

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes  
Regular Meeting Minutes  
Wednesday, September 21, 2016  
Colchester Town Hall @ 7:00 pm**

**MEMBERS PRESENT:** Chairman Rob Tarlov, James McNair, Andreas Bisbikos, Andrea Migliaccio, Roberta Lepore

**MEMBERS ABSENT:** Thomas Kane

**OTHER PRESENT:** First Selectman A. Shilosky, CFO M. Cosgrove, Rob Esteve and R. Coyle

**1. CALL TO ORDER**

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

**2. ADDITIONS TO THE AGENDA**

R. Tarlov ask to add agenda item #9C

J. McNair moved to approve the addition as presented, seconded by A. Bisbikos. Unanimously approved. MOTION CARRIED.

**3. APPROVAL OF MINUTES: September 7 Regular Meeting**

J. McNair moved to approve the Regular Board of Finance meeting minutes of September 7, 2016, seconded by A. Migliaccio. Unanimously approve with on abstention by R. Lepore. MOTION CARRIED.

**4. CITIZENS COMMENTS - none**

**5. CORRESPONDENCE**

R. Tarlov presented the resignation letter submitted by J. McNair.

**6. FIRST SELECTMAN**

a. **Transfer requests - none**

b. **First Selectman's report**

Thank you to J. McNair to his service on the BOF. Senior Center Referendum passed and the Town will be closing on the 30<sup>th</sup> of September. There is concern with the absence of flaggers while tree removal is going on. Question was brought validity of the van with a sign on it advertising the pawn shop. It poses a safety issue when backing out of the parking lot.

**7. DEPARTMENT REPORTS**

a. **Finance Department**

M. Cosgrove updated the Board on August monthly reports. Collection rate for the month is almost exact with last years. "MRSA" money has come in. Building Permits are up considerably from last year. Most is status quo on revenue side. Budget is pretty much on target from last year.

b. **Tax Collector**

Report was sent out in advance. Michele has classes she is attending to become certified. No questions on the report.

**8. LIAISONS**

a. **Reports**

A. Migliaccio reported on the Commission on Aging. Golf Tournament fundraiser yielded \$5,046. A student Luke Hydash was responsible for raising a total of \$14,799 to the Senior Center. The new 14 passenger bus has been delivered. BOE report of the summer repairs was submitted. PTO for CES donated \$7500 for iPads and other technology for students. Bacon was recognized by Three Rivers for the highest enrollment in classes. Enrollment numbers and Class size was presented. Meeting to take place on Friday will take place to discuss the distribution on monies from the 7 Norwich students that attend Bacon.

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R. Tarlov reported on the Building Committee. State dictates the percentage of the project that has to go to an MBE. Committee seems to have a good handle on meeting the 25% required. This may affect the choices in the bidding process to meet the percentage requirement.

A. Bisbikos reported on the Economic Development Committee. A potential bed and breakfast located on Broadway applied for a C-Tip. Potential to add value to Colchester. Website ideas were discussed for EDC. Also reported on the Senior Center Committee. Met to discuss potential locations for a new senior center.

**b. Discussion of Liaison Assignments**

Current assignments were reviewed. R. Lepore filled the Fire Dept. Liaison, Andreas will fill the Parks & Rec Liaison, and A. Migliaccio will fill the Police Commission Liaison. Discussion about if any Liaison Assignment isn't needed for every meeting.

**9. NEW BUSINESS**

**a. Tri-Board Meeting Review**

Building Committee presented and update on the project so far and included a budget overview, building design and security features. A. Bisbikos was pleased with last night's presentation. R. Tarlov stated that the Building Committee has done a great job on this project and the planning that has gone into it. JLN Associates presented a strategic plan for the Fire House at last night's meeting. Board will continue to review and work with Fire Dept. on their recommendations.

**b. 2017-2018 Budget Process**

R. Tarlov stated that the Dept. Head presentations are projected to start at the 2<sup>nd</sup> Meeting in November and will be going through January 2017.

**c. Discussion and Possible Action on Senior Center Vehicle**

A. Migliaccio moved to approve the expenditure of \$27,720 for replacement of the minivan, seconded by A. Bisbikos. Unanimously approved. MOTION CARRIED

**10. OLD BUSINESS**

**a. Bylaws Discussion and Possible Action**

Back in May temporary guidelines were put in place for Citizen's Comments. Guidelines were further discussed and changes were recommended. R. Tarlov will update the bylaws and will present for approval at next meeting.

**b. Communication during off budget season - discussion and possible action**

T. Kane is working on this item. Will discuss at next meeting.

**c. 2016 – 2017 BOF Goals and Objectives – review, amend and prioritize**

Health Insurance is set to be reviewed at the 1<sup>st</sup> meeting in November. Board will check with J. Paggioli to get an update of the energy us. Survey will potentially go out after the 1<sup>st</sup> of the year.

**d. Recreation Field Subcommittee – update – none**

**e. Senior Center Subcommittee – update**

Meeting prior to tonight's meeting was to discuss possible locations for a new Senior Center.

**11. CITIZENS COMMENTS - none**

**12. ADJOURNMENT**

A. Migliaccio moved to adjourn at 9:13 p.m., seconded by R. Lepore. Unanimously approved. MOTION CARRIED

Respectfully Submitted,

Joan Campbell

James D. McNair, III  
19 Esther Lane | Colchester, CT 06415  
(M) 860-465-7025  
[jmcnair3@comcast.net](mailto:jmcnair3@comcast.net)

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September 15, 2016

Dear Rob,

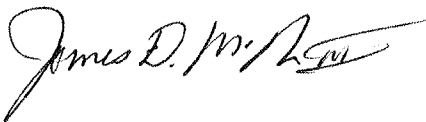
With regret, I will resign my seat on the Board of Finance, effective November 1, 2016. Recent changes in my family obligations will require much more of my time. I have now served on the Planning and Zoning Commission, Board of Education and Board of Finance since 2001. I learned our citizens expect full dedication of time and passion. Unfortunately, I can no longer do that. I hope this gives all enough time to find a replacement for the upcoming budget season.

In closing, I am proud and honored to serve on this Board. Your leadership and counsel was appreciated and invaluable. Under your leadership, I saw the Board of Finance evolve for the betterment of the voting process.

- The public budget survey increased participation through more relevant questions.
- The budget package got better with more helpful content.
- The BoF was more aggressive with independent analysis to understand department and Board of Education spending.

I wish all on the Board the best and encourage the newer members not to hesitate to seek guidance from the more experienced members.

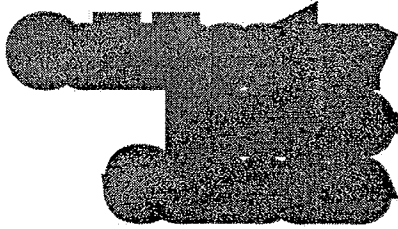
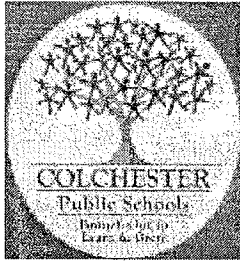
Best regards,



James D. McNair III







BOE

Kendall J. Jackson,  
Director of Educational Operations

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**To:** Jeffry Mathieu, Superintendent of Schools

**From:** Ken Jackson, Director of Educational Operations **KJ**

**Date:** September 9, 2016

**Subject:** School Building and Summer Project Update

The Colchester Public Schools is fortunate to have four outstanding Head Custodians and exceptional custodial staff working in our schools. The crews did a *great* job over the summer in preparing the schools for opening day. The custodial staff take ownership and pride in their schools and part of this can be attributed to the how the administrators and certified staff acknowledge their efforts, treat the custodial staff with respect and include the custodians as part of the school communities. As a testament to this Head Custodians Ray Watson (Bacon) and Dave Fitzgerald (Jack Jackter) were recognized by their schools as the Classified Employee of the Year, respectively.

I was very pleased with their collective performance and all the schools again reflected their efforts. The schools were also utilized over the summer for Town recreation programs and BOE summer school programs at Colchester Elementary and Bacon Academy.

In addition to the full scale cleaning and maintenance performed by the custodians some major projects were completed or initiated. Also performed over the summer, or are in progress, were the annual contractual servicing, testing and inspection of the fire alarm systems, sprinkler systems, fire extinguishers, emergency lighting systems, emergency generators, elevators, etc. Preventive maintenance is being performed on all AEDs throughout the district.

The William J. Johnston Middle School Building Project commenced with the first two phases now substantially complete. The first phase was the Swing Space Phase during which one half of the school was consolidated into the other half, the Main Office was relocated to the former Pupil Services office suite and Pupil Services offices were relocated to Jack Jackter. The teaching staff, support staff and administrators packed their own classrooms / offices and the actual moves were facilitated by a moving contractor. In support of the relocation major technology and building system reconfigurations (fire alarm, intercom, telecommunications, heating, electrical, plumbing, etc.) were also required. I cannot overstate what a major undertaking facilitating and administrating the Swing Space Phase was.

The second phase was the Haz-Mat / Demolition Phase. The center of the school where the new two-story educational wing will be constructed was abated of all hazardous materials and the area was then demolished. Construction activities will start up again in March, 2017, when the new construction and renovation activities will commence.

Throughout the summer I worked closely with the William J. Johnston Middle School Building Committee, school staff and the design team in the project's design development stage. The final plans and specifications are substantially complete and are under review by the Town officials (Building, Fire, Health, ADA, etc.). After the local approvals are secured the final plans and specs will be presented to the William J. Johnston Middle School Building Committee and Board of Education for approval. The plans and specs will then be submitted to the State for approval after which the bidding process will commence.

I'd like to share with the Board of Education the monumental and extraordinary efforts made by the William J. Johnston Middle School teaching staff, support staff, administration, custodial staff and IT staff in facilitating the Swing Space Phase of the Building Project. The IT staff's efforts in creating a technology plan to accommodate the moves, and administrating the implementation thereof, were phenomenal. Consolidating the entire school into approximately half the space previously utilized was a monumental undertaking and all involved should receive acknowledgment for their individual and collective efforts.

To follow please find a listing of the 2016 summer repairs, improvements and major repairs completed or in progress as of this writing. The list is not all inclusive as in-house and contracted minor repairs are not included. Please advise if you require any additional information at this time.

ABBREVIATION LEGEND			
AHU	Air Handling Unit	IT	Information Technology
BA	Bacon Academy	JJIS	Jack Jackter Intermediate School
BLDG PRJT	Building Project	LED	Light-Emitting Diode
BOE	Board of Education	LOC	Location
CES	Colchester Elementary School	MDF	Main Distribution Frame
CONT	Continued	PO	Purchase Order
CU	Condensing Unit	PW	Public Works
DAS	Department of Administrative Services	RTU	Roof Top Unit
DMW	Department of Motor Vehicles	SRVCS	Services
DW	District Wide	VGA	Video Graphics Array
EIFS	Exterior Insulation Finishing System	Wi-Fi	Trademark of the Wi-Fi Alliance
FCS	Family & Consumer Science	WJJMS	William J. Johnston Middle School

pc: Principals  
IT Staff  
Head Custodians

**SUMMER PROJECT SUMMARY  
2016**

<b>LOC</b>	<b>PROJECTS &amp; REPAIRS</b>	<b>IN-HOUSE</b>	<b>CONTRACT</b>	<b>STATUS</b>
<b>WJJMS BLDG PRJT</b>	Coordinated with C. Bennett, C. Kennedy, IT Staff & Design Team to develop the Swing Space Plan and secure State DAS approval to Bid.	X	X	Complete
	Coordinated with K. McNamara, J. Vinoski & Pupil Services Staff to develop the Swing Space plan for relocation to JJIS.	X	X	Complete
	Secured quotes and processed POs for Kay's Trucking, The Mercury Group, and EPlus Technology for the Phase 1 Swing Space Phase. Facilitated and oversaw work.	X	X	Complete
	Coordinated the conversion of 3 Classrooms at JJIS into Pupil Service / SPED Offices. Work entailed Telecommunications, Technology, Exterior Door Security / Intercom installation, Interior Hallway Door installation & Moving Services.	X	X	Complete
	Facilitated entering into a Contract with Fuss & O'Neill for the Project's Environmental Services. Coordinated with Design Team in the development of the Hazardous Materials and Demolition Plan for the Phase 2 Project and secure State DAS approval to Bid.	X	X	Complete
	Coordinated with Design Team in securing Bids for Phase 2 and awarded Contract to A.A.I.S. Oversaw Abatement and Demolition work throughout the summer.	X	X	Complete
	Awarded Contract to Tremco / Weatherproofing Technologies for Infrared Roof Moisture and Trace Core Analysis. Coordinated work.	X	X	Complete
	Facilitated entering into a Contract with Fuss & O'Neill for Fuel Oil Contamination Investigation. Coordinated work.	X	X	Complete
	Facilitated entering into a Contract with Fuss & O'Neill for Phase 3 Hazardous Materials Consulting Services.	X	X	In Progress

<b>LOC</b>	<b>PROJECTS &amp; REPAIRS</b>	<b>IN-HOUSE</b>	<b>CONTRACT</b>	<b>STATUS</b>
<b>DW</b>	Closed out all State School Security Grant Projects and filed State Grant Close Out Documents. The Town is in receipt of the \$133,285.91 Reimbursement.	X	X	Complete
	Boiler Cleaning and Burner Servicing contracts established for all schools. Work to be completed before the heating season.		X	In Progress
	Facilitated to the Disposal of years worth of accumulated Hazardous Waste and Chemicals (Science Curriculum and Maintenance Materials).		X	Complete
	Repaired BOE Van for State DMV inspection prior to Registration.		X	Complete



LOC	PROJECTS & REPAIRS	IN-HOUSE	CONTRACT	STATUS
DW CONT.	Replaced Head Custodian Computers (4 Each) to Support the Honeywell Energy Management Systems.	X		Complete
	Serviced & Inspected Forklift and 2 each High-Lifts.		X	Complete
	Facilitated Mystic Air Quality's 3-Year Asbestos Re-inspection.		X	Complete
	Rekeyed Maintenance Garage.		X	Complete

BA	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
	Stripped Gym Floor to Bare Wood, Repainted Lines and Refinished Floor.		X	Complete
	Replaced Laminate Panels throughout Café Serving Area.		X	Complete
	SOAR Portable: Over Laid Hallway Walls w/ Wall Panels, Repaired Damaged Classroom Walls, Replaced Stained Ceiling Tiles and Installed New Window Blinds.	X	X	Complete
	Replaced Fan Motors & Blades on RTUs.		X	Complete
	Replaced Compressor on CU A3 (Media Center – AHU A4).		X	In Progress
	Repaired CU A4A (Media Center – AHU A4).		X	In Progress
	Repaired CU G2 (Auditorium).		X	Complete
	Repaired refrigerant leak in CU B2.		X	Complete
	Replaced Contactors on CU B1.		X	Complete
	Rooftop Mechanical Penthouse - EIFS Wall System Restoration.		X	In Progress
	Replaced Broken Window in Technology Wing Vestibule.	X		Complete
	Replace 13 Interior Security Cameras.	X		In Progress
	Temporary Repairs to Rear Sidewalk behind Gym (PW). Secured Quotes for Sidewalk Replacement.		X	In Progress
	Fire Safety Inspections performed; Fire Alarm Systems, Kitchen Ansul Systems, Sprinkler System and Fire Extinguishers.		X	Complete
	Kitchen Hood cleaning (Kitchen & FCS).		X	Complete
	Preventive Maintenance performed on Press Box Lift.		X	
	Installed Data Wiring for Café WiFi Access.	X		Complete
	Relocate Data Wiring from Principal's Office to MDF Room.	X		Complete
	Installed Data Wiring from MDF Room to Auditorium Lobby for Wi-Fi Access.	X		Complete
	Room 2136: Remove Data Wiring from Floor and Rerouted With Room.	X		Complete
	Room 2136: Replaced Sections of Worn Carpeting with Carpet Squares.	X		Complete
	Room 2145: Rerouted Data, VGA Cables and Telephone Wiring to Facilitate Room Reconfiguration.	X		Complete
	Replaced Multiple Hallway Electrical Outlets: Lower Level, 2 <sup>nd</sup> Floor & 3 <sup>rd</sup> Floor Academic Wings.	X		Complete

LOC	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
BA CONT.	Replaced Damaged Floor Tiles: Tech Wing Hallway & FCS Room.	X		Complete
	Main Office Conference Room: Removed Tack Board, Installed and Reframed White Board.	X		Complete
	Several Locations: Replaced and Repaired Multiple Damaged Lockers.	X		Complete
	Replaced Damged and Stained Ceiling Tiles throughout School.	X		Complete

LOC	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
WJJMS	Coordinated Swing Space Moves and Contracted Services.	X	X	Complete
	Relocated and Reconfigured Public Address System.	X		Complete
	Built and Installed Counter Tops for Relocated Main Office.	X		Complete
	Repaired 19 Roof Top Exhaust Fans.	X		Complete
	Repaired 10 Unit Heaters – Various Locations.	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
PUPIL SRVCS / SPED	Relocated Office Suite from WJJMS to JJIS.	X	X	Complete
	Transferred 3 Frontier Telephone Lines assigned to Pupil Services at WJJMS to JJIS maintaining same numbers with less than 4 Hours of Service Interruption. <i>(Most challenging task of the summer!)</i>		X	Complete

LOC	REPAIRS & PROJECTS	IN-HOUSE	CONTRACT	STATUS
JJIS	Painted in excess of 20,000 Square Feet of Hallway Walls.	X		Complete
	Facilitated Pupil Services Relocation into 3 Classrooms and Multiple Classroom Relocations to Accommodate.	X	X	Complete
	Replace Thermal Expansion Valve on Chiller.		X	Complete
	Replaced Chiller Compressor Damaged During Electrical Storm (Insurance Claim).		X	Complete
	Replaced Deteriorating Boiler Combustion Chambers (Boiler #1 and #2).		X	Complete
	Reinsulated Suction Line on Walk-In Cooler.		X	Complete
	Repaired Heating and Cooling Supply Piping in Multiple Locations.	X		Complete
	Secured Quotes and Issued POs for Roof Snow Guard Installation Project.		X	In Progress
	Replaced Two-Way Radio Base Unit.		X	In Progress
	Fire Safety Inspections performed; Fire Alarm Systems, Kitchen Ansul Systems, Sprinkler System and Fire Extinguishers.		X	Complete
	Kitchen Hood Cleaning.		X	Complete

<b>LOC</b>	<b>REPAIRS &amp; PROJECTS</b>	<b>IN-HOUSE</b>	<b>CONTRACT</b>	<b>STATUS</b>
CES	Secured Quotes and Issued PO for Roof Gutter Replacements.		X	In Progress
	Coordinated with PW for the Permeable Surface Parking Lot Replacement. (Area adjacent to Maintenance Garage.		X	Complete
	Coordinated with PW for the Relining of Parking Lot (Parking, Directional Arrows, Handicap Spaces, etc.).	X		Complete
	Replaced Multiple Windows Due to Defective Seals: Hub and 1 <sup>st</sup> Grade Wing.		X	Complete
	Replaced Multiple Security Cameras throughout School.	X		Complete
	Resealed / Caulked Windows in Pre-K and Kindergarten Hallways.	X		Complete
	Repaired Exterior Door Thresholds in Multiple Locations.	X		Complete
	Refinished Gym floor.	X		Complete
	Remove & Replace Feed Pump on Boiler.	X		Complete
	Installed Main Entrance Security Intercom & Door Release at additional Office Professional Workstation.	X		Complete
	Replaced Faucet Valves in 6 Classrooms.	X		Complete
	Investigated Parking Lot Lighting Replacement with LED Lighting. Proposal forthcoming.	X	X	In Progress
	Fire Safety Inspections performed; Fire Alarm Systems, Kitchen Ansul Systems, Sprinkler System and Fire Extinguishers.		X	Complete
	Kitchen Hood Cleaning.		X	Complete