

Board of Finance Meeting Minutes  
Wednesday, April 2, 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; Selectman Rosemary Coyle, Board of Education Vice Chair Don Kennedy; Public Works Director James Paggioli; Building Official Timothy York; Chief Financial Officer Maggie Cosgrove; Town Clerk Nancy Bray; Dot Mrowka; Police Commission members Rob Parlee (Chair) and Ed Fusco; John Jones; Fire Department: Don Lee; other citizens; Clerk Justin LaFountain

1. **Call to Order:** Chairman Tarlov called the meeting of the Board of Finance Meeting of Wednesday, April 2, 2014 to order at 7:02 PM.
2. **Additions to the Agenda- None.**
3. **Approval of Minutes:**

**Motion** by J. Ringo to approve the minutes of the Wednesday March 19, 2014 regular meeting. Seconded by A. Shilosky. Unanimously approved. MOTION CARRIED.

4. **Citizens' Comments-None.**
5. **Police Commission: Discussion of Five Year Hiring Plan**

Police Commission members R. Parlee and E. Fusco approached the Board to discuss the Police Commission five year hiring plan. Chairman Tarlov stated that the Board needs to begin looking at the plan now so tangible progress can be made by the year's end. In order to do that, the Board needs to be able to convince the public of the need and the benefits of a 24/7 local police force.

Chairman Parlee explained that the plan currently involves the hiring of four new officers, one a year, until full local coverage can be provided. He stated that this goal was set forth in the 2006 Police Task Force report. Chairman Parlee stated that this plan would reduce overtime. He stated that the need for a full time force is evident based on in the increase in recent police activity.

R. Esteve stated that he understands the Police Commission's point, but needs to know in more detail how much this plan will cost over the course of years. Chairman Tarlov stated that through his unofficial estimates, by hiring four officers in four years, it will cost \$350,000 annually by 2018. He emphasized that this is a rough estimate, and cannot take into account all factors.

RECEIVED  
COLCHESTER, CT

2014 APR -7 PM 2:58

COLCHESTER, CT  
TOWN CLERK  
NANCY A. BRAY

J. McNair stated that in order for the public to get behind this plan, they need to be told specifically how having a 24/7 police force will benefit them. He believes it is a public relations issue, to illustrate the need for this plan.

A. Shilosky stated his concern that hiring more officers will also increase the cost of equipment, and wants to be sure that those figures are also accounted for.

Chairman Parlee recommended that the Board review the 2006 task force report for their next meeting, and Chairman Tarlov recommended that the Police Commission review his budget estimate for the project, to see where discrepancies may occur. Chairman Tarlov stated the two groups will meet again at the May 21, 2014 regular meeting of the Board of Finance.

## **6. Department Reports**

a. **Finance Department-None.**

b. **Treasurer-None.**

c. **Tax Collector-None.**

## **7. First Selectman's Report**

a. **Transfer Requests-None.**

b. **First Selectman's Update**

First Selectman G. Schuster informed the Board that the Board of Selectmen is in the process of replacing the tax collector, and will be reviewing and interviewing the candidates in the coming weeks. First Selectman G. Schuster also informed the Board that the kickoff meeting for the senior center plan was held on April 2, 2014, and will be meeting again on May 15, 2014, at which time updates on the facility itself will be given.

## **8. Correspondence-None**

## **9. Liaisons: Reports:**

A. Shilosky stated that the Police Commission is reviewing the five year hiring plan, as previously discussed. He also stated that Sgt. Robert Suchecki will be starting a more administrative role within the Police, and their Facebook page is now active.

A. Shilosky also reported that the Building Committee has begun discussing the cost of the project, but he was concerned that they seemed to be discussing making it a community building again, which he does not believe is in their directive. He stated that they are looking for direction from the Board of Finance to determine costs and limits. Chairman Tarlov stated that he will add this on to the next Board of Finance agenda to discuss.

## **10. Budget: Discussion and Possible Action**

### **a. Review of Public Hearing**

It was noted that there were generally few people in attendance, and the most frequent comments related to class size.

### **b. Review of the List of Alternative Cuts and Restorations**

A discussion was had on the list of alternative cuts and restorations presented to the Board of Finance in relation to the Town budget. The Board reviewed the line items in the attached list of recommended changes.

Chairman Tarlov stated that he would like to keep the non-union employees and elected officials in line with other employees, and thus would like to add in a two percent raise. The Board voiced their approval.

Town Clerk N. Bray expressed concern about the cut of \$1,300 in her indexing and recording line item, as that money is often used for other related projects. The Board responded by creating a separate line item with \$1,000 for those projects.

Building Official T. York and D. Lee of the Fire Department voiced their support of returning the position of Fire Marshal to full time.

A. Shilosky voiced his concern over the elimination of Drug Abuse Counselor position, and suggested that the funds from the sale of the D.A.R.E. police car be used to fund the position temporarily. R. Esteve suggested simply adding the cost of the position to the bottom line. After determining that this addition would not change the mill rate, the Board agreed to add the position back into the budget fully.

**Motion** by A. Shilosky to include the cuts and restorations read aloud by Chairman Tarlov in the proposed town budget. Seconded by T. Kane. Unanimously approved. MOTION CARRIED.

**Motion** by R. Esteve to send the Town budget totaling \$13,478,094 and the Board of Education budget totaling \$40,180,795 to Town Meeting, to be set by the Board of Selectmen. Seconded by J. Ringo. Unanimously approved. MOTION CARRIED.

### **c. Review of Graphs and Charts for Budget Summary**

A brief discussion was held on what graphs and charts to include in the budget summary.

**Motion** by J. McNair to post the graphs and charts illustrating the budget on the Town website. Seconded by T. Kane. Unanimously approved. MOTION CARRIED.

## **11. New Business-None**

## **12. Old Business-None**

**13. Citizens Comments-None**

**14. Adjournment**

**Motion** by J. Ringo, seconded by Tom Kane to adjourn the meeting at 9:56 PM. **Motion carried unanimously.**

Respectfully Submitted,

Justin LaFountain  
Clerk

Attachments: List of Potential Reductions for BOF Review 4-2-14  
Graphs and Charts for Budget Summary

Town of Colchester  
FY 2014-2015 Proposed Budget

List of Potential Reductions for BOF Review 4-2-14

<u>Department</u>	<u>Item</u>	<u>Reduction</u>	<u>Mill Rate Reduction</u>
Fire	Reduce office supplies	550	0.000
Fire	Reduce custodial/maintenance supplies	1,070	0.001
Fire	Reduce operating supplies	250	0.000
Fire	Reduce technical reference materials	200	0.000
Fire	Reduce EMS supplies	3,500	0.003
Fire	Reduce Fire Equipment supplies	3,500	0.003
Fire	Reduce Service contracts	5,000	0.004
Fire	Reduce advertising	250	0.000
Fire	Reduce equipment repairs	700	0.001
Fire	Reduce building repairs	779	0.001
Fire	Reduce other equipment repairs	400	0.000
Emergency Management	Reduce office supplies	100	0.000
Emergency Management	Professional memberships	75	0.000
Emergency Management	Postage	25	0.000
Emergency Management	Reduce alarm monitoring	200	0.000
PW - Highway	Reduce hours for Vacuum truck contractor	3,000	0.002
PW - Highway	Reduce electricity - traffic control lights	1,500	0.001
Fleet Maintenance	Reduce training	300	0.000
Fleet Maintenance	Reduce professional services	200	0.000
Engineering	Reduce mileage reimbursement	500	0.000
Youth & Social Services	Reduce mileage reimbursement	400	0.000
Youth & Social Services	Reduce Service contracts	100	0.000
Youth & Social Services	Reduce printing & publications	200	0.000
Youth & Social Services	Reduce building repairs	500	0.000
Recreation	Eliminate subscription (not renewed)	50	0.000
Recreation	Reduce equipment rental - generators	500	0.000
Senior Services	Eliminate increase in mileage reimbursement	500	0.000
Senior Services	Eliminate increase in building repairs	500	0.000
Contingency	Impact of reductions	194	0.000
<b>Total</b>		<b>38,956</b>	<b>0.032</b>

List of Potential Items to be Restored for BOF Review 4-2-14

Code Admin	Fire Marshal to half time	24,723	0.020
Code Admin	Increase unemployment compensation	(4,443)	(0.004)
Various departments	Non-union raises (salary employees)	13,103	0.011
Various departments	Non-union raises (hourly employees)	5,019	0.004
Contingency	Impact of reductions	192	0.000
<b>Total</b>		<b>38,594</b>	<b>0.032</b>

### Budget Summary

	Adopted Budget FY 2013-2014	Projected Actual Budget FY 2013-2014	Proposed Budget FY 2014-2015	\$ +/- Over Adopted	% +/- Over Adopted	IGA Energy Project Energy Savings Payment	Budget Increase w/o Energy Savings % +/- Over Adopted
	2,460,773	2,321,771	2,431,032	-29,741	-1.21%		
	52,229	52,229	53,456	1,228	2.35%		
nce, Police, EMC	2,334,112	2,454,130	2,585,760	231,648	9.92%	18,676	10.72%
197 savings)	3,145,848	3,276,733	3,301,120	155,271	4.94%	34,356	6.03%
ices (includes Health)	1,436,721	1,425,603	1,451,647	14,925	1.04%	9,878	1.73%
	1,002,760	1,002,727	841,819	-61,142	-6.10%		
<b>NAL</b>	<b>10,432,444</b>	<b>10,533,193</b>	<b>10,744,636</b>	<b>312,191</b>	<b>2.99%</b>	<b>62,910</b>	<b>Energy Savings vs Cost of Lease</b>
	2,093,641	2,054,915	1,872,865	6,862	0.25%		
ent)	623,041	703,319	750,678			66,352	
	13,148,126	13,281,427	13,468,179	319,053	2.43%		
	2,167,769	2,187,565	2,156,333	-1,436	-0.07%		
<b>BY TAXES</b>	<b>10,981,357</b>	<b>11,123,862</b>	<b>11,311,846</b>	<b>320,489</b>	<b>2.92%</b>		<b>Result of Non Tax Revenue Declining</b>

Life Of Veony	33,497,896	34,299,034	30,166	-2.39%
is	5,573,483	5,581,761	8,273	0.15%
	4,700	300,000	295,300	6283%
<b>PENSES</b>	<b>39,076,084</b>	<b>40,180,795</b>	<b>1,104,711</b>	<b>2.83%</b>
	14,236,840	14,402,833	165,993	1.16%
<b>BY TAXES</b>	<b>24,837,214</b>	<b>25,777,962</b>	<b>940,748</b>	<b>3.79%</b>

Result of Non Tax Revenue  
Growing Slower than Cost of  
Operations

**INCREASE IN TOWN OPERATIONS BUDGET 2.99%**

### Mill Rate - Increase 2.1

	Adopted 2013-2014	Proposed 2014-2015 w/2014 Grandlist	Proposed 2014-2015 w/2014 Grandlist	Impact of Grand List Growth	Contribution to Mill Rate Increase
	2.05	2.02	2.01	-0.01	-1.77%
	0.04	0.04	0.04	0.00	1.77%
	1.94	2.13	2.12	-0.01	9.30%
	2.62	2.75	2.73	-0.02	4.34%
	1.19	1.21	1.20	-0.01	0.46%
	0.83	0.78	0.78	0.00	-6.63%
	8.68	8.94	8.89	-0.05	2.41%
	1.74	1.64	1.63	-0.01	-6.30%
	0.52	0.62	0.62	0.00	18.80%
	10.94	11.20	11.14	-0.06	1.84%
	-1.79	-1.79	-1.78	0.01	-0.53%
	9.14	9.41	9.36	-0.05	2.33%

	27.86	25.53	26.37	-0.16	1.81%
	4.64	4.64	4.62	-0.03	-0.42%
	0.04	0.25	0.25	0.00	6246.71%
	32.60	30.42	30.23	-0.19	2.24%
	-11.84	-11.89	-11.91	0.07	-0.59%
	20.66	21.44	21.32	-0.12	2.20%

30.673851

29.80 30.85 30.67 -0.176

0.48 0.49 0.49078 Reserve for Taxes assumed not to b

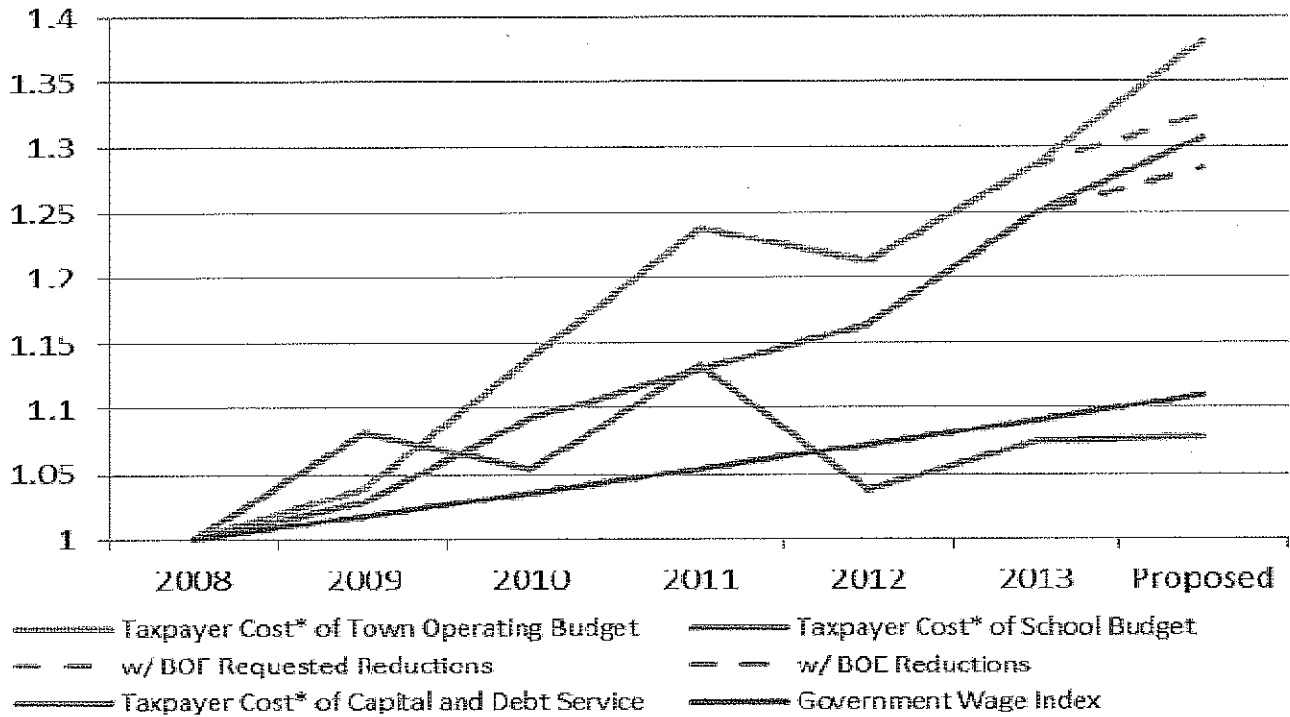
14 e	2014/2015 Mill Rate	Grand List Impact	Expense Impact	Non Tax Revenue Impact *	TOTAL MIL INCREASE	%
	31.16	-0.18	0.82	0.24	0.88	

**INCREASE IN TOWN OPERATIONS BUDGET: 2.**

**INCREASE IN BOARD OF EDUCATION BUDGET: 2.**

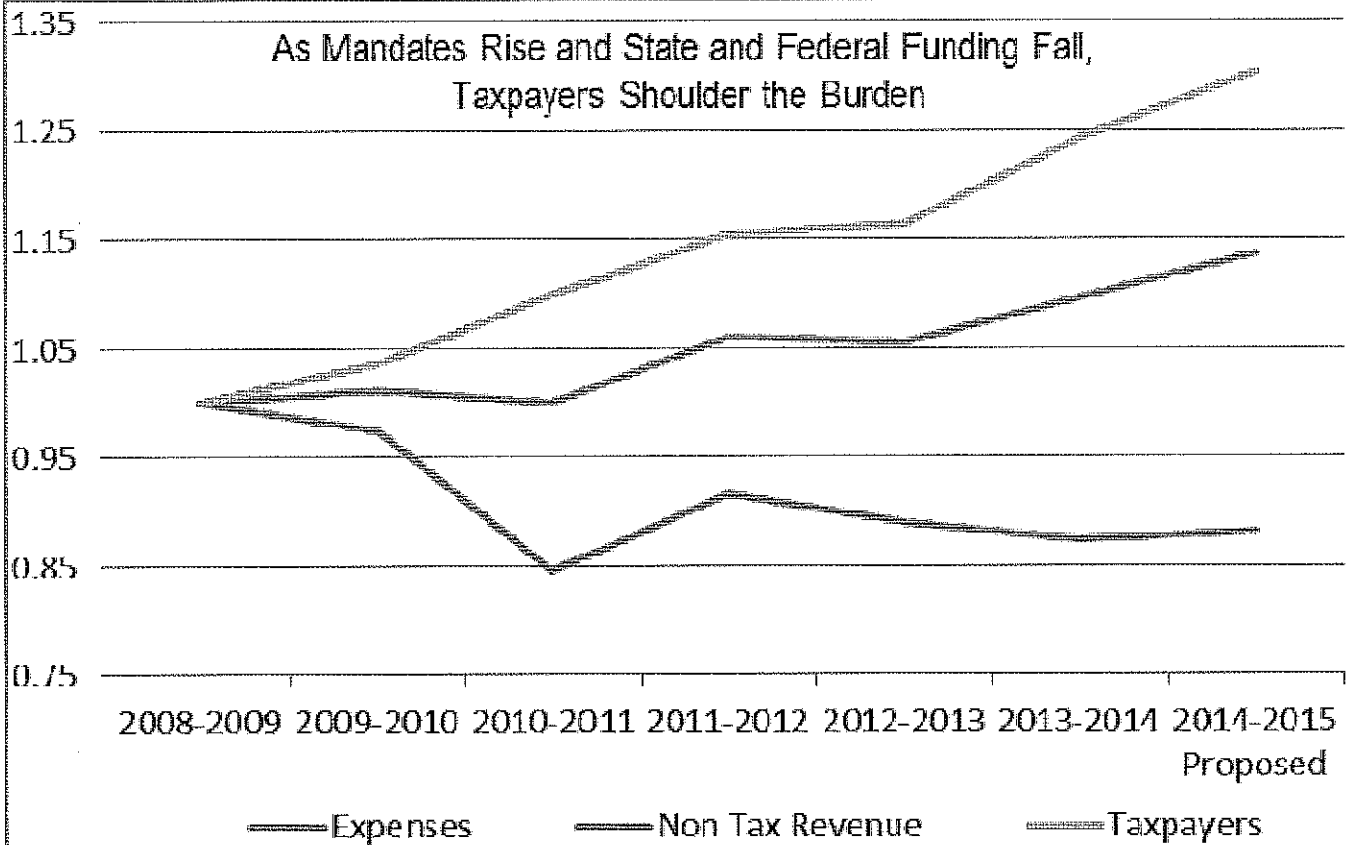
**INCREASE IN MIL RATE: 2.**

### Growth of Taxpayer Cost \* of Town Budgets Compared to Wage Growth



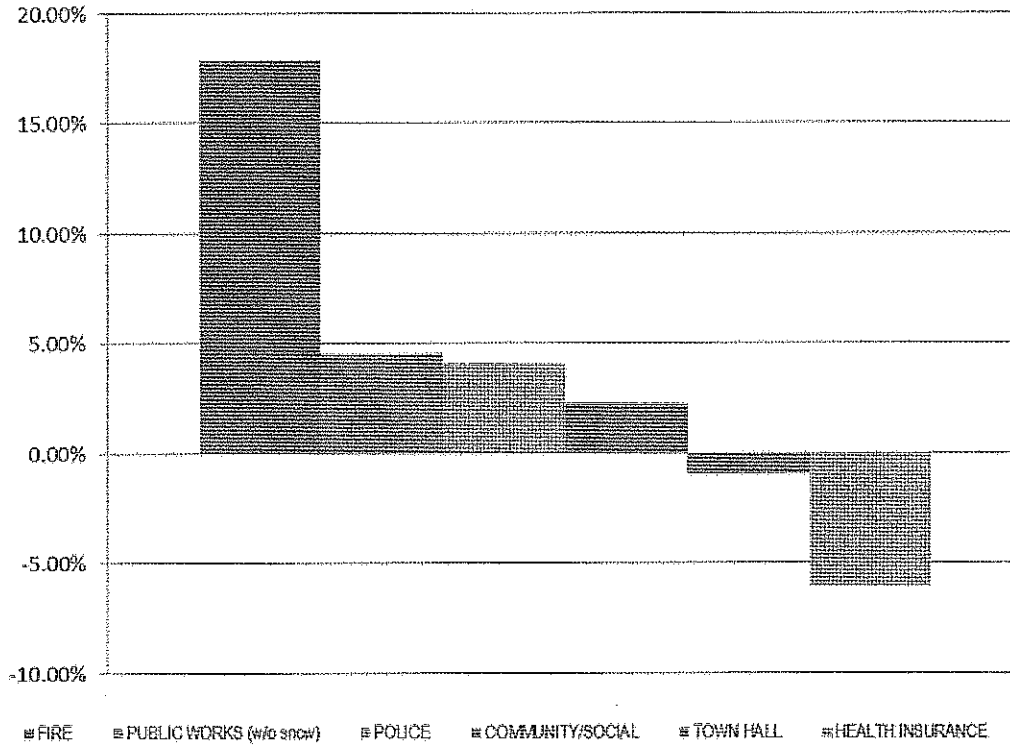
\* After Deducting Non-Tax Revenue

### As Mandates Rise and State and Federal Funding Fall, Taxpayers Shoulder the Burden

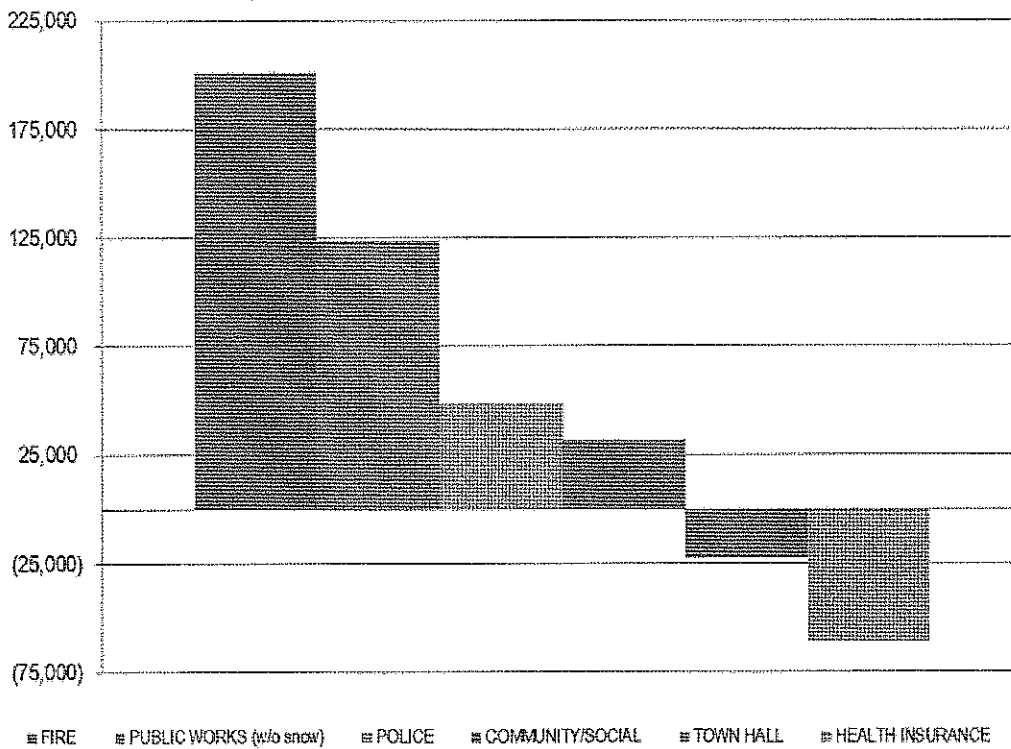




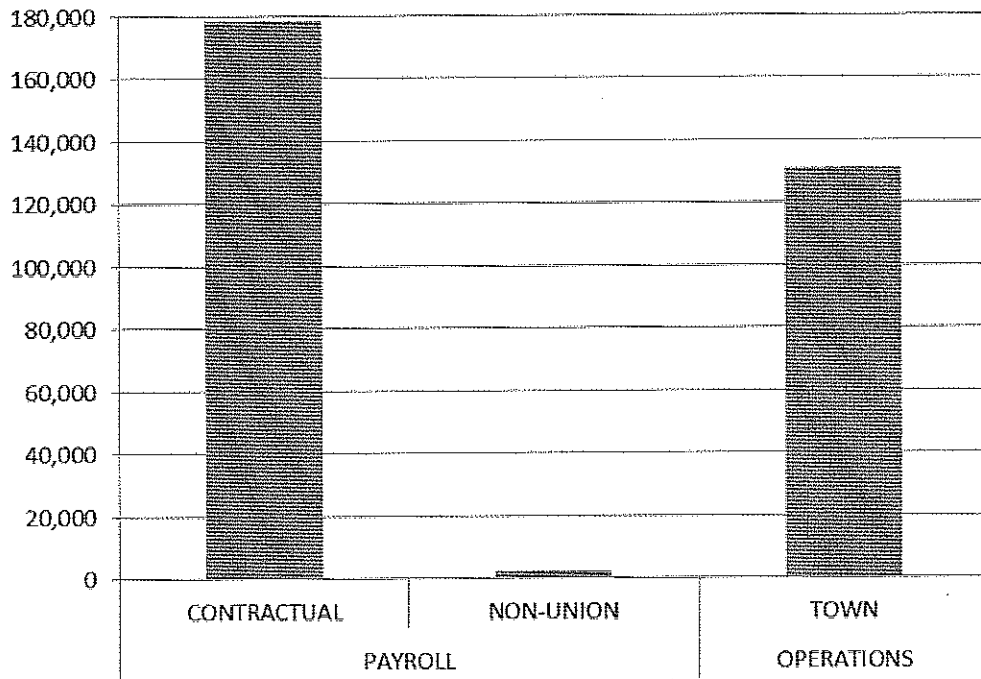
### By Department: Where Budget Increases are Coming From In %



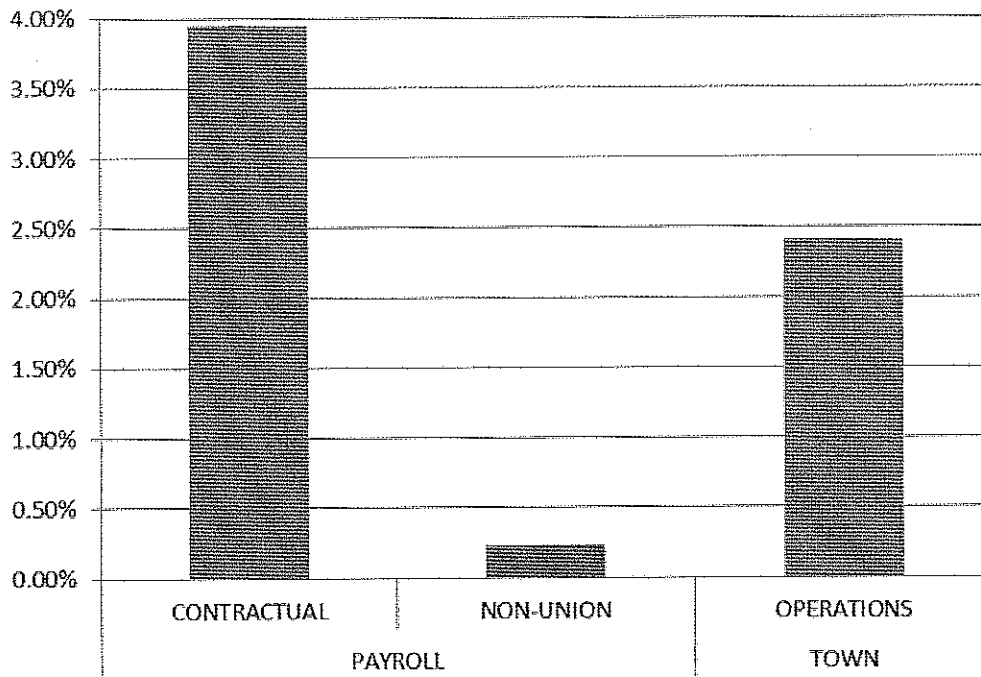
### By Department: Where Budget Increases are Coming From in \$\$\$



## TOWN BUDGET DRIVEN BY CONTRACTUAL PAYROLL \$\$\$ BUDGET INCREASES BY CATEGORY



## TOWN BUDGET DRIVEN BY CONTRACTUAL PAYROLL % BUDGET INCREASES BY CATEGORY

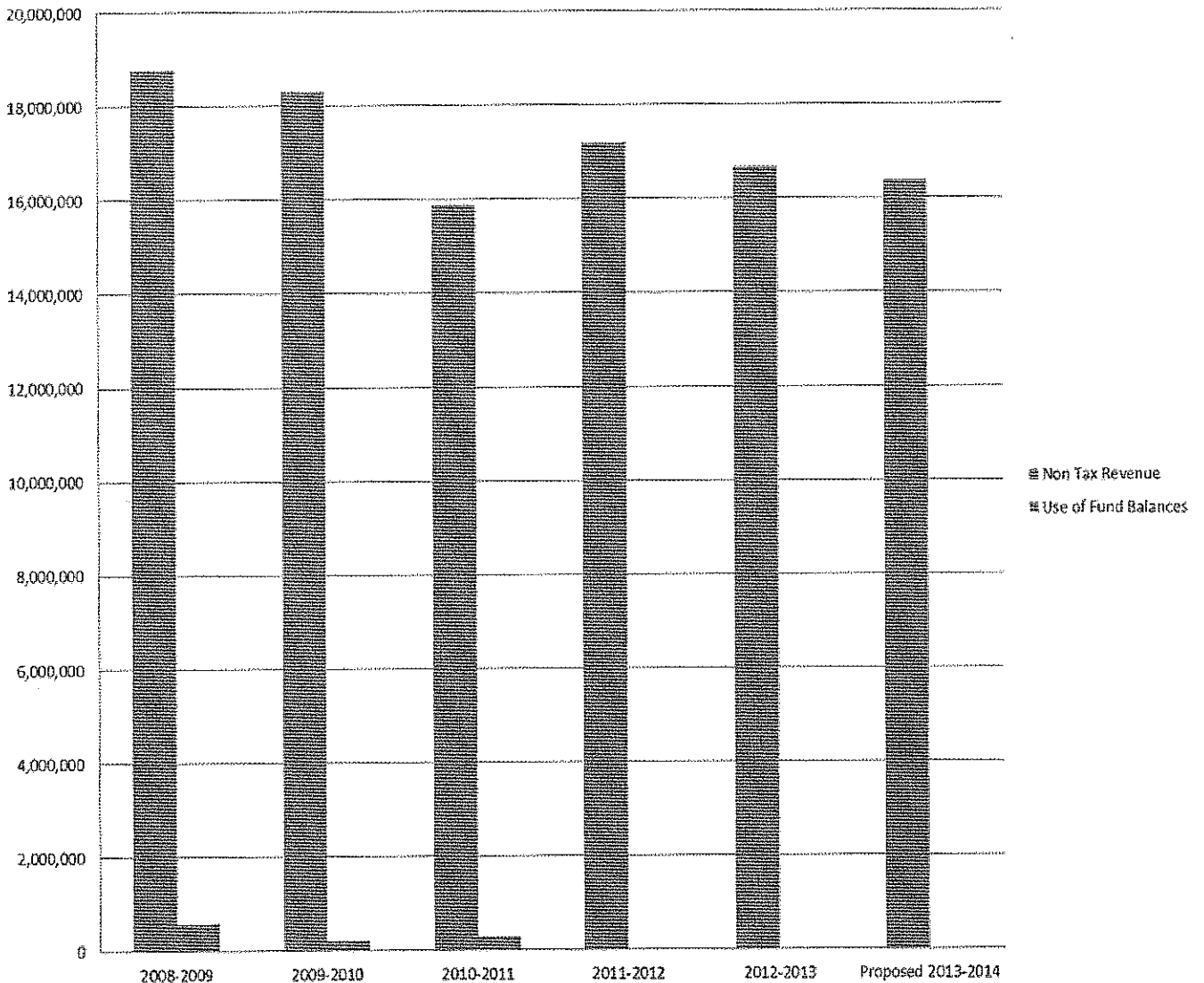


## MILL RATE HISTORY

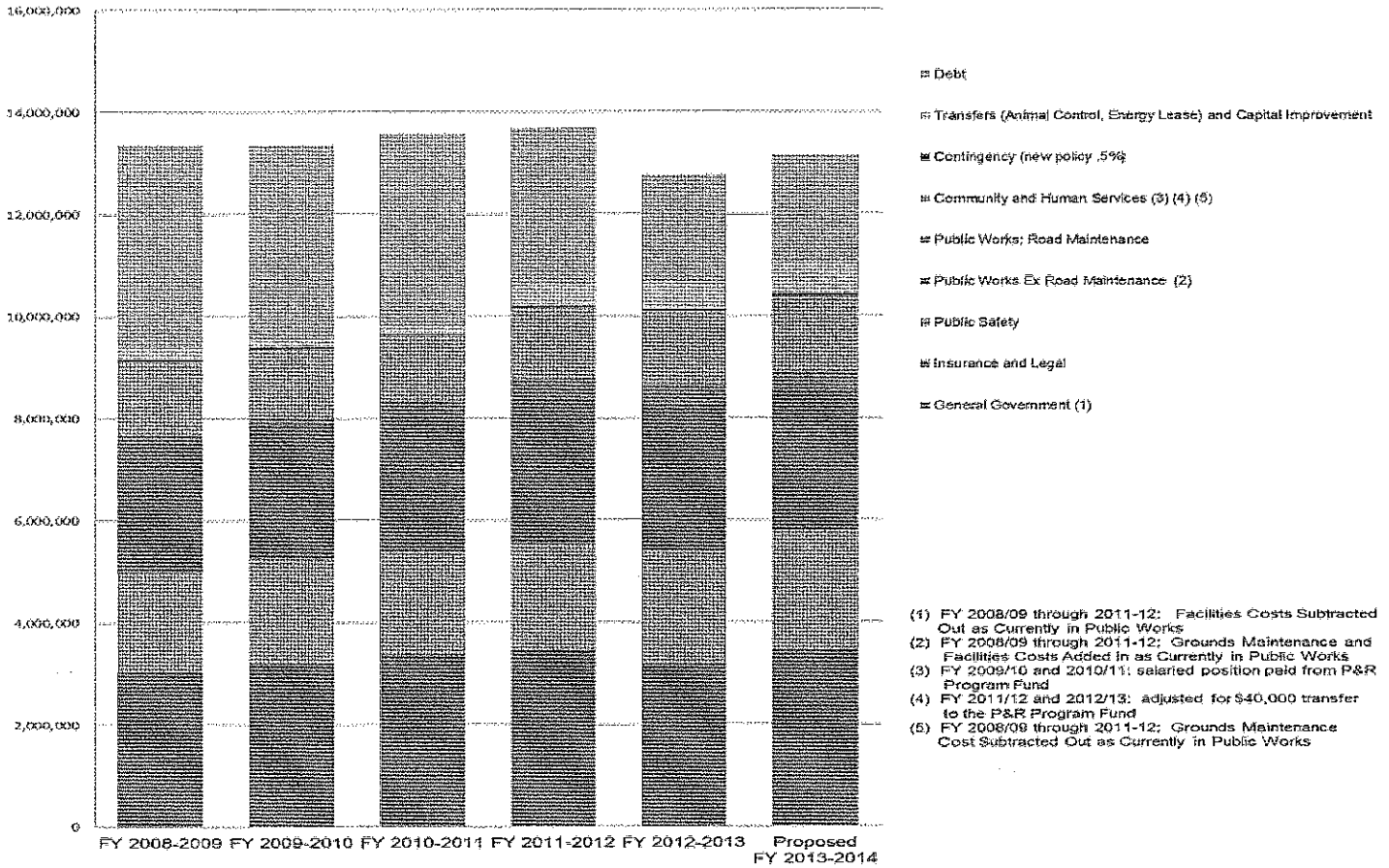
FY 2000-2001	FY 2001-2002	FY 2002-2003	FY 2003-2004	FY 2004-2005	FY 2005-2006	FY 2006-2007
27.53	28.46	29.40 *	30.35	31.02	31.75	32.47
FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013	Proposed FY 2013-2014
23.01 *	23.01	23.65	25.07	25.85	28.80 *	30.28

\* revaluation year

## Non-Tax Revenue History



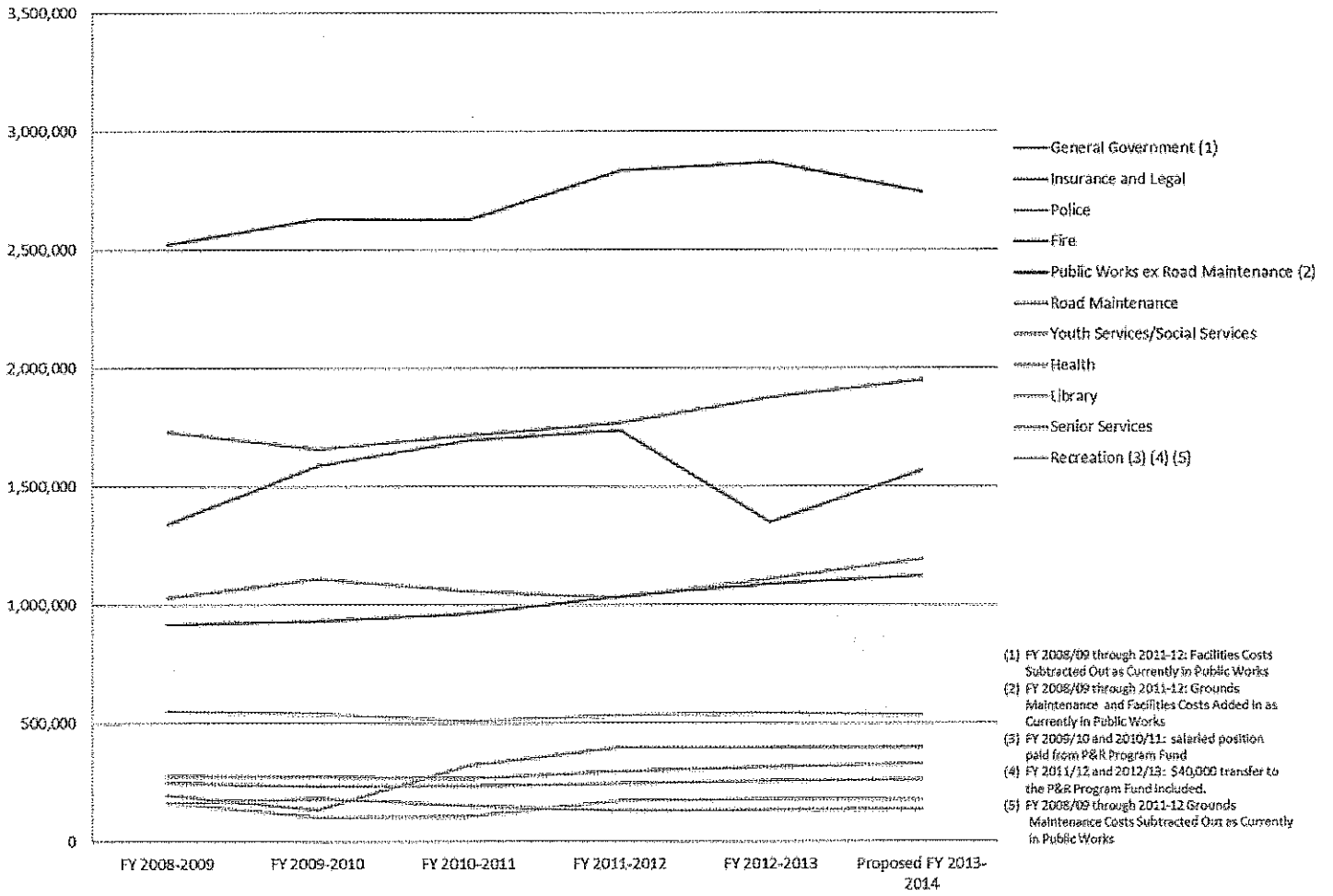
## Budget Expense History



	Adopted					Proposed FY 2013-2014	Difference				
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013		2012/2013 vs 2013/2014		2007/2008 vs 2013/2014		
							\$ Difference	% Difference	\$ Difference	Annualized Increase	
General Government (1)	1,692,172	1,617,211	1,677,064	1,730,812	1,835,621	1,886,981	61,340	3.34%	204,789	1.92%	
Insurance and Legal	1,343,683	1,588,585	1,696,379	1,737,763	1,360,978	1,567,298	216,318	16.01%	223,613	2.00%	
Public Safety	1,961,460	2,053,443	2,030,638	2,077,258	2,211,618	2,334,112	122,494	5.54%	372,662	2.85%	
Public Works Ex Road Maintenance (2)	2,521,921	2,630,762	2,627,046	2,826,975	2,871,201	2,745,849	-125,352	-4.37%	223,928	1.43%	2.75%
Public Works: Road Maintenance	198,447	133,097	320,875	400,000	400,000	400,000	0	0.00%	201,553	12.36%	
Community and Human Services (3) (4) (5)	1,405,066	1,339,641	1,270,542	1,382,998	1,425,631	1,436,721	11,090	0.78%	31,655	0.37%	
Contingency (new policy .5%)	40,000	40,000	40,000	40,000	40,000	52,229	12,229	30.57%	12,229	4.55%	
Transfers (Animal Control, Energy Lease) and Capital Improvement	230,281	151,055	154,600	412,361	526,427	623,041	96,614	18.35%	382,760	18.00%	
Debt	3,945,937	3,791,284	3,752,603	3,061,630	2,095,890	2,093,641	-2,249	-0.11%	-1,852,296	-10.02	
<b>TOTAL</b>	<b>13,338,957</b>	<b>13,344,980</b>	<b>13,569,651</b>	<b>13,679,697</b>	<b>12,757,366</b>	<b>13,149,850</b>	<b>392,484</b>	<b>3.08%</b>	<b>-189,107</b>	<b>-0.11%</b>	
	-3.84%	0.00%	1.68%	0.81%	-6.74%	3.08%					

(1) FY 2008/09 through 2011-12 Facilities Costs Subtracted Out as Currently in Public Works  
 (2) FY 2008/09 through 2011-12 Grounds Maintenance and Facilities Costs Added In as Currently in Public Works  
 (3) FY 2009/10 and 2010/11: salaried position paid from P&R Program Fund  
 (4) FY 2011/12 and 2012/13: adjusted for \$40,000 transfer to the P&R Program Fund  
 (5) FY 2008/09 through 2011-12: Grounds Maintenance Costs Subtracted Out as Currently in Public Works

### Historical Expense Trends by Function



- (1) FY 2008/09 through 2011-12: Facilities Costs Subtracted Out as Currently in Public Works
- (2) FY 2008/09 through 2011-12: Grounds Maintenance and Facilities Costs Added in as Currently in Public Works
- (3) FY 2005/10 and 2010/11: salaried position paid from P&R Program Fund
- (4) FY 2011/12 and 2012/13: \$40,000 transfer to the P&R Program Fund included.
- (5) FY 2008/09 through 2011-12 Grounds Maintenance Costs Subtracted Out as Currently in Public Works

### Colchester Employees \* - Full time Equivalents (FTE) 1 FTE = 40 hour week

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2012-2014	2008-2014
Town Services	21.1	20.9	21.1	21.1	20.9	20.4	(0.5)	(0.7)
Community Services	21.1	20.9	21.6	21.0	20.7	20.0	(0.6)	(1.1)
Public Works	27.3	26.9	25.3	25.4	25.5	24.1	(1.4)	(3.2)
Public Safety	17.9	16.9	19.9	19.9	19.9	19.9	0.0	2.0
<b>Total</b>	<b>87.4</b>	<b>85.5</b>	<b>87.9</b>	<b>87.3</b>	<b>86.9</b>	<b>84.4</b>	<b>(2.5)</b>	<b>(3.0)</b>
Health Department replaced by Chatham Health District	3.7	3.0	2.0					

\* Does not include Registrars of Voter and Civil Preparedness