



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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

MEMBERS PRESENT: Chairman Rob Tarlov, Thomas Kane, Andreas Bisbikos, Andrea Migliaccio, and Roberta Lepore

MEMBERS ABSENT: none

OTHERS PRESENT: First Selectman A Shilosky, CFO M Cosgrove, Board of Education B Bernier, P Z R Benson and G Therian, TC G Furman, SC P Watts, BOS D Mizla, Registrar D Mrowka, YS V Geato, Library K Byroade, S Lowe, M Paggioli, D Henderson, Mr & Mrs Malsbenden, J Maine, J Kelley, T Peters, D Bouchard, 5 civic students and Clerk T. Dean

RECEIVED
TOWN CLERK
2016 DEC 12 AM 9:15
TOWN CLERK

1. Call to Order

R Tarlov called the meeting to order at 7:03 p.m.

2. Additions to the Agenda

R Tarlov asked that Item #12A Discussion and Possible Action on Purchase of lot 49, Lebanon Ave, be deleted; and move #7 Cleargov.com Presentation before #6 Board of Finance Vacancy applicant interviews, renumber remaining items.

T Kane moved to change agenda items as requested, seconded by A Migliaccio. Unanimously approved. MOTION CARRIED.

3. Approval of Minutes: November 16, 2016 Regular Meeting

R Lepore moved to approve the Regular Board of Finance meeting minutes of November 16, 2016, seconded by A Bisbikos, with one abstention by T Kane. Unanimously approved. MOTION CARRIED

4. Citizen's Comments

T Peters read a statement regarding BOF vacancy (attached)

M Lehtinen stated her support of potential software presented at last meeting and this meeting. Stated a tax issue she experienced. Stated her support of T Peters for BOF.

D Bouchard made a statement regarding BOF vacancy

J Malsbenden made a statement opposing the statements made by D Bouchard. He added that he disagrees with the statement regarding residents voting only on party line.

J Kelley made a statement opposing the statements made by J Malsbenden.

5. Correspondence – three correspondence received (attached)

6. Cleargov.com Presentation – Chris Bullock presented their software program designed for residents to better understand their local government financial performance.

7. Board of Finance Vacancy – applicant interviews

Scott Boyden – was interviewed

Michael Hayes – was interviewed

Stefani Lowe – was interviewed

Tearice Peters – was interviewed

8. 2017-2018 Budget – Department Head Presentations

a. Senior Services - Director Patty Watts presented (attached)

b. Library – Director Kate Byroade presented (attached)

c. Youth & Social Services – Director Val Geato presented (attached)

d. Planning & Zoning – Town Planner Randy Benson presented (attached)

9. First Selectman

a. Transfer Requests

T Kane moved to approve FY 15-16 amended Finance transfer from Professional Services to Data Processing, seconded by R Lepore. Unanimously approved. MOTION CARRIED

T Kane moved to approve FY 16-17 Tax Collector transfer from Regular Payroll to Contr. Temp. Occas., seconded by A Migliaccio. Unanimously approved. MOTION CARRIED.

T Kane moved to approve the block of FY 15-16 transfers, seconded by A Bisbikos. Unanimously approved. MOTION CARRIED.

b. First Selectman's report - none

10. Health Insurance – Review of 3rd Quarter Report - tabled

11. Liaisons

a. Reports

R Tarlov reported on the WJJMS Building Committee – project bids came in low, with quality low bidder results.

A Bisbikos reported on Park & Recreation – leagues moving forward to charging \$10 player fee to go towards field maintenance fund.

12. New Business

a. Approval of 2017 Meeting Calendar

R Tarlov stated that Jan. 4, 2017 will be a special meeting due to not having 30 days out from approval of the calendar. Decided as a group to cancel the Sept. 20th meeting due to it being a holiday.

A Bisbikos moved to approve the 2017 Board of Finance meeting calendar as presented and amended, seconded by T Kane. Unanimously approved. MOTION CARRIED.

b. 2017 Budget Discussion – Budget Facebook – Budget Forum – Communications – Survey

R Tarlov stated that next meeting will be the budget forum on 1/4/2017 at 7pm. Will start a discussion regarding the budget survey. Will also discuss last survey comments.

13. Old Business

a. Discussion of Transparency Software - tabled

14. Citizens Comments

G Furman made a statement on the BOF vacancy

J Malsbenden stated he was impressed with 2 of the candidates interviewed. Re-stated his earlier comment on his disagreement with the statement of residents voting on party lines.

J Kelley stated his disapproval with the debate on who is an eligible candidate for the BOF vacancy.

15. Executive Session – Discussion of Applicants for Board of Finance Vacancy

S Lowe and T Peters requested the discussion of their interview take place in public discussion. The Board stated their opinions on both candidates.

A Bisbikos moved to enter into executive session to discuss applicants for the Board of Finance Vacancy, seconded by R Lepore. Unanimously approved. MOTION CARRIED.

Entered into executive session at 10:34 pm

Exited from executive session at 10:54 pm

16. Board of Finance Vacancy – Possible Action

R Tarlov stated that the board was not comfortable making a decision due to the lack of clarity on who is eligible. The Board needs more questions answered before making a decision. A Shilosky will forward

questions to the Secretary of State. NO ACTION

17. Adjournment

R Lepore moved to adjourn at 10:59 pm, seconded by A Migliaccio. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

Attachments:

T Peters Statement

Correspondence (3)

Presentations (4)

DBouchard Statement (added 1/4/17)

Robert Tarlov
Chairman of Board of Finance
& Board Members

December 7, 2016

Dear BOF Chairman Rob Tarlov,

In a conversation with First Selectman Art Shilosky, he had informed me I was under a 90 day hold as a member of the Colchester Independent Party and therefore I would not be eligible for appointment consideration to the Board. This is disappointing, I would have appreciated the experience to be able to serve on the Board, **my background in real-estate investing and financial experience, my involvement in Town politics over the past 19 years, serving as vice chair of the charter review and revision commissions and as president of the Colchester Concerned Citizens, Inc. longest functioning non-profit group in Colchester which provides assistance to Colchester Citizens on matters that effect their environmental safety, health, prosperity and happiness, as well as being elected to the Board of Assessment Appeals and being part of CIP from its inception would have been a plus to the Board.**

So at this time I will formally rescind my application to the Board of Finance. However, I would feel fully confident in Colchester Independent Party's candidate Stefani Lowe. Stef is a hardworking and conscientious individual. She is fair and empathetic and will offer a balance to the needs of Colchester while being mindful of maintaining the ability to pay. I support Stefani Lowe as a member of the Colchester Independent Party for appointment to the Board of Finance. Thank you.

Sincerely,

Tearice Peters

Colchester Independent Party

EXTRA NOTE: I rescind this letter based on new developments from Town that I was unaware of at the Dec. 7 meeting time. Waiting on full clarification as to whether I am not part of the 3 month (90) hold as a CIP candidate member.

From: Dee <deeedeee1963@yahoo.com>
Sent: Monday, November 21, 2016 7:50 PM
To: Robert Tarlov
Subject: Re: BOF Vacancy

Thank you for the clarification Rob.
Enjoy the holiday with your family.

Dee

Sent from my iPhone

On Nov 21, 2016, at 10:04 AM, Robert Tarlov <BOFChair@colchesterct.gov> wrote:

My statement was that we think we may have one more candidate and that we will be accepting applications through December 6, and that hopefully we'll be interviewing on December 7.

Rob Tarlov, Chairman, Board of Finance
860-608-4293

From: Dee <deeedeee1963@yahoo.com>
Sent: Friday, November 18, 2016 3:02 PM
To: Robert Tarlov
Subject: Re: BOF Vacancy

Chairman Tarlov,

At the November 16th, BOF meeting you commented that there was one additional person to be interviewed for the BOF vacancy. The First Selectman's Office has not received any additional applications. To whom were you referring to in your comment? Have you been contacted by, or received additional information about a potential applicant?

Thank you,
Deanna Bouchard

On Nov 16, 2016, at 8:49 AM, Robert Tarlov <BOFChair@colchesterct.gov> wrote:

The position cannot be filled by a Republican as a 6 member board cannot have more than 4 members from the same party.

We will be interviewing candidates at the November 16th and December 7 Board of Finance meetings. We will accept applications through December 6 for the interviews on December 7.

Rob Tarlov, Chairman, Board of Finance
860-608-4293

To: Robert Tarlov BoFChair@colchesterct.gov
Subject: FW: BOF Vacancy

-----Original Message-----

From: Dee [<mailto:deeedeee1963@yahoo.com>]
Sent: Monday, November 14, 2016 6:35 PM
To: ctparagon@comcast.net
Subject: BOF Vacancy

Chairman Tarlov,

I am hoping you can clarify the notice in the paper for the vacancy on the BOF.

It was my understanding, after reading the taxpayer funded, legal opinion from Shipman & Goodwin, that the current vacancy on the BOF can be not be filled by an individual whose party affiliation is Republican, so as to comply with CGS-167a minority representation, is this correct?

As the notice was just recently published in the Rivereast newspaper, and is somewhat confusing to those who read the posted legal decision, do you plan on making a corrected notice?

What is the timeline for application submission and interviews.

Thank you,

Deanna Bouchard

To: Colchester Board of Finance
 From: James McNair
 Date: November 23, 2016
 Re: Tweaking Survey Questions

After further consideration, I'd like the BoF to consider adding a question. Seeking public opinion if education spending is in line with enrollment. While the survey was not designed to predict outcomes, it does provide a significant tool.

One of the major additions to the recent surveys addressed willingness to pay with a caveat about impact on services.

2015 survey			
Tax Tolerance	# responses		cum %
No increase: Will Reduce Services	185	28.2%	28.2%
0.1 to 2% increase: Likely Reduce Services	142	21.6%	49.8%
2.1 to 3% increase: Estimated to Possibly Maintain Services	192	29.2%	79.0%
>3% increase: Possibly Increase Services	95	14.5%	93.5%
none given	43	6.5%	
Total	657		

2016 survey			
Tax Tolerance	# responses		cum %
Decrease or No increase: Will Reduce Services	127	26.4%	26.4%
>0 to 1% increase: Likely Reduce Services	81	16.8%	43.2%
>1% to 2% increase: Possible Reduction in Some Services	114	23.7%	66.9%
>2% increase: If Amount is Needed to Maintain Current Services	121	25.2%	92.1%
none given	38	7.9%	
total	481		

Since the BoE budget represents the lion's share of spending, I question if the public sees the wording the same way. With a decline in enrollment, a modest increase in taxes probably is not a decline in services. Some may feel even with a decrease in taxes or no tax increase at all, education services will at least be maintained. This might explain why Town Budgets now pass before education Budgets. It took three times in 2015 and twice in 2016 to pass a BoE budget.

One consideration is splitting questions between Town (excluding debt and capital) and Education for spending percent changes. You might want to scrape the tax change questions to make space.

Thank you for your time and consideration.

From: Leslie Curtis <lesliescurtis@yahoo.com>
Sent: Thursday, December 1, 2016 3:22 PM
To: Robert Tarlov
Cc: Art Shilosky; Andy George; Lisa Hageman
Subject: Survey Question Suggestion

Hi Rob,

Art Shilosky and I just had a very good discussion this afternoon in his office about the reviving the idea of the Town of Colchester getting serious at this juncture about the possibilities of using municipal bonding for open space and farmland preservation in perpetuity.

Art told me that you are preparing your annual budget survey, and he suggested that you might be open to the idea of including a question asking whether survey takers would be open to paying potentially more in taxes (1% more, for example) to specifically fund the town's ability to protect appropriate parcels as they may come available in the future. The exact wording of the question would need to be refined, but I'm sure we could work this out satisfactorily.

This seems to be to be an excellent first step, and I believe Art is in philosophical agreement with me that taking the step to moving this issue to the forefront of public opinion is appropriate at this juncture.

I'm sure you recall that several years ago Lisa Hageman and I appeared before the Board of Finance to advocate for this point of view, but probably there are only you and Tom Kane left on the BoF who recall the discussion that evening.

So many towns around Colchester have had their voters approve referendums for this kind of targeted civic spending. I think with the stock market back to robust gains after the great recession (and the current ability to bond at historically low interest rates) that it would be as good a time as any for the citizens of our town to start to contemplate this issue. Putting such a question on the survey would be a great first step to open the door to further discussion and wider public education.

I am copying Andy and Lisa (President and Vice President of the Colchester Land Trust) on this memo since the Board at its last meeting tasked me with starting a discussion of this idea with the appropriate Town officials.

If you'd like to brainstorm with me about how to word such a survey question, I'd be happy to add my perspectives to this effort. I can be reached by email at this address or on my home phone at 860-537-8208.

It seems to me that this is certainly an issue that should be framed as an opportunity to make meaningful civic investments now to maintain our town's character, natural resources, and quality of life for the long term.

Thanks, Rob, for all the tireless work you do to help Colchester maintain its fiscal responsibility to the taxpayers,

Leslie Curtis

From: Leslie Curtis <lesliescurtis@yahoo.com>
Sent: Thursday, December 1, 2016 3:50 PM
To: Art Shilosky
Cc: Robert Tarlov; Andy George; Lisa Hageman
Subject: Agriculture Commission Action on Recommending Municipal Bonding Funding for Land Preservation in Colchester

Hi Art,

As I promised to do this afternoon, I researched when the action endorsed by the Agriculture Commission regarding the financing of open space was discussed and voted on. This was done in its meeting on **February 23, 2015**. The relevant discussion of and approved motion on this subject is described **in Item 6 on page 3 of the minutes of that meeting** which are, of course, available on the Town's website.

Thank you for taking the time out of your busy schedule this afternoon to start this important conversation. I have emailed the Chairman of the Board of Finance about this, as you suggested, and copied you and officers of the Colchester Land Trust on that email. I trust you have already received this email.

Leslie Curtis



Department of Senior Services

Budget Presentation

Fiscal Year 2018

Mission Statement

It is the mission of the Colchester Senior Services Department to support older adults (ages 55 and up) by providing programs and services designed to promote their independence, health, wellness and overall quality of life.

Vision Statement

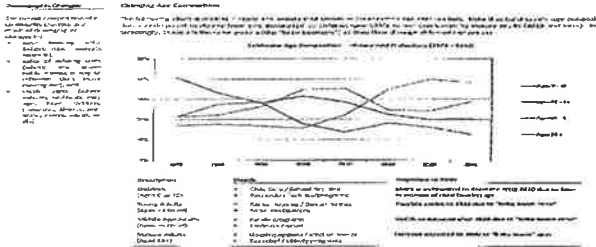
The Colchester Senior Center is a community resource dedicated to engaging, enriching and empowering the lives of seniors.

Getting to Know You...

- ❖ The largest age group served is 65-74, comprising 37.8% of daily attendance
- ❖ 84.5% of our members are residents of Colchester & 15.5% are from surrounding towns
- ❖ 70.4% of members are women
- ❖ 29.6% of members are men
- ❖ In 2016, we provided transportation services for 15 unduplicated younger, disabled individuals within the community.

Demographic Trends

40% of Colchester's citizens will be age 55+ by the year 2030!
That's approximately 6,800 people!



*Colchester's Plan of Conservation & Development, 2015

Special Achievements

The Colchester Senior Center was the recipient of a 2015 Programs of Excellence Award, received February, 2016 from NCOA!



Purchase of 95 Norwich Ave.



The Referendum approving the purchase of the senior center building secured our future for the short-term—allowing Senior Services to continue, uninterrupted. This was a victory, but still remains a short-term solution for the senior center.

What are our Challenges?

- ❖ Need for a new & modern facility to provide senior programs & services.
- ❖ Membership continues to grow at unprecedented rates—over 61.56% over the past three years alone.
- ❖ We are reaching our saturation levels with staffing and building capacity. In order to keep growing, we need a plan to address this historic growth.

Strategic Planning Team

Working with a Strategic Planning Team to Achieve 2 Goals:

- ❖ Make recommendations to the Senior Center Subcommittee for the physical requirements needed in a new facility. To that end, the team engaged in 9 site visits of senior centers throughout the State.
- ❖ Develop a Long Range Plan (5 years) to include a plan for a new Senior Center facility which addresses the rapidly changing needs of the senior community. We have been meeting together since October, 2015 and we anticipate finishing this project by Spring, 2017.

New Vehicles Purchased

New 14 Passenger Bus, with a wheelchair lift, was purchased using Section 5310 A grant funding. This will be used primarily for in town transportation.

New minivan was purchased through Vehicle Replacement Fund. This will be used primarily for out of town medical appointments.

Greatest Needs of Colchester's Seniors

❖ New Senior Center Facility

Larger, able to accommodate our rapidly growing membership with modern conveniences and amenities.

❖ Affordable Housing

Long waiting lists in all subsidized senior housing communities

❖ Accessible & Affordable Transportation Services

There are no alternative transportation options other than through the Senior Center, for seniors that no longer drive.

Need for New Equipment

12 Card Tables

20 Vinyl Upholstered Arm Chairs



Approximate Cost:
\$1,500.00

Available Funds from
Client Donations &
Fundraising



Ability to Purchase

I would like to request a Purchasing Card for the Senior Services Department.

Currently we are reliant on making purchases utilizing our personal finances and waiting on reimbursement, which can take several weeks. Not only does this tie up our personal resources unfairly, but we are also not eligible for tax exempt purchases, which is a waste of money for the Town. The P.O. system is cumbersome and many times does not allow for time-sensitive and/or online purchasing.

Questions & Answers

Questions?



What does the Library do?

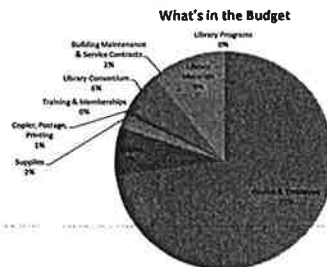
- 12 weekly school-year programs for children, serving 140 children and their families during the school year.
- 10-13 programs for adults each month
- Lend average of 11,000 items per month
- Average 1,075 computer uses per month—often for adult learners and job seekers. Most low-skill entry-level employers have an online application process.



Annual Three Piggy Opera for Kindergarteners

Every September CES's Kindergarteners visit Cragin to enjoy a performance of the "Three Piggy Opera", receive library cards, and check out a book. This year 158 children came.

This Year's Adopted Budget



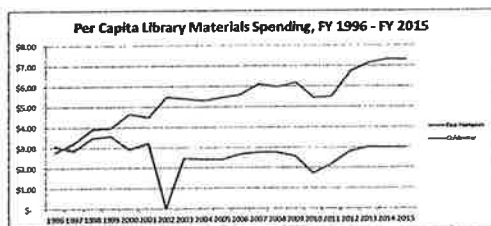
Library Staffing

- **The Library has 6 full-time employees:**
 - Library Director
 - Children’s & Youth Services Librarian
 - Adult Services Librarian
 - Cataloger
 - Circulation Supervisor
 - Children’s Assistant
- **The Library has 7 part-time employees:**
 - One Library Programming Assistant
 - Three Library Assistants
 - Three Shelvers
- **Until 2010 the Library had 8 full-time employees & 5 part-time employees.**

How Do We Compare to Others?

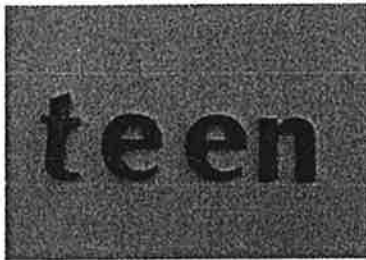
Comparable Towns In DRG Group D	Hours Open Per Week		Total Materials Budget	Per Capita Spending on Library Materials	Percent of Operating Expenditures
		Sunday Hours			
Colchester	47	No	\$48,500	\$3.00	2.8%
Stonington	43	No	\$47,911	\$2.58	13.7%
Cromwell	51	No	\$64,181	\$4.51	9.0%
Ledyard	60	Yes	\$68,733	\$4.56	9.4%
Clinton - Henry C. Hull	55	No	\$69,403	\$5.26	6.3%
East Lyme	63	Yes	\$109,298	\$5.79	9.2%
East Hampton	51	No	\$92,549	\$7.15	17.6%
Old Saybrook - Acton	66	Yes	\$107,753	\$10.52	14.8%
Statewide Average	46/179		\$49,500.00	\$5.05	9.7%
Statewide Median	51		\$49,530.00	\$4.28	9.7%

Library Materials Purchasing Compared to East Hampton



Current Services (on average)

- Now open 47 hours per week, thanks to restored Saturday hours.
- Hosted 50 meetings per month, averaging 411 attendees.
- 12 children’s programs each week, serving 140 children.
- Now offering 2 teen programs each week.
- 1,075 public computer uses each month
- Purchase books, DVDs, audiobooks, eBooks, CDs, magazines, newspapers, etc. with requests for more.



Revived Services for Teens

New staff members are pooling their skills to develop new programming for middle school teens and working with Youth Services to add new outreach services to youth.

Current Funding

- FY 16-17 funding = \$558,597
 - Includes \$50,000 for Library materials
- Maintaining current services, will cost *approximately* \$566,000 in FY 16-17*
- Residents would like more:
 - hours, materials, and programs



Library Fines & Fees

- The Library collected over \$10,000 in fines & fees in FY 15-16, which went to the Town's General Fund.
- Fines have **decreased** both due to e-mailed "almost due" notices and reduced circulation of library materials due to reduced Library hours the past two years.
- Fees collected have **increased** as the Library implemented a coin-op printing and copying system.
 - We charge 50 cents for color copies and 15 cents for black & white copies.

Outside Support for the Library

- The Friends of Cragin Memorial Library
 - The Friends raise about \$9,000 a year through book sales and an annual membership drive.
 - The Friends pay for Library programming, museum passes, and Summer Reading incentives.
- The Trustees of Cragin Memorial Library
 - This is the third year of the Trustees Giving Circle campaign which is still underway.
 - The Trustees administer dedicated book funds which provide approximately \$2,000.

New Budget Considerations

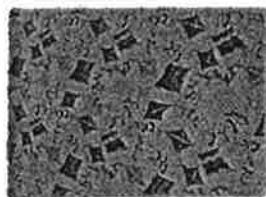
- The Library's FREE Internet connection is **ending** June 30, 2017 as the state reduces funding for the Connecticut Education Network (CEN).
- State Library Bonding will pay the full costs (\$21,300) for construction of a CEN fiber optic connection for the Library.
- New ongoing monthly maintenance charges for the new service will cost \$2,100 in FY 17-18.

Statewide Delivery Issues

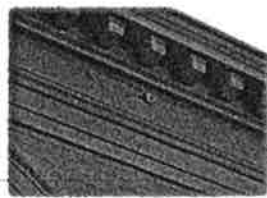
- The State Library's 40-year-old library delivery service is in critical condition, with many libraries experiencing large backups.
- This situation endangers the Library's ability to obtain materials from other towns for Colchester residents.
- Possible State Budget cuts may bring delivery to a standstill.



Capital Issues



Carpet



Exterior of 1905 Building

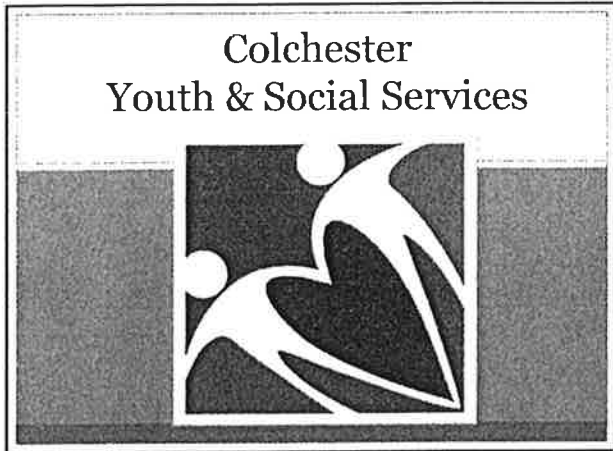
Increased Support for Library Materials

Thank you!

- This year's increase to **\$50,000** is \$3.08 per capita and is the first increase in years.
- Ideally, we should work toward increasing materials spending per capita over time
 - 17-18: \$3.25 per capita = \$52,607.75
 - 18-19: \$3.50 per capita = \$56,654.50
 - 19-20: \$3.75 per capita = \$60,701.25
 - 20-21: \$4.00 per capita = \$64,748.00
 - 22-23: \$4.25 per capita = \$68,794.75

Library Wish List

- Planned technology equipment purchasing on a regular cycle developed with IT.
- Add 5-6 months of Sunday hours = \$6,000 to 8,000—including programming for all ages.
- Add 3 hours weekly of part-time youth programming staff hours = \$3,000



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.

2017-18 Budget Request

The number of youths being referred for Substance Abuse Counseling is growing currently 7 days each week.

- Facilitating two groups (COCOA/Ad) Participating in Peer Support Assistance Team Meetings
- Meeting with 10 students individually for 30-45 minute sessions.

UNMET NEEDS:

- Students on "waitlist"
- Middle School Students

Add back the 3rd Youth Center Supervisor (This position was lost due to a vacancy, not because of a lack of need)

UNMET NEEDS:

- Ensure safety and well-being of participants
- Additional structured programming for identified kids

ADDITIONAL BUDGET REQUEST

Increase weekly hours from 10 to 18 x 20 weeks x \$22/hr = Increase of \$8,800
 Add back 3rd Youth Center Supervisor (2 hrs/day, \$12/hr x 25 days) = \$6,000
TOTAL INCREASE = \$14,800

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



Serving lunch at the Willimantic Soup Kitchen

- 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.

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.



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 volunteering.

Where: Guilford Food Bank
2000 Main Street
Guilford, CT 06430

When: All donations are accepted on Wednesdays, 10:00am - 1:00pm

What: Teens volunteer with the sorting, food distribution, packing, cleaning, & cleaning food bank when necessary.

Volunteer Opportunity

For more information, please contact: Youth Services Dept. 860-339-2222 ext. 222 or visit our website at: www.guilfordfoodbank.org

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 U, 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: 7th & 8th Grade OYC

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.

Intervention Programs

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



*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 STRESS ASSOCIATED WITH THE COURT AND LEGAL SYSTEM.

SUBSTANCE ABUSE COUNSELING, YOUTH SERVICES PROVIDES YOUTH SUBSTANCE ABUSE COUNSELING THROUGH A CONTRACT WITH PROJECT COURAGE. SERVICES ARE PROVIDED 2 DAYS EACH WEEK.

Social Services

Social Service Programs

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.

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, sauces, tuna, peanut butter, jelly, toilet paper, soap, toothpaste, canned veggies, and more.

Food Bank usage - # of families each week

2016: 50-70 families
 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



WHAT DOES THE PLANNING & ZONING

DEPARTMENT DO?

- It implements and ensures compliance with the State of CT Codes regarding building, electrical, mechanical, plumbing and all State Statutes related to zoning, wetlands and subdivisions and the Plan of Conservation and Development
- Evaluates and permits all development within the Town as well as the development of longer term land use policy
- After a development is permitted, the Department is responsible for reviewing and approving all plans and building permits, including all required inspections related to the permits as well as all certificates of occupancy
- Staff must follow up on all building codes and zoning regulations violations and issue notifications when required

BUDGET PRESENTATION

FY 2017 - 2018

PLANNING AND ZONING DEPARTMENT / CODE ADMINISTRATION

STAFFING

- Planning Director – Full Time 40 Hours per week
- Assistant Planner/Zoning Enforcement Officer – Full Time – 40 Hours per week
- Wetlands Enforcement Officer – Full Time – 35 hours per week
- Building Official – Full Time – 40 hours per week
- Land Use Assistant – Full Time – 40 hours per week
- Office is open Monday, Tuesday, Wednesday and Friday
8:00 a.m. – 4:30 p.m.
Thursday
8:00 a.m. – 7:00 p.m.
Total hours office is open - 45 hours per week

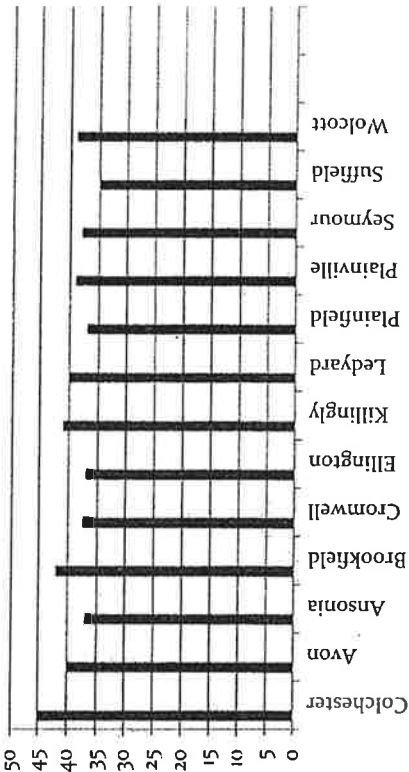
WHAT DOES THE PLANNING & ZONING

DEPARTMENT DO?

- The Department is responsible for long range land use policy including Zoning and Wetland Regulations and the Plan of Conservation and Development
- The Planning and Zoning Department staffs the Planning and Zoning Commission, the Conservation Commission, the Open Space Commission, the Zoning Board of Appeals, the Economic Development Commission and the Historic District Commission. This involves the administration and compliance with State mandates and regulations, including detailed notice and development decision requirements.

PROPOSED BUDGET FISCAL YEAR 2017- 2018

Comparison of Hours Offices are Open



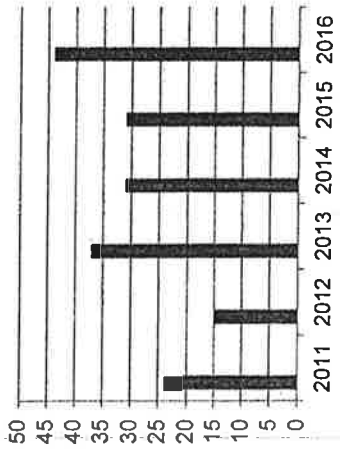
2016 ACCOMPLISHMENTS

Grants Received or Made Application:

Airline Trail Parking and Driveway	\$ 20,000.00
Norton Mill Project	350,000.00
Recreation Trails Grant	43,200.00
Halls Hill Road Grant	549,000.00
Lebanon Ave. Streetscape Grant	500,000.00
Windham Ave. Open Space Grant	100,000.00

2017/2018 REVENUES

NEW HOME PERMITS



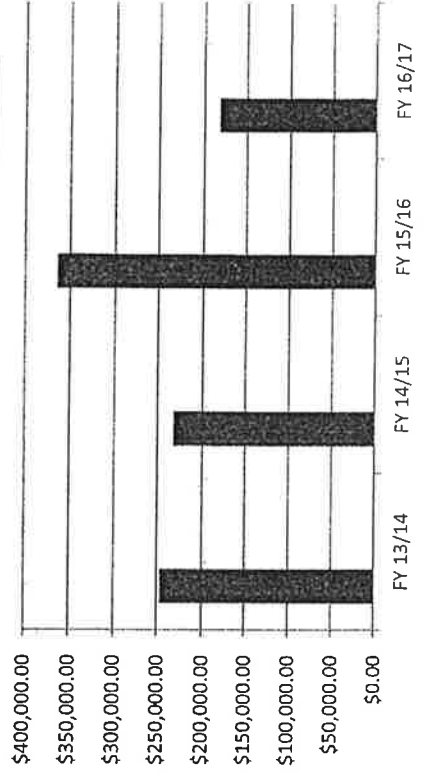
ESTIMATED REVENUES FY 2017/2018

Category	Amount (\$)
Copier Fees	300.00
Planning & Zoning Fees	12,000.00
Zoning Board of Appeals Fees	700.00
Inland Wetland Fees	5,500.00
Blasting Permit Fees	240.00
Building Permit Fees	250,000.00
State Funds	800.00
Total	269,540.00

PROPOSED OPERATING BUDGET FY 2017-2018

Proposed budget excluding Payroll and Associated Payroll costs

REVENUE COMPARISONS



ISSUES TO BE ADDRESSED IN 2017/2018

PROPOSED BUDGET FOR 2017 – 2018

Line Item	2016/2017	2017/2018	Change (+ or -)
Copier	\$5,742.00	\$5,742.00	Unchanged
Office Supplies	\$2,500.00	\$2,500.00	Unchanged
Safety Equipment	\$ 600.00	\$ 600.00	Unchanged
Other Purchased Supplies	\$ 50.00	\$ 50.00	Unchanged
Technical Reference Materials	\$1,235.00	\$1,235.00	Unchanged
Mileage, Training & Meetings	\$3,000.00	\$3,000.00	Unchanged
Professional Memberships	\$7,000.00	\$7,000.00	Unchanged

STAFFING ISSUES

- > Vacation and sick time coverage
- > Busy times
- > Customers' wait time/assistance
- > Fire Marshal moving to Fire House will eliminate a part-time position to help with counter work
- > Lack of coverage to help with phones and counter when Staff is out of the office on inspections or meetings
- > Multiple customers/phones
- > Coverage for counter while Staff works on grants and research projects
- > No time for office organization and filing projects

PROPOSED BUDGET FOR 2017 – 2018

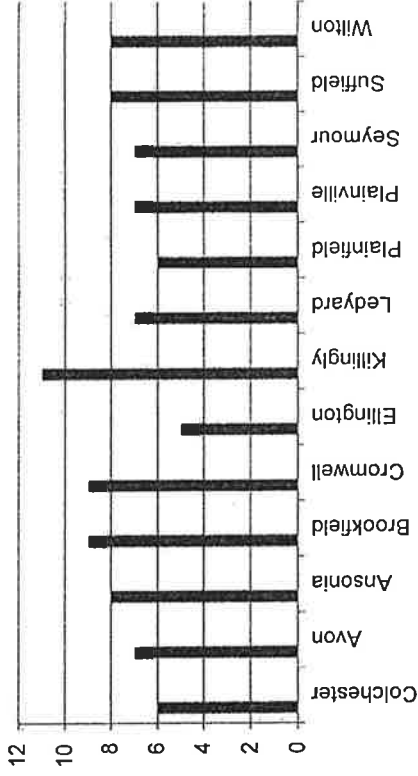
Line Item	2016/2017	2017/2018	Change (+ or -)
Legal	\$45,000.00	TBD	TBD by CFO
Professional Services	\$10,000.00	\$10,000.00	Unchanged
Postage	\$ 1,500.00	\$ 1,500.00	Unchanged
Legal Notices	\$ 3,500.00	\$ 3,500.00	Unchanged
Printing & Publications	\$ 1,250.00	\$ 1,250.00	Unchanged
Telephone	\$ 516.00	516.00	Unchanged
Equipment Repairs	\$ 150.00	\$ 150.00	Unchanged
Vehicle Maintenance & Fuel	\$ 5,016.00	TBD	TBD by Fleet Maintenance

DUTIES OF PART-TIME DEPARTMENT

CLERK

- Greet and assist the public at the counter including pulling files
- Answer phones and direct calls
- Schedule and write up inspection sheets for Building Official
- Input data into permit tracking program for permits and inspections
- Receive payments for building permits
- Filing
- Type form letters for Staff

Comparison of No. of Staff with like towns



REQUIRED INSPECTIONS

BY BUILDING OFFICIAL

- New Home 12 inspections
- Home Addition 12 inspections
- Commercial Addition 9 inspections
- Pool Inground: 5 inspections Above Ground: 3 inspections
- Decks 3 inspections
- Roofs 2 inspections
- Siding 2 inspections
- School project 50 inspections -- minimum
- Boiler/Furnace, windows, propane, oil tank, solar and electrical Service requires 1 inspection

ADDITION OF A DEPT.

CLERK

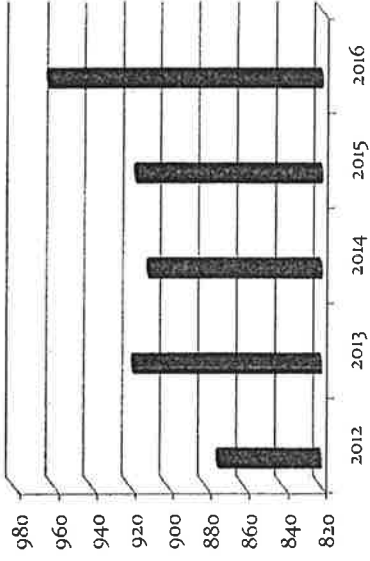
The Staff needs a part-time Department Clerk to handle the increase of clerical work due to the increase in the single family residence permits, the school project, the approved grant work projects, and the upcoming approved commercial projects and the associated paperwork and counter work.

SOLUTIONS FOR STAFFING

ISSUES

- Add a Department Clerk for \$15. per hour for 20 hours a week
 - 247 Days x 4 hours per day = 988 hours
 - 988 x \$15/hour = \$14,280.00
- Increase the Contractual Occasional and Temporary Help from \$1016 to \$3000 to additional Building Official needs due to the school construction.
- Will not require additional funds to staff office clerical needs because of the addition of a Department Clerk.

Building Inspections



Increase in Contractual, Temporary and Occasional Account

An increase in the Contractual, Temporary and Occasional account to cover inspections when the Building Official is on vacation or out sick:
FY 16/17 \$500 Transfer in \$516 Total \$1016.

Increase amount to \$ 3,000.00 for FY 2017/2018

DISCUSSION AND QUESTIONS

Good evening my name is Deanna Bouchard and I am the Chairman of the Colchester Independent Party, a minor political party in the Town of Colchester, CT.

The Official Legal Decision, written by Shipman & Goodwin, Colchester Town Attorneys, concerning the vacancy on the BOF and publicly posted by the First Selectman on 11/4/2016 reads as follows:

Based upon guidance from the Office of the Secretary of State and Town Counsel review of the applicable general statutes and Town Charter, the Board of Finance **should appoint a successor member who is a member of the Colchester Independent Party.** If there are no enrolled members of the Colchester Independent Party at the time said appointment is to be made, the Board of Finance should appoint a successor member who is not an enrolled member of the Republican Party so as to ensure compliance with Conn. Gen. Stat. 9-167a. The Town Clerk and First Selectman concur with this decision.

At the November 16, BOF meeting Chairman, Robert Tarlov, is on record as saying, that it was the BOF's intention to accept applicants up until December 6th and Interview applicants on December 7th and possibly move to appointment a member to fulfill the vacancy on the BOF, left by the resignation of CIP Party Member, James McNair.

Since the Colchester Independent Party (CIP) does "at this time of appointment" have "officially" enrolled party members; and as, the CIP has fulfilled all the statutory provisions of the Legal Decision rendered by the Towns Attorneys, (which was written with guidance from Legal Counsel of the CT Secretary of State's Office) concerning the vacancy on the Board of Finance (BOF), the CIP believes that the BOF is bound by the Legal Decision to appoint a qualified member of the CIP.

The enrolled CIP member who has met the statutory provisions as outlined in the Legal Decision is here tonight, her name is Stefani Lowe.

For the record, the CIP won the seat on the BOF in the municipal elections which took place on November 4, 2013. James McNair, the CIP candidate won the election over the Democratic Candidate Kurt Frantzen – with the CIP earning 1713 Votes and the Dem Earning 1171 votes The Colchester Voters Elected a CIP Candidate with a 542 Vote margin!

I would remind the Board of Finance, that Colchester has a representative Democracy form of government and as such the only qualification for office is a willingness to serve the people of our great community. However, for a representative democracy to work, there are several conditions that have to be met. First, there has to be an opportunity for genuine competition in the selection of leadership (if people think that elections are rigged, or predetermined, there can be no meaningfully honest competition). Second, there has to be free communication, both among the people and in the press. Third, voters have to believe that a meaningful choice exists between candidates and that differences in policy are honestly reflected in each. The degree to which these three factors are present go a long way to determining the effectiveness of a representative democracy.

For the BOF to appoint an applicant other than the qualified CIP enrolled member, it would amount to disenfranchising the 1713 Voters who decisively chose a CIP Candidate over the Democratic Candidate. And furthermore, it would call into question the ethics and political partisanship of the BOF in not upholding the Legal Decision: which clearly states: ***“the Board of Finance should appoint a successor member who is a member of the Colchester Independent Party.”***

In closing, I would respectfully ask that the Board of Finance uphold the Legal Decision written by Colchester’s Town Attorneys and appoint CIP Party Member, Stefani Lowe, to the Board of Finance.

Respectfully, Deanna Bouchard,

Colchester Independent Party, Chairman

I also have another matter that I would like to bring to the Boards attention.

Something just recently came to my attention about the board; I was given information that there is possible a member of the BOF who has ongoing financial dealings with an applicant to be interviewed tonight. I would like to call the board’s attention to their own by-laws it reads:

ARTICLE 9 CODE OF CONDUCT Section 1

Each member of the Board must disqualify himself: from discussion or acting on an issue by which he will derive a direct or indirect gain or suffer a direct or indirect loss.

If this information is true, and a member of the BOF has an ongoing financial relationship with an applicant that is going to be interviewed tonight, then I would respectfully ask that member of the BOF disqualify themselves from participating, as it states in your by-laws, from discussion or acting on the BOF vacancy issue in front of them.

Thank You,

Deanna Bouchard, CIP Chairman

