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Lucy Fournier
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TOWN CLERK

**Town of Colchester
Board of Finance Meeting Minutes
Wednesday, September 17, 2015
Town Hall Meeting – 7:00 p.m.**

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

Members Absent: Tom Kane, Rob Esteve

Others Present: First Selectman Stan Soby, Selectman Denise Mizla; Board of Education Liaison Brad Bernier, CFO Maggie Cosgrove, Tax Collector Michele Wyatt, BA Academy Civic Students

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 7:00 p.m.
2. **ADDITIONS TO THE AGENDA:** First Selectman Soby requested an Executive Session to discuss security matter be added. J. Ringo motioned to add item 11.a) Executive Session for Discussion of a Security Matter, seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.**
3. **APPROVAL OF MINUTES - September 2, 2015 Regular Meeting:**
J. Ringo motioned to approve the minutes of the September 2, 2015, seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.**
4. **CITIZEN'S COMMENTS:** None
5. **CORRESPONDENCE:** None
6. **DEPARTMENT REPORTS**
 - a) **Finance Department:** As of August 31, 2015 both revenue and expenditures are similar to that of the same time last year.
 - b) **Tax Collector – Reports and Discussion:** Delinquent statements were mailed out. Any unpaid at the end of the month will be followed up with a demand letter. Collection rate is up from this time last year. M. Wyatt believes that is from the online payment option. Over \$500,000 has been paid online.
7. **FIRST SELECTMAN**
 - a) **Report:** Concerns over the Police Department's Facebook page were addressed. The page will be used more as an education and communicational tool and arrests will no longer be posted unless beneficial to an investigation. Speed enforcement continues. CHFVD held their annual awards. The department has been very busy with calls lately. An event to recognize Jenny Contois' service to the town will be held October 5th. Staff enjoyed being able to perform a wedding ceremony in the Town Clerk's office for a couple that came in wishing to get married immediately.

b) Transfer Requests: None

8. LIAISON REPORTS: None

9. NEW BUSINESS

a) From BOF Objectives and Initiatives:

- i. Update on Equipment/Vehicle Reserve Plan:** The plan will be discussed further in January 2016. First Selectman Soby did inform board members that there have been significant issues with the ambulances.
- ii. BOF Mission Statement:** J. McNair spoke about the purpose of a mission statement. He recommended BOF have their own webpage. Members will discuss what the mission statement should be at the next regularly scheduled meeting.
- iii. People Costs:** J. McNair talked about educating people on contracts, negotiations, benefits, and costs of each, such as pay increments based on steps.
- iv. Survey:** Board of Selectmen agreed at their last meeting that the survey should only require very few, if any, changes.

10. OLD BUSINESS:

- a) Rec Field Subcommittee - update:** The subcommittee met briefly. They are meeting again on October 7th @ 6:30 and will review information such as who uses the fields, which leagues use them, repair reports, etc...
- b) Senior Center Task Force - update:** Commission on Aging members need to be selected.
- c) Review of 8/19 Recreation Department Program Fund Presentation:** C. Preston will work on gathering historical data that will support her proposed plan for increased staff hours and a Park Ranger.
- d) School Buildings Capital Plan Funding:** Jim Paggioli and Ken Jackson will be at the October 21 meeting to give an update on the plan. Members discussed a 2013 report on the conditions of public school facilities in Connecticut and how Colchester was rated. There is a provision in the state statute that would allow the Town to move money to BOE Capital Reserve but the BOE would still be able to determine how they use it. Members agreed that they want to know what needs to be done to the facilities, the cost to do it, and the urgency of each item.
- e) Review of Board's Objectives and Initiatives:** Objectives were reviewed. First Selectman Soby presented a draft of the Use of Capital Reserve Fund policy. Based on members feedback he will make changes.
- f) Budget Communication Subcommittees:** Meeting dates are in the process of being set up.

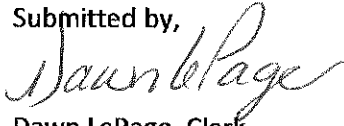
11. CITIZEN'S COMMENTS: None

11a) Executive Session for Discussion of a Security Matter: J. Ringo motioned to go into Executive Session inviting First Selectman Soby, D. Mizla, and M. Cosgrove. seconded by J.

McNair. Vote was unanimous. **MOTION CARRIED.** Board went into Executive Session at 8:04pm. and came out at 8:20pm.

12. **ADJOURNMENT:** J. McNair motioned to adjourn, seconded by J. Ringo . Vote was unanimous. **MOTION CARRIED.** Chairman Tarlov adjourned the meeting at 8:20 pm.

Submitted by,

A handwritten signature in cursive script that reads "Dawn LePage". The signature is written in black ink and is positioned above the printed name.

Dawn LePage, Clerk