was vacant for a year.	
From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	177
			1
To:	15201-45216	Telephone	177
	Province of the second		
			-
			· Annual Annual Control of the Contr
	Province of the Control of the Contr	C0	***************************************
	Sep 27, 2013		
	Date Requested [Department Director or Supervisor - Si	gnature
	· ·	Print Name Cheryl Hancin	
	10/10/13	In Mind Coli	
	- Committee of the Comm	Chief Financial Officer	***************************************
	11/12/10	9 //	
	」((/ (ン/() Date Approved _	First Selectman	
		- II SE SCIECTITALI	
	Date Approved		
	E	Board of Selectmen Clerk	
	11/2013 -	Dene Dan	
	Date Approved E	Board of Finance Clerk	

General Fund

Departme	nt: Parks & Recreation		
Reason fo Request:	Former sound system (57 Fest, Ghost run and	used for Special Events such as Holiday H other events failed.	omecoming, Trick or Trunk,
Reason fo Available Funds:	r Funds budgeted for sta Dept. instead at no cos	age rental were not used. A stage was bo st.	rrowed from the Facilities
From:	Account Number	Account Name	Amount
	15201-44237	Equipment Rental	1,673
,			
То:	15201-48404	Machinery & Equipment	1,673
		Department Director or Supervisor	- Signature
	<u> </u>	Print Name Cheryl Hancin	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	11/20/13 -	Board of Finance Clerk	

General Fund

Departmen	t: Parks & Recreation				
Reason for Request:	Cost for replacement of office furniture (broken desk, credenza and shelving unit)				
Reason for Available Funds:	Funds budgeted for Dept. instead at no c	stage rental were not used. A stage was borro	owed from the Facilities		
From:	Account Numbe	r Account Name	Amount		
1 10111.	15201-44237	Equipment Rental	768		
,					
То:	15201-48416	Office Equipment	768		
	Sep 27, 2013				
	Date Requested	Department Director or Supervisor - S	ignature		
		Print Name Cheryl Hancin			
	ii/7/i3 Date Reviewed	Chief Financial Officer			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

General Fund

Departmer	nt: Parks & Recreation				
Reason for Request:	Purchase of items to extension cords)	assist with holding registration outside of the	e office (folding table &		
Reason for Available Funds:	Administrative Assistant position was vacant for a year.				
From	Account Number	Account Name	Amount		
	15201-40101	Regular Payroll	209		
,					
		Logical management in the property of the contract of the cont			
То;					
10,	15201-42301	Office Supplies	209		
	***************************************	MANUAL DESCRIPTION OF THE PROPERTY OF THE PROP			
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	Liginorial paradosis				
	Sep 27, 2013				
	Date Requested Department Director or Supervisor - Signature				
		Print Name Cheryl Hancin			
		Timos &			
	ルセイン	Chief Financial Officer			
		Cillet Fillaticial Officer			
	Date Approved	Shy W			
	The second secon	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	11/20/12	. Dene a			
	Date Approved	Board of Finance Clerk			

General Fund

Departme	nt: Parks & Recreation				
Reason fo Request:	anticipated due to in	ontracted software is transaction based, Cost ncreased transactions. et rentals for Town-wide Special Events	ts were higher than		
Reason fo Available Funds:	Administrative Assistant position was vacant for a year.				
From:	Account Numbe	r Account Name	Amount		
	15201-40101	Regular Payroll	1,138		
			Para samuran		
		ur 18. E e egyt seutomo muntumum sombat skunninge er eleveric liberalesia	The second secon		
То:	15201-44223	Service Contracts	1,138		
			l .		
			in the second se		
	Sep 27, 2013				
	Date Requested	Department Director or Supervisor -	Signature		
		Print Name Cheryl Hancin			
	11/1/13	7111	_		
	Date Reviewed	Chief Financial Officer	1		
	Date Approved	First Selectman			
		र के निर्मालन राम के व्यवस्थात्वर 			
	Date Approved	Board of Selectmen Clerk			
	11/20/13	Direca	<u> </u>		

General Fund

Departmen	t: Parks & Recreation				
Reason for Request:	staff.				
Reason for Available Funds:					
From;	Account Number	Account Name	Amount		
	15201-40101	Regular Payroll	2,733		
			principal de la companya del companya de la companya del companya de la companya		
То:	15201-43213	Mileage, Training, Meetings	2,733		

		\bigcirc 0			
	Sep 27, 2013 Date Requested	Department Director or Supervisor - S	Signature		
		Print Name Cheryl Hancin			
	11/7/13	7111	e programa de la composició de la compos		
	Date Reviewed	Chief Financial Officer	Kang bir salada khara da Kil kwandi da isanan ana ada, yang da da		
	11/3/15	ma/h/			
	Date Approved	First Selectman			
	Date Approved				
1		Board of Selectmen Clerk			
	Date Approved	Board of Finance Clark			