



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Meeting Minutes  
Wednesday, November 5, 2014  
Town Hall Meeting – 7:00 p.m.

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TOWN OF COLCHESTER  
CLERK OF THE TOWN

**Members Present** Chairman Rob Tarlov, Art Shilosky, Tom Kane, James McNair, Rob Esteve  
**Members Absent:** John Ringo  
**Others Present:** First Selectman Stan Soby, Brad Bernier, Dot Mrowka, Denise Mizla, Maggie Cosgrove, Doreen Marvin and Lisa Cooney from LEARN

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 7:03 p.m.
2. **ADDITIONS TO THE AGENDA:** R. Esteve motioned to add Approval of Tri-Board Meeting Minutes October 15, 2014 to the agenda, seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.**
3. **APPROVAL OF MINUTES –**
  - o **October 15, 2014 REGULAR MEETING:** R. Esteve motioned to approve the minutes of the October 15, 2014 regular meeting, seconded by A. Shilosky. Members voted in favor with J. McNair abstaining. **MOTION CARRIED.**
  - o **October 15, 2014 TRI-BOARD MEETING:** T. Kane motioned to approve the minutes of the October 15, 2014 Tri-Board Meeting, seconded by A. Shilosky. Members voted in favor with J. McNair abstaining. **MOTION CARRIED.**
4. **CITIZEN'S COMMENTS:** None
5. **BOE STRATEGIC PLAN:** Doreen Marvin facilitated a conversation to gather input on the direction for Strategic Plan for Colchester Public Schools.
6. **DEPARTMENT REPORTS**
  - a) **Finance Department:**
    - i. **Health Insurance Quarterly Update:** M. Cosgrove gave an overview of the Health Insurance Reserve Fund for months of July 2014 - September 2014. Progress is being made on the building of the reserve, though at a slower pace than last year. Board of Education claims were high for the summer months, which is historically consistent with those months. Approximately \$2,400 was received from CIRMA.
  - b) **Tax Collector – Reports and Discussion:** None
7. **FIRST SELECTMAN'S REPORT**
  - a) **Transfer Requests:** R. Esteve motioned to approve the following appropriations; \$46,254 from First Selectman - G/F Unassigned Fund Balance (18501-36250) to First

Selectman Legal, (11201-44203 ), seconded A. Shilosky. Vote was unanimous. **MOTION CARRIED.**

J. McNair motioned to approve the following appropriations as a block - \$25 from Tax Collector - Data Processing (11303-44205) to Professional Memberships (11201-43258); \$217 from Tax Collector - Data Processing (11303-44205) to Postage (11303-44217); \$329 from Boards and Commissions- Professional Services (11105-44208) to Printing and Publications (11105-44232); \$714 Human Resources - Professional Services (11205-44208) to Advertising (11205-44231); \$952 from Finance-Mileage, Training, and Meetings (11301-43213) to Professional Services (11301-44208); \$231 from Finance-Mileage, Training, and Meetings (11301-43213) to Postage (11301-44217); \$23 from Finance - Mileage, Training, and Meetings (11301-43213) to Employee Related Insurance (11301-41210); \$1,700 from Town Clerk - Indexing and Recording (11501-44207) to Legal Notices (11501-44230); \$188 from Elections - Printing and Publications (11601-44232) to Mileage, Training, and Meetings (11601-43213), \$114 from Elections - Contractual, Temp, Occasional (11601-40105) to FICA/Medicare (11601-41230), \$361 from Cragin - Fuel/Heating (15101-45221) to Telephone (15101-45216); \$952 from Cragin - Service Contracts (15101-44223) to Building Repairs (15101-46226); \$248 from Cragin- Copier (15101-42233) to Meetings, Training, Mileage (15101-43213), \$2,009 from Cragin - Library Media Supplies (15101-42344) to Custodial/ Maintenance Supplies (15101-42331); \$3337 from Cragin - Regular Payroll (15101-40101) and \$1,039 from Cragin - FICA (15101-41230) to Electricity (15101-45622); \$105 from Cragin - FICA & Retirement (15101-41230) to Employee Related Insurance (15101-41210); \$34 from Parks & Recreation - FICA and Retirement (15201-41230) to Employee Related Insurance (15201-41210); \$395 from Parks and Recreation - Postage (15201-44217) to Printing and Publications (15201-44232); \$45 from Parks and Recreation - Subscription (15201-43342) to Mileage and Training (15201-43213); \$93 from Parks and Recreation - Professional Membership (15201-43258) to Copier (15201-42233); seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.**

**b) First Selectman's Update:** Police Commission is in the process of filling the vacant officer position. Fire Department has selected a consultant to help with strategic plan. Planning and Zoning is looking to restructure some, filling the vacant Building Official position with a current employee and the Fire Marshal position no longer being full-time. An open space grant of \$33,000 was received to purchase property near Ruby Cohen. Ken Jackson would like to hire a roof surveyor to do a roof assessment of all Town buildings. Banners were designed and should be going up soon on the solar powered lights as part of the Streetscapes grant. Issues with the Safer grant are being worked on by M. Cosgrove to get a higher rate of reimbursement. The KX dispatch consolidation continues to move forward.

**8. LIAISON REPORTS:** R. Esteve reported that BOE held a budget planning meeting. They are looking to explore wholesale electric market as we are currently buying retail and the current contract will be expiring soon. They are also looking to possibly hire a Medicaid billing vendor. The work is currently being done in house but it is labor intensive. A vendor would be paid a portion of the reimbursements, and guarantees a higher rate of reimbursement. R. Tarlov reported that Youth Services made \$458 at their bake sale held on election date. A citizen held a consignment sale and donated the profits of \$400 to Youth Services. Youth Services will be going back to being an official town board and will now be Youth Services with a Youth First Initiative.

**9. NEW BUSINESS:**

- a) **November 19th Meeting - Discussion and Possible Action Cancelling in view of 11/17 meeting:** The November 19th regularly scheduled meeting WILL NOT be cancelled.

**10. OLD BUSINESS**

a) **Budget Review and 2014-2015 Planning Objectives**

- I. **Updates:** None
- II. **Subcommittee Reports:** R. Esteve reported that articles will be placed in local newspapers starting in December.
- III. **Survey Review:** R. Tarlov reviewed the questions and asked members for feedback.
- IV. **Budget Policy – Agreement with BOS for approving over expenditures and transfers:** The policy was reviewed and there was member consensus to accept.

**11. CITIZENS COMMENTS:** None

- 12. EXECUTIVE SESSION - Executive Session to discuss a Pending Claim:** R. Esteve motioned to go into Executive Session inviting First Selectman Soby, seconded by T. Kane. Vote was unanimous. **MOTION CARRIED.** Executive Session was entered into at 8:32pm. and exited out of at 8:43pm.

**13. PENDING CLAIM - Discussion and Possible Action:** No action taken.

- 14. ADJOURNMENT:** J. McNair motioned to adjourn, seconded by A. Shilosky . Vote was unanimous. **MOTION CARRIED.** Chairman Tarlov adjourned the meeting at 8:43pm.

Submitted by,

Dawn LePage, Clerk