

Minutes for Board of Finance Special Meeting Board, April 7, 2014, 7:00pm

Present: BOF members, Robert Esteve, Art Shilosky, Robert Tarlov and James McNair (by phone); Selectman Stan Soby.

Meeting called to order at 7:02 by Chairman Tarlov.

Rob Tarlov explained the need for the special meeting.

1. Although the original raises were assigned to payroll line items under each department in the proposed budget, when removed they were removed as a lump sum. The restored raises will be included in the contract settlement line under Human Resources Department Budget, rather than be reassigned to each department.
2. The amount of the raises approved on April 2nd was \$12,081. That amount needs to be adjusted to \$12,082. The spreadsheet that was being created during the April 2nd meeting rounded three items, including this item, down to the closest dollar, but the total of all the items on this list, when adding these three items in, rounded the total up to the closest dollar.
3. The amount of the raises needs to be clarified.. The BOF was under the impression that the raises included in the First Selectman's proposed budget were 3%. As the amounts in the proposed budget under the adopted 2013-2014 FY Budget column did not include the merit raises from that year, and as the BOF had not received a list of those raises, there was no way to calculate the raises from the budget. The Chairman was told subsequent to the April 2nd meeting that the raises, as initially proposed by the First Selectman, were merit raises and not the same for each employee, and they did not total 3% of that payroll. When those raises were removed from the budget by the First Selectman, they were done as a lump sum. The intent of this Board was to provide 2% and approved restoring 2/3 of the amount previously removed, still thinking it was a 3% raise.
4. Although the intent was to restore 2%, it is the total of \$12,082 that will determine the raises. This amount will be added to the dollars already in the contract settlement line. The First Selectman, within the approval process in place, has discretion as to how to apply that amount to each employee. If, after the sum previously included in the contract settlement line item of the proposed budget is allocated, there is money available that money can be used with the \$12,082 towards the raises, but not to exceed 2% of the payroll of the employees originally included on the list.
5. The raise for the Town Clerk was not included in the \$12,082 amount and is in the payroll item for that department.

Art Shilosky motioned to rescind the original motion from April 2, 2014 BOF meeting regarding the list of reductions and items to be restored in the proposed budget. Rob Esteve seconded. Approved 4 - 0

Art Shilosky motioned to approve the revised listing of the Board of Finance Reductions from April 2, 2014 with corrections proposed by BOF chairman. (attached). Seconded by James McNair. Approved 4 - 0.

Motion to adjourn by Art Shilosky, seconded by Rob Esteve. Approved 4 – 0. Meeting adjourned at 7:11.

Respectfully submitted,

Robert Tarlov

Town of Colchester
 FY 2014-2015 Proposed Budget
 BOF Budget Adjustments 4-2-14 with Corrections proposed by BOF Chairman

<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>
		<u>Reductions</u>	
Transfers	Transfer to Animal Control Fund	Additional funding from Animal Control Fund fund balance	5,000
Transfers	Transfer to Animal Control Fund	Reduce estimate for professional services	500
Transfers	Transfer to Animal Control Fund	Reduce estimate for amount due State of CT	500
Transfers	Transfer to Animal Control Fund	Reduce estimate for mileage reimbursement	300
Transfers	Transfer to Animal Control Fund	Reduce estimate for postage	150
Boards & Commissions	Transfer to Animal Control Fund	Security cameras at Dog Pound	1,700
Boards & Commissions	Contractual, Temp, Occas Payroll	Meeting Clerk - Police Retirement Board - reduce from 4 to 2 meetings	120
Boards & Commissions	Contractual, Temp, Occas Payroll	Meeting Clerk - Ethics Commission - reduce from 6 to 3 meetings	180
Boards & Commissions	Contractual, Temp, Occas Payroll	Meeting Clerk - Fair Rent Commission - reduce from 4 to 2 meetings	120
Boards & Commissions	Professional Services	Meeting Clerk - Economic Development (Town Planner)	720
First Selectman	Technical Reference Materials	Historic District Commission - reduce professional services by 50%	250
Finance	Mileage, Training & Meetings	Technical reference materials	200
Assessor	Office Supplies	Eliminate National or New England GFOA conference	675
Assessor	Technical Reference Materials	Reduce increase in office supplies	150
Code Admin	Contractual, Temp, Occas Payroll	Reduce technical reference materials	190
Code Admin	Technical Reference Materials	Reduce temporary office coverage	500
Code Admin	Professional Reference Materials	Reduce technical reference materials	500
Code Admin	Postage	Reduce professional memberships	765
Code Admin	Equipment Repairs	Reduce postage	250
Code Admin	Overtime	Reduce equipment repairs	150
Code Admin	Overtime	Meeting Clerk - Conservation Commission - reduce hours per meeting	429
Code Admin	Overtime	Meeting Clerk - P&Z Commission - reduce hours/mtg & number of mtgs	928
Code Admin	Overtime	Meeting Clerk - Zoning Board of Appeals - reduce number of meetings	214
Code Admin	FICA & Retirement	FICA for Meeting Clerk wages	120
Town Clerk	Contractual, Temp, Occas Payroll	Town Historian stipend	800
Town Clerk	Indexing & Recording	Reduce indexing & recording	1,300
Town Clerk	Postage	Reduce postage	250
Information Technology	FICA & Retirement	Budget correction - FICA/Medicare calculation for reduction of hours	(3,766)

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<u>Department</u>	<u>Line Item</u>	<u>Description</u>	<u>Amount</u>
Fire	Office Supplies	Reduce office supplies	550
Fire	Custodial/Maintenance Supplies	Reduce custodial/maintenance supplies	1,070
Fire	Operating Supplies	Reduce operating supplies	250
Fire	Technical Reference Materials	Reduce technical reference materials	200
Fire	Emergency Medical Supplies	Reduce EMS supplies	3,500
Fire	Fire Equipment Supplies	Reduce Fire Equipment supplies	3,500
Fire	Service Contracts	Reduce Service contracts	5,000
Fire	Advertising	Reduce advertising	250
Fire	Equipment Repairs	Reduce equipment repairs	700
Fire	Building Repairs	Reduce building repairs	779
Fire	Other Equipment Repairs	Reduce other equipment repairs	400
Emergency Management	Office Supplies	Reduce office supplies	100
Emergency Management	Professional Memberships	Professional memberships	75
Emergency Management	Service Contracts	Reduce alarm monitoring	200
PW - Highway	Professional Services	Reduce hours for Vacuum truck contractor	3,000
PW - Highway	Traffic Control Lights	Reduce electricity - traffic control lights	1,500
Fleet Maintenance	Mileage, Training & Meetings	Reduce training	300
Fleet Maintenance	Professional Services	Reduce professional services	200
Engineering	Mileage, Training & Meetings	Reduce mileage reimbursement	500
Recreation	Subscriptions	Eliminate subscription (not renewed)	50
Recreation	Equipment Rental	Reduce equipment rental - generators	500
Senior Services	Mileage, Training & Meetings	Reduce mileage reimbursement	500
Contingency	Contingency	Impact of reductions	182
Total reductions			36,501

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<u>Department</u>	<u>Line Item</u>	<u>Items Restored</u>	<u>Description</u>	<u>Amount</u>
Code Admin	Regular Payroll		Reinstate Fire Marshal from 28 hrs/week to 40 hrs/week	17,770
Code Admin	Employee Related Insurance		Reinstate Fire Marshal from 28 hrs/week to 40 hrs/week	290
Code Admin	FICA & Retirement		Reinstate Fire Marshal from 28 hrs/week to 40 hrs/week	6,098
Human Resources	Contract Settlements		Reinstate Fire Marshal from 28 hrs/week to 40 hrs/week	565
Insurance	Unemployment Compensation		Decrease unemployment compensation (Fire Marshal)	(4,443)
Town Clerk	Regular Payroll		2% pay increase for Town Clerk	1,213
Town Clerk	FICA & Retirement		2% pay increase for Town Clerk	166
Town Clerk	Indexing & Recording		Contracted services - back scanning of documents	1,000
Human Resources	Contract Settlements		Non-union raises	12,082
Youth & Social Services	Professional Services		Substance Abuse Counselor contracted services	11,200
Contingency	Contingency		Impact of reductions	230
Total increases				<u><u>46,171</u></u>
			<u><u>Total adjustment to Budget</u></u>	
Net increase to Town budget				<u><u>9,670</u></u>