

**Town of Colchester
Board of Finance Meeting Minutes
Wednesday, November 18, 2015
Town Hall Meeting – 7:00 p.m.**

RECEIVED
COLCHESTER, CT
2015 NOV 20 PM 4:11
J. McNair
CHAIRMAN
TOWN CLERK

Members Present Chairman Rob Tarlov, Tom Kane, Rob Esteve, James McNair, Andreas Bisbikos

Members Absent: None

Others Present: First Selectman Art Shilosky, Selectmen Denise Mizla and Rosemary Coyle; CFO Maggie Cosgrove, Tax Collector Michele Wyatt, Director of Public Works, Jim Paggioli, Senior Services Director Patty Watts, Chief Walter Cox, Fire Department members: Regina Giudice, Audrey Babineau, Paul Giudice, Dave Martin, and Dave Barnes; Board of Education Members: Mary Tomasi, Renie Besaw, Don Kennedy, Ron Goldstein; Superintendent Jeff Mathieu; Registrar of Voters Dot Mrowka and Diana Giles; Treasurer John Ringo; Director of Facilities Ken Jackson; Citizens: Jim Kelly, Nance Groeger, John Reeve

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 7:07 p.m.
2. **ELECTION - Chairman and Vice Chairman:** J. McNair motioned to elect R. Tarlov as Chairman, seconded by R. Esteve. Vote was unanimous. **MOTION CARRIED.**
J. McNair motioned to elect R. Esteve as Vice Chairman, seconded by T. Kane. Vote was unanimous. **MOTION CARRIED.**
3. **ADDITIONS TO THE AGENDA:** T. Kane motioned to add as agenda item 7c. Discussion and Possible action on the expenditure of Security Funds to purchase Repeater System, seconded by R. Esteve. Vote was unanimous. **MOTION CARRIED.**
J. McNair motioned to remove item 13d. from the agenda to address at a later time, seconded by T. Kane. Vote was unanimous. **MOTION CARRIED.**
4. **APPROVAL OF MINUTES - November 4 - Regular Meeting:** J. McNair motioned to approve the minutes of the November 4, 2015 meeting, seconded by R. Esteve. R. Esteve noted that he was listed as both present and absent. J. McNair amended his motion to approve the minutes of the November 4, 2015 meeting show R. Esteve was absent, seconded by R. Esteve. Members voted in favor with R. Esteve and A. Bibikos abstaining. **MOTION CARRIED.**
5. **CITIZEN'S COMMENTS:** None
6. **CORRESPONDENCE:** None
7. **BUILDINGS MAINTENANCE, REPAIR AND REPLACEMENTS PLAN - J. Paggioli and K. Jackson**
 - a. **Review of plans created in 2014:** J. Paggioli reviewed the status of the projects and anticipated funding for the facilities plan as well as a 2015 summer project summary for the schools. All roofing was inspected and the condition was better than thought. The Town Hall parking lot is one of the capital pieces that will get done in the spring. (see attached). Some of the items on the plan have already been funded (current year as well as energy project items). Others can be spread over several years (Bacon Parking Lot)

b. Creating Funding Plans

- i. Town:** J. Paggioli said that with some items, an executive level of decision has to be made and a clear direction given on how to proceed. One example is the current Senior Center and Youth Center, which are not in the plan. His suggestion moving forward would be to purchase the current Senior Center. Once a new Senior Center is built, move the Youth Center into the Senior Center and sell the current Youth Center. Although a historic building, it is not suitable for a municipal building and any money spent to try make it so would not be well spent.
- ii. BOE - Ron Goldstein and Jeff Mathieu:** The plan reviewed above included the school buildings.

- c. Discussion and Possible action on the expenditure of Security Funds to purchase Repeater System:** K. Jackson requested the BOF to authorize an expenditure from the previously authorized and funded School Security Fund for the replacement of a UHF Repeater System for the two-way radios at Jack Jackter Intermediate School at a cost of \$7,112.85. He explained that the Repeater System was not on the original list of projects funded but that there is sufficient funding remaining in the account and that the expenditure met the intent of enhancing school security. After discussion R. Esteve motioned to authorize \$7,112.85 be appropriated from the School Security Funds for the purchasing of UHF Repeater System to be used at Jack Jackter, seconded by T. Kane. Vote was unanimous. **MOTION CARRIED**

8. 2016-2017 SCHOOLS BUDGET - Discussion: Direction and Board of Finance

expectations: Superintendent Mathieu said the the Board of Education would like to maintain capital or increase it in the upcoming proposed budget. . K. Jackson is looking at what the current needs are and those five years from now. Since 2008 - 2009 staff has been reduced by 40, roughly 1 staff person for the decline in enrollment of every 15 students. He said sited a few years ago that while there could have been a reduction it was opted to take advantage and follow the trend by going to full day kindergarten. The Board is looking to put forth a budget that would be a zero increase over the current year's budget.

J. McNair said that a better job needs to be done in explaining where the savings from declining enrollment and staff is being redirected.

R. Goldstein said that while there might be a reduction in staff funding it might be redirected to other items, like funding the BCBA position that is very much need but has been cut from the budget in the past.

A. Bibikos asked if the effectiveness of programs, classes and enrichment programs would be looked at. R. Goldstein said enrichment classes were lost years ago. Superintendent Mathieu said if there is not enough enrollment in a class the class is not offered. A Bibisko asked how big the minimum class size is. J Mathieu said cooking class is 16 because only 16 stoves. A Bibisko asked if there were classes smaller than 16. J Mathieu said no, other than special ed. T. Kane said he thinks that having a flat budget is a good starting point, but is skeptical that a zero increase will be enough to pass the budget.

R. Tarlov said that BOF was told at the August meeting that their expectations for the Strategic Plan were wrong and that it was never intended to be a business plan, but was an education plan. R Tarlov said that over the last 3 years BOF repeatedly expressed that the Strategic Plan would need to think outside the box with a plan to address declining enrollment, so he is not sure why nobody ever corrected those expectations, if they were wrong. In addition BOF was very explicit that the plan would have to address the financial issues and be a plan to address the declining enrollment history and projection. BOE had also said the plan addressed results of the focus questions. R. Tarlov said that the questions asked of the

groups neglected to elicit any responses regarding the impact on taxes. When the plan was presented at a BOE meeting, he said that one of the administrators stated that “she liked the way the plan addressed declining enrollment by increasing programs to improve the student learning experience and not have to lay teachers off”. Although the Strategic Plan reflects what it is we would like in the school system, there is a difference between what citizens would like and what they are willing to pay for. We need to be able to show a decrease in costs based on declining enrollment or show when we will see a decrease through a Plan.

R. Goldstein said much of the savings has been and will continue to be repurposed.

R. Tarlov said he would expect some of that would happen, but for him the budget must either reflect declining enrollment or do a better job explaining what is offsetting this.

R. Tarlov also stated that the budget needs to fund the plan K. Jackson and J. Paggioli have presented. He also added that the plan needs to be updated so that it is looking out 5 years from today, not just 5 years from when the plan began 2 years ago.

J. Mathieu assured Mr. Tarlov that BOE is committed to funding the plan as well as addressing new items that arise.

9. 2016-2017 BUDGET: DEPARTMENT INITIATIVES:

- a. **Senior Services:** P. Watts gave a presentation which included membership growth rate, increased need for transportation, attendance/participation. Some of the challenges with the current facility are the lack of parking, size of building, and accessibility. A part-time transportation dispatcher is proposed at a cost of \$16,120. Town Garage has said the Caravan has “exceeded its useful life”. Funds are available in the Vehicle Replacement Fund for the purchase of a new van. (see attached).
- b. **Registrars:** D. Mrowka and D. Giles gave presentation which included additional money for the Presidential election, costs of battery backups, tabulator case, laptop case, and State of CT Certification classes. (see attached)
- c. **Fire Department Budget, Vehicle Repair & Current Ambulance Status:** Chief Cox gave a presentation which included an update on a new dispatch center, final draft of the Strategic Plan expected to be completed in February or early March, potential increase cost for Firefighter 1 certification. His priorities for next year’s budget will be incentive program, training, overtime, and vehicle repair. P. Giudice spoke to ambulance problems and solutions. There has been an increase in repair costs, lost time in service time, increased loss of revenue due to out of service time, and the lack of availability for emergencies. The proposal is for 2 new ambulances that meet regulations and provide increased safety for patients and personnel. (see attached)

10. DEPARTMENT REPORTS:

- a. **Finance Department:** M. Cosgrove reported that tax collection rate through the end of October is consistent with what it was this time last year. Half of the Youth Services grant has come through earlier this year than last making that line item appear higher. Any line items that appear over in expenditures is due to contracts settlements. . When snow removal begins will really show where the Town will be budget wise.
- b. **Tax Collector:** 1446 Motor Vehicle tax bills and 106 Personal Property tax bills were sent to collections. DMV continues to have problems with portals. The cap on the Motor Vehicle tax for this year is 32 mills.

11. FIRST SELECTMAN

- a. **Report:** Interviewing for Town Planner is taking place. Recently had a \$12,957 repair on the tanker.

b. **Transfer Requests:** None

12. **LIAISON REPORTS:** None

13. **NEW BUSINESS**

a. **2016 Meeting Calendar:** J. McNair motioned to approve the 2016 meeting dates as the 1st and 3rd Wednesday of each month, seconded by R. Esteve. Vote was unanimous. **MOTION CARRIED.**

b. **2016-2017 Liaisons:** New liaison assignments were determined as follows:
A. Bibikos: Senior Task Force, Field Maintenance Task Force, Economic Development

J. McNair: Fire, Police, Field Maintenance Task Force, Budget Season Communications

R. Esteve: BOE, BOS, Building Committee (shared with R. Tarlov), Off season Budget Communication

R. Tarlov: Sewer and Water, Youth Services, Commission on Aging, Budget Season Communications, Ag Commission (until we have a new member), Building Committee (shared with R. Esteve)

T. Kane: Conservation, Land Use, Planning and Zoning, Senior Task Force, Off-season Budget Communication, Field Maintenance Task Force

Vacant: Library, Park and Rec

c. **Location of BOF Policies (Funds Balance; Transfer/Capital Transfers/Nonunion Compensation):** Chairman Tarlov questioned if these could be put on the website where they are more easily accessible.

d. **CHVFC Tax Exemption:** Removed from agenda.

14. **OLD BUSINESS:**

a. **2016-2017 Budget: Review of Department Initiatives Presentations: 10/21**
i. **Youth Services and Tax Collector:** No discussion.

b. **BOF Vacancy:** Chairman Tarlov said he hopes to be able to interview applicants at the first meeting in January and select someone at the second meeting of the month.

c. **Energy Project - Quantifying the Savings:** No discussion

d. **Recreation Field Subcommittee - update:** Next meeting will be December 7th.

e. **Senior Task Force - update:** Next meeting will be 11/19.

f. **Budget Communications Subcommittees - updates:** T. Kane reported that the subcommittee has identified 6 topics to address via articles in the newspaper or by other forms of communication with the public. They will meet again December 2nd.

g. **BOF Mission statement:** No discussion

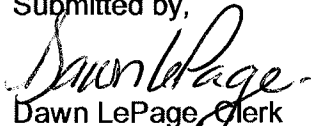
h. Update BOF Goals and Objectives: R. Tarlov said that how to pay for the budget survey still needs to be determined. Lockton gave a presentation that afternoon on rates using experience through August and conservative forward projection over the next 21 months. Final numbers will use experience through January. The reserves are favorable and should likely offset the actuarial increases, and then some, especially on the BOE side.

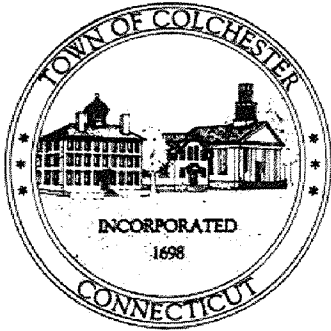
15. CITIZENS COMMENTS: R. Coyle spoke regarding decreasing staff based on decreasing enrollment. She said that eliminating staff based on a decrease in enrollment is easier done in the lower grades. High School has to offer enough individual classes per State Statute to be an accredited comprehensive high school, therefore a reduction in teachers and classes cannot take place as easily even when enrollment declines. She wish to clarify that while the Senior Center has members as young as 55 members are not able to utilize meal or transportation programs until the age of 60. Members younger than 60 are only able to participate in programs such as exercise, which are paid for by the participating member.

N. Groger said while she understands that Senior Center members under the age of 60 participate in programs at no cost to the Town they still contribute to the overall membership of the Senior Center and she is concerned at how big a Senior Center will need to be to accommodate the increased population of Senior Citizens. She questioned if the age to be a member should be increased to 60.

16. ADJOURNMENT: R. Esteve motioned to adjourn, seconded by J. McNair. Vote was unanimous. **MOTION CARRIED.**

Submitted by,


Dawn LePage, Clerk



Department of Senior Services

Budget Presentation

Fiscal Year 2017

Mission Statement

It is the mission of the Department of Senior Services to support older adults in their desire to age optimally by providing programs and services designed to promote their independence, health, wellness and overall quality of life.

Departmental Description

The Colchester Senior Center is a social, educational, recreational and wellness resource center for older adults, serving senior citizens, aged 55 years and over. We provide an array of programs, classes and special events to meet the needs, abilities and interests of those we serve; information and referrals for local and state resources; local and out-of-town transportation services; meaningful volunteer opportunities and a nutritionally-balanced hot lunch program served daily.

Who Do We Serve?

Youngest Member: 55 Oldest Member: 98

- ✓ Interestingly... We're Getting Younger!
- ✓ According to *My SeniorCenter* statistics, the largest age group served is 65-74, comprising 37.1% of daily attendance
- ✓ 84.3% of our membership are residents of Colchester & 15.7% are from surrounding towns
- ✓ 74.4% of members are women
- ✓ 25.6% of members are men

Who Do We Serve?

- ✓ *My Senior Center* has been central to the success of our membership drive, beginning in July, 2015
- ✓ We've had great compliance with members scanning in to help us have more accurate statistical data



Growth Rates

	2015*	2014	2013
Member Registration	917	766	639
Attendance/Participation	16,506	13,671	12,158
Number of Program Sessions	1,979	1,833	1,309
Meals Served On-Site	2,632	2,644	2,458
Home Delivered Meals	5,449	4,493	4,427
Medical Transportation	2,693	2,376	2,215
Information & Referrals	5,271	5,098	3,971
Social Service/Medicare Clients Served	366	338	288
Volunteer Hours	5,412	5,070	4662.5

**Projected to YE*

Demographic Trends

40% of Colchester age 55+ by 2030!

Demographic Changes

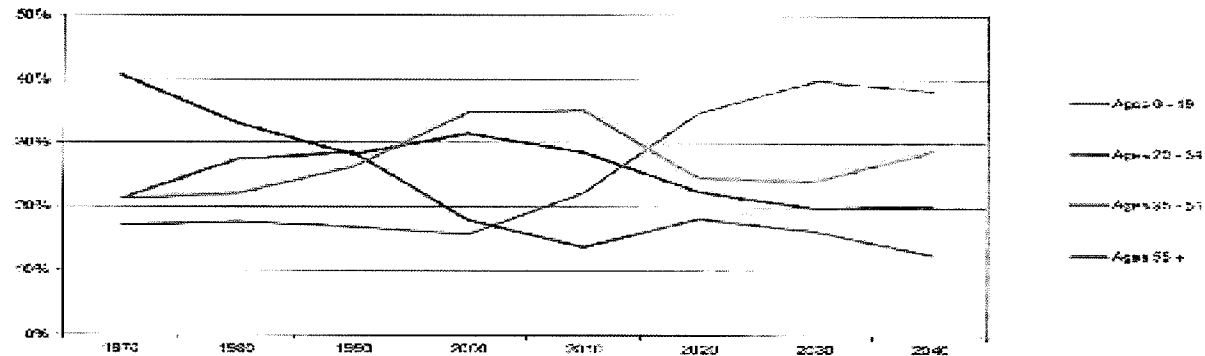
The overall composition of a community changes as a result of demographic changes in:

- new housing units (where new residents move in),
- sales of existing units (where new households moving in may be different than those moving out), and
- mobile units (where existing residents may age, have children, move out, divorce, separate, marry, adopt, or die).

Changing Age Composition

The following chart illustrates historic and anticipated trends in Colchester's age composition. Note that Colchester's age composition is anticipated to change from one dominated by children (pre-1990) to one dominated by mature adults (2020 and later). Interestingly, these are the same people (the "baby boomers") as they flow through different age groups.

Colchester Age Composition - History And Projections (1970 - 2040)



Description	Needs	Projection to 2040
Children (Ages 0 to 19)	<ul style="list-style-type: none"> • Child Care / School facilities • Recreation facilities/programs 	There is anticipated to decrease after 2010 due to fewer women of child bearing age
Young Adults (Ages 20 to 24)	<ul style="list-style-type: none"> • Rental housing / Starter homes • Social destinations 	Possible uptick to 2020 due to "baby boom echo"
Middle Age Adults (Ages 25 to 54)	<ul style="list-style-type: none"> • Family programs • Trade-in Homes 	Uptick anticipated after 2020 due to "baby boom echo"
Mature Adults (Ages 55+)	<ul style="list-style-type: none"> • Housing options / smaller homes • Tax relief / Elderly programs 	Increase expected to 2030 as "Baby boom" ages

What are our Challenges?

Current facility is limited in size/capacity, accessibility, efficiency & condition



Solution: New Senior Center

Working with a Strategic Planning Team to Achieve 2 Goals:

- ✓ **Make recommendations to the New Senior Center Committee for the physical requirements needed in a new facility.**
- ✓ **Develop a Strategic Plan (5 years) to include a plan for a new Senior Center facility which addresses the changing needs of the senior community and the potential to pursue National Accreditation.**

What are our Challenges?

Increased Need for Elderly/Disabled Transportation Services:

So far in 2015, we refused
over 160 riders for
Out-of-Town medical
appointments.

In 2014, we refused 134
for the entire year.



Solution

Part-Time Transportation Dispatcher

- **Coordinate In-Town and Out-of-Town Services to maximize efficiency**
- **Prepare statistical information for DOT grant reporting**
- **Serve as back-up driver, as needed**

Cost: \$16,120 (20 hrs/wk)

What are our Challenges?

New vehicle needed for Out-of-Town medical appointments

- **Smaller vehicle saves on gas & wear and tear on buses**
- **Current mileage of Caravan is 158,784**
- **\$4,592.00 spent on repairs since 2013, plus 85 mechanics hours**
- **Recommendation of Town Garage is that the Caravan has “exceeded its useful life.”**

Solution

**Purchase new
minivan style
vehicle in 2017**

- ✓ **Funds available in
the Vehicle
Replacement
Fund**



What are our Challenges?



Parking is inadequate for the number of attendees, posing a problem for those with mobility issues who can't easily walk the distance required for parking off site.

Total Usable Spaces: **23**

Total Daily Average: **63**

Current Membership: 867

(This represents over 100 new members since July, 2015!)

Solution

Working with the Director of Public

Works to develop a parking plan to suit the current needs of the building.

Potential to relocate the Community

Garden & sheds in order to pave the rear of the property to gain possibly 8 more parking spaces.

This “fix” is short-term and inadequate

Questions & Answers

Questions??

Registrar of Voters presentation 11/18/15



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Colchester Board of Education and Town
REGISTRAR

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FY ~~2016~~ ²⁰¹⁵
2014-2015

FOR 2015 09

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
11601 ELECTIONS							
40101 REGULAR PAYROLL	25,370	0	25,370	17,884.06	7,484.10	1.84	100.0%
40105 CONTR TEMP OCCAS	18,750	0	18,750	13,630.70	.00	5,119.30	72.7%
41230 FICA & RETIREMENT	2,170	0	2,170	1,444.72	.00	725.28	66.6%
42301 OFFICE SUPPLIES	500	0	500	280.96	.00	219.04	56.2%
42340 OPERATING SUPPLIES	2,000	0	2,000	908.05	.00	1,091.95	45.4%
43213 MILEAGE, TRAINING & MEETINGS	1,750	0	1,750	1,769.44	.00	-19.44	101.1%
43258 PROFESSIONAL MEMBERSHIPS	200	0	200	110.00	.00	90.00	55.0%
44208 PROFESSIONAL SERVICES	3,500	0	3,500	2,483.00	.00	1,017.00	70.9%
44217 POSTAGE	1,500	0	1,500	420.60	.00	1,079.40	28.0%
44223 SERVICE CONTRACTS	3,552	0	3,552	3,022.00	.00	530.00	85.1%
44232 PRINTING & PUBLICATIONS	5,500	0	5,500	3,131.53	.00	2,368.47	56.9%
45216 TELEPHONE	720	0	720	491.08	.00	228.92	68.2%
TOTAL ELECTIONS	65,512	0	65,512	45,576.14	7,484.10	12,451.76	81.0%
GRAND TOTAL	65,512	0	65,512	45,576.14	7,484.10	12,451.76	81.0%

** END OF REPORT - Generated by Susan Badrick **

4/25/12

11/18/15

Pollworkers	<u>Dollars</u>	<u>Number of workers</u>			
		Dist 1 - 13	Dist 2&4 - 10	Dist 3 - 8	
General Election	6800	6800	13	10	8
Referenda	3100	6200	12		
Primary	6800	6800	13	10	8
Extra workers for president	1100	1100	3	3	1
Election Audit	350	350			
TOTAL	18150	21,250			
If charter is on ballot	???				



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Colchester Board of Education and Town
REGISTRAR
FY 2015-2016

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FOR 2016 05

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMYS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
11601 ELECTIONS							
40101 REGULAR PAYROLL	26,004	0	26,004	9,230.44	16,773.58	- .02	100.0%
40105 CONTR TEMP OCCAS	18,850	0	18,850	.00	.00	19,850.00	.0%
41239 PICA & RETIREMENT	2,220	0	2,220	708.24	.00	1,513.76	31.9%
42301 OFFICE SUPPLIES	600	0	600	181.66	.00	418.34	30.3%
42340 OPERATING SUPPLIES	2,000	0	2,000	.00	.00	2,000.00	.0%
43213 MILEAGE, TRAINING & MEETINGS	1,750	0	1,750	1,064.40	.00	685.60	60.3%
43253 PROFESSIONAL MEMBERSHIPS	200	0	200	130.00	.00	70.00	65.0%
44208 PROFESSIONAL SERVICES	3,500	0	3,500	.00	.00	3,500.00	.0%
44217 POSTAGE	1,500	0	1,500	33.82	.00	1,466.18	2.3%
44223 SERVICE CONTRACTS	3,152	0	3,152	2,775.00	.00	377.00	88.0%
44232 PRINTING & PUBLICATIONS	5,500	0	5,500	.00	.00	5,500.00	.0%
45216 TELEPHONE	720	0	720	.00	.00	720.00	.0%
TOTAL ELECTIONS	65,996	0	65,996	14,121.56	16,773.58	35,100.86	46.3%
TOTAL EXPENSES	65,996	0	65,996	14,121.56	16,773.58	35,100.86	46.3%
GRAND TOTAL	65,996	0	65,996	14,121.56	16,773.58	35,100.86	46.3%

** END OF REPORT - Generated by Susan Sadrick **

11/18/15

<u>11601 Elections / Registrars</u>		<u>Budget for FY 16 -17</u>			
	<u>FY 15-16</u>		<u>FY 16-17</u>	<u>incr/decr</u>	<u>Would like</u>
40101 Reg Payroll	26,004		26,004		
40105 Contr/Temp	18,850		21,250	2400	
41230 FICA	2,220		2,220		
42301 Office Supplies	600		600		
		<i>Hoping for: Fire resistant cabinet</i>	3200		3800
		<i>Locking Cabinet for Ballots</i>	600		
42340 Operating Supplies	2,000		2700	700	
poll worker supplies	New	Battery Backups	500		
		Tabulator Case	250		
		Laptop case	100		
43213 Mileage, Training	1,750		3600	1850	
	New	State of CT Certification Classes	1600		
		(4 classes for each registrar)			
43258 Prof Memberships	200		200		
44208 Prof Services	3,500		3,500		
polling locations					
coding of memory cards					
44217 Postage	1,500		1500		
44223 Service Contracts	3,152		3,152		
44232 Printing/Pub	5,500		5500		
45216 Telephone	720		720		
TOTAL	65,996		70,946	4950	3800

**Colchester Public School
Summer Project Summary
2015**

PERSONNEL

LOC	PERSONNEL ACTION	STATUS
CES	PT Evening Custodian Vacancy	Filled
BA	Night Lead Custodian Vacancy	Filled
TH	PT Evening Custodian Vacancy	Filled
JJIS	Long Term Sub for WC Absence	Filled
CES	PT Custodian Vacancy	In Progress
BA	Evening Custodian Vacancy	In Progress

PROJECTS & REPAIRS

LOC	PROJECTS & REPAIRS	IN-HOUSE	CONTRACT	STATUS
DW	Relocated IT Dept. and Facilities Dept. Office from Maint. Garage to CES.	X		Complete
	Purchased Badge Printer / Camera System for system wide Badge Access Entry & Control System.		X	In Progress
	Preventive Maintenance performed on all AEDs		X	Complete

LOC	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
BA	Replace 6 defective AC Compressors in Rooftop AHUs.		X	In Progress
	Replace Auditorium Stage Curtains.		X	In Progress
	Replace Stage Winches (6 each).		X	In Progress
	Retrofit and repair Stage Rigging and Curtain Supports.		X	In Progress
	Installed UPS for Server Room AC system to protect IT Servers.		X	Complete
	Replaced AHU Heating Coil in Café.		X	Complete
	Replaced faulty Variable Speed Drives on HVAC Units #2 and #4.		X	Complete
	Repaired split in the elbow prior to Compressor and recharged AC Unit B2.		X	Complete
	Repaired leak at Solenoid Valve and recharged AC Unit A3.		X	Complete
	Replaced Variable Speed Drives on AHU G3 and AHU G2.		X	Complete
	Replaced Heating Coil and Heating Valve wiring in Cafeteria serving area.		X	Complete
	Replace Sidewalk and removed Fence to provide Handicap Accessibility to Science Portables.		X	Complete
	Fire Alarm System repairs.		X	Complete
	Preventive Maintenance performed on Press Box Lift.		X	Complete
	Fire Safety Inspections performed; Fire Alarm Systems, Kitchen Ansul Systems, Sprinkler System and Fire Extinguishers.		X	Complete
	Repaired Driveway perimeter Guard Rails.		X	Complete
Replaced Turf on center section of Football Field.		X	Complete	
Overlaid Blacktop adjacent Café Loading Dock Driveway.		X	Complete	
Kitchen Hood Cleaning.		X	Complete	


BA	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
	Refinished Gym floor.	X		Complete
	Installed 12 Bacon Academy Banners on Light Poles in front of the school (w/ Fire Dept.).	X		Complete
	Repaired Panic Hardware and Locksets; multiple locations.	X		Complete
	Repaired Tile Floors in the Tech Wing hallway.	X		Complete
	Repaired Tile Floors and replaced Ceiling Tiles in Pool Portables.	X		Complete
	Repaired Deck Boards on the Pool Portables.	X		Complete
	Repaired Wall by window in Portable 16.	X		Complete
	Painted Folding Wall and Mural in the Gym and sheetrock walls in the Auditorium Lobby.	X		Complete
	Removed "Welcome to Dave Shea Gymnasium" Lettering, cleaned and painted wall, and remounted Lettering.	X		Complete
	Changed combinations on 1,013 Lockers and repaired missing Hardware, Screws, and made adjustments.	X		Complete
	Install Internet Wiring to Principal's and Asst. Principal's Offices.	X		Complete
	Repaired Expansion Joint between the Auditorium Lobby and Auditorium.	X		Complete
	Dusted all of the Rafters, Beams, and Pipes in the Gym. Removed and cleaned the Exhaust Vents.	X		Complete
	Completed and submitted NCEF Long Form Survey for School Security Competitive Grant.	X		Complete

LOC	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
WJJMS	Installed new Telephone System with Telephone installations in all classrooms. Integrated system with PA system.		X	Complete
	Installed Blinds on Exterior Windows and on Hallway Door Vision Panels.		X	Complete
	Replace Classrooms Hallway Door Locksets.		X	Complete
	Replace Hot Water Heater.		X	Complete
	Replace Parking Lot Lights with LED Lighting.		X	In Progress
	Major repairs to Emergency Lighting & Exit Lighting.		X	Complete
	Rebuild leaking Backflow Preventer – Sprinkler System.		X	Complete
	Replace leaking Domestic Hot Water Piping; Main Office Hallway and Main Hallway near Gym.		X	Complete
	Repair faulty domestic Cold Water Gate Valve feeding Bathrooms.		X	Complete
	Replace leaking domestic Hot Water Piping feeding Kitchen.		X	Complete
	Tile and grout restoration in multiple Bathrooms.		X	In Progress
	Refinished Gym Floors (2 Each).	X		Complete
	Fire Safety Inspections performed; Fire Alarm Systems, Kitchen Ansul Systems, Sprinkler System and Fire Extinguishers.		X	Complete
	Kitchen Hood cleaning.		X	Complete
	Completed and submitted NCEF Long Form Survey for School Security Competitive Grant.	X		Complete

LOC	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
SPED	Install Entry Door Access System with Audio and Video and install 3 Desk Mount Control Systems.		X	Complete

LOC	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
JJIS	Replaced VCT Floor in Multi-Purpose Room. Addressed Alkalinity Issue prior to installation.		X	Complete
	Clean Condenser Coils and miscellaneous Chiller repairs.		X	Complete
	Replaced AHU-17 Duct Work Vibration Joint.		X	Complete
	Replaced AHU Heating Coil.		X	Complete
	Replaced vandalized exterior Black Spandrel Glass Unit in Window assembly.		X	Complete
	Painted two entire wings of Classrooms, Hallways, Smoke Doors, Exterior Doors and Door Jambs.	X		Complete
	Installed Clock Mechanism replacements – multiple Clocks.	X		Complete
	Moved multiple Classrooms to facilitate Team Teaching and provide Academic Support Services in closer proximity to students.	X		Complete
	Refinished Gym floor.	X		Complete
	Fire Safety Inspections performed; Fire Alarm Systems, Kitchen Ansul Systems, Sprinkler System and Fire Extinguishers.		X	Complete
	Kitchen Hood Cleaning.		X	Complete


LOC	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
CES	Replace Chiller Digital Display Controller and perform Preventive Maintenance.		X	Complete
	Chiller repairs – Replace 4 Motors, 4 Fan Blades, and replaced defective Contactors and Fuses.		X	Complete
	Replaced Stair Treads on 1 st / 2 nd grade Stairwell for ADA compliance.		X	Complete
	Painted Stairwell borders after Stair Tread installation.	X		Complete
	Purchased and installed free standing AC Unit in 2 nd floor IT Server Room.	X		Complete
	Disassembled AHU #14 and re-leveled unit to address condensate leak into Room F-30.	X		Complete
	Replaced Café Exit Door glass broken by pre-school student.		X	Complete
	Purchased Exterior Storage Sheds for Kindergarten and Pre-School outside play equipment; In-House installation.	X		In Progress
	Purchased 6 replacement Cameras for Security System. In-house installation.	X		Complete
	Repaired, Patched and Painted damaged sheetrock in Hallways and Classrooms - multiple locations .	X		Complete
	Refinished Gym floor.	X		Complete
	Repaired multiple Interior Doors, adjusted Hardware, reset Strike Plates, etc.	X		Complete
	Fire Safety Inspections performed; Fire Alarm Systems, Kitchen Ansul Systems, Sprinkler System and Fire Extinguishers.		X	Complete
	Kitchen Hood Cleaning.		X	Complete

 **Colchester Fire & EMS**

- 2014 = 1794 calls
- Monthly av. = 149.5


- 2015 - 10/31/15 = 1706 calls
- Monthly av. = 170.6 calls

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 **Colchester Fire & EMS**


- KX Consolidation-will not happen
- Incentive Programs
- Training
- Overtime
- Vehicle Repair

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 **Colchester Fire & EMS**

- Known/ Unknowns CEC/KX
- Municipalities commit to other Dispatch Centers
- Request For Proposal – 10/23/15
- Responses -11/12/15
- July 1, 2016


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 **Colchester Fire & EMS**

ASSUMPTIONS


- East Haddam – Valley Shore
- East Hampton - Glastonbury
- Marlborough - Glastonbury
- Colchester- ?
- Salem- Montville
- Bozrah - Montville

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 **Colchester Fire & EMS**


- Per-Diem Program
- Back-Fill (vacation, sick, emergencies)
- Sat. /Sun.
- FF/EMT/Driver x1
- 20 hours

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 **Colchester Fire & EMS**

- Ambulance Incentive Program
- \$72,000 FY16 12 months
- July – Oct. 2015
- Four months within \$6000/mo. Budget
- Av. Participants = 20
- Additional Holiday Period


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Colchester Fire & EMS

- Training
- State Budget cuts
- Regional Fire Schools
- Increases passed on to local level
- Career Staff -overtime


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Colchester Fire & EMS

- Vehicle Repair
- Engine Tanker 328 (1988)
- Complete Pump Rebuild
- Emergency Funding Request
- Ambulances

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Colchester Fire & EMS

- Co1 HQ
- Facility Repairs

- Roof Replacement-done
- Mold Remediation-not done
- Parking Lot-done
- Underground Fuel Tank-not done


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Colchester Fire & EMS

- EMS Protocols
- New Skill Set(s)- completed Fall 2015
- CCR – Cerebral Cardio Resuscitation
- SMR – Spinal Mobil Restriction
- BGL – Blood Glucose
- Narcan
- Heart Safe Community – AEDs- renewed 2018
- Submitted Local EMS Plan to state


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Colchester Fire & EMS

- Strategic Plan
- JLN Associates
- Started - Sept. 2015
- On-going
- Meetings/Data

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Colchester Fire & EMS

Priorities FY 17

- Incentive Programs
- Training
- Overtime
- Vehicle Repair

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Colchester Fire Department

Ambulance Problems and Solutions

1





The Problem

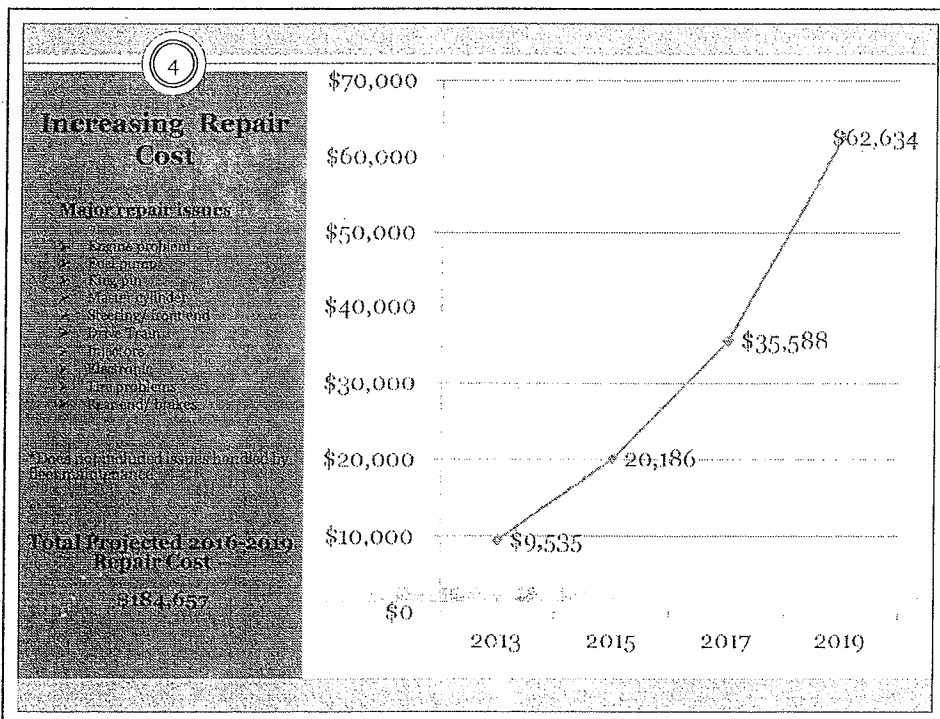
2

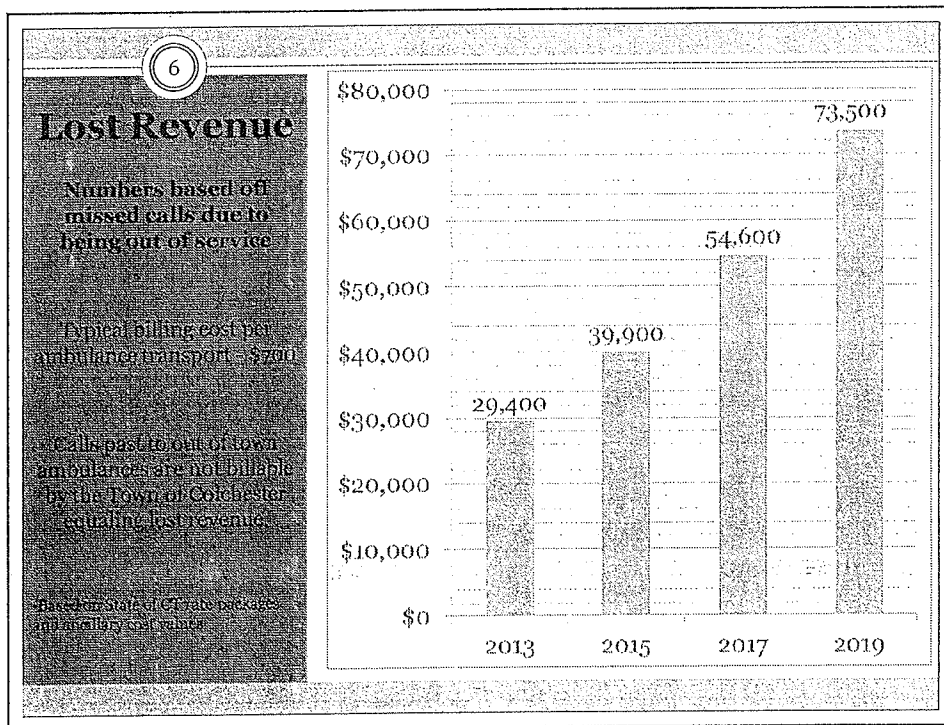
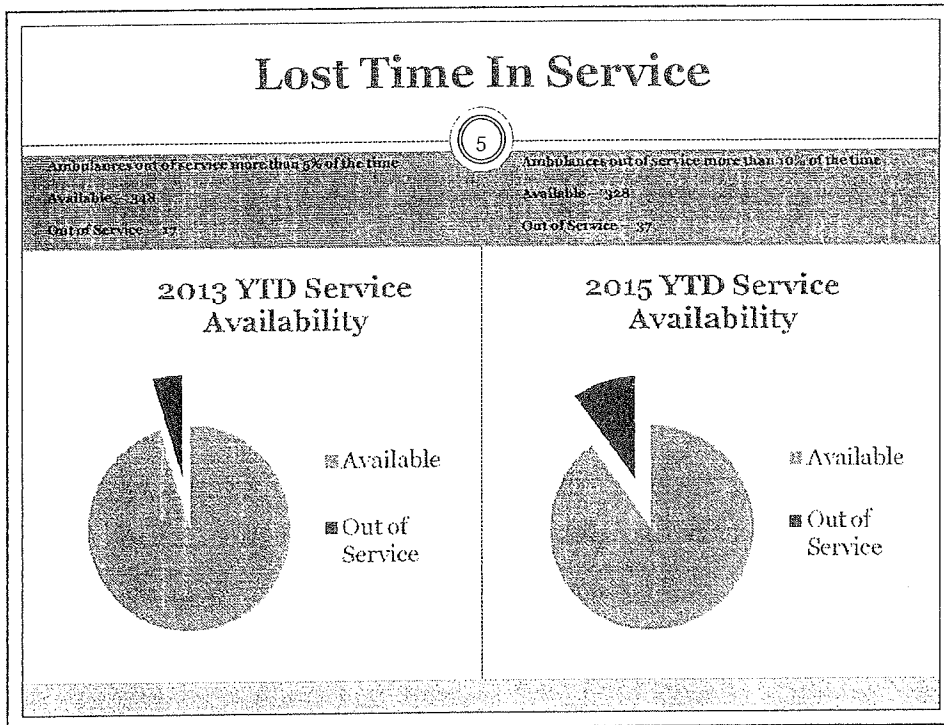
Current ambulances are mechanically unsound and in need of replacement

- Increased repair cost
- Lost time in service time
- Increased loss of revenue
- Lack of availability for emergencies

Ambulance 528	Ambulance 628
2010	2007
115,000 miles/ 4584 hours	156,000 miles/ 6113 hours
	

3





The Reality

7

- Has broken down on the side of the highway while transporting a patient
- Has broken down while en route to an emergency
- Critical response times not met

What is the Town's and the Fire Department's liability?

The Solution

8

Replacement of both Ambulances should start now

- Decrease maintenance cost
- Increase revenue generation
- Meet critical response times
- Decrease legal liability

The Proposal

9

Estimated replacement cost \$255,000 per ambulance

- o Replace with new ambulances that meet updated OSHA, NHTSA, and NFPA regulations
- o Increased safety for patients and personnel
- o Change from International chassis to Ford or Dodge chassis with 4wd capabilities