



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes  
Regular Meeting Minutes  
Wednesday, February 3, 2016  
Colchester Town Hall @ 7PM**

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

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** First Selectman A Shilosky, Public Works Director J Paggioli, CFO Maggie Cosgrove, BOS G Mizia and R Coyle, Town Clerk G Furman, and Clerk T. Dean.

RECEIVED  
COLCHESTER, CT  
2016 FEB - 5 AM 10:15  
G. FURMAN  
TOWN CLERK

1. **Call to Order**  
Chairman R Tarlov called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda - none**
3. **Approve Minutes: January 20- Regular Meeting**  
R Esteve moved to approve the Regular Board of Finance meeting minutes of January 20, 2016, seconded by A Bisbikos. Two abstentions by J McNair and A Migliaccio. Unanimously approved. MOTION CARRIED
4. **Citizen's Comments - none**
5. **Correspondence - none**
6. **Budget Discussion**
  - a. **Survey Results** - J McNair reported that responses were down 177 from last year. Discussed percentage of survey responses and also in relation to town demographics. Results posted to the town website. Public safety and infrastructure were the top responses to focus on during budget.
  - b. **Town Metrics** - Discussed metric reports compared to peer towns
  - c. **Graph and Charts for Web Site** - Charts for both town and Board of Education included in the survey results on the town website. CFO M Cosgrove requested that the board include on the charts the factors as to why the peer towns were selected to compare to Colchester. Discussion on criteria selected for peer towns, and the board would hope that the town depts. use the same peer towns for presentations.
  - d. **Facebook Page** - Budget page up and running since 1/29/16. 200 likes to date. The intent is to drive budget questions to one central page.
  - e. **Communications - Letters to the Editor, Twitter** - R Esteve commented that the facebook budget page received press. The role of the page is to continue to communicate budget process along with upcoming meetings. Letter to the editor will outline the budget meeting schedule for the following week. Discussed possible taping of the BOE and Town budget presentation to the BOF, as well as one Public Hearing. Consensus was that a twitter page would not be beneficial for communicating the budget.
  - f. **Schedule** - no update
7. **Department Reports**
  - a. **Finance Department** - The June 30, 2015 audit report was handed out to the Board. A hard copy will be available in the Town Clerks Office. Grand list is also available
  - b. **Tax Collector** - not present
8. **First Selectman**
  - a. **Report** - Northwoods is starting on construction of condos; More housing developments in the works, Settlers Green and a veteran's condo complex. High end condos were also discussed with a developer; EDC has possible contact with a car dealership owner that is looking at potential land opportunities in town; Pilot Grant for one year will be conducted in town hall and the library with the availability of a tv monitor implemented at both locations to post town information.
  - b. **Transfer Requests** - none
9. **Liaison Reports**  
J McNair reported on Parks & Rec Commission- year over year data showed revenue to be down \$19,000 and expenses up \$11,000. Program fund is down overall. Would like to see a narrative behind the numbers to get a better

picture of what is the cause.

A Migliaccio reported on Agriculture Commission – attended the meeting and met everyone on the commission  
Cragin – got updated on the Library

R Esteve reported on the Board of Selectmen – attended 1/21 meeting where they interviewed the final two candidates for Town Planner. The budget Facebook page was approved at this meeting.

Board of Education – Superintendent presented the Budget with an increase of .61% from FY 15-16 budget. The Board will vote on the budget at their 2/17 meeting, to send forward to the Board of Finance on 3/1.

Building Committee – Architect met with the State on the reimbursement rate. The state representative is saying no to the renovate as new project status. Calling the project as an alteration, which results in a lower reimbursement rate.

Dialogue continues. WJJMS is proposing a new curriculum. Construction Manager proposed changing the scope of the contract, the Building Committee made it clear it was not going to entertain the idea, to which the manager withdrew the proposed change. Proposed schedule is to have the swing space and demolition completed by the end of summer. 8/31 target to bid on the construction.

**10. New Business**

**a. Snow Removal Reserve Policy – Discussion and Possible Action**

A draft is in process. This policy would recognize there are fluctuations and when portion not expended to move to reserve for future year's snow removal when there may be an increase in snow. R Tarlov made it clear that the unexpended funds would not be used to lower the budget but to put in reserve to replace funds already expended for snow removal above the budgeted amounts. TABLED

**11. Old Business**

**a. Review of 1/20/2016 – Fire Department Presentation** – R Tarlov stated if you looked at the present overview of numbers, Colchester is currently the lowest cost in ambulance service but the most expensive in Fire. Discussion on details of the presentation and operation of the fire and ambulance services. J McNair stated that it would be optimal if there was a stand-alone document that shows the 2 scenarios, as is and what it would look like if the ambulance service was outsourced. Next step is to put a narrative with the numbers so the Board will have a substantive document to refer back to when reviewing or questioned in the future. R Esteve will work with Chief Cox to write something up to present at the next meeting. TABLED TO NEXT MEETING.

**b. Review format of Program Fund Reports** – R Tarlov asked the P&R Director to provide a report. The new full-time position started in Dec 2015, however in Oct there was a bump in salary. CFO M Cosgrove stated that she is working with the Director to research the amount and why. J McNair stated that the numbers are easy to obtain through the software that P&R department has in the office. R Tarlov stated that the Director needs to manage the program details, and that the Board of Finance should be focused on the bottom line numbers. R Tarlov stated that the report he is most interested in is the year over year comparison, including a break down per month.

**c. Recreation Field Subcommittee – update** – J McNair stated at the last meeting the overall purpose of the subcommittee was discussed, 1. Short term sustainability and 2. Long term (bonds, etc). The group received estimates from J Paggioli on an irrigation system. More endorsed leagues are being approved, however there is no growth in land and a big increase in participation, along with other activities. Fields are getting overused. R Tarlov thought the focus was on how to improve the fields without paying for it out of the budget. J Paggioli stated the group first needs to quantify the problem and then come up with solution on how to solve. After that they can determine ways to fund the improvements.

**d. Senior Center Task Force – discussion and possible action** – T Kane stated that a presentation was done by CCSU students on engineering options. The group gave feedback and the students will come back with a redesign. Ongoing executive session.

**e. Budget Communications Subcommittees – updates**

**i. Off Season – review progress of implementing recommendations – complete**

**ii. Budget Season – review progress of implementing recommendations – no update**

**f. 2015-2016 BOF Goals and Objective – review and update** – Items left will be starting in April.

**12. Citizens Comments - none**

**13. Adjournment**

J McNair moved to adjourn at 8:52 p.m., seconded by A Bisbikos. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk