



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Minutes
Regular Meeting Minutes
Wednesday, December 2, 2015
Colchester Town Hall @ 7PM

RECEIVED
COLCHESTER,
2015 DEC -4 AM 8:15

MEMBERS PRESENT: Chairman Rob Tarlov, Tom Kane, Rob Esteve, James McNair, Andreas Bisbikos

MEMBERS ABSENT: none

OTHERS PRESENT: First Selectman Art Shilosky, Public Works Director J Paggioli, Selectman D Mizla, Selectman R Coyle, CFO Maggie Cosgrove, Registrar D Mrowka, Clerk T. Dean, and other citizens.

1. Call to Order

Chairman Tarlov called the meeting to order at 7:00 p.m.

2. Election – Chairman and Vice Chairman – Already completed at previous meeting

3. Additions to the Agenda - none

4. Approve Minutes: November 18- Regular Meeting

T Kane asked for correction on 13.b. that he is not on Field Maintenance committee. R Tarlov asked that the Town Clerk add the Senior Services and Registrars presentations to the minutes.

J McNair moved to approve the Regular Board of Finance meeting minutes of November 18, 2015, seconded by R Esteve. Unanimously approved. MOTION CARRIED

5. Citizen's Comments – none

6. Correspondence – none

7. Department Reports

- a. Finance Department – none
- b. Tax Collector - none

8. First Selectman

a. Report – A police dog has been added to the Police Dept. The handler is compensated for time to maintain the dog and also for an allotment of time on his day off. Funding will be taken out of regular overtime. In negotiations with the Police Union on their union contract. Norton Mill inspection came back detecting asbestos and PVC's. Removal will occur. Negotiations in process with Rite-Aid and the property owner of the Jacky Chevy location. No turn on red at the Linwood Ave and S Main St location has been submitted to the State to request a green arrow in place.

b. Transfer Request

Snow transfers will be sent to Town Meeting by the Board of Selectmen. The block of transfers is to close out the year. R Tarlov asked questions regarding the snow transfer from road maintenance. M Cosgrove explained that PW Director managed his budget to get through the high snow removal cost. Some reimbursement funding available from FEMA. R Tarlov would like to see a no-reduction in future discussions regarding roads as Road Maintenance is part of our capital plan. We should include the amount not spent on the roads this year in future budgeting. In addition we should adjust future budget information and presentations to reflect the amount actually spent rather than what was budgeted.

Highway Transfer – miscalculated FICA. Excess because of workers comp case. The shortage of FICA would not result in the shortage of payroll due to the overage in OT.

Contract Settlements – adjusted beyond the percentage in pay increase that was negotiated.

Removal of Tires – had to pay a percentage of the cleanup, which wasn't able to be calculated until the process was complete.

Vision 41211 – Admin Vision Rider. Error in account number recorded, should be 41211

Contract for copy charge – made more copies than anticipated. Pay per images vs overall package price because it is more cost effective in the lease payment.

Fun Day by Youth Services – used YS staff for the fundraiser which resulted in OT. Next time will eliminate the food cost. Ended up breaking even and not generating revenue.

J McNair moved to approve all transfers relating to snow for the 2014-2015 year, pending Board of Selectmen approval and subsequently town meeting, seconded by R Esteve. Unanimously approved. MOTION CARRIED.

J McNair moved to approve the block of transfers for the 2014-2015 year, subject to Board of Selectmen approval, excluding snow removal, seconded by T Kane. Unanimously approved. MOTION CARRIED.

9. Liaison Reports

R Esteve reported on Board of Education – Unaudited financial reports for June 30, 2015 looks like will have unexpended balance of \$111,000. Health Insurance fund continues to look healthy. Discussions continue on tuition for out of district students for Bacon Academy.

D Mizla, Selectman, spoke on the Youth Advisory Board – two more Community Conversations scheduled for Feb 3rd (Heroin) and May 16th (Alcohol). Inishmor fundraiser was successful bringing in a total of \$1,050 with an additional donation by Inishmor of \$400. Board is looking into hosting a 5K fundraiser

10. New Business

a. Review previous idea of reorganizing Town Hall – Discussion on a presentation that was presented on how to make Town Hall more efficient. One idea had merit and the Board would like to revisit the idea of having Assessor, Tax Collector and Town Clerk offices share a common counter and cross train employees. The thought was to increase efficiency and cost saving. Discussion on potential issues with cross training and unions. J McNair stated that a start would be a public record of pros and cons, with strategically planning can make what is difficult in the short term work in the future. The Board will pull together what was presented previously and go from there.

b. Review format of Program Fund Reports – R Tarlov is requesting quarterly reports from C Hancin to show more detailed information on expenses and revenue from the full time added recreational specialist to ensure that it is sustainable. J McNair will take on the liaison for the Park & Rec commission and work with C Hancin on producing reports. Discussion took place on what the BOF obligation is to the program fund management.

11. Old Business

a. 2016-2017 Budget: Review of Department Head Presentations: 11/18 Meeting

i. Fire and Ambulance

Request for large funding for 2 ambulances. Warranty claim was discussed. J Paggioli conducted the research on the vehicle purchase recommendations. All scored high on quality. Discussion regarding the possibility of outsourcing the ambulance service and looking at the pros and cons. Medical calls are increasing while revenue is decreasing. Debate was had on if outsourcing would provide the personal service and still have cost saving measures overall. A Shilosky asked to discuss with the Fire Chief prior to any research is done by the Board. Stated he realizes that the town has an obligation to the tax payers to do the research of options.

ii. Senior Services

Recruiting people and transportation was presented. Senior Center is not permitted to charge for transportation services because it is prohibited by the grant funding. Driver, mileage and gas is funded from the grant. Out of town seniors are charged a membership fee.

iii. Registrars – no discussion

iv. Facilities Maintenance/Repair Plans – no discussion

b. Recreation Field Subcommittees – no discussion

c. Senior Task Force – update on 11/19 meeting – Issues discussed on securing the senior center, location, appraisal, and payment options. Next meeting will focus on information that was brainstormed. Next meeting 12/9. Group of students from CCSU are conducting a project on developing a senior center from beginning to end. Will be presenting at a future meeting.

d. Budget Communications Subcommittee updates – off season committee met on 12/2 and have 7 topics planned for communication. Rivereast will not give column space but will allow letters to the editor. Will send some communications to be sent out from the First Selectman's office and BOE. Will also communicate through the town website, facebook, and hard copies at town offices.

e. IGA – how do we quantify the results to measure relevant budget impact – R Tarlov asked how much money the town is saving using IGA. J Paggioli stated that it is established by a base line for 2010-2011. Spending less over all and if the rates went up we would save more. Best comparison breakdown is kilowatt hours used. Had the town not done the program, overall would be spending more. T Kane stated that money was invested to purchase the equipment because it would be saving money. Then would invest the savings into a fund to replace items when the time line expires. Concern is that with the money saved it goes back into something else and that wasn't the intent. Board discussed savings and actual increase in budgets as presented by departments. Discussion as to what can be done now to make sure that when the lease payment ends that it goes to a transfer to capital. Can adopt a policy that wouldn't take place until 9 years.

- f. **BOF Mission Statement** – J McNair suggested at the next meeting that the group come up with suggestion and vote on a mission. His suggestion is "Balance the needs of Colchester with its ability to pay". Feels that this is what is driving the Board. R Tarlov stated that at the next month's meeting they will put a statement to vote.
- g. **2015-2016 BOF Goals and Objectives – review and update** - Need to renew Survey Monkey membership of \$200/yr. Not currently in the budget as a line item. Discussion on funding options. The Board decided to pay for Survey Monkey would be paid by individual members contributing. In Jan will conceptually create a policy when under budget for snow to put in to fund to fund for future years. Equipment Reserve update will be done at the second Jan meeting. Cancelling the Dec 16th meeting. Next meeting will be Jan 6, 2016.

12 Citizens Comments

D Mrowka asked why they have not replaced a BOF Member. R Tarlov indicated that no one has applied yet. If there are applicants the interviews would take place at the 1/6/16 meeting.

13. Adjournment

J McNair moved to adjourn at 9:00 p.m., seconded by A Bisbikos. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk