

Board of Finance Meeting Minutes
Wednesday, March 19, 2014
Town Hall Meeting Room 1- 7:00 PM

Members Present: Chairman Rob Tarlov, Rob Esteve, Tom Kane, James McNair, John Ringo, Art Shilosky

Members Absent: None

Others Present: First Selectman Gregg Schuster; Board of Selectmen members Rosemary Coyle, Denise Mizla and Stan Soby; Board of Education Chair; Board of Education Vice Chair Don Kennedy; Public Works Director James Paggioli; Building Official Timothy York; Chief Financial Officer Maggie Cosgrove; Sergeant Robert Suchecki; Executive Assistant to First Selectman Tricia Dean; Dot Mrowka; Kurt Frantzen; Russ Melmed; Vincent Rose; Michelle Millington; Jim Kelly, Police Commission members Rob Parlee (Chair) and Ed Fusco; John Jones; Fire Department: Chief Walter Cox and Don Lee; Civics Students; other citizens; Clerk Justin LaFountain

1. **Call to Order:** Chairman Tarlov called the meeting of the Board of Finance Meeting of Wednesday, March 19, 2014 to order at 7:00 PM.

2. **Additions to the Agenda- None**

3. **Approval of Minutes:**

Chairman Tarlov asked for a motion to approve the minutes of the Regular Board of Finance Meeting of March 5, 2014, the Special Board of Finance Meeting of March 6, 2014, the Special Board of Finance Meeting of March 10, 2014, and the Special Board of Finance Meeting of March 17, 2014, with the following amendments: *March 5:* the heading should read Wednesday, not Monday for the meeting date; in Others Present, the name of the Superintendent of Schools should be corrected from Jeffrey Mathieu to Jeffry Mathieu; and Katherine R. Shaughnessy, Director of Pupil Services, was also present. *March 10:* In Others Present, Jim Fusco should be Ed Fusco, and Sergeant Kowalski should be Sergeant Suchecki.

So moved by J. Ringo, seconded by R. Esteve. All members voted in favor. MOTION CARRIED.

NOTE: The motion did not include the Special Meeting of March 18, 2014, which was canceled.

4. **Citizens' Comments:**

Russ Melmed stated that he thought the proposed budget seems reasonable, although he is not thrilled with the Board of Education cuts and believes class sizes should be kept down.

Vincent Rose stated that he is concerned that we are moving in the wrong direction with the Board of Education cuts, and that could send the wrong message. He believes that the cuts should be minimized, as he feels all investments in education pay off.

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NANCY A. GRAY
TOWN CLERK
New York

Michelle Millington reiterated the previous comments, and thanked the Board of Finance for their work on the budget. She said that larger class sizes could discourage families from moving to Colchester, and could discourage the best teachers from working in Town.

5. Department Reports

a. Finance Department:

Chief Financial Officer M. Cosgrove addressed the recent Munis reports for the month, and brought up the RFP for auditing services. The submission date for the proposals is Tuesday, March 25, 2014, and members of the Board of Finance will need to review them with her. Chairman Tarlov asked for volunteers to review them. It was decided that J. McNair, J. Ringo, and Chairman Tarlov will assist M. Cosgrove in the review.

b. Treasurer-None.

c. Tax Collector-None.

6. First Selectman's Report

a. Transfer Requests

1. First Selectman G. Schuster requested the Board of Finance approve an appropriation of \$3900 for an engineering consultant for a Feasibility of Improvements Study for the Paper Mill Road Bridge.

Motion by R. Esteve to move the appropriation of \$3,900 from the Appropriation from Fund Balance to Professional Services, seconded by J. Ringo. Unanimously approved. MOTION CARRIED.

2. Board of Education Chair Ron Goldstein explained an additional appropriation for the BOE. This appropriation would move \$41,580 to buy evacuation chairs for Bacon Academy and replenish maintenance account. This amount was per established policy. The amount represented the amount spent less than budgeted in 2012/2013.

Motion by J. McNair to move the appropriation of \$41,580 from the Use of G/F Assigned Fund Balance to Transfer to BOE Capital Reserve for \$12,570 for evacuation chairs and Transfer to BOE Capital Reserve for \$29,010 for maintenance. Seconded by R. Esteve. Unanimously approved. MOTION CARRIED.

b. First Selectman's Update

First Selectman G. Schuster mentioned that the General Assembly is in session, and two proposed bills are of financial concern. The first, House Bill 5510, would affect assessment rates for unfinished, unsold houses. Currently, they are assessed at their finished rate. HB 5510 would change that to not be assessed at the completed rate until finished and sold, which would negatively affect the Grand List. First Selectman G. Schuster said they will continue to fight that bill. The other bill relates to workers compensation for witnessing traumatic events, which could result in more claims.

7. Correspondence-None

8. Liaisons: Reports-None

9. Budget: Discussion and Possible Action

Chairman Tarlov stated that the Board of Finance met with First Selectman G. Schuster on Monday, March 17, 2014, where the First Selectman presented a list of cuts to bring the budget lower. Chairman Tarlov asked First Selectman G. Schuster if he had any new updates. The First Selectman stated he spoke with department heads on March 19, 2014, where alternative cuts were suggested. First Selectman G. Schuster and Chief Financial Officer M. Cosgrove presented a listing of the original cuts, the cuts that they would like restored, and new cuts to take their place (see attached handout). First Selectman G. Schuster said that he and department heads may be able to find other, better cuts in the next few weeks, so requested the Board of Finance move the proposed budget to public hearing on March 31st and April 1st with these cuts, and the caveat that they could be replaced with others, while still keeping the budget at the same bottom line.

A discussion was had on cutting the writing of the Fire Department Strategic Plan. A. Shilosky asked if the Fire Department has the means to write the plan themselves, expressing concern that a committee recommended the writing of the Plan. First Selectman G. Schuster does not believe that the Fire Department has the resources to write it themselves, but an appropriation could be applied for later after an RFP is conducted.

T. Kane and A. Shilosky asked that the First Selectman look into ways to keep the Substance Abuse Counselor in the budget. First Selectman G. Schuster explained that this was a difficult cut to make, but there were many difficult cuts to make. First Selectman G. Schuster reiterated that town staff will continue to look for alternative cuts in the coming weeks.

The police budget was discussed, including the cut in the overtime for the Resident Trooper and the elimination of the town officer. A. Shilosky asked about the possibility of restoring the officer, and First Selectman G. Schuster stated he was not sure if enough could be moved around to be able to fund a full time position. Chairman Tarlov stressed that the Town needs to see the five year plan for the police department out and commit to it fully, so careful planning should begin now. The Police Commission, Officers and Finance Board will begin meeting on April 2.

Chairman Tarlov expressed concern about the near 20% increase in the Fire Department budget. He emphasized that he was not questioning the job, but in the light of other cuts feels that this budget should be reviewed. He also expressed concern regarding non-union employee raises, which tend to fall below the national average. He stated that there was an imbalance between these employees and those in unions, and this should be considered.

Chairman Tarlov asked for a motion to move the proposed budgets for the Board of Education and the Town with a total combined increase of 2.91% (.88 increase in mill rate) forward to Public Hearing on March 31 and April 1 with the newly proposed cuts by the First Selectman. **So moved** by J. Ringo, seconded by J. McNair. Unanimously approved. MOTION CARRIED.

10. New Business-None

11. Old Business-None

12. Citizens Comments-None

13. Adjournment

Motion by James McNair, seconded by Tom Kane to adjourn the meeting at 8:16 PM. **Motion carried unanimously.**

Respectfully Submitted,

Justin LaFountain
Clerk

Attachments: Additional Appropriations Request and memos relating to bridge repair
Additional Appropriations Request for the Board of Education
Potential budget cuts presented by the First Selectman and the CFO

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

Department:

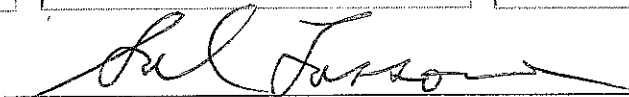
Reason for Request:

Reason for Available Funds:

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

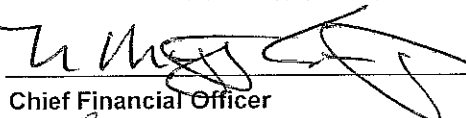
To:	Account Number	Account Name	Amount
	<input type="text" value="13301-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="3,900"/>
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Date Requested

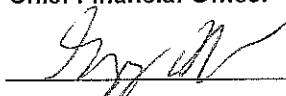

Department Director or Supervisor - Signature

Print Name

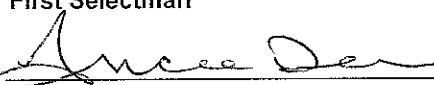
Date Reviewed


Chief Financial Officer

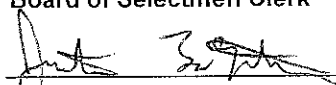
Date Approved

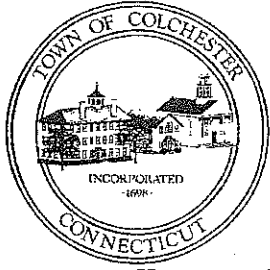

First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved


Board of Finance Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

February 7, 2014

To: Colchester Board of Selectmen
Copy: James Paggioli – PWD, Maggie Cosgrove – CEO
From: Salvatore Tassone P.E – Town Engineer *Sal Tassone*
Re: Paper Mill Road Bridge over Jeremy River

Based on a review of the recently received Connecticut DOT Bridge Inspection Reports for Local Structures in the Town of Colchester, Bridge No. 05528, Paper Mill Road over Jeremy River was downgraded to a rating of “Poor” as of 2013. As indicate on the attached DOT Bridge Reports cover letter and Town of Colchester Structure Summary Report, the DOT has recommended that the bridge be posted with a load limit rating of between 20 tons to 30 tons depending on type of vehicle. The recommended load limit signs have already been purchased and posted by the town PWD on both sides of the bridge as recommended.

The DOT Bridge report further recommends repairs to portions of steel girder webs which have undergone significant section loss due to rust/corrosion. While these repairs are needed, the main cause of the poor rating is the very significant full length section loss to the bottom flange of the upstream beam/girder #1. Due to these more significant structural deficiencies, the DOT has recommended that “the city engage the services of an engineering firm to determine the best course of action at this structure”. “Because the process to rehabilitate or replace a bridge can take five to ten years to complete, the Town is advised to engage the services of a professional engineering firm immediately. This action is required so that any plans necessary for the rehabilitation or replacement of these structures can be prepared prior to the bridges degrading any further and jeopardizing the safety of the traveling public.”

As a follow up, the town held an on-site meeting on Friday January 17, 2014 attended by the Town’s Public Works and Engineering Departments, the Town’s welding contractor, Engineering Consultant and DOT Bridge Safety representatives to further discuss the DOT recommendations and to provide a better understanding for the town’s Engineering Consultant to prepare a proposal to conduct a FEASIBILITY OF IMPROVEMENTS STUDY.

As indicated on the attached FEASIBILITY OF IMPROVEMENTS STUDY, proposal by Anchor Engineering Services, Inc., the proposed lump sum fee for the study is \$3,900.00.

RECOMMENDATION:

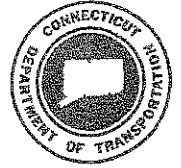
It is recommended that the Board of Selectmen and the Board of Finance approve a Supplemental Appropriation in the amount of \$3,900.00 to fund the proposed Feasibility Of Improvements Study.



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone:



January 6, 2014

The Honorable Gregg B. Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear First Selectman Schuster:

Subject: Bridge Inspection Reports for Local Structures
Town of Colchester

The Department of Transportation (Department) has completed its biennial bridge inspection activities in the town of Colchester (Town), which maintains eight bridges in the National Bridge Inventory. The structure summary report and copies of the inspection reports are enclosed. All structures are rated Fair or better except:

Bridge No. 05528, Paper Mill Road over Jeremy River River – Rated: Poor as of 2013

Please note that Bridge No. 05528 is rated Poor as of this inspection. A recent load rating for this structure shows that it should be posted due to the section loss to the bottom flange of Beam No. 1. The bridge should be weight-restricted for 20 Tons for the single unit (H) vehicle, 30 Tons for the Semi-trailer Combination (HS) and 25 Tons for the 4-axle Construction vehicle (tri-axle). A sample of the appropriate sign is enclosed. Please install posting signs at the structure and at preceding intersections to allow overweight vehicles to take evasive action. This issue was discussed during a telephone conversation between Mr. Sal Tassone, Town Engineer, and Mr. Theodore Lapierre of the Department's Bridge Safety and Evaluation Section on December 4, 2013.

Because the process to rehabilitate or replace a bridge can take five to ten years to complete, the Town is advised to engage the services of a professional engineering firm immediately. This action is required so that any plans necessary for the rehabilitation or replacement of these structures can be prepared prior to the bridges degrading any further and jeopardizing the safety of the traveling public. For further information concerning possible funding assistance, please contact Mr. Francisco T. Fadul, Project Engineer for the Local Bridge Program, at (860) 594-2078.

It is the Department's belief that serious bridge problems can be prevented or minimized by timely corrective action. Please review the reports for all deficiencies which are considered routine maintenance that should be corrected. The State process of inventory and inspection in no way relieves the Town of its responsibility for bridge maintenance in accordance with Section 13a-99 of the Connecticut General Statutes.

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TOWN OF COLCHESTER
CODE ADMINISTRATION
2014 JAN 10 AM 11:29
Copies To: A.
John J.
S.A.T.

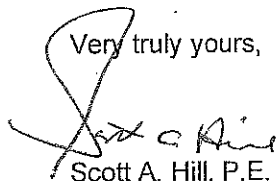
The Honorable Gregg B. Schuster

-2-

January 6, 2014

If you have any questions, please contact Mr. David Pawlikowski of Bridge Safety and Evaluation, at (860) 594-3392.

Very truly yours,



Scott A. Hill, P.E.
Manager of Bridges and Facilities
Bureau of Engineering and Construction

Enclosures

cc: Mr. Ted J. Aldieri, FHWA
Mr. James Butler, Southeast Connecticut Council of Governments
Mr. Andrew J. Tierney, Town Manager, Town of Hebron

Town of Colchester
Structure Summary Report
December 6, 2013
Page 1 of 2

1. **Bridge No. 04456, Comstock Bridge Road over Dickerson Creek**
Type: Three Simple Spans Precast Reinforced Concrete Box Culvert
Condition: Good

2. **Bridge No. 04613, Old Hartford Road over Jeremy River**
Type: Simple Span Multiple Prestressed Reinforced Concrete Box Beams
Condition: Good
Comments: This structure is on the town line between Hebron and Colchester. A copy of this letter and inspection report for this structure is being sent to the Town of Hebron for their use and information.

3. **Bridge No. 04614, Mill Hill Road over Meadow Brook**
Type: Two Simple Spans Precast Reinforced Concrete Box Culvert
Condition: Good

4. **Bridge No. 04615, River Road over Blackledge River**
Type: Single Span Multiple Prestressed Reinforced Concrete Box Beams
Condition: Good

5. **Bridge No. 04617, Prospect Hill Road over Meadow Brook**
Type: Two Span Continuous Cast-In-Place Reinforced Concrete Box Culvert
Condition: Fair

6. **Bridge No. 05528, Paper Mill Road over Jeremy River**
Type: Single Span Multiple Steel Girders with Timber Deck
Condition: Poor
Comments: The steel girders are in "Poor" condition. The girders protective coating has numerous areas of peeling and flaking with light rust to heavy laminar rust with section loss. Girder No. 1 exhibits section loss on the bottom flange; approximately 23 percent loss of section, this condition is for the full length of the girder. The Girder No. 1 exhibits section loss on the web; approximately 39 percent {west abutment} & approximately 36 percent {east abutment}; this condition is for the girder ends and bearing area of the girder. The Girder No. 2 exhibits section loss on the bottom flange; approximately 38 percent loss of section, this condition is approximately 9 feet long located at the girder end at the east abutment.

The abutment seat exhibits an accumulation of sand and silt, up to approximately 6 inches deep, located at the girder ends and bearing devices. The girder web and flanges exhibits heavy laminar rust with section loss located over the abutment seats. There is no inspection access to the girder ends due to the position of the end diaphragms and the width of the abutment seat. The sand and debris should be removed from the bridge seats, as it is accelerating the deterioration of the beam ends and bearings.

A recent load rating for this bridge shows that it should be posted due to the section loss to the bottom flange of Beam No. 1. The bridge should be weight restricted for **20 Tons** for the single unit (H) vehicle, **30 Tons** for the Semi-trailer Combination (HS) and **25 Tons** for the 4-axle Construction vehicle (triale). An example of the required sign is enclosed with this letter. This requirement was discussed during a telephone conversation between Sal Tassone, Town Engineer for the Town of Colchester and Theodore Lapierre of CTDOT Bridge Safety and Evaluation on December 4, 2013.

**Town of Colchester
Structure Summary Report
December 6, 2013
Page 2 of 2**

05528 continued - In addition to the posting requirement, the need to repair the web at beam ends of Girder No. 2 was discussed. This beam has deterioration of the web over the bearing at both abutments, due to the accumulation of sand and debris on the bridge seats. Computations show that the deteriorated condition of the web with section loss may result in localized web crippling. It is recommended that the girder webs in these locations be reinforced by the addition of steel plates to provide sufficient stiffness.

The west abutment footing is exposed approximately 5 inches to 17 inches high; this condition is for the full length of the abutment. The east abutment footing is exposed approximately 12 inches to 29 inches high. The rip rap located in front the abutment footings have dislodged with minor washouts.

This bridge is scour critical based on an analysis done as part of the Department's Bridge Scour Evaluation Program. A copy of the scour evaluation report was previously sent to the Town on March 20, 2002. The analysis found the structures to be scour critical for a 10-year river flow event. During this event, it is possible that the soil supporting this structure will be eroded, undermining this structure and making them unstable.

The Department's Bridge Safety and Evaluation Section will check for scour during its routine biennial bridge inspections. However, the City should monitor for scour during and following flood events that equal or exceed the 10-year river flow. The Town should be prepared to take whatever actions are necessary to ensure the safety of the public up to and including closure of the structure. It is recommended that the city engage the services of an engineering firm to determine the best course of action at this structure.

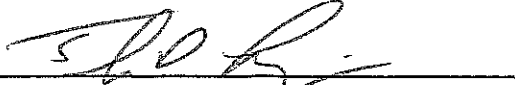
Because the process to rehabilitate or replace a bridge can take five to ten years to complete, the Town is advised to engage the services of a professional engineering firm immediately. This action is required so that any plans necessary for the rehabilitation or replacement of these structures can be prepared prior to the bridges degrading any further and jeopardizing the safety of the traveling public.

7. Bridge No. 06004, Cato Corner Road over Pine Brook
Type: Two Simple Spans Precast Reinforced Concrete Box Culvert
Condition: Good

8. Bridge No. 06789, Cirillo Drive over Brook
Type: Simple Span Precast Reinforced Concrete Rigid Frame
Condition: Fair

Comments: The rigid frame intrados exhibits transverse hairline cracks, the crack width ranges from approximately 0.001 inches to 0.013 inches, with an average crack spacing approximately 6 inches. The transverse hairline cracks are located at the crown of the rigid frame and extend down the each side of the intrados for approximately 13 feet.

Prepared by:  Date: 12 27 13
David Pawlikowski, P.E.

Reviewed by:  Date: 12/6/13
Theodore D. Lapierre, P.E.

WEIGHT LIMIT



20 T



30 T



25 T



ANCHOR

ENGINEERING SERVICES, INC.

T: 860.633.8770
F: 860.633.5971
www.anchorengr.com

41 Sequin Drive • Glastonbury, CT • 06033

January 30, 2014

Mr. Salvatore Tassone, P.E.
Town Engineer
Town of Colchester
127 Norwich Avenue
Colchester, Connecticut 06415

Re: Paper Mill Road Bridge over Jeremy River, Structure No. 05528
Consulting Engineering Services Proposal

Dear Sal,

Anchor Engineering Services, Inc. is pleased to submit this proposal to provide Consulting Engineering Services related to the evaluation of the Paper Mill Road Bridge. Anchor Engineering Services, Inc. has the September 2013 Bridge Inspection Report and the November 2013 Load Rating performed by CTDOT.

Scope of Services

Item 1: Feasibility of Improvements Study

Anchor Engineering Services, Inc. will perform a visual inspection of the bridge, a review of the CTDOT documents, and will prepare a feasibility study which will include conceptual plan and cross section drawings and engineer's opinion of the costs of each of the following possible improvements:

1. Replacement of the bridge with a new single lane, single span structure. The replacement of the superstructure and replacement of the substructure will be evaluated, and compared.
2. Repairs to the existing beams, including possible replacement of the upstream beam and removal of the bridge deck to undertake end repairs of the remaining beams.
3. Reinforcement of the abutments to alleviate and mitigate scour potential in conjunction with 2 above.

The feasibility study will include the estimated cost of surveys, mapping, and engineering design, as well as the construction costs and construction administration costs for each alternative above. The estimated cost of hydrologic and hydraulic analysis, as applicable for options 1 & 2, and environmental permitting for option 1 will also be estimated.

Mr. Salvatore Tassone, P.E.

January 30, 2014

Page 2

Item 2: Evaluation of Funding Sources

Anchor Engineering Services, Inc. will prepare a summary of possible funding sources and the conditions of the funding, including, but not necessarily limited to, the following:

- Local Transportation Capital Improvement Program (LOTICIP)
- Local Bridge Program (State/Federal)
- Local Capital Improvement Program (LoCIP)
- Small Town Economic Assistance Program (STEAP)

Item 3: Land Record Research/Title Search

Should the Town request further information regarding the ownership of the bridge and right-of-way, Anchor Engineering Services, Inc. survey staff will undertake research of the land records and will prepare a summary of the information.

Professional Fees

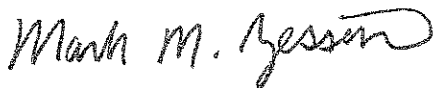
Anchor Engineering Services, Inc. proposes the following professional fees:

Item 1 and Item 2	Lump Sum	\$ 3,900.00
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Item 3 This task will be billed to the Town on an hourly rate basis in accordance with the attached rate sheet. The not-to-exceed fee for these services is \$ 1,700.

Thank you for the opportunity to provide this proposal to the Town of Colchester. If you have any questions or comments concerning this proposal, please call me at (860) 633-8770.

Sincerely,



Mark M. Zessin
President



ANCHOR ENGINEERING SERVICES, INC.
2014 CONSULTANT RATE SCHEDULE

PERSONNEL	HOURLY RATE
Mark M. Zessin, P.E., Senior Engineer	\$141.63
Matthew N. Brown, P.E., Senior Project Engineer	\$121.00
D. Scott Atkin, LEP, Senior Environmental Engineer	\$115.78
Thomas P. Arcari, P.E., Senior Structural Engineer	\$105.19
James K. O'Brien, P.E., L.S., Senior Construction Engineer	\$105.19
Santo J. Giangrave, P.E., Senior Structural Engineer	\$103.81
Denise P. Lord, P.E., Senior Civil Engineer	\$103.13
William E. Wertz, L.S., Chief Surveyor	\$100.38
Marek L. Kement, P.E., L.S., Senior Engineer/Project Manager	\$99.00
Paul W. Martelli, Jr., LEP, Environmental Project Manager	\$99.00
Michael E. Appleby, Structural Engineer	\$87.31
Michelle K. Govoni, P.E.	\$85.80
Kevin R. Grindle, A.S.L.A. Landscape Architect	\$79.75
Michael J. Parenti, Civil Engineer	\$78.38
Peter T. Bugbee, L.S. Surveyor	\$77.00
Kimberly J. Borst, Structural Engineer	\$74.94
Patrick J. McKay, Environmental Scientist	\$68.06
Cindy L. Hanlon, Bookkeeper	\$66.55
William G. Beale, Surveyor	\$60.50
Eric A. Andruk, Environmental Scientist	\$50.05
Nathan C. Aubrey, Surveyor	\$49.50
Patricia E. Barnes, Office Manager	\$45.38
Stefan W. Zessin, Intern	\$39.19
Carrie R. Miller, Administrative Assistant	\$36.44

Hourly rates subject to individual changes in personnel classification and annual adjustment

LAND-SURVEYING COSTS	HOURLY RATE
Two-Person Survey Crew	\$125.00
Three-Person Survey Crew	Per Quote

DIRECT COSTS	RATE
B & W Copies/Prints	\$ 0.07 per page
Color Copies/Prints	\$ 0.25 per page
Large Format B&W Copies/Prints	\$ 0.75 per page
Large Format Color Copies/Prints	\$ 3.00 per page
B & W Plots	\$ 3.00 per page
Color Plots	\$ 12.00 per page
Presentation Board	\$ 45.00 per board
Mileage	\$ 0.65 - \$ 0.70 per mile
Organic Vapor Meter, Air Sampling Pumps	\$ 60.00 per day / \$ 240.00 per week
Peristaltic Pump	\$ 60.00 per day / \$ 240.00 per week
GeoControl Bladder Pump Controller	\$ 75.00 per day / \$ 300.00 per week
Landtec Gem 500	\$ 125.00 per day / \$ 500.00 per week

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

Department: Transfers

Reason for Request: Transfer to Board of Education Capital Reserve - purchase of evacuation chairs and funding for Building Maintenance Reserve

Reason for Available Funds: Unexpended Board of Education FY 2012-2013 budget

From:	Account Number	Account Name	Amount
	18501-36250	Use of G/F Assigned Fund Balance	41,580

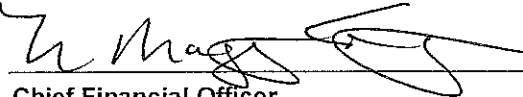
To:	Account Number	Account Name	Amount
	18501-50800	Transfer to BOE Capital Reserve	12,570
	18501-50800	Transfer to BOE Capital Reserve	29,010

Mar 5, 2014
Date Requested


Department Director or Supervisor - Signature

Print Name Jeff Mathieu, Superintendent of Schools

Mar 5, 2014
Date Reviewed


Chief Financial Officer

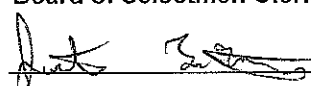
Date Approved

N/A
First Selectman

Date Approved

N/A
Board of Selectmen Clerk

3/19/14
Date Approved


Board of Finance Clerk

Town of Colchester

Board of Education Capital Reserve Fund

WHEREAS the members of the Board of Selectmen, Board of Education and Board of Finance of the Town of Colchester all recognize the ongoing need to address capital improvement projects for the school district;

WHEREAS the Board of Education has developed, and will continue to develop, a comprehensive capital improvement plan for the school district;

WHEREAS the Board of Finance intends to provide funding for such plan, in an amount that may vary from year to year; and

WHEREAS the Board of Finance, working in conjunction with the Board of Education, has determined that an appropriate source for such funding is the unexpended funds (if any) remaining in the Board of Education's budget at the end of each fiscal year.

NOW THEREFORE, be it resolved that:

The Town of Colchester, acting through this joint resolution of the Board of Selectmen, Board of Education and Board of Finance, hereby establishes the Board of Education Capital Reserve Fund (the "Fund"), to be maintained and administered as follows:

1. To provide funding of the Board of Education Capital Reserve Fund, the Board of Finance shall, each year, and following the receipt of audited financial statements for the prior fiscal year, motion to transfer into said fund all or a portion of the unexpended funds remaining from the prior year's Board of Education Budget. Such transfer shall be authorized pursuant to the procedures required under the Town Charter.
2. To provide additional funding of the Board of Education Capital Reserve Fund, the Board of Finance, in conjunction with the Board of Education, may include a separately-budgeted amount for such fund in the overall Town budget.
3. Funds budgeted into the Board of Education Capital Reserve Fund shall be expended only pursuant to the recommendation of the Board of Education and under the authority of the Chief Financial Officer of the Town, and shall be expended only on the following:
 - i. items listed in the Board of Education's Capital Improvement Plan;
 - ii. capital items of an emergency nature which may arise and require immediate attention;
 - iii. such other capital items as the Board of Education, in its sole and absolute discretion, shall determine are required for the improvement of the school district.

Funds in the Board of Education Capital Reserve Fund shall not be used for any purpose other than those listed above.

4. Funds remaining in the Board of Education Capital Reserve Fund shall be carried forward to following years, to be expended in accordance with the terms listed in (3) above.

Town of Colchester
 FY 2014-2015 Proposed Budget
 List of Potential Reductions - Presented to BOS & BOF 3/17/2014

Department	Item	Reduction	Mill Rate Reduction
Human Resources	Training	2,500	0.002
Tax Collector	Reduce request for temporary office coverage	1,076	0.001
Code Admin	Fire Marshal to half time	38,794	0.032
Code Admin	Increase unemployment compensation	(7,404)	(0.006)
Town Clerk	Reduce request for temporary office coverage	1,076	0.001
Health Insurance	Increase estimate of employee contributions	20,000	0.017
Health Insurance	Reduce claims estimate - updated renewal	4,480	0.004
Unemployment	Reduce claims estimate based on most recent months	2,400	0.002
IT	Network tech - reduce requested increase in hours to 2 hrs/wk	6,786	0.006
IT	Equipment replacement	3,000	0.002
Police	FICA calculation (budget correction)	3,021	0.002
Police	Eliminate request to increase Admin Asst hours	6,269	0.005
Police	Eliminate proposed officer	38,840	0.032
Police	No summer third shift OT	23,145	0.019
Fire	Deputy Chief stipend (budget correction)	5,231	0.004
Fire	Training Officer - change to Captain level stipend	2,500	0.002
Fire	Fire hydrant - joint program with Water	14,268	0.012
Fire	Reduce turnout gear purchases by 4 units	3,258	0.003
Fire	P/T FF/EMT's - reduce hourly rate (budget correction)	21,138	0.017
Fire	Eliminate 2 P/T FF/EMT's effective 1/3/15	(9,778)	(0.008)
Fire	Increase unemployment compensation	(8,612)	(0.007)
Fire	Replace P/T FF/EMT's with per diem coverage	9,000	0.007
PW - Snow removal	Roll plow	7,000	0.006
PW - Highway	Reduce tree removals	11,200	0.009
Youth & Social Services	Substance Abuse Counseling contracted services	5,000	0.004
Youth & Social Services	Replace flooring - Youth Center 1st floor	1,830	0.002
Youth & Social Services	Youth Center Supervisor (current vacant position)	5,000	0.004
Youth & Social Services	Reduce contribution to C3	25,537	0.021
Youth & Social Services	Reduce Admin/Coordinator position to half-time (current vacant position)	1,500	0.001
Cragin Library	Eliminate requested increase in book budget	1,763	0.001
Cragin Library	Eliminate Saturday hours in July & August	2,903	0.002
Cragin Library	Reduce Saturday hours by 2 hours - Sept thru June	1,500	0.001
Recreation	Desk & office chair replacement	10,000	0.008
Senior Services	Room reconfiguration	16,000	0.013
Senior Services	Building rental increase	3,925	0.003
Senior Services	Bus driver - part-time - reduce hours by 1 hr/day	(912)	(0.001)
Senior Services	Increase unemployment compensation	13,103	0.011
Various departments	Non-union raises (salary employees)	5,019	0.004
Various departments	Non-union raises (hourly employees)	1,485	0.001
Contingency	Impact of reductions		
Total		298,454	0.247

Town of Colchester
 FY 2014-2015 Proposed Budget
 Items to be Removed/Reduced from List of Potential Reductions dated 3/17/14

Department	Item	Reduction	Mill Rate Reduction
Code Admin	Fire Marshal at 28 hrs/week (previously proposed reduce to 20 hrs/week)	14,071	0.012
Code Admin	Increase unemployment compensation	(2,961)	(0.002)
Youth & Social Services	Reduce Admin/Coordinator position to half-time (current vacant position)	25,537	0.021
Cragin Library	Eliminate Saturday hours in July & August	1,763	0.001
Cragin Library	Reduce Saturday hours by 2 hours - Sept thru June	2,903	0.002
Senior Services	Bus driver - part-time - reduce hours by 1 hr/day	3,925	0.003
Senior Services	Increase unemployment compensation	(912)	(0.001)
Contingency	Impact of reductions	222	0.000
Total		44,548	0.037

Town of Colchester
 FY 2014-2015 Proposed Budget
 Items to be Added to List of Potential Reductions dated 3/17/14

Department	Item	Reduction	Mill Rate Reduction
Fire	Eliminate proposed increase to office supplies	500	0.000
Fire	Eliminate Training officer stipend	970	0.001
Fire	Reduce funding for physicals & testing	2,500	0.002
Fire	Reduce proposed increase in overtime	3,229	0.003
Fire	Eliminate funding for Strategic Plan	10,000	0.008
Code Admin	Reduce proposed increase to professional services	2,000	0.002
Emergency Management	Reduce funding for equipment repairs	1,500	0.001
Youth & Social Services	Contribution to TVCCA	2,000	0.002
Recreation	Supervisor Revenue Management training	1,500	0.001
Recreation	Sound system for events	1,500	0.001
Senior Services	Per copy charges for newsletter printing	1,000	0.001
Police	Reduce Resident Trooper overtime	2,000	0.002
PW - Highway	Reduce hours for Vacuum truck contractor	1,500	0.001
PW - Highway	Increase in other equipment rentals	1,000	0.001
Grounds Maintenance	Reduce Temporary Seasonal payroll	2,691	0.002
Grounds Maintenance	Reduce increase for Overseeding of fields	1,000	0.001
Grounds Maintenance	Plumbing & portable toilets - Special Events	3,600	0.003
Facilities	Reduce increase in service contracts	500	0.000
Facilities	Reduce increase in building repairs	500	0.000
Transfer Station	Increase in transportation	5,000	0.004
Contingency	Impact of reductions	222	0.000
Total		44,712	0.037