



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes
Regular Meeting Minutes
Wednesday, October 19, 2016
Colchester Town Hall @ 7PM**

MEMBERS PRESENT: Thomas Kane, James McNair, Andreas Bisbikos, Andrea Migliaccio, Lepore, and Rob Tarlov via teleconference

MEMBERS ABSENT: none

OTHERS PRESENT: First Selectman A Shilosky, CFO M Cosgrove, PW Director J Paggioli, P&R Director C Preston, Registrar D Mrowka, N Stabach, N Groeger and Clerk T. Dean

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COLCHESTER, CT

1. Call to Order

T Kane called the meeting to order at 7:00 p.m.

2. Additions to the Agenda - none

3. Approval of Minutes: October 5, 2016 Regular Meeting

J McNair moved to approve the Regular Board of Finance meeting minutes of October 5, 2016, seconded by A Migliaccio. Unanimously approved. MOTION CARRIED

4. Citizen's Comments – none

5. Correspondence – none

6. 2017-2018 Budget – Department Head Presentations

a. Recreation – C Preston reviewed the Park and Recreation Budget 2017-2018 issues. (attached) A Bisbikos inquired about the program fund and field usage. J McNair inquired about the balance between Endorsed Sport Leagues ability to pay vs the town taking on the full cost to maintain and improve the fields. Discussion between the Board regarding Endorsed Leagues account balances and a 5013C status.

7. First Selectman

a. Transfer Requests - none

b. First Selectman's Report

A Shilosky reported that the Norton Mill is almost down. In the process of negotiations with Bozra and Lebanon for regionalization of the Animal Control Officer. Building permits have reached half of the projected revenue for the month. Road work in town is complete for the year. Firehouse is undergoing remediation. J McNair stated that the BOF vacancy is not currently being reached by the town at this point. The town is waiting for an official statement from the Secretary of State.

8. Department Reports

a. Finance

CFO M Cosgrove reviewed the Sept. 30th report. On the revenue side there is no noteworthy changes. Property tax collection rate is 55.96%. Expense side is in good shape. Balances for workers comp and staff turnover. Question on Fire Dept. fuel compensation for volunteers explained.

b. Tax Collector – not presented. Reports distributed.

9. Liaisons

a. Reports

A Migliaccio reported on Commission on Aging – created a mission statement. Round table meeting with East Haddam planned to regionalize transportation service.

BOE – citizens comment regarding air quality at CES, Board is on task with the concern. Bacon Academy received a grant for a wood router. Innovation nation introduced.

R Lepore reported on the Fire Dept. – Board of Selectmen approved for the FD to do an evaluation of the

possibility of an in house paramedic services, One of the fire engines is out of service , the back up for that engine is from 1982 and is at the end of its life.

T Kane reported on the Building Committee – 11/17 bids should be coming. Solar power options being discussed.

R Tarlov reported on Board of Selectmen – Presentation held by CCAT, they offer supplemental services in technology or backup for the IT dept. P&R presented increasing the pavilion rental fee, which was approved. Also approved Holiday Arches sponsorship program. Norton Mill contracts were approved, and security system policy was approved.

10. New Business

a. 2017-2018 Budget Process – Discussion - none

11. Old Business

a. Communication during off budget season – Discussion and Possible Action

T Kane stated there are no changes from the last month's draft. Would like CFO to review.

b. Recreation Field Subcommittee – update - closed

c. 2016-2017 BOF Goals and Objectives – review, amend and prioritize - none

12. Citizens Comments – N Stabach questioned who maintains the rec plex fields. J Paggioli answered that it is the town who maintains and funds the maintenance of the fields.

13. Adjournment

A Migliaccio moved to adjourn at 9:19 pm, seconded by A Bisbikos. Unanimously approved. MOTION CARRIED.

Attachment: Parks & Recreation Dept. Budget 2017-2018

Respectfully submitted,



Tricia Dean, Clerk

Colchester Parks and Recreation Department

Budgetary Needs

2017-2018

The Issues in Recreation & Parks

10/19/16

Presented by Cheryl Preston

Qualifications

Certification & Training Highlights:

- * CPRP- Certified Park and Recreation Professional
- * Director at Large of CRPA Executive Board and Legislative Committee since 2006
- * ICS 300 Certification thru FEMA for emergencies
- * Master Gardener Certification
- * Youth Mental First Aid
- * Certified Lifeguard
- * CPR and First Aid Instructor
- * Certified Fitness & Yoga Instructor

Experience:

- * 21 years in Recreation & Sports field
- * 10 Years in Municipal Recreation

Employment:

- * Town of Colchester P&R Department
- * Town of Groton P&R Department
- * University of Hartford- Athletics Department
- * Florida International University- Recreation Department
- * UCONN Recreational Services

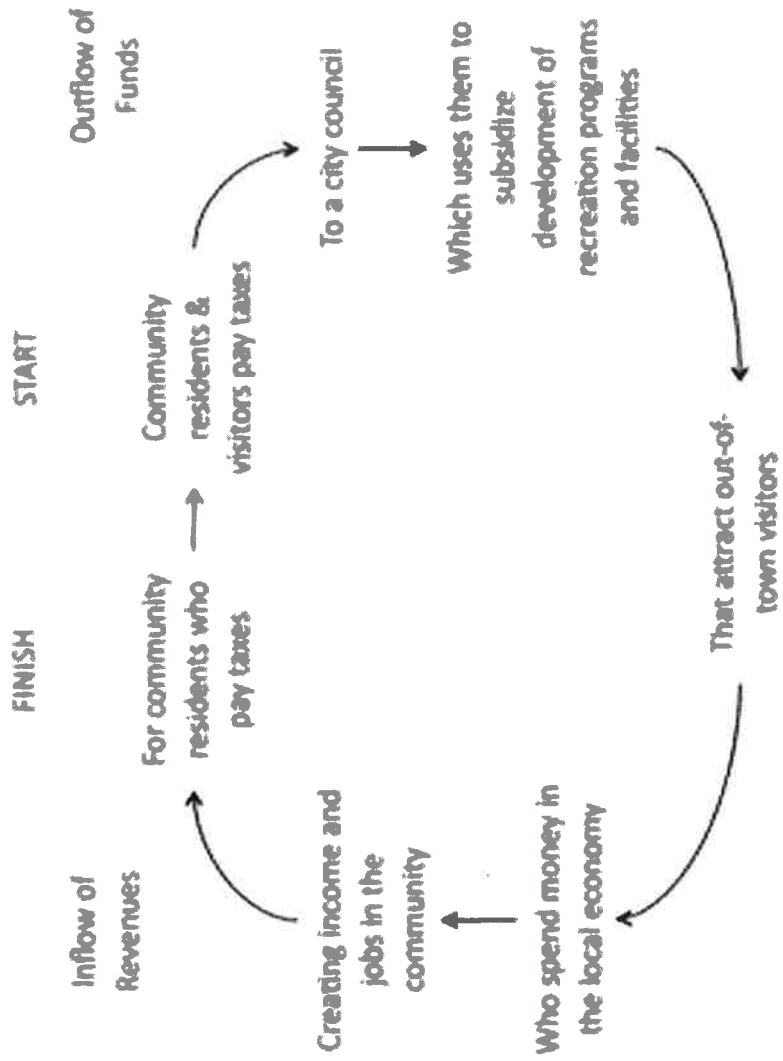
Degree:

- * MBA – Univ. of Hartford
- * MS - Sport and Recreation Management- FIU
- * BA -Political Science- UCONN

The Value of Parks and Recreation

- * Parks and Recreation have a positive impact on economics of a community, tax rates, health, criminal rates, etc. Every child that stays out of trouble is an investment
- * Every sport team that comes to town to play a game or tournament contributes money into the community by visiting restaurants and retailers
- * People live where they have a good quality of life and they love to live near nice parks.
- * Living in a community with a good quality of life helps attract businesses and residents. Those residents become a potential pool of employees. The economy improves and everyone benefits
- * Conversely, if you don't invest in the quality of life less people want to live in that community, businesses suffer and taxes go up since fewer people are paying them

Economic Impact of Parks and Recreation



What does Parks and Recreation do?

To create a healthy community through people, parks and programs.

Description

- * Colchester Parks & Recreation strives to build a stronger, healthier, more active community by providing safe and attractive parks and facilities and offering interesting and exciting programs and events that bring our residents and tourist into our community.
- * The Recreation Division administers a wide variety of programs and services for all ages and interests including:
 - * Summer Day Camp
 - * Instructional Programs & Sports
 - * Trips
 - * Special Events (57 Fest, Summer Concerts, Kids Fest, Food Fest, Trick or Trunk)
 - * Community Theater, Orchestra, Dog Park
 - * Support and endorse the Sport leagues
 - * Scheduling Special events on the Town Green
 - * After-School Programs and more

Staffing

- * Recreation Manager (full time)
- * Recreation Supervisor (full time)
- * Recreation Specialist (full time) (funded through P&R Program Fund)
- * Office Assistant (part-time)

2016 Accomplishments

- * Had record levels of attendance in Daycamp- 1,000 campers
- * Increased camp participation and revenue by 35%
- * Increased participation and revenue in Winter and Spring 2016 programs by 7-8%
- * Increased marketing efforts
- * Saw positive growth in the Program Fund

2016 Accomplishments

- * Produced multiple large community events with record attendance and served over 11,000 participants
- * Coordinated the distribution of the town-wide Colchester Connections which comes out 4x per year
- * Scheduled all Special Events on the town green
- * Scheduled all fields and schools space for the sport leagues
- * Worked collaboratively with the schools, and other local groups to increase program offerings and improve the health and wellness for youth in Colchester
- * Developed additional cooperative partnerships with local organizations and joined Colchester Community Partnership

2016 Accomplishments

- * Supported, oversaw and advised several sponsored community groups
- * Colchester Civic Orchestra and Choir:
 - * Produced 5 shows – have moved to a bigger venue at Bacon
 - * Held 44 practice sessions a year for its 50 members
 - * 500 people attended their performances
- * Colchester Community Theatre:
 - * Consists of 95 dues paying members
 - * Produced 2 musicals consisting of 135 cast members
 - * Supports over 100 volunteers
 - * 2,600 people attended their performances

2016 Accomplishments

- * Supported, oversaw and advised several sponsored community groups
- * Colchester Dog Park:
 - * Consists of 9 volunteer committee members
 - * New president elected
 - * Ran fundraising events generating approx. \$4,000
 - * Added seasonal portable toilets to the park
 - * Repaired benches, added mulch, added a storage bin to the park
- * Endorsed Sport Leagues that schedule fields and gyms throughout the year
 - * Youth Leagues
 - * Consists of 8 leagues that serve over 5000 of Colchester youth
 - * Adult Leagues
 - * Consists of 5 leagues that serve over 450 adults

Current Funding and Budget

* Department had two funding sources in FY 16-17

* General Fund	\$185,794	
* Program Fund	\$333,000	Revenue
	\$252,000	Expenses
	\$81,000	Fund Balance
	\$175,000	Year End Balance

2015-16

* General Fund	172,900	
* Program Fund	\$272,000	Revenue
	217,000	Expenses
	55,000	Fund Balance
	94,000	Year End Balance

Original Intent Program Fund Account

- * Fund history- In the red from 2008- 2013. Positive profits since FY13-14
- * The monies collected through program registration fees is intended to be used for program expenses, as well as program enhancements and development.
- * No intent to fund general overhead. Restricted to programs, activities and their associated costs.
- * Examples of Expenditures:
 - * Contracted program instructors, PT employees
 - * Supplies and materials for programs and participants
 - * Financial aid
 - * Promotion of program

New Issues and Concerns

2017-2018

- * Health care costs for the Recreation Specialist position
- * Loss of gyms and field at WJMS- affects programs and revenue
- * Increasing rate of Min. wage: \$10.10 in 2017 to \$15.00 in 2020
- * Turnover in the part-time Office Assistant position
- * Licensing requirement costs
- * Increase in Special Needs participants at camps and programs
- * Decreasing general fund support

Recreational Needs

- * Cover health care costs of Rec. Specialist
- * Re- build towards an increase in hours for an Office/Program Assistant
- * Build and maintain a fund balance in the Program Fund
- * Utility golf cart with bed
- * Special needs camp and programming
- * Replace worn out camp and adaptive equipment
- * Continue with increased marketing efforts
- * Cover increasing fees for our recreational software
- * Fund scholarship requests
- * Cover increasing Colchester Connections printing fees
- * Need additional storage space- 2 sheds at the Rec Plex or cage space on 3rd floor
- * Purchase a shelter & stage for Concerts & Special Events
- * Replace old desk units in the office
- * Purchase a Vehicle/Van for program use
- * Dept. and Rec Plex revised Master Plan

Priority Needs 2017

Recreation

#1- Cover healthcare costs for the Recreation Specialist

* Cost: \$10-\$20,000

#2- Re-build towards an increase in hours for an Office/Program Assistant

* Cost to the Program Fund- \$20,000

#3- Build a Fund Balance in the Program Fund

Maintain a fund balance- rainy day fund for emergencies

* Fund Balance: 30-40% of the net in the fund

Priority Needs 2017

Recreation

#4- Utility golf cart with bed

* Cost to Program Fund:- \$4,500

#5- Special Needs Summer camp

* Cost to Program Fund:- unknown at this time

#6- Registration Software

Fees are increasing

* Additional Cost: \$3,000

#7- Continue to Fund Scholarship requests

* Cost to Program Fund:- \$7,500

Priority Needs 2017

Recreation

#8- Printing & Publications

To cover the increasing costs of the Colchester Connections

* **Cost: \$1,500**

#9- Additional Storage Space

Indoor or outdoor storage needed, 2 sheds at the Rec Plex or cage on 3rd floor

* **Cost to Program Fund:– \$8,000**

#10- Shelter & Stage for Concerts & Special events

Protect the band and their equipment from the elements.

Gives a great professional presence to an event which will attract more sponsors and attendees, offer more events to impact economic development

* **Cost to Program Fund:– \$80,000**

Priority Needs 2017

Recreation

#11 Replace office desk units

Two office desks and shelves

* **Cost to General Fund: \$1,500 per year**

#12 Dept. and Rec. Complex Master Plan

Revise our plan for the future for the fields and Dept.

* **Cost to General Fund:— \$20,000**

#13- Purchase a Vehicle/Van for program and camp use

Lack of vehicle causes a lack of program options

* Usage: Day Camp and programs. Creation of new programs- Outdoor recreation, hiking, after school, meetings.

* **Cost to Program Fund :— \$30,000**

Park Requests

Rec Plex Upgrades and Additions

- Playground
 - Tennis & basketball courts
 - Walkway repair
 - Bathrooms
 - Concession/vending area
 - Irrigation
- Benches
 - Water fountains
 - Electrical
 - Pavilion roof
 - Sand volleyball
 - Fields

Park Requests

Town Green upgrades and additions

- Gazebo Roof Structure replacement
- New arches/lights for the town green

Sponsorship effort have begun to raise \$8,000

Priorities 2017 & Beyond

Parks

- * **Tennis courts- continue resurfacing effort**
 - * Cost: \$10,000
- * **Playground equipment new & upgrades**
 - * Cost: \$15,000
- * **Upgrades to the bathrooms**
 - * Cost: \$30,000 to address aging structure
- * **Pavilion Roof repair**
 - * Cost: \$15,000
- * **New Food Vending/Pavilion area**
 - * Cost: \$35,000- FY 18-19

Priorities 2017 & Beyond

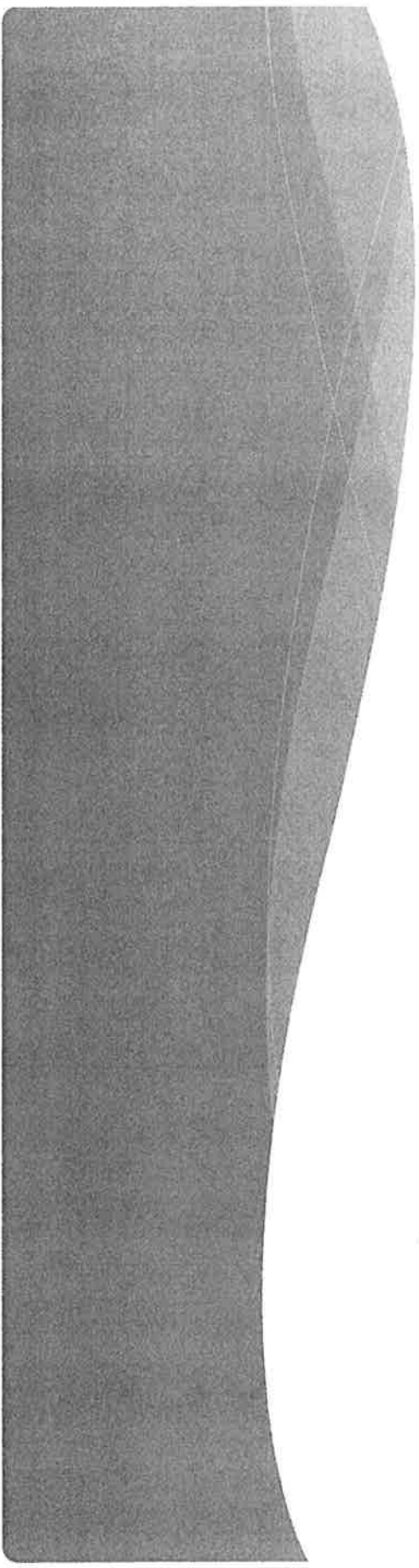
Parks

- * **Irrigation on all fields at RecPlex**
 - * Cost: \$60,000 to \$70,000 per field x 5 fields to connect to the main= \$50,000. Water costs per year of \$10,000
 - * Total approx. cost \$350,00
- * **Benches at the Splash Pad & in the park**
 - * Cost: \$800 per bench x 4= \$3,200
- * **Sand Volleyball Courts – 2 courts near tennis courts**
 - * Cost: \$8,000
- * **Additional Water Fountains at Rec Plex**
 - * Cost: \$1,800 plus cost of water main extensions
- * **Additional fields - Land purchase needed**
 - * Cost: Unknown

Priorities 2017 & Beyond

Parks

- * **Benches at the Town Green**
 - * Cost: \$800 per bench x 4= \$3,200
- * **Gazebo roof structure- replacement**
 - * Cost: \$28 - \$30,000



Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

-Margaret Mead



Questions?