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COLCHESTER, CT

2015 JUL -6 PM 12:30

Lizie Furman
LIZIE FURMAN
TOWN CLERK

**Town of Colchester
Board of Finance Meeting Minutes
Wednesday, July 1, 2015
Town Hall Meeting – 7:00 p.m.**

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

Members Absent: Rob Esteve, Tom Kane

Others Present: First Selectman Stan Soby, CFO Maggie Cosgrove; Fire Department: Chief Walter Cox, Deputy Chief Don Lee, 2nd Assistant Chief Paul Giudice Citizens: Nance Groeger, Linda Shoemaker

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 7:02 p.m.
2. **ADDITIONS TO THE AGENDA:** First Selectman Soby requested an Executive Session be added to the agenda to discuss a security issue.
J. Ringo motioned to add an Executive Session to discuss security issue to the agenda, second by A. Shilosky. All members voted in favor. **MOTION CARRIED.**
3. **APPROVAL OF MINUTES - June 17, 2015 Regular Meeting & June 23, 2015 Special Meeting:**
J. Ringo motioned to approve the minutes of the June 3, 2015 and June 23, 2015, seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.**
4. **CITIZEN'S COMMENTS:** None
5. **CORRESPONDENCE:**
 - a) **Citizens:** None
 - b) **Charter Review:** J. McNair said he spoke with Steve Schuster who would like to see the number of Board of Finance members from 6 to 7 be considered during the Charter Review process.
 - c) **P & Z:** None
6. **DEPARTMENT REPORTS**
 - a) **Finance Department:** None
 - b) **Tax Collector – Reports and Discussion:** None
7. **FIRST SELECTMAN'S REPORT**
 - a) **Transfer Requests:** J. Ringo motioned to approve all transfers as a block, seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.** (See attached for transfers)
 - b) **First Selectman's Update:** The first Concert on the Green is this week. A larger employer on Upton Road is going to be expanding. The sports arena has changed some. An official proposal reflecting the changes has not yet been received. There has been an inquiry on a property in town and have met with the holder of the mortgage.

The fire department's response to a structure fire was very professional. A new police officer was sworn in. A new resident state trooper has started. Nine applications for Town Planner have been received. Youth Services is participating in the free lunch program.

8. LIAISON REPORTS: None

9. NEW BUSINESS

- a) **Review and Update BOF Goals and Objectives:** 2015 - 2016 Objectives and Initiatives were reviewed. Areas of discussion include: R. Tarlov said Ron Goldstein and Superintendent Mathieu will attend a BOF meeting to discuss the BOE strategic plan. Creation a funding plan for Town and Schools Buildings Plans. Jim Paggioli said fall would be the best time to review the status of the energy project. Creating a reserve for snow removal would require a year of coming in below budget. Each department is responsible for writing their own grants, we need to do better on this. Should a capital plan for maintaining the schools be funded through the town budget and not through the BOE budget, would it require a change to the Charter to do so, and is it consistent with State statutes. A clearer understanding of what the benefit plans are and accounting of contracts is needed. Youth Services and Senior Center do considerable fundraising, which should be promoted more. The money from fundraising is overseen by the finance department just as any other funds are. Police Department has not gotten back to the Board on a plan for 24/7 coverage. Recreation Department does not have a strategic plan for their department or the Program Fund. Board of Finance should perhaps have a mission statement. What the Board does is not clear.
- b) **Budget Communications Subcommittees:** Need to reconvene.
- c) **Capital Plan - Equipment and Road Improvements:** None
- i. **Fire engines, ambulances:** with the bonding for the school, should we bond for this at the same time?
 - ii. **Capital Improvement Plan - Facilities - Creating a funding schedule:** discussed above.

10. OLD BUSINESS:

a) **Updates:**

- i. **Review of Program Fund:** Now that department head is back, Stan and Cheryl will work on.

11. CITIZENS COMMENTS: Nance Groger suggested that it be highlighted in the First Selectman's weekly update what Youth Services and the Senior Center have accomplished with fundraising. Don Lee suggested that the weekly updates be archived on the website.

11a) Executive Session: J. Ringo motioned to go into Executive Session inviting First Selectman Soby to discuss a security issue, seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.**

Executive Session was entered into at 8:15 p.m.

Chairman Tarlov brought the Board out of Executive Session at 8:35 p.m..

12. ADJOURNMENT: J. McNair motioned to adjourn, seconded by J. Ringo. Vote was unanimous. **MOTION CARRIED.** Chairman Tarlov adjourned the meeting at 8:35 pm.

Submitted by,

Dawn LePage, Clerk

Feb 14/15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Tax Collector

Reason for Request: - Training due to turnover of Tax Collectors
- Additional training in June for part-time staff

Reason for Available Funds: - Funds Budgeted for in house training that was provided by the Hebron Tax Collector during the transition in office
- Funds Budgeted for in house training to Part time staff on new DMV Portal, scan batch machine and daily operations of the office

From:	Account Number	Account Name	Amount
	11303-43213	Mileage, Training & Meetings	1,200

To:	Account Number	Account Name	Amount
	11303-40105	Contr Temp	1,200

May 26, 2015
Date Requested

Michele Wyatt
Department Director or Supervisor - Signature

Print Name Michele Wyatt

6/10/15
Date Reviewed

[Signature]
Chief Financial Officer

6/15/15
Date Approved

[Signature]
First Selectman

6/18/15
Date Approved

[Signature]
Board of Selectmen Clerk

7/1/15
Date Approved

[Signature]
Board of Finance Clerk

FY 14/15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

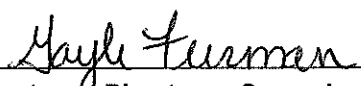
Reason for Available Funds:

From:


Account Number	Account Name	Amount
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

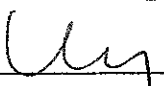
To:


<input type="text" value="11501-40101"/>	<input type="text" value="REGULAR PAYROLL"/>	<input type="text" value="1,137"/>
<input type="text" value="11501-40103"/>	<input type="text" value="OVERTIME"/>	<input type="text" value="253"/>
<input type="text" value="11501-43213"/>	<input type="text" value="MILEAGE, TRAINING & MEETINGS"/>	<input type="text" value="408"/>

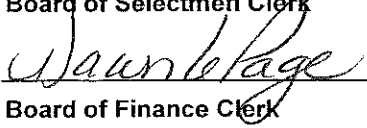
Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved  Board of Selectmen Clerk

Date Approved  Board of Finance Clerk

FY 14/15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11501-44207"/>	<input type="text" value="Indexing & Recording"/>	<input type="text" value="29"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="11501-44271"/>	<input type="text" value="Micro Film/Repairs"/>	<input type="text" value="29"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

Gayle Furman
Department Director or Supervisor - Signature

Print Name

Date Reviewed

[Signature]
Chief Financial Officer

Date Approved

[Signature]
First Selectman

Date Approved

[Signature]
Board of Selectmen Clerk

Date Approved

[Signature]
Board of Finance Clerk

FC14-15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request:

-Postage meter under lease not compatible with the change in USPS updated regulations.
-Needed to purchase supplies for new machine - startup supplies provided was short-term use.
-Only allowed credit on unopened supplies-(supplies in old machine almost full)

Reason for Available Funds:

Postage usage lower than anticipated

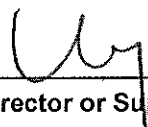
From:

Account Number	Account Name	Amount
11201-44217	Postage	75

To:

11201-42301	Office Supplies	75

Jun 5, 2015
Date Requested


Department Director or Supervisor - Signature

Print Name Stan Soby, First Selectman

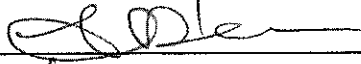
6/10/15
Date Reviewed


Chief Financial Officer


6/11/15
Date Approved


First Selectman

6/18/15
Date Approved


Board of Selectmen Clerk

7/1/15
Date Approved


Board of Finance Clerk

MEMORANDUM

To: Board of Selectmen

cc:

From: Tricia Dean, Executive Assistant to the First Selectman

Date: 2/27/15

Re: First Selectman - Pitney Bowes Mailing Machine

Background

The town currently has 11 months left to our current lease. Due to requirement changes from the Postal service our current machine is not compliant. Pitney Bowes is our current machine provider and will pay off our current 11 month remaining lease, refund any supplies remaining from the current machine, and provide us with a start-up of supplies for the new, fully compliant machine.

The proposed lease is \$259.00 per month for 60 months, for a fully automatic mailing system with automatic mail feeder. The lease agreement includes a non-appropriation clause.

Added features aside from being compliant:

This model will perform a shape based rating weight automatically vs the manual system currently in place. The manual system could result in postage error which would in turn cause return mail and delay of delivery.

Another added feature is electronic return receipt ability which will save the town \$1.35 per certified piece. Currently each piece costs \$6.50; the savings based on usage for the year would be \$230.50.

Recommendation

Move to approve the lease of a new Pitney Bowes mailing machine for the period May 1, 2015 through May 1, 2020 and authorize the First Selectman to sign all necessary documents.