

Board of Finance Meeting Minutes
Wednesday, August 6, 2014
Town Hall Meeting Room 1 – 7:00 p.m.

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COLCHESTER, CT
2014 AUG - 8 PM 1:10
Nancy A. Gray
NANCY A. GRAY
TOWN CLERK

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

Members Absent: Rob Esteve, John Ringo (phoned in but connection was lost)

Others Present: First Selectman Stan Soby, Finance Director Maggie Cosgrove, Fire Department Officers Walter Cox and Don Lee, Board of Education member Brad Bernier, Building Committee Chair Tom Tyler, Board of Selectman Denise Mizla, Public Works Director Jim Paggioli, Town Planner Adam Turner, Citizens: Gary Siddell, Laurie Robinson, Charles Csere

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 7:00.
2. **ADDITIONS TO THE AGENDA:** None
3. **APPROVAL OF MINUTES – JULY 1, 2014 REGULAR MEETING:** T. Kane motioned to approve the minutes of the July 1, 2014 regular meeting, seconded by A. Shilosky. Members voted in favor with J. McNair abstaining. **MOTION CARRIED.**
4. **CITIZEN'S COMMENTS:** None
5. **DEPARTMENT REPORTS**
 - a) **Finance Department:** None
 - b) **Tax Collector – Reports and Discussion:** None
6. **FIRST SELECTMAN'S REPORT**
 - a) **Transfer Requests:** A. Shilosky motioned to approve the following appropriations as a block; \$3,325 from First Selectman - Regular Payroll (11201-40101) to Contractual, Temporary, Occasional P/R (11201-40105); \$200 from First Selectman - Technical Reference Materials (11201-42343) to Professional Memberships (11201-43258); \$450 from Town Clerk – Regular Payroll (11501-40101) to Finance – Regular Payroll (11301-40101); \$ 3,073 from Town Clerk– FICA Retirement(11501-41230) to Finance-FICA & Retirement (11301-41230); \$410 from Finance - Mileage, Training, & Meetings (11301-43213) to (\$380) Contractual, Temporary, Occasional P/R (11301-40105) and (\$30) FICA & Retirement (11301-41230); \$508 from Collector of Revenue – Data Processing (11303-44205) to Office Supplies (11303-42301); \$215 from Planning & Code Administration – Regular Payroll (11411-40101) to Contractual, Temporary (11411-40105); \$450 from Planning & code Administration Postage (11411-44217) to Copier (11411-42233); \$315 from Planning & Code Administration – Protective Clothing & Safety Equipment (11411-42323) to Professional Services (11411-44208); \$110 from Town Clerk- Regular Payroll (11501-40101) to Overtime (11501-40103); \$2,500 from Park & Recreation Equipment Rental (15201-44237) to Mileage, Training, Meetings (15201-43213); \$3,000 from Senior Center FICA & Retirement (15401-41230) to Building Repairs (15401-46226); \$31,201 Debt Service-Lease Principal Payments and \$7,497 Lease Interest payments (18101-49255) to Transfer to Debt Service Fund (18501-50700); \$67,401 from Various – Human Resources Contract Settlement (11101-50950) to Various accounts (see attached for breakdown), seconded by J. McNair. Vote was unanimous. **MOTION CARRIED.**

J. McNair motioned to approve the following transfer: \$1,000 from Planning & Code Administration – Regular Payroll (11411-40101) to Contractual, Temporary, Occasional (11411-40105), seconded by T. Kane. Vote was unanimous. **MOTION CARRIED.**

T. Kane motioned to approve the following transfer; \$6,800 from Transfers- use of General Fund Unassigned Fund Balance (18501-36250) to Capital Reserve-Bldgs & Grounds (18501-50474), seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.**

b) First Selectman's Update: There will be an impact to our cost for the dispatch center which could be as much as a \$55,000 increase. Officials of all towns involved are meeting and working on the phasing in of this cost to ease the impact. Middlesex is on the fence about staying/leaving. There are many factors that are being looked at such as call volume. There have been a few meetings with the architect for the WJJMS building project and it was made clear that it will be a school only project. After the last referendum a recanvas was requested which resulted in one vote change. Questions then arose on absentee ballots. A lawsuit was filed. The judge ruled in favor of the town. Legal fees for the matter are \$46,428.

7. LIAISON REPORTS: A. Shilosky reported that the police are looking to diversify by having special areas of interest such as K9 and drugs. The use of funds from the selling of the DARE car to be discussed later in the meeting. R. Tarlov reported that the Economic Development Commission (EDC) had a C-Tip application for a sports complex. The EDC is recommending the application and it will go before the Board of Selectman at the meeting August 8, 2014.

8. NEW BUSINESS

a) Police Department Equipment Purchase Request: Sgt. Mercer has requested the \$25,500 received from the selling of the DARE car be expended to establish "Active Shooter Response Kit" for each officer. A. Shilosky said that it had previously been discussed that a portion of the revenue received from the selling of the DARE car would be used for drug awareness or programs similar to those the car represented. He would like to see the request revised to reflect a portion of the money being used in this capacity.

A. Shilosky motioned to table to the next meeting until after the Board of Selectman have had an opportunity to review the request, seconded by J. McNair. Vote was unanimous. **MOTION CARRIED.**

b) Building Committee Request for Special Appropriation: There was lengthy discussion which included concern over decreasing enrollment and enrollment predication, the use of the same architect, and clarification that the project is for school only. B. Bernier said that enrollment has not declined enough to eliminate a school and that doing so is more complex and more costly than one might think.

T. Kane motioned to approve two appropriations in amounts of \$3000 (Development & Production of informational materials) and \$27,000 (Architectural services for feasibility study), both from General Fund Unassigned Fund Balance (18501-36250) to Capital – WJJMS Project (18501-50500), seconded by A. Shilosky. Members discussed their views with consensus to move forward cautiously. J. McNair is hoping the process will be done differently this time. Vote was unanimous. **MOTION CARRIED.**

T. Tyler said the Building Committee is still concerned about moving forward without a budget. The committee will bring costs for options to the Boards early on.

c) Review of Capital Improvement Plan – Equipment:

I. Fire Engines:

II. Breathing Tanks:

III. Other additions or deletions:

First Selectman Soby and J. Paggioli will look at some of these things and evaluate where they are at in their lifespan and when need to be replaced.

9. OLD BUSSINESS

a) Budget Review and 2014-2015 Planning Objectives

I. Updates: None

II. Health Insurance Funding Policy: No update. Meetings are in the process of being planned.

III. Survey: L. Robinson agreed to help develop the survey. What needs to come out of the survey was discussed. A subcommittee to work on the survey will need to be formed.

IV. Budget Policy-Agreement with BOS for approving over expenditures and transfers:
Chairman Tarlov tabled until the next meeting.

10. CITIZENS COMMENTS: G. Siddell suggested combining the budget survey with a question regarding support for the school building project.

11. ADJOURNMENT: J. McNair motioned to adjourn, seconded by A. Shilosky. Vote was unanimous.
MOTION CARRIED.

Submitted by,

Dawn LePage, Clerk

Town of Colchester

Budget Transfer - Non-union Merit increases & Union Contract settlements

Account #	Department & Account Name	From	To	Explanation
11101-50950	BOF - Contract Settlements	67,401		Funds budgeted for non-union employee merit pay increases and union contract negotiation settlements
11301-40101	Finance - Regular Payroll		1,663	Non-union employee merit pay increases
11301-41230	Finance - FICA/Retirement		228	Non-union employee merit pay increases
11411-40101	Planning & Code Administration - Regular Payroll		4,473	Non-union employee merit pay increases
11411-41230	Planning & Code Administration - FICA/Retirement		473	Non-union employee merit pay increases
12202-40101	Fire - Regular Payroll		2,778	Non-union employee merit pay increases
12202-41230	Fire - FICA/Retirement		380	Non-union employee merit pay increases
13200-40101	Public Works Admin - Regular Payroll		7,314	Non-union employee merit pay increases
13200-41230	Public Works Admin - FICA/Retirement		965	Non-union employee merit pay increases
15201-40101	Parks & Recreation - Regular Payroll		1,475	Non-union employee merit pay increases
15201-41230	Parks & Recreation - FICA/Retirement		202	Non-union employee merit pay increases
15401-40101	Senior Services - Regular Payroll		658	Non-union employee merit pay increases
15401-41230	Senior Services - FICA/Retirement		90	Non-union employee merit pay increases
11501-40101	Town Clerk - Regular Payroll		1,480	Elected officials pay increase
11501-41230	Town Clerk - FICA/Retirement		202	Elected officials pay increase
11601-40101	Elections - Regular Payroll		619	Elected officials pay increase
11601-41230	Elections - FICA		48	Elected officials pay increase
12202-40101	Fire - Regular Payroll		3,696	Reclassification of employee from non-union to union
12202-41230	Fire - FICA/Retirement		1,159	Reclassification of employee from non-union to union
15101-40101	Cragin Library - Regular Payroll		5,001	Library union contract settlement
15101-41230	Cragin Library - FICA		683	Library union contract settlement
12202-40101	Fire - Regular Payroll		9,923	Fire union contract settlement
12202-41230	Fire - FICA/Retirement		1,454	Fire union contract settlement
13201-40101	Highway - Regular Payroll		7,786	Public Works union contract settlement
13201-41230	Highway - FICA/Retirement		935	Public Works union contract settlement
13202-40101	Fleet Maintenance - Regular Payroll		4,068	Public Works union contract settlement
13202-41230	Fleet Maintenance - FICA/Retirement		465	Public Works union contract settlement
13203-40101	Grounds Maintenance - Regular Payroll		6,153	Public Works union contract settlement
13203-41230	Grounds Maintenance - FICA/Retirement		704	Public Works union contract settlement
13601-40101	Transfer Station - Regular Payroll		2,087	Public Works union contract settlement
13601-41230	Transfer Station - FICA/Retirement		239	Public Works union contract settlement
	Totals	67,401	67,401	