

# 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.

HANCOCK A. BRAY  
TOWN CLERK

2013 NOV 22 AM 10:18

RECEIVED  
COLCHESTER, CT

**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 **SECONDED**. 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

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: First Selectman - Legal

Reason for Request: Legal costs associated with: 1) energy project lease financing documents, 2) animal control/canine disposal order matter including administrative hearings, and 3) assessment appeals (reevaluation and other).

Reason for Available Funds: Various - see detail listing

From:	Account Number	Account Name	Amount
	Various - see detail	Various - see detail listing	60,610

To:	11201-44203	Legal	60,610

Nov 12, 2013   
 Date Requested Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/12/13   
 Date Reviewed Chief Financial Officer

11/13/13   
 Date Approved First Selectman

     
 Date Approved Board of Selectmen Clerk

11/20/13   
 Date Approved Board of Finance Clerk

Town of Colchester  
Budget Transfer - Legal

Account #	Department & Account Name	From	To	Explanation
11110-50900	Contingency	4,229		Contingency funds included in adopted budget
11205-44208	Human Resources - Professional Services	7,437		Funds budgeted for Human Resources consulting service not used
11205-50950	Human Resources - Contractual Settlements	10,964		Funds budgeted for Fire union contract settlement not used - negotiated 0% general wage increase for 7/1/12-6/30/13
11701-41211	Insurances - Health Insurance	3,500		Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll
11701-41260	Insurances - Workers Compensation Insurance	3,400		Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll
11701-44206	Insurances - Municipal Insurance	1,999		Premium increases for liability/auto/property insurance renewals less than anticipated
11701-44243	Insurances - Unemployment Compensation	9,134		Significant decrease in unemployment compensation benefit payments - reduction in number of individuals collecting benefits as compared to prior fiscal years
15201-40101	Parks & Recreation - Regular Payroll	10,947		Administrative Assistant position vacant for full year
15201-41230	Parks & Recreation - FICA & Retirement	2,000		Administrative Assistant position vacant for full year
15401-40101	Senior Center - Regular Payroll	3,000		Senior Center Director position vacant for 7 months
15401-41230	Senior Center - FICA & Retirement	4,000		Senior Center Director position vacant for 7 months
11201-44203	Legal		60,610	See Budget Transfer form
	Totals	60,610	60,610	

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

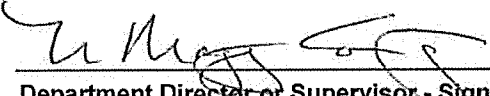
Department:

Reason for Request:

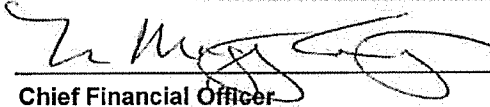
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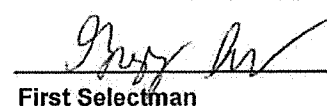
From:	Account Number	Account Name	Amount
	11301-40105	Finance - Contr., Temp. Payroll	4,353
	15401-40101	Senior Center - Regular Payroll	12,810

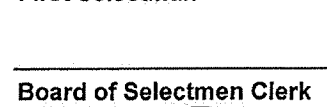
To:	Account Number	Account Name	Amount
	11301-40101	Finance - Regular Payroll	15,769
	11301-41230	Finance - FICA & Retirement	1,394

  
 Date Requested Department Director or Supervisor - Signature

Print Name

  
 Date Reviewed Chief Financial Officer

  
 Date Approved First Selectman

  
 Date Approved Board of Selectmen Clerk

  
 Date Approved Board of Finance Clerk

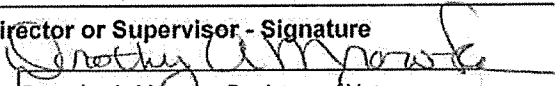
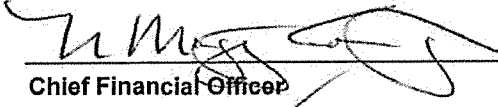
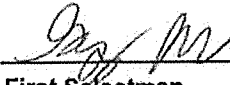
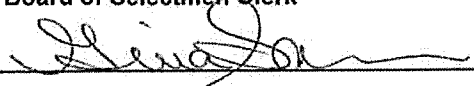
Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Elections

Reason for Request: FICA/Medicare costs associated with Poll workers - double primary in August (all 3 polling locations), and unanticipated recount of Town budget referendum vote. Transfer previously submitted and approved to cover additional wages for poll workers.

Reason for Available Funds: Funds were budgeted for cleaning of voting machines. In July, the Secretary of State's Office decided to pay for the cleaning for 1 more year for all Towns.

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	182
To:	11601-41230	FICA/Medicare	182

11/7/13	<i>See below</i>
Date Requested	Department Director or Supervisor - Signature
	
	Print Name Dorothy A. Mrowka, Registrar of Voters
11/7/13	
Date Reviewed	Chief Financial Officer
11/13/13	
Date Approved	First Selectman
	Board of Selectmen Clerk
11/20/13	
Date Approved	Board of Finance Clerk

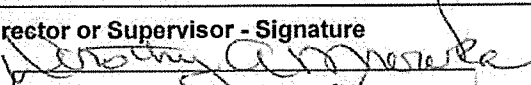
Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Elections

Reason for Request: Monthly telephone charges for phone line in Town Hall meeting rooms (polling location)

Reason for Available Funds: Funds were budgeted for cleaning of voting machines. In July, the Secretary of State's Office decided to pay for the cleaning for 1 more year for all Towns.

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	202
To:	11601-45216	Telephone	202

11/7/13	<i>See below</i>
Date Requested	Department Director or Supervisor - Signature
	
	Print Name Dorothy A. Mrowka, Registrar of Voters
11/7/13	<i>[Signature]</i>
Date Reviewed	Chief Financial Officer
11/13/13	<i>[Signature]</i>
Date Approved	First Selectman
Date Approved	Board of Selectmen Clerk
11/20/13	<i>[Signature]</i>
Date Approved	Board of Finance Clerk



Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	11110-50900	Contingency	35,771

To:	Account Number	Account Name	Amount
	12101-40103	Police - Overtime	35,771

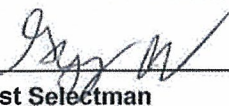
Date Requested

  
\_\_\_\_\_  
Department Director or Supervisor - Signature  
Print Name

Date Reviewed

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

Date Approved

  
\_\_\_\_\_  
First Selectman

Date Approved

\_\_\_\_\_  
Board of Selectmen Clerk

Date Approved

  
\_\_\_\_\_  
Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="12301-42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="109"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="12301-42340"/>	<input type="text" value="Other Purchased Supplies"/>	<input type="text" value="109"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

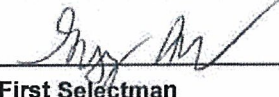
  
 Department Director or Supervisor - Signature

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  
General Fund  
Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="12301-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="37"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="12301-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="37"/>
	<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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:	Account Number	Account Name	Amount
	<input type="text" value="13201-42340"/>	<input type="text" value="Other Purchased Supplies"/>	<input type="text" value="5,211"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="13201-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="5,211"/>
	<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  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="188"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13201-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="188"/>
	<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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="55"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

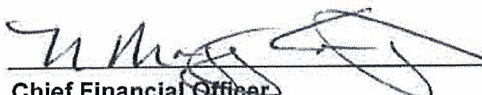
To:	Account Number	Account Name	Amount
	<input type="text" value="13202-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="55"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:	Account Number	Account Name	Amount
	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="200"/>
	<input type="text" value="13202-46226"/>	<input type="text" value="Building Repair"/>	<input type="text" value="553"/>
	<input type="text" value="13202-48404"/>	<input type="text" value="Machinery &amp; Equipment"/>	<input type="text" value="700"/>
<b>To:</b>	<input type="text" value="13202-43213"/>	<input type="text" value="Mileage Training Meetings"/>	<input type="text" value="400"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TD:</b>	<input type="text" value="13202-46224"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="1,853"/>

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

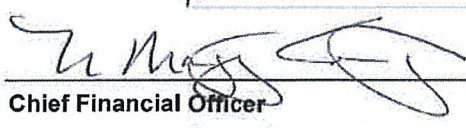
Account Number	Account Name	Amount
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<input type="text" value="13202-45221"/>	<input type="text" value="Fuel/Heating"/>	<input type="text" value="1,490"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>


To:


<input type="text" value="13202-45622"/>	<input type="text" value="Electricity"/>	<input type="text" value="2,373"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

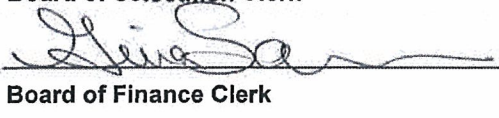
  
Date Requested Department Director or Supervisor - Signature

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  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-42323	Protective Clothing & Safety Equip.	103
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	13202-46390	Vehicle Maintenance & Fuel	103
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

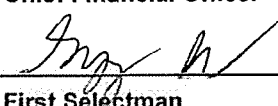
  
Department Director or Supervisor - Signature

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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="34"/>
	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="87"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13202-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="34"/>
	<input type="text" value="13202-44238"/>	<input type="text" value="Uniform Rentals"/>	<input type="text" value="87"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:


Reason for Available Funds:

From:


Account Number	Account Name	Amount
13203-44237	Equipment Rental	390


To:

13203-42323	Protective Clothing & Safety Equipment	390

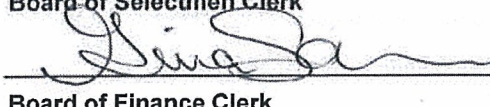
  
Date Requested Department Director or Supervisor - Signature

Print Name

  
Date Reviewed Chief Financial Officer

  
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

  
Date Approved Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203-42334"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="412"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>

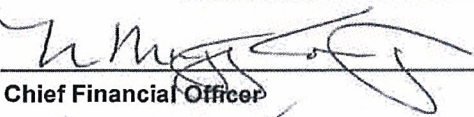
To:	<input type="text" value="13203-42340"/>	<input type="text" value="Building Repairs"/>	<input type="text" value="412"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

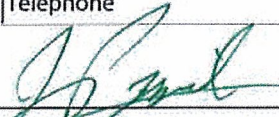
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203-42334"/>	<input type="text" value="Grounds Maintenance Supplies"/>	<input type="text" value="1,366"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13203-42340"/>	<input type="text" value="Operating Supplies"/>	<input type="text" value="922"/>
	<input type="text" value="13203-44238"/>	<input type="text" value="Uniform Rentals"/>	<input type="text" value="350"/>
	<input type="text" value="13203-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="94"/>

Date Requested

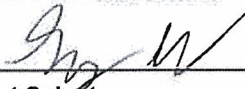
  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer

Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

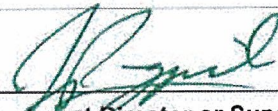
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203-40105"/>	<input type="text" value="Contractor-Temporary Occasional"/>	<input type="text" value="2,817"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13203-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="2,817"/>
	<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  
 General Fund  
 Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:

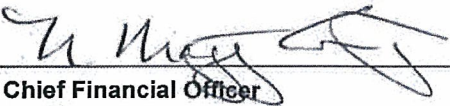
From:	Account Number	Account Name	Amount
	<input type="text" value="13201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="25,297"/>
	<input type="text" value="13201-42340"/>	<input type="text" value="Other Purchased Supplies"/>	<input type="text" value="8,100"/>
	<input type="text" value="13204-42333"/>	<input type="text" value="Sand Salt &amp; Gravel"/>	<input type="text" value="5,390"/>
	<input type="text" value="13204-42340"/>	<input type="text" value="Other Purchased Supplies"/>	<input type="text" value="11,700"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text" value="13204-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="50,487"/>

Date Requested

  
 Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
 Chief Financial Officer


Date Approved

  
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

  
 Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

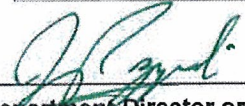
From:

Account Number	Account Name	Amount
<input type="text" value="13201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="16,463"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13204-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="15,543"/>
<input type="text" value="13204-41230"/>	<input type="text" value="FICA"/>	<input type="text" value="920"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

  
\_\_\_\_\_  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

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

Date Approved

  
\_\_\_\_\_  
First Selectman

Date Approved

\_\_\_\_\_  
Board of Selectmen Clerk

Date Approved

  
\_\_\_\_\_  
Board of Finance Clerk



Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13205-46390"/>	<input type="text" value="Vehicle Maintenance and Fuel"/>	<input type="text" value="600"/>
	<input type="text" value="13205-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="790"/>
	<input type="text" value="13205-41230"/>	<input type="text" value="FICA"/>	<input type="text" value="710"/>
To:	<input type="text" value="13205-44226"/>	<input type="text" value="Building Repairs"/>	<input type="text" value="2,100"/>
	<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

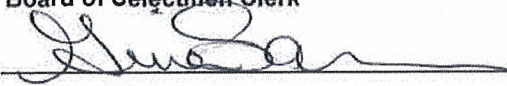
Date Approved

  
\_\_\_\_\_  
First Selectman

Date Approved

\_\_\_\_\_  
Board of Selectmen Clerk

Date Approved

  
\_\_\_\_\_  
Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
13203-46390	Vehicle Maintenance and Fuel	7,482

To:

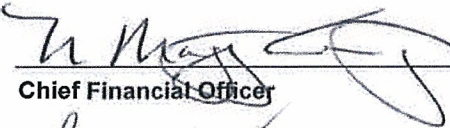
13205-44223	Service Contracts	7,482

Date Requested

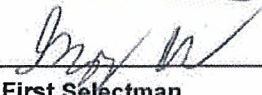
  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
Chief Financial Officer


Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13205-44231"/>	<input type="text" value="Advertising"/>	<input type="text" value="499"/>
	<input type="text" value="13205-42331"/>	<input type="text" value="Custodial / Maintenance Supplies"/>	<input type="text" value="68"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="13205-42332"/>	<input type="text" value="Paint and Paint Supplies"/>	<input type="text" value="507"/>
	<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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

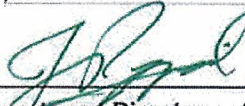
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13205-45221"/>	<input type="text" value="Fuel / Heating"/>	<input type="text" value="3,171"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="13205-45622"/>	<input type="text" value="Electricity Non-Heat"/>	<input type="text" value="3,171"/>
	<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

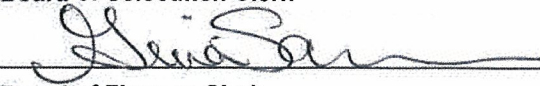
Date Approved

  
\_\_\_\_\_  
First Selectman

Date Approved

\_\_\_\_\_  
Board of Selectmen Clerk

Date Approved

  
\_\_\_\_\_  
Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13205-41230	FICA & Retirement	514

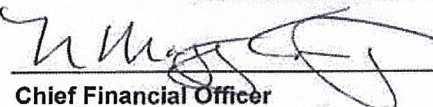
To:	Account Number	Account Name	Amount
	13205-40101	Regular Payroll	148
	13205-40103	Overtime	366

Date Requested

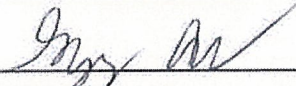
  
 Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
 Chief Financial Officer

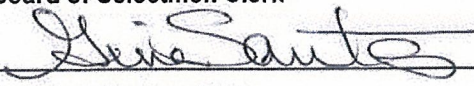
Date Approved

  
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

  
 Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

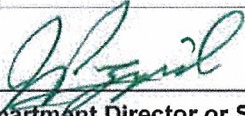
From:

Account Number	Account Name	Amount
<input type="text" value="13205-42331"/>	<input type="text" value="Custodial and Maintenance Supplies"/>	<input type="text" value="278"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13205-42323"/>	<input type="text" value="Protective Clothing and Safety Equipment"/>	<input type="text" value="278"/>
<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  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13601-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="157"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13601-44238"/>	<input type="text" value="Uniform Rental"/>	<input type="text" value="157"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

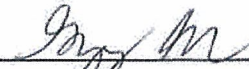
  
Department Director or Supervisor - Signature

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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

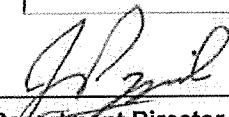
From:

Account Number	Account Name	Amount
<input type="text" value="13201-46390"/>	<input type="text" value="Vehicle Maintenance and Fuel"/>	<input type="text" value="15,127"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:


<input type="text" value="13601-46390"/>	<input type="text" value="Vehicle Maintenance and Repair"/>	<input type="text" value="15,127"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

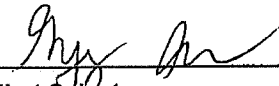
  
Department Director or Supervisor - Signature

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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
<input type="text" value="13601-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="1,804"/>
<input type="text" value="13601-43212"/>	<input type="text" value="Transportation"/>	<input type="text" value="2,431"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13601-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="4,235"/>
<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  
General Fund  
Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:

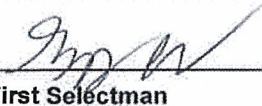
From:	Account Number	Account Name	Amount
	<input type="text" value="13601-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="6,365"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13601-46228"/>	<input type="text" value="Household Hazardous Disposal"/>	<input type="text" value="6,365"/>
	<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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

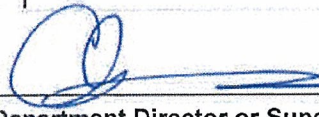
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="15201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="35"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="15201-42233"/>	<input type="text" value="Copier"/>	<input type="text" value="35"/>
	<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  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation


Reason for Request: The fee to print the <sup>Colchester</sup> Colchester Connections increased due to a change in provider when the Norwich Bulletin went under.

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	102

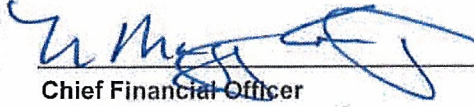
To:	15201-44232	Printing and Publications	102

Sep 27, 2013  
Date Requested


  
\_\_\_\_\_  
Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13  
Date Reviewed

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


11/13/13  
Date Approved

  
\_\_\_\_\_  
First Selectman

   
Date Approved

\_\_\_\_\_  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
\_\_\_\_\_  
Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation


Reason for Request: The telephone use and bills increased and the fees to use WIFI increased

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	177

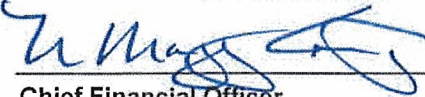
To:	Account Number	Account Name	Amount
	15201-45216	Telephone	177

Sep 27, 2013  
Date Requested

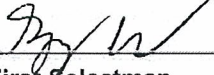
  
Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13  
Date Reviewed

  
Chief Financial Officer

11/13/13  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

11/20/13  
Date Approved

  
Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: Parks & Recreation

Reason for Request: Former sound system used for Special Events such as Holiday Homecoming, Trick or Trunk, 57 Fest, Ghost run and other events failed.

Reason for Available Funds: Funds budgeted for stage rental were not used. A stage was borrowed from the Facilities Dept. instead at no cost.

From:	Account Number	Account Name	Amount
	15201-44237	Equipment Rental	1,673
To:	15201-48404	Machinery & Equipment	1,673

Sep 27, 2013  
Date Requested

  
\_\_\_\_\_  
Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13  
Date Reviewed

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


11/13/13  
Date Approved

  
\_\_\_\_\_  
First Selectman

   
Date Approved

\_\_\_\_\_  
Board of Selectmen Clerk

11/20/13  
Date Approved

  
\_\_\_\_\_  
Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department:

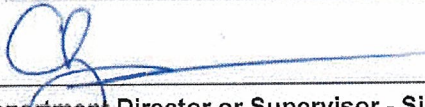
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="15201-44237"/>	<input type="text" value="Equipment Rental"/>	<input type="text" value="768"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="15201-48416"/>	<input type="text" value="Office Equipment"/>	<input type="text" value="768"/>
	<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  
General Fund  
Budget Transfer/Additional Appropriation

Department:

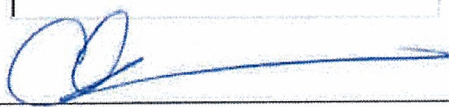
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="15201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="209"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

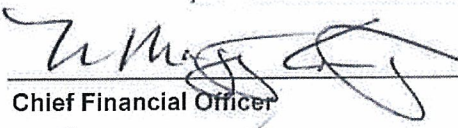
To:	<input type="text" value="15201-42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="209"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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  
 General Fund  
 Budget Transfer/Additional Appropriation

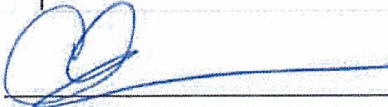
Department:

Reason for Request:

Reason for Available Funds:


From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	1,138

To:	15201-44223	Service Contracts	1,138


Date Requested   
 Department Director or Supervisor - Signature

Print Name

Date Reviewed   
 Chief Financial Officer

Date Approved   
 First Selectman

Date Approved Board of Selectmen Clerk

Date Approved   
 Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	2,733

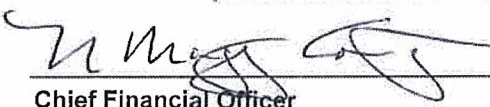
To:	Account Number	Account Name	Amount
	15201-43213	Mileage, Training, Meetings	2,733

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