



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes  
Regular Meeting Minutes  
Wednesday, March 2, 2016  
Colchester Town Hall @ 7PM**

**MEMBERS PRESENT:** Chairman Rob Tarlov, Rob Esteve, Thomas Kane, James McNair, Andreas Bisbikos and Andrea Migliaccio

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** First Selectman Art Shilosky, BOS R Coyle, BOS D Mizla, BOS J Jones, PW Director J Paggioli, BOE D Kennedy, BOE B Bernier, CFO M Cosgrove, Registrar D Mrowka, Tax Collector M Wyatt, J Malsbenden, C Loge, E Fusco, J Kelly, Clerk T. Dean and other citizens.

**1. Call to Order**

Chairman R Tarlov called the meeting to order at 7:01 p.m.

**2. Additions to the Agenda - none**

**3. Approval of Minutes: February 17 – Regular Meeting**

T Kane corrected #10b, 2<sup>nd</sup> sentence, finish incomplete sentence with 'need' after the word would.

T Kane moved to approve the Regular Board of Finance meeting minutes of February 17, 2016 as amended, seconded by R Esteve. Unanimously approved. MOTION CARRIED

**4. Citizen's Comments**

J Kelly gave his support to the First Selectman's budget, felt it was logical and appropriate. D Mizla commended CFO M Cosgrove on the 2015 Budget Book GFOA award.

**5. Correspondence**

S Schuster submitted an email question on the WJJMS Building State Reimbursement (attached)

**6. Budget Review and Discussion – Town Budget**

First Selectman A Shilosky addressed the insurance funding line item. After analysis, he is requesting the Board to look into funding at 115% vs the current 120%. Historically it has not gone over 114%, with the average being 90%.

J McNair stated that if a policy is made then you should stick to it. R Esteve state he would like to talk about bringing it down, but probably not as low as 115% in one shot. Rather revisit for a 1-2% reduction over multiple years. T Kane doesn't want to consider it as part of budget discussion, but rather from a standpoint of what is the town's risk and where should it be. A Bisbikos stated that anything that can save money he is willing to look at but shares the same sentiment as J McNair regarding sticking with a policy. R Tarlov stated that lowering the percentage creates a volatility where you see big drops and big increases. He is not opposed to revisit but takes more of a discussion to make it the right move for the right reason. The consensus of the Board was that they would like to open up to discussion and consideration but not as a way to reduce the budget.

J McNair asked about the \$69,000 reduction in vehicle maintenance and fuel. CFO M Cosgrove stated that the reduction was due to the pricing contracted with a lower rate. J McNair asked about the worker's comp line. M Cosgrove stated that there were very large claims in the past, which CIRMA agreed to spread over a three-year period. J McNair asked about the IT position that took two-part time positions and combined into one full time position, how did that create a savings. M Cosgrove stated that the rate of pay for one of the part-time was lower and the rate used for the full time was calculated at that rate. J McNair questioned the overall legal line item going up. M Cosgrove stated that it was attributed to Land Use and there are several issues going on now. R Esteve stated that the bulk of increases are in three line items and that the First Selectman took what the residents said they wanted and showed his support of that with funding it properly. R Tarlov asked that at the Budget Forum on 3/7 to show what the new initiatives are and possibly format the C3 line item differently. CFO stated that in the past it was as a budget line item in Youth & Social Services Dept., However, she doesn't think it is an appropriate place for it to be. It is now separated in its own line item as Community Agencies. It is currently proposed in the budget as \$25,000, which is a \$17,500 increase from last year. She will make a footnote with this detail on that page. R Esteve wanted to confirm that C3 is on a path that is not sustainable. The town never planned to replace all the funds that they lost from the grant. R Tarlov stated that the amount the Town is funding and the amount BOE is funding only covers the payroll for three part-time positions in C3. Programs they will have to

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fundraise to support.

**7. Citizens Comments**

D Kennedy asked for an explanation on how the multi-year funding plan works.

**8. Department Reports**

**a. Finance Department – none**

**9. First Selectman**

**a. First Selectman's Report**

Jack Chevy old dealership is underway with its environmental clean-up. A new business, Creative Design, has moved into the Keystone Shop plaza.

**b. Transfer Requests – none**

**10. Liaison Reports**

R Esteve reported on the Building Committee – still continuing to discuss bus and pick up coordination. Discussing needs vs cost and space usage. Still no contract with O&G yet.

D Mizla reported for R Tarlov on the Youth Advisory Board – Next community conversation will take place on 5/4, which will discuss alcohol. There will be a mock car crash on 5/12. A paint night for middle schoolers and a kid's craft night will be planned. Spring clean-up will be 4/19.

J McNair reported on Fire Dept, received info that they do have the software program for vehicle maintenance, however not connected at the moment.

**11. Budget Discussion**

**a. Discussion and Possible Action – Graph and Charts**

R Tarlov reviewed the previously discussed graphs. He stated that starting March 4<sup>th</sup> there will be weekly eblast sent out recapping budget in review.

**12. New Business – none**

**13. Old Business**

**a. Review format of Program Fund Reports** – R Tarlov met with P&R Director and reviewed a rolling report for four quarters and what the Board is looking for. Software the dept. has she does not believe it can generate a profit/loss statement. Paying almost \$10,000 year he feels they should look at the finance module vs the scheduling module due to the exorbitant cost that the software has become, with limited capabilities. Would like to look into other possibilities for the financial side such as quick books.

**b. Recreation Field Subcommittee - update** – next meeting on 3/7

**c. Senior Center Task Force – discussion and possible action** – T Kane stated that an executive session was held after the CCSU presentation on their capstone project took place. The next meeting will be 3/8, which the BOS, BOF and SC subcommittee will be invited into the executive session to have a presentation from counsel. R Coyle showed the schematic that CCSU came up with as a possible plan for what the senior center could look like.

**d. Snow Removal Policy – discussion and possible action** – The Board reviewed the memo from J Paggioli regarding the snow reserve policy language (attached). Discussion was held on how the process currently works and how it would be a different process with the policy presented.

R Esteve moved to approve the snow reserve policy language dated February 29, 2016 (attached), seconded by A Bisbikos. Unanimously approved. MOTION CARRIED.

**e. Review Ambulance White Paper** – J McNair thanked R Esteve for creating. He suggested that since it's a stand-alone document, that it should be stated in the beginning the purpose and at the end a conclusion. R Esteve will revise with additions and bring back to the next meeting. TABLED

**14. Citizens Comments**

R Coyle asked that the scheduling of the Board of Education budget discussion not happen at the same time as the Board of Selectmen meeting. She would appreciate the consideration as the Board of Selectmen would like to have possible input and participate.

**15. Adjournment**

J McNair moved to adjourn at 8:24 p.m., seconded by R Esteve. Unanimously approved. MOTION CARRIED.

Attachments:  
Correspondence (1)  
Snow Reserve Policy Language

Respectfully submitted,

Tricia Dean, Clerk

## Tricia Dean

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**From:** Robert Tarlov  
**Sent:** Saturday, February 20, 2016 9:06 AM  
**To:** Tricia Dean  
**Subject:** Correspondence for the next BOF Meeting

**From:** Steven A. Schuster <sas2628@aol.com>  
**Sent:** Friday, February 19, 2016 6:29 PM  
**To:** Robert Tarlov  
**Subject:** Re: Question Submitted Through Town Web Site

Thanks Buddy. Have a nice weekend.

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

**From:** Robert Tarlov <BOFChair@colchesterct.gov>  
**To:** sas2628 <sas2628@aol.com>  
**Sent:** Fri, Feb 19, 2016 6:26 pm  
**Subject:** Fw: Question Submitted Through Town Web Site

You're right.

Nothing will be firm for several months. That's the normal process and time frame.

The liaison report at the February 3rd BOF meeting was not a firm update either. The audio tape of the meeting provides a better explanation than the minutes.

**From:** Steven Schuster <sas2628@aol.com>  
**Sent:** Friday, February 19, 2016 1:41 PM  
**To:** Robert Tarlov  
**Subject:** Re: Question Submitted Through Town Web Site

Not much of a FIRM update. Just sounds like much still up in the air. Thanks.

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**From:** Robert Tarlov  
**Sent:** Friday, February 19, 2016 12:15 PM  
**To:** [sas2628@aol.com](mailto:sas2628@aol.com)  
**Cc:** Tricia Dean; Art Shilosky; Ronald Goldstein  
**Subject:** Question Submitted Through Town Web Site

Hi Steve,

See update in BOF minutes from 2/17 meeting.


Rob

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

Request From: Steven A. Schuster  
Email: [sas2628@aol.com](mailto:sas2628@aol.com)  
Address: 386 Westchester Road  
City: Colchester  
State: CT  
Zip: 06415  
Phone: 860.267.4055  
Organization: Taxpayer

So, at BOF meeting held on 2/3/2016 the minutes reflect that according to the "WJJMS Architectmet with the State on the reimbursement rate and was advised that the said NO as a new project status and clasified this as a alteration. If this holds true, what does this mean dollars and cents wise to the residents of Colchester as far as reimbursement from the State? When will this information go public? Thank you. SAS.

## Town of Colchester Interoffice Memorandum

**To:** Art Shilosky, First Selectman  
**From:** James Paggioli, L.S., Director of Public Works   
**CC:**  
**Date:** February 29, 2016  
**Re:** Snow Reserve Policy Language

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In response to the request, the following is submitted for your approval for policy language:

Due the uncertainty in regard to forecasting the actual number of snowfall events and amounts of total snowfall on a "future" annual basis and the wide variation from historic average snowfall totals both in above and below the average; and to mitigate the fiscal impact in years of above average snowfall totals, a Snow Reserve Fund is hereby created.

It shall be the policy of the Board of Finance and Board of Selectmen to place unexpended funds within the Public Works Department – Snow Removal budget into the Snow Reserve Fund, for use in future years for with above average snowfall events and/or totals, that causes an overage within the Public Works – Snow Removal Budget. Said transfers of funds either to or from the Snow Reserve Fund are subject to the Budget Transfer provisions of the Town of Colchester Charter.