

**Town of Colchester**  
**Board of Finance Meeting Minutes**  
**Wednesday, November 4, 2015**  
**Town Hall Meeting – 7:00 p.m.**

RECEIVED  
COLCHESTER, CT  
2015 NOV -6 PM 3:06

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

**Members Absent:** Rob Esteve

**Others Present:** First Selectman Stan Soby, Selectman Denise Mizla; Board of Education Liaison Brad Bernier, CFO Maggie Cosgrove, Tax Collector Michele Wyatt,, Director of Public Works Jim Paggioli, Assessor John Chaponis, Director of Youth and Social Services Val Geato, Citizens: Jim Kelly, Joyce Maine, Stefani Lowe, Nance Groeger, Andreas Bibiskos

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 7:01 p,m
2. **ADDITIONS TO THE AGENDA:** Chairman Tarlov said he had 2 changes to the agenda. J. Ringo motioned to correct item 12f. to 2016-2017 Budget, seconded by T. Kane. Vote was unanimous **MOTION CARRIED.**  
J. McNair motioned to add under item 11. New Business *Process for filling the seat on the Board of Finance*, seconded by J. Ringo. Vote was unanimous. **MOTION CARRIED.**
3. **APPROVAL OF MINUTES: October 21 - Regular Meeting:** J. Ringo motioned to approve the minutes of the October 21, 2015 regular meeting, seconded by A. Shilosky. Vote was unanimous with J. McNair abstaining. **MOTION CARRIED.**
4. **CITIZENS COMMENTS:** J. Kelly expressed dissatisfaction with the Board on only cutting the budget by \$50,000 on third referendum, the condition of sports fields, and Charter Revision.
5. **CORRESPONDENCE:** None
6. **ASSESSOR:**
  - a. **Grand List Growth, Commercial vs Residential Growth:** Mr. Chaponis said that ideally a 80/20 split is desired for residential / commercial tax base. The town has grown substantially residentially but doesn't necessarily attract the type of businesses needed to make up the 20% tax base. The town would need an estimated \$200 million to reach that mix.
  - b. **Revaluation:** The Town went out to bid for revaluation. Two bids were received. The Assessor's office will assist with some of the revaluation like they did last time to keep the cost down. They will also not be doing the going into houses unless necessary due to how time consuming the process can be and a lot of information about houses that can be obtained online now. Based on the current market he expects residential values will drop some. The good news is the market has been more active than in previous years.

**7. 2016-2017 BUDGET: DEPARTMENT INITIATIVES:**

- a. Youth Services:** V. Geato gave a presentation which included a need for additional Social Service Coordinator hours. They are fundraising for a new van which they anticipate will take 2 years. Inishmor is hosting a fundraiser for them and has also donated money and offered to clean up and paint the porch of the Youth Center. (See attached)
- b. Tax Collector:** M. Wyatt gave a presentation which included collection rates to date and a need for additional part-time staffing. (See attached)

**8. DEPARTMENT REPORTS:**

- a. Finance Department:** None
- b. Tax Collector:** None

**9. FIRST SELECTMAN:**

- a. Report:** Swearing-in of newly elected officials will be November 16th at 9:00a.m. Contract negotiations with Police Union has resumed. The drug sniffing K9 arrived. The cost of the dog is being paid for by donations. Still working on the details of using Hebron ACO. Several variations of the State's deficit have been reported. Police continue to work on speed enforcement. Mental Health training is being provided. There was a complaint about transportation not being provided from Harrington Court. According to the funding guidelines of the Senior Center van it can not be used to assist in transports from a for-profit institute. A RFP for dispatch services is being developed. The search for a Town Planner is still underway.
- b. Transfer requests:** None

- 10. LIAISON REPORTS:** A. Shilosky reported that the Police Department has 4 cameras and 8 cars. One of the cameras is not working. Donations of money and services have been received to cover the cost of the new K9. Colchester Vet will be supplying care and Tractor Supply will provide food. R. Tarlov reported that Youth and Social Services raised \$640 at the bake sale on election day. They are looking at a possible road race as a fundraiser. Their year end event last June about broke even but they have determined ways to keep the cost down for this coming year's event.

**11. NEW BUSINESS:**

- a. Process for filling vacant seat:** Members discussed the process for filling the seat on the Board of Finance that will be vacant when A. Shilosky takes office as First Selectman. A Republican will need to be appointed to the position within 60 days. Question raised as to whether an unaffiliated voter can become a Republican and then be appointed? All agreed that based on the Charter could be possible, research to be done.

**12. OLD BUSINESS:**

- a. 2016-2017 BUDGET: REVIEW OF DEPARTMENT INITIATIVES PRESENTATIONS: 10/21**
  - i. BoF Objectives and Initiatives** (attached) were review and updated. Members would like C. Preston to provide quarterly financial reports for the Program Fund. Tom Kane asked about where the proposal for

consolidation of Town Hall services proposed in 2014 stood. R Tarlov said out of 3 proposals presented to BoF, only one had merit and had forwarded to BOS for input. BOS rejected the concept with no comments. R Tarlov said he would put it back on a future agenda.

ii. **Energy Project, Snow, Town Clerk:** R. Tarlov questioned J. Paggioli on how the energy savings were being calculated. Also asked if solar made sense to use, yet.

b. **Recreation Field Subcommittee – update:** Has not met.

c. **Senior Task Force - update:** Has not met

d. **Budget Communications Subcommittees – updates:** Now that elections are over committees will begin to meet again.

e. **BOF Mission statement:** Discussion was tabled.

f. **2016 – 2017 Budgets – setting direction:** Members agreed to use the same process as last year for the Town budget. On the BOE budget, members were in favor of discussing BoF expectations with the BOE at the beginning of the budget process.

### 13. CITIZENS COMMENTS:

J. Maine said that she agreed with BOF that more information needs to go out to people on how declining enrollment is being addressed. Wants to know why if enrollment is down, why supplies are not down. The town seems focused on how to bring more money in and not how to save it. Perhaps a hotel would be a good business to bring to town. There is no place for visitors to stay. The school needs additional directional signage for fields. She felt the the drug sniffing dog should be used at the school without notification being sent out to parents first or students as to when it would be used.

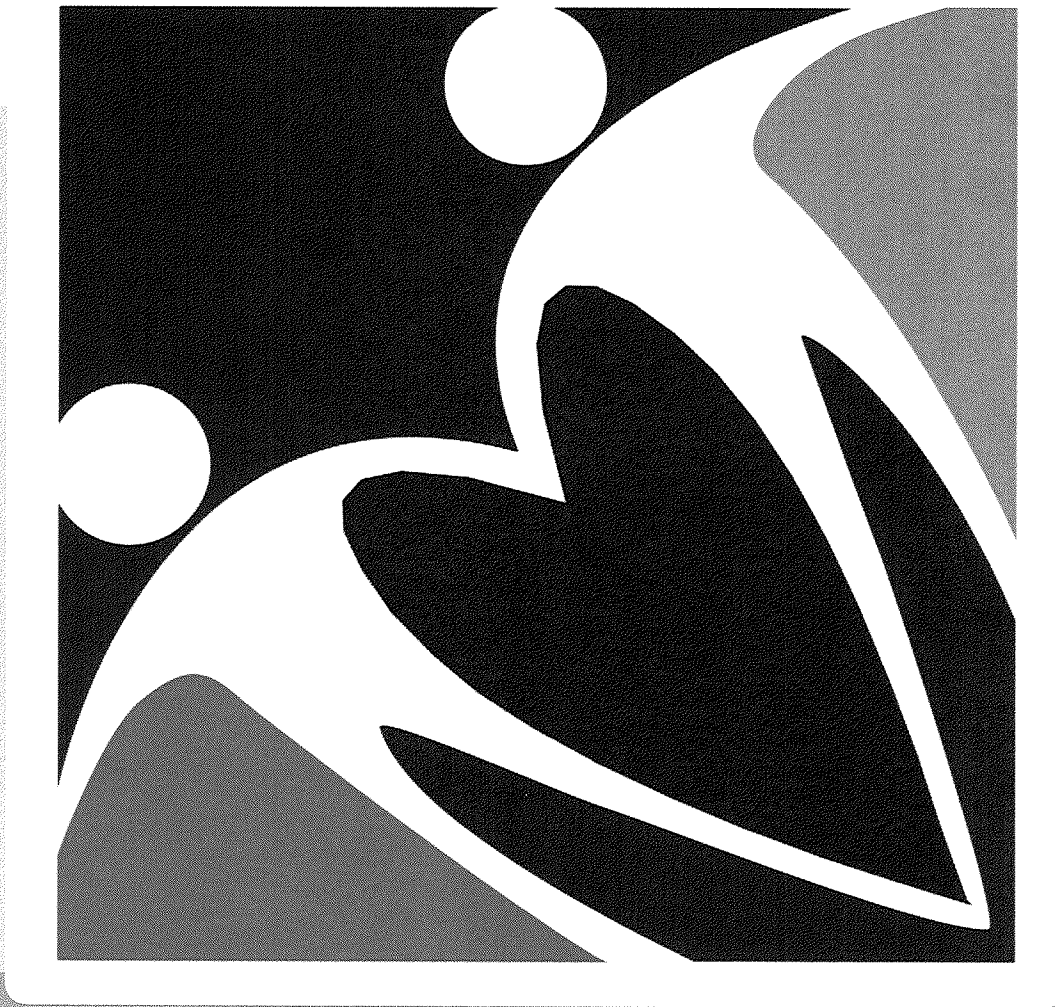
A. Bibiskos said it should be cataloged what each room at the school is used for. BOE should supply a list of what electives are offered. If not done already perhaps enrichment classes could be offered only a couple times a week instead of everyday.

14. **ADJOURNMENT:** J. McNair motioned to adjourn, seconded by J. Ringo. Motion was unanimous. **MOTION CARRIED.** Chairman Tarlov adjourned the meeting at 9:25 p.m.

Submitted by,

  
Dawn LePage

# Colchester Youth & Social Services



# Our Mission:



**THE DEPARTMENT OF YOUTH & SOCIAL SERVICES PROVIDES PROGRAMS AND SERVICES DESIGNED TO IMPROVE THE QUALITY OF LIFE FOR YOUTH, FAMILIES AND INDIVIDUALS SO THAT THEY MAY REACH THEIR FULL POTENTIAL AS HEALTHY MEMBERS OF SOCIETY.**

# Community Service Programs



WHEN YOUNG PEOPLE LEARN TO SERVE OTHERS THEY BECOME  
EMPOWERED; THEY GROW UP KNOWING THAT THEY CAN MAKE A  
DIFFERENCE IN THE WORLD.

WE PROVIDE MANY OPPORTUNITIES FOR SERVICE INCLUDING:  
TEENS IN ACTION AND YOUTH ACTION COUNCIL FOR GRADES 7-12,  
YOUTH FORCE GROUP FOR GRADES 6-8

PROJECTS INCLUDE: VISITS TO SOUP KITCHENS AND HOMELESS  
SHELTERS, ANIMAL SHELTER CLEAN-UPS, SPECIAL OLYMPICS,  
AND MUCH MORE.

# Youth Force Group

- Youth Force Group is a team of middle-school youths.
- The mission of the group is to increase youth awareness and compassion for less fortunate individuals.
- This is accomplished through educational presentations, hands-on service projects, and community awareness initiatives.



Picture Above: \$917 raised for "Hole in the Wall Gang Camp"

# Youth Action Council



- Youth Action Council is a high school community service group.
- Y.A.C.'s mission is to provide leadership and volunteerism opportunities for its members through the delivery of service projects.
- The group is comprised of eleven dedicated students who despite their busy school, sports and job schedules have made a commitment to help others.



Picture above: Soldiers' Angels Blankets



# Teens In Action

TIA is a free program that offers an opportunity for youth grades 7-12 to work on community service projects, receive credit for service hours, and experience great rewards while volunteering.

# Teens in Action

TIA is a free program that offers an opportunity for youth grades 7-12 to work on community service projects, receive credit for service hours, and experience great rewards while



Where: Colchester Food Bank

Town Hall 3rd Floor

When: All Tuesdays in September

Time: 2:30p.m. - 3:30p.m.

Includes snack!

What: Teen volunteers will be sorting food donations, stocking shelves, & cleaning Food bank when necessary.

**VOLUNTEER  
OPPORTUNITY!**

To register or for more information please contact Youth Services at  
860-537-7255 or e-mail [youthservices@colchesterct.gov](mailto:youthservices@colchesterct.gov)

# Youth Center Drop-in Program



**WE STRIVE TO CREATE A POSITIVE PEER EXPERIENCE DURING DROP-IN HOURS BY PROVIDING A SAFE, DRUG AND ALCOHOL FREE ENVIRONMENT WHERE KIDS CAN PLAY GAMES AND SPORTS, GET HOMEWORK HELP, BE CREATIVE AND SOCIAL.**

# Open Youth Center



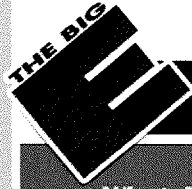
- Open Youth Center is a time for middle school youths to hang-out in a supervised, safe environment.
- We have a pool room, craft corner, Xbox, Wii, a reading/homework area, a room for foosball and air hockey, and more!
- Weather permitting, outdoor activities are also offered; basketball, capture the flag, kickball, and more!
- Attending the Youth Center is a privilege and kids are required to be respectful of staff, their peers, and the equipment.



Picture Above: 7<sup>th</sup> & 8<sup>th</sup> Grade OYC

# Friday Night Fun!

Fun and safe trips are offered to grades 6-12 monthly! These trips have included places such as: The Big E, Lake Compounce, Six Flags, Laser Tag, & the Movies!



How to sign up for...

## The Big E!

Who: 7th-12th Graders

What: The Big E, the BIGGEST fair in

When: Friday, Sept. 12

Time: 2:30 p.m. - 10:30 p.m.

Cost: \$12

What to bring: Spending money

How: Complete registration form and bring to Youth Services at Town Hall

To register and for more information please contact Youth Services at 860-537-7255 or e-mail [youthservices@colchesterct.gov](mailto:youthservices@colchesterct.gov)



How to sign up for...

## Lunch & Lasers!



&



Who: 6th-12th Grade Students

What: Two games of laser tag & a bite to eat!

When: Friday, January 17th

Time: 2:30 p.m. - 6:30 p.m.

Cost: \$24

How: Complete registration form and bring to Youth Services at Town Hall

To register and for more information please contact Youth Services at 860-537-7255 or e-mail [youthservices@colchesterct.gov](mailto:youthservices@colchesterct.gov)

# HAUNTED GRAVEYARD

## LAKE COMPOUNCE



Their scariest Haunted Graveyard EVER!!



Sign up ASAP. Spots will go Quickly!

Friday, October 24th, 3:30 p.m. - 11:00 p.m.

Pick-up/Drop-off at the Town Hall

for Colchester students in grades 7-12

Cost: \$28.00...Bring Spending Money!

Contact Youth Services at 860-537-7255 or

[youthservices@colchesterct.gov](mailto:youthservices@colchesterct.gov)

# Summer Trips



Picture Above: Beach Bums @ Misquamicut, RI

## YOUTH SERVICES' SUMMER TRIPS

**REGISTRATION OPENS MAY 5th!!**

Month	Day	Activity	Time	Fee	Includes	Notes
JUNE	FRIDAY	<b>BEACH BUMS</b>				
	JULY	<b>OCEAN BEACH</b>	9:00am-4:00pm	\$24.00	Lunch or \$, Swim Gear	
	JULY	<b>SIX FLAGS</b>	9:00am-6:00pm	\$35.00	Lunch \$, Swim Gear	Unchaperoned Groups
	JULY	<b>BROWNSTONE QUARRY*</b>	9:00am-4:00pm	\$27.00	Lunch, Swim Gear	
	JULY	<b>4TH OF JULY!</b>				NO TRIP TODAY
JULY	MONDAY	<b>TEENS IN ACTION</b>	4th of July cookout at Senior Center	FREE	Lunch	Wear Sneakers
	TUESDAY	<b>LAKE COMPOUNCE</b>	10:00am-7:00pm	\$29.00	Lunch \$, Swim Gear	Unchaperoned Groups
	WEDNESDAY	<b>SKY'S THE LIMIT!</b>	Dave & Buster's, Lunch and Trampoline Park	\$33.00	Extra \$	Wear Socks, Extra \$
	THURSDAY	<b>FAST &amp; FURIOUS*</b>	On Track Karting, Pizza, & PG-13 Movie	\$32.00	Spending \$	
	FRIDAY	<b>BEACH BUMS</b>				
JULY	MONDAY	<b>TEENS IN ACTION</b>	Covenant Soup Kitchen	FREE	Lunch	Wear Sneakers, Bring Lunch
	TUESDAY	<b>CHILLIN' &amp; GRILLIN'</b>	Swimming & Waterslides	\$20	Lunch, Extra Snack \$	
	WEDNESDAY	<b>EAT, PLAY, WIN!</b>	Hometown Buffet Lunch & Sonny's Place	\$30	Spending \$	
	THURSDAY	<b>GET YOUR ROLL-ON</b>	Roll-a-Roll Roller Rink & PG-13 Movie	\$16.00	Lunch \$, Socks	
	FRIDAY	<b>BEACH BUMS</b>				
JULY	MONDAY	<b>TEENS IN ACTION</b>	Food Collection at Shop & Humane Society	FREE	Lunch	Wear Sneakers, Bring Lunch
	TUESDAY	<b>BROWNSTONE QUARRY 2.0*</b>	9:00am-4:00pm	\$27.00	Lunch, Swim Gear	
	WEDNESDAY	<b>BERLIN BONANZA</b>	Laser Tag, Check-E-Cheese, & Go Karts	\$33.00	Spending \$	
	THURSDAY	<b>YANKEES VS. RANGERS</b>	Yankees Game & Cookout	\$35.00	Spending \$, Includes Lunch	
	FRIDAY	<b>BEACH BUMS</b>				
AUGUST	MONDAY	<b>TEENS IN ACTION*</b>	Genova Moran CT Food Share Warehouse Sorting	FREE	Lunch, Sneakers	
	TUESDAY	<b>MONKEY'N AROUND*</b>	Storrs Adventure Park and Swimming at Luster's Park	\$34.00	Lunch, Sneakers	
	WEDNESDAY	<b>SKY'S THE LIMIT! 2.0*</b>	Dave & Buster's, Lunch and Trampoline Park	\$33.00	Socks, Extra Arcade\$	
	THURSDAY	<b>QUEST FOR ADVENTURE*</b>	Laser Tag, Pizza, & Bounce U	\$31.00	Socks	
	FRIDAY	<b>1 BEACH BUMS</b>				
AUGUST	MONDAY	<b>4 TEENS IN ACTION*</b>	Genova Moran CT Food Share Farm Work	FREE	Lunch, Sneakers	
	TUESDAY	<b>5 FARMINGTON RIVER TUBING*</b>	Tubing and Ben & Jerry's Ice Cream	\$21.00	Lunch, Swim Gear, Water Shoes	
	WEDNESDAY	<b>6 SIX FLAGS 2.0</b>	9:00am-6:00pm	\$35.00	Lunch \$, Swim Gear	Unchaperoned Groups
	THURSDAY	<b>7 PADDLE BOARDING</b>	Paddle Boarding at Narragansett, RI & Brackley's Ice Cream	\$35.00	Lunch, Swim Gear	
	FRIDAY	<b>8 BEACH BUMS</b>				
AUGUST	MONDAY	<b>11 TEENS IN ACTION</b>	Youth Service's "Back to School" Supply Sorting	FREE	Lunch	Includes Pizza Lunch
	TUESDAY	<b>12 SURF'S UP!</b>	Surfing Lessons at Narragansett Beach, RI & Brackley's Ice Cream	\$35.00	Lunch, Swim Gear	
	WEDNESDAY	<b>13 DRIVE-IN, DINE-OUT</b>	Pizza & Drive-In Movies PG-13	\$30.00	Camping Chair	
	THURSDAY	<b>14 LAKE COMPOUNCE 2.0</b>	10:00am-7:00pm	\$29.00	Lunch \$, Swim Gear	Unchaperoned Groups
	FRIDAY	<b>15 BEACH BUMS</b>				

**ABBREVIATION KEY**

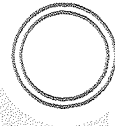
- \* = Waiver required!
- W = "Swim Gear" = sun block, swim suit, towel & change of clothes
- L = "Lunch/\$" = Bag Lunch or Lunch Money

# Curriculum Based After School Programs



**OUR STRUCTURED AFTER SCHOOL PROGRAMS ARE DESIGNED TO HELP YOUNG PEOPLE WHO NEED EXTRA SUPPORT, ADDITIONAL SKILL DEVELOPMENT, ACADEMIC TUTORING AND OPPORTUNITIES FOR SUCCESS. THE YOUTH WHO PARTICIPATE IN THESE GROUP ARE USUALLY REFERRED TO THE PROGRAMS BY SCHOOL COUNSELORS AND TEACHERS. THESE GROUPS LAST FROM 8-WEEKS TO 6 MONTHS AND GENERALLY HAVE 8-12 MEMBERS.**

# Curriculum Based After School Programs



- **Girls Circle**

Girls Circle is a group that offers members a chance to meet new friends and talk about issues important to middle school girls.

- **Girls on Track**

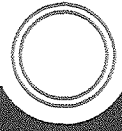
Girls on the Track is an experiential afterschool program that uses the power of running to prepare girls for a lifetime of respect and healthy living.

- **Boys Council**

The Council is a strengths-based group approach to promote boys' and young men's safe and healthy passage through pre-teen and adolescent years.



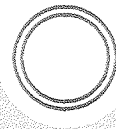
**OUR INTERVENTION PROGRAMS ARE  
FOR YOUTH AND FAMILIES  
EXPERIENCING DISTRESS INCLUDING  
EDUCATION, REFERRAL, GROUPS AND  
DIVERSION SERVICES.**



# Intervention Programs



**\*Juvenile Review Board**  
**\*FWSN**  
**\*Substance Abuse Counselor**



**•THE JUVENILE REVIEW BOARD AND FAMILY WITH SERVICE NEEDS (FWSN) REVIEW BOARD EXIST TO OFFER A RANGE OF MEANINGFUL ALTERNATIVES TO THE CRIMINAL JUSTICE SYSTEM THROUGH INTERVENTION STRATEGIES THAT ARE RESPONSIBLE AND COMMUNITY BASED.**

**•THESE PROGRAMS OFFER COMMUNITY BASED SOLUTIONS WHILE AVOIDING THE DELAYS, COSTS AND STIGMA ASSOCIATED WITH THE COURT AND LEGAL SYSTEM.**

**•SUBSTANCE ABUSE COUNSELING: YOUTH SERVICES PROVIDES YOUTH SUBSTANCE ABUSE COUNSELING THROUGH A CONTRACT WITH RUSHFORD, INC. SERVICES ARE PROVIDED 2 DAYS EACH WEEK.**

# Social Services

**OUR SOCIAL SERVICE PROGRAMS ARE DESIGNED TO ASSIST INDIVIDUALS AND FAMILIES IN MEETING THEIR BASIC NEEDS AND ARE DESIGNED TO ENCOURAGE PERSONAL RESPONSIBILITY, FOSTER INDEPENDENCE, AND PROMOTE SELF-SUFFICIENCY WHILE MAINTAINING DIGNITY AND PRIVACY.**



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# Social Service Programs

# Social Service Programs



- Food Bank
- Energy Assistance
- Fuel Bank
- Assistance with completing forms and applications
- Advocacy
- Holiday Baskets and gifts
- Back-to-school supplies
- Summer lunch program for program participants
- Crisis management



Picture Above: Social Service's receiving a donation to the Food Bank from M.H. Marvin

# Food Bank



- The food bank serves an average of 50-70 different families each week.
- Families can visit the Food Bank once every three weeks.
- Clients shop for themselves and can choose milk, bread, fresh produce, meat, soups, mac and cheese, pasta, sauce, tuna, peanut butter, jelly, toilet paper, soap, toothpaste, canned veggies, and more.

Food Bank usage - # of families each week

2015: 50-70 families!

2014: 40-60 families

2013: 35-50 families

2012: 30-45 families

2011: 20-30 families

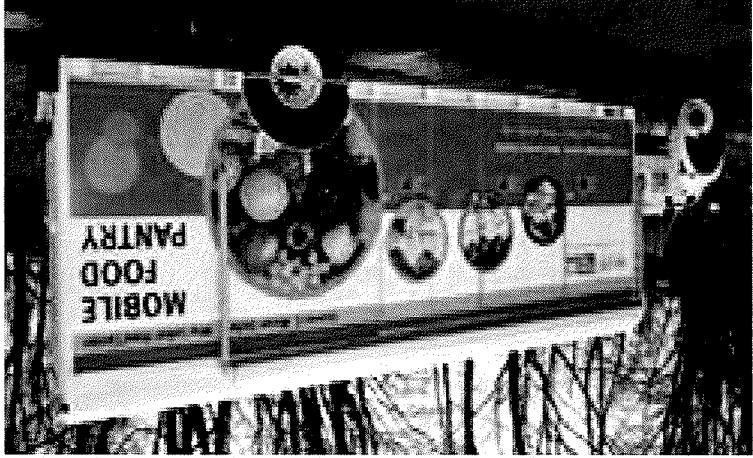
2010: 8-20 families

2009: 0- 8 families

# Mobile Food Truck



- The mobile food truck serves an average of 70-100 different families each every month; and growing!
- The mobile pantry, pictured above, provides fresh fruits and vegetables, proteins, and other healthy foods for **FREE** distribution to individuals and families in need. All are welcome.



# Back - To - School



- 127 kids received school supplies
- 103 received backpacks
- 51 kids received new clothes and sneakers
- 18 received gift certificates for haircuts.
- \*20% increase over last year



# Continually Growing Needs...



Each year the number of people using the food bank grows. Each week we serve:

2015 : 50-70 families  
2014: 40-60 families  
2013: 35-50 families  
2012: 30-45 families  
2011: 20-30 families  
2010: 8-20 families  
2009: 0- 8 families

More people using the food bank means...

- More food needed
- More volunteer hours and oversight
- More people who need other types of assistance
- More hours needed to services clients

We need additional hours for our Social Services coordinator to accommodate the ever growing number of clients and services needed in the community.

## ADDITIONAL BUDGET REQUEST:

Increase hours form 22 hours/week to 28 hours/week =\$7052



# Summer Lunch Program

Colchester Youth & Social Services presents...



Summer Lunch  
plus fun Activities!



**PARENTS!** Send your children to a safe, supervised area for a **FREE**, healthy lunch and fun in the sun with friends!  
*(Children under 6 must be with an adult or older sibling)*



**Who?** All kids under 18

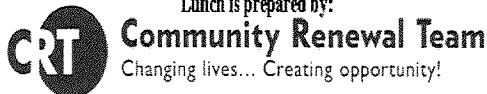
**Where?** Colchester Elementary School Cafeteria  
*(use the playground entrance)*

**When?** June 23rd to August 15th, 2014

**11:30am to 12:30pm**

For more info contact (860) 537-7255 or [www.colchesterct.gov](http://www.colchesterct.gov)

Lunch is prepared by:



[crtct.org](http://crtct.org)



The Summer Food Service Program is administered by the CT State Dept. of Education and funded through the U.S. Dept. of Agriculture, Food & Nutrition Service.

The USDA is an equal opportunity provider and employer



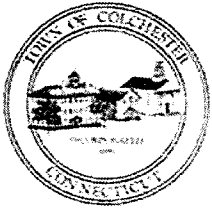
- In 2015 the Summer Lunch Program provided 1,200 lunches to children.
- This program was offered was Monday-Friday from June 21<sup>rd</sup>- August 12<sup>th</sup>.
- Families had a safe place with FREE lunch that included fun & interactive activities.

# Volunteers



**WITHOUT THE KINDNESS & GENEROSITY OF  
OUR DEDICATED VOLUNTEERS THE FOOD BANK  
WOULD NOT EXIST.**

**EACH YEAR THEY DONATE TIME EQUIVALENT  
TO ONE FULL-TIME EMPLOYEE.**



# TAX COLLECTOR

## BUDGET 2016-17

# Description:

The tax collector's office is responsible for the collection of real estate, personal property and motor vehicle taxes listed by the assessor's office. We plan, organize and work according to statutory authority, and in accordance with an established collection cycle. The tax office prepares tax bills from the grand list furnished by the assessor. We record and collect payments when bills come due. These collections include lien fees, special assessments and interest from delinquent taxes. The tax collector's office provides information for banks, attorneys and the general public.

Delinquent tax collection and enforcement continued as a high priority during the fiscal year. We work with DMV, state marshals, collection agency and an attorney to assist in the collections of delinquent taxes.

# **Mission:**

The tax collector's office provides professional, courteous and efficient service to the public. The tax collector directs and administers the statutory responsibilities of the office. We annually collect the highest percentage of current and delinquent real estate, motor vehicle and personal property taxes to maximize revenues to the town.

<b>Measures (JANUARY – DECEMBER)</b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>	<b><u>2012</u></b>
Bills sent:	25,975	25,960	26,050	26,045
Delinquent statements & demands:	5,715	6,460	8,625	7,454
Liens recorded:	148	167	157	181
Accounts with marshal or collection agency:	N/A	6,188	4,444	2,936
Accounts with attorney:	20	15	35	42

**Added 2015 Projections:**

<b>Motor Vehicle Supplements (estimate)</b>	<b>2770</b>
<b>Liens to be Recorded:</b>	<b>200</b>
<b>Possible Accounts to send to Collection Agency:</b>	<b>2343</b>

As of 10/15/2015:

We have 1632 accounts pending with the collection agency.

## **TAX OFFICE STAFFING**

- Assistant Tax Collector works 7 hours/day, 35 hours/week (no overtime). Tax Collector works minimum 35 hours/week.
- On Thursdays, tax office staff works a split shift to keep the office open for 10.5 hours. Shifts are 8:30 -4:30, and 12 -7. The tax office is staffed by one person for 7 of the 10.5 hours on Thursdays.
- Of the 42.5 hours/week the tax office is open, the office is staffed by only one person 15 hours/week.

- **TAX OFFICE HOURS AND STAFF HOURS**

- MON-WED, FRI 8:30 – 4:30

- THURS 8:30 – 7

TOTAL HOURS OF OPERATION: **42.5 HOURS/WEEK**

- **TWO FULL TIME STAFF AND LIMITED TEMPORARY HELP**

- TAX COLLECTOR (elected)

- ASSISTANT TAX COLLECTOR (union)

- TEMPORARY HELP \$1500.00 PER YEAR



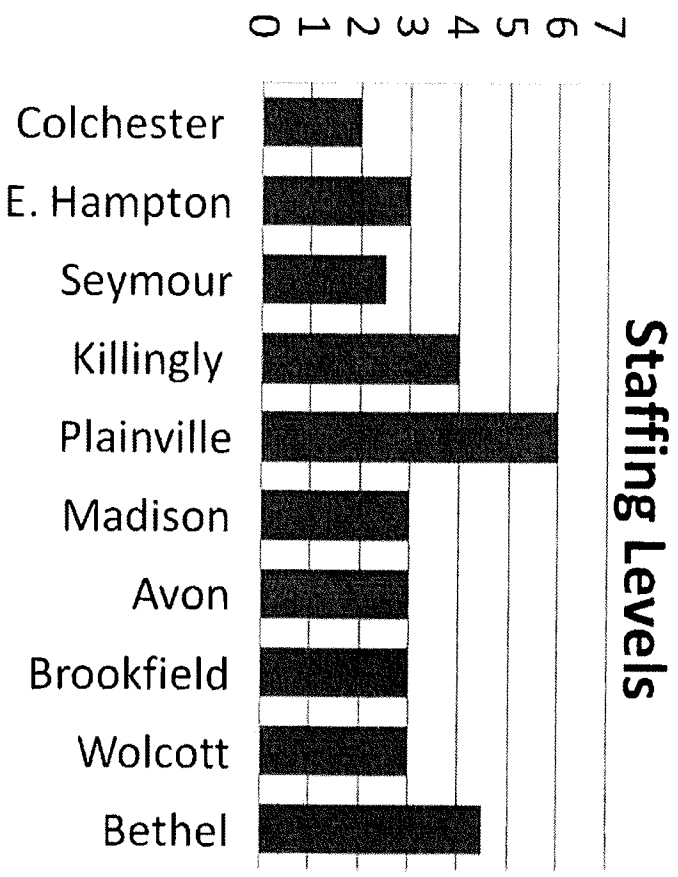
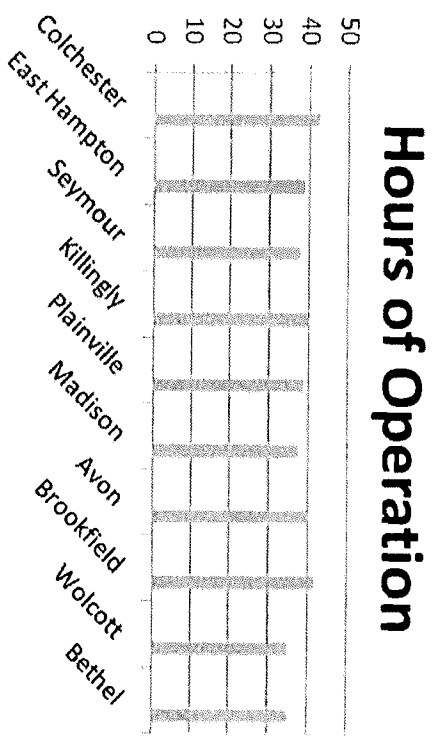
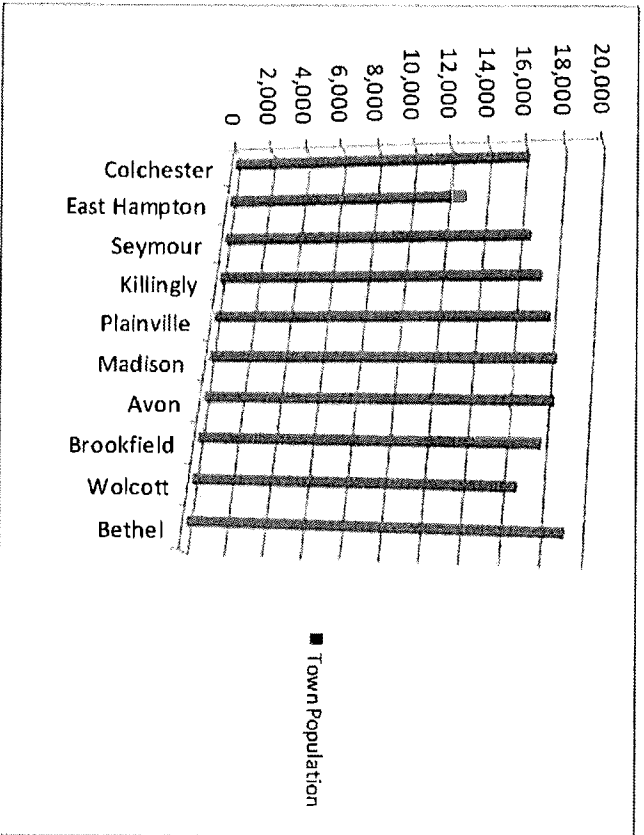
# Request to add a Part time employee

## The purpose of the request is:

- Ensure that the Tax Office is adequately staffed; covering sick, vacation times, meetings, conference calls and training
- Assist with returned/bad mail addresses in a timely manner
- Assist with personal property and motor vehicle payment arrangements
- Assist with Delinquent Accounts
- Assist with new DMV CIVLS Program & Registrations

	<b>2015-2016</b>	<b>PROJECTED 2016-2017</b>	
Regular Payroll	105,926	106,826	Assistant tax collector is certified with contractual raise that will increase her hourly salary by \$900.00
Contr Temp Occasional	1,500	14,000	Increase of \$12,500 (PT 15hrs/WK)
Employee Related Ins	375	375	To be determined by payroll
Fica & Retirement	15,193	15,193	To be determined by payroll
Office Supplies	2,500	2,500	No Increase
Mileage, Training, Meetings	1,800	1,800	No Increase
Professional Memberships	175	175	No Increase
Data Processing	12,500	15,000	Projected Increase
Postage	10,250	12,000	Projected Increase
Service Contracts	250	250	No Increase
Legal Notices	660	660	No Increase
<b>TOTAL</b>	<b>151,129</b>	<b>168,779</b>	<b>Increase of \$17,650</b>

# Town Comparison



# Solutions

## 1. Part Time Position

15 hours a week = 780 hours a year

**\$14,040.00**

## 2. Increase PT help from 100 hours to 450 hours

Tax Collector	105 hours
Assistant Tax Collector	266
Training	<u>100</u>
TOTAL	471

**\$8,478.00**

## Possible Income

- Increase in collection
- DMV - Motor Vehicle Registrations  
\$2.00 per registration

Approx 16,000 X \$2.00 = \$32,000

(A, B, C)	(1, 2, 3)	2015 - 2016 BOF Objectives and Initiatives - November 4, 2015	NEXT STEP	NEXT DATE	
A	1	<ul style="list-style-type: none"> <li>• Improving the narratives for Budget documents. Too much is still given verbally at meetings that are poorly attended. <ul style="list-style-type: none"> <li>▪ Communication during off budget season. - continue work done on communicating, Informing and Educating the Voter during the upcoming year.</li> <li>▪ Communication during budget season - review survey and recommendations from last year</li> </ul> </li> </ul>	Subcommittee for off season: Rob E, Tom, Mike V and Mitch BOS??? Subcommittee for during: Rob T, James, Don, Brad. John R, Kurt	2015	11
A	1	<ul style="list-style-type: none"> <li>• Budget Direction <ul style="list-style-type: none"> <li>▪ Town budget - 2015 - 2016 process - repeat for 2016-2017?</li> </ul> </li> </ul>		2015	4-Nov
		<ul style="list-style-type: none"> <li>• Approach to budget - present the cost of those items that are ongoing items to determine the cost of maintaining current services.</li> <li>• Have departments prioritize new initiatives and assign cost/benefit to each separate from the above. <ul style="list-style-type: none"> <li>§ Department Review to Begin Review with BOF in October</li> </ul> </li> <li>• Connecting the maintenance of services with a dollar amount and % increase. There was a lot of confusion what maintaining services actually meant. <ul style="list-style-type: none"> <li>§ New initiatives" calculated separately to see impact on the mill rate. This would also produce the impact on the mill rate if current services were</li> <li>§ Also if spending were the same as last year, what would mill rate be?</li> </ul> </li> </ul>	IMPLEMENTED - add to budget calendar and process.	2015	10
			IMPLEMENTED - continue in future budget process	2015	10
		<ul style="list-style-type: none"> <li>▪ BOE - do we want to communicate expectations of what we would like to see the budget accomplish?</li> </ul>			
A	3	<ul style="list-style-type: none"> <li>• Program Funds – don't think the voter is aware of the fact that money is raised outside the budget providing relief to the taxpayer (Youth Services, Senior Services)</li> </ul>	Cheryl to presented on August 19th. BOF would like regular reports. Quarterly??		
		<ul style="list-style-type: none"> <li>o Recreation <ul style="list-style-type: none"> <li>§ What expenses should be paid from here?</li> <li>§ What if the programs create surplus and build up the fund?</li> <li>§ What is the fund is operating at a deficit?</li> <li>§ Other department have similar funds, but unlike this fund, we know little of them.</li> </ul> </li> </ul>			
A	2	<ul style="list-style-type: none"> <li>• SURVEY</li> </ul>	Need to renew Survey Monkey. Need to set up on SM for January launch Who?	2015	11
A	1	<ul style="list-style-type: none"> <li>• ENERGY PROJECT - Using what we save above lease payments - absorb into operating budgets or capital projects? Jim P resented at 10/21 meeting -</li> </ul>	To review at 11/04 meeting.	2015	4-Nov
A	1	<ul style="list-style-type: none"> <li>• SNOW REMOVAL budget plan: Jim P presented at 10/21 meeting -</li> </ul>	To review at 11/04 meeting.	2015	4-Nov
A	2	<ul style="list-style-type: none"> <li>• MISSION STATEMENT - expectations of public, web page</li> </ul>		2015	4-Nov

A	3	<ul style="list-style-type: none"> <li>• BUILDING REPAIR/MAINTENANCE/REPLACEMENT <ul style="list-style-type: none"> <li>▪ Create a Funding Plan for the Schools and Town Buildings Plans</li> <li>▪ Determine annual funding amounts over the next 5 years</li> </ul> </li> </ul>	Jim P and Ken Jackson to attend future meeting	2015	18-Nov
A	3	<ul style="list-style-type: none"> <li>• Update Current Equipment Reserve Plan <ul style="list-style-type: none"> <li>▪ Heavy Apparatus - is was proposed we factor in as lease purchases (fire engines, ambulances, etc)</li> </ul> </li> </ul>	In Process - Maggie, Jim, Financial Advisor.	2015	12
A	1	<ul style="list-style-type: none"> <li>• PEOPLE COSTS <ul style="list-style-type: none"> <li>▪ Have official document explain benefits package in contracts</li> <li>▪ STEPS: a document stating # staff get contractual increases by increase range 1-2%, 3-5%, 6% and higher</li> </ul> </li> </ul>	Subcommittee to review	2016	5-Jan
A	1	<ul style="list-style-type: none"> <li>• Grants</li> </ul>			
A	1	<ul style="list-style-type: none"> <li>• Create a policy for funding from operating budget to maintain Unassigned/Undesignated fund balance %? At this point we create by luck and by loose budgeting on some items. Current interest rates are at no help in having fund balance keep pace with budget increases.</li> </ul>	Check trend when 2014/15 number available.	2016	1
A	3	<ul style="list-style-type: none"> <li>• Fire Department Strategic Plan</li> </ul>	Beginning 07 2015	2016	1
		<ul style="list-style-type: none"> <li>• LEGAL budget plan</li> </ul>			
B		<ul style="list-style-type: none"> <li>• Continued study of reorganization of Town Hall</li> </ul>			
B		<ul style="list-style-type: none"> <li>• Financial Reports: <ul style="list-style-type: none"> <li>▪ Getting better reporting of sub line items. Should reflect the same line items, including sub items, as the budget.</li> <li>▪ Should be delivered to BOF by the Friday before the meeting. Getting them on Monday or Tuesday or day of the meeting does not give time to review.</li> <li>▪ Encumbrances and irregular spending patterns of some line items make it difficult to know where we stand</li> <li>§ A YTD comparison with last year would provide better perspective <ul style="list-style-type: none"> <li>▪ Same on proposed budget as the projections by department heads of year end spending often are not relevant to reality. Many just write down the budget amount. A quick check of some items show some item consistently come in under the projected amounts.</li> </ul> </li> <li>▪ Giving us quarterly reports showing significant opportunities for savings and risk</li> </ul> </li> </ul>			
B		<ul style="list-style-type: none"> <li>• Department Fundraising - We need to do a better job of letting the public know. <ul style="list-style-type: none"> <li>▪ Recreation</li> <li>▪ Youth services</li> <li>▪ Senior Center Donation Fund</li> </ul> </li> </ul>			

		<ul style="list-style-type: none"> <li>• UNION CONTRACTS: Is only the First Selectman involved before and during the negotiations or is BOS involved in the process before the end when approved.</li> </ul>	First Selectman to keep BOF updated during negotiations.		
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A	1	<ul style="list-style-type: none"> <li>• BOE: 3 - 5 year plan to adjust to declining enrollment, reviewed at 8/19/2015 meeting - did not address</li> </ul>	reviewed w/ Ron and Jeff at BOF meeting		
A	3	<ul style="list-style-type: none"> <li>▪ Should the capital needs of the schools be removed from the BOE budget</li> <li>§ The actual building projects are a Town expense, the ongoing maintenance is not.</li> <li>§ The BOE when faced with a decision of capital vs operation has always deferred the capital and maintenance</li> <li>§ BOE cannot do capital planning (funding) beyond the current year.</li> <li>§ Having capital maintenance within the BOE budget removes BOF ability to plan and make these decisions</li> <li>§ The Town has transfers and capital outside the operational budget, BOE does not.</li> </ul>	BOE stated they will handle in their budget.		
A	3	<ul style="list-style-type: none"> <li>• Police and 24/7 - Other alternatives - Resident Trooper Program - Rob and Stan met with the Police Commission (July 2015) and communicated that in these times of tight budgets, that the Town could not take on this type of expense without definitive data that would justify the cost.</li> </ul>			
		<ul style="list-style-type: none"> <li>o Graphs and a Budget in Brief</li> <li>§ Review BOF graphs and new ones created on 6/24 by Town staff</li> <li>§ Choose relevant graphs: how to best create relevant and objective graphs to be included in a "Budget in Brief"</li> <li>§ Create Budgets in Brief that are similar for BOE and Town</li> <li>§ Having Budget document showing headcount trends for Town and BoE.</li> </ul>	On the web site: full budget, abbreviate budget with just the department total pages and Stan's presentation from 3/31 and tax impact chart.	2016	2
			Stated at 4/1 Meeting, would like to see this chart in the budget in brief	2016	2
A	1	<ul style="list-style-type: none"> <li>• BY LAWS REVIEW</li> </ul>	Approved at 10/21/15 meeting	2016	Dec
		Create a policy for approving us of reserve accounts	DONE		
		<ul style="list-style-type: none"> <li>• Health Insurance Funding – establish a new policy for calculating annual funding and reserve requirements.</li> </ul>	DONE		
		<ul style="list-style-type: none"> <li>• Finalize an agreement with BOS/First Selectman for approving expenditures that require line item transfers before the money is actually spent?</li> </ul>	DONE		
		<ul style="list-style-type: none"> <li>• Have Budget document for Town and BoE showing labor salaries and benefits as % of Budget</li> </ul>	DONE		
		<ul style="list-style-type: none"> <li>• How do we create parity for nonunion position pay increases with union</li> </ul>	DONE		
		<ul style="list-style-type: none"> <li>• Policy for elected officials pay</li> </ul>	DONE		



