

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes  
Special Meeting Minutes  
Wednesday, January 18, 2017  
Colchester Town Hall @ 7pm**

RECEIVED  
COLCHESTER, CT  
2017 JAN 20 AM 9:58  
TOWN OF COLCHESTER  
TOWN CLERK

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

**MEMBERS ABSENT:** Stefani Lowe

**OTHERS PRESENT:** First Selectman A Shilosky, CFO M Cosgrove, Board of Education B Bernier, TC M Wyatt, TC G Furman, BOS R Coyle, Resident Trooper Sgt. Martinez, Officer Edwards, D Dander, T Peters and Clerk T. Dean

**1. Call to Order**

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

**2. Approval of Minutes: January 4, 2017 Special Meeting**

T Kane moved to approve the Special Board of Finance meeting minutes of January 4, 2017, seconded by A Migliaccio. Unanimously approved. MOTION CARRIED

**3. Citizens Comments - none**

**4. Correspondence – email from D Bouchard regarding special meeting and letter from D Dander regarding CES building project. (attached)**

**5. 2017-2018 Budget – Department Head Presentations**

**a. Police –** Officer Edwards and Sgt. Martinez presented (attached). The Board then had discussions on current status of the town in regards to safety, drug use, crime activity, firearms, facility and 24/5 coverage.

**b. Tax Collector –** No presentation. Only increase requested is in staffing hours.

**c. Registrars –** No presentation. No increase.

**6. First Selectman**

**a. Transfer Requests**

**i. BOE Capital Appropriation Requests – Discussion and Possible Action**

Discussed recommissioning recommendation for CES HVAC. Discussions on why it wasn't completed in the original building project or the Honeywell project. Was not an immediate problem but over time became noticeable. D Dander explained his position as to why he did the research and brought it to the BOF attention. B Bernier, CFO and R Tarlov stated that the CES building committee successfully completed the task back then and it was not because of their work that the issue occurred. Other items discussed for the appropriation requests; vehicle used to transport students, and air controllers to help indoor air quality at Bacon. The funding total of \$117, 960 will come from the General Fund Assigned Balance to Capital Reserve Building Maintenance and Capital Reserve Vehicle.

A Migliaccio moved to approve the appropriation of 117,960 from General Fund Assigned Balance pending Board of Selectmen action and Town Meeting approval, seconded by A Bisbikos. Unanimously approved. MOTION CARRIED.

**b. First Selectman's report - none**

**7. Department Reports**

**a. Finance Department**

CFO M Cosgrove stated that town is doing well with building permits. Mid-year reductions in ESC grant.

Road inspection fee are down from last year as a significant fee came in last FY that was not expected, that's why there is a big swing. Expenditure side encumbrances are from the Finance Dept. re-organization of salaries, but not actual due to timing. Discussed position changes in Public Works. Question on Hebron tax, it is due to the town owning a small piece of parcel located in Hebron.

**b. Tax Collector**

TC M Wyatt stated the office sent out 2,972 MV supplemental bills in Dec. Continue to work delinquent enforcement with Rossi Law and State Marshalls. Pay by credit card option working well. Gave stats and upcoming mailing dates for real estate and mv taxes.

**8. Liaisons**

**a. Reports**

A Bisbikos reported on the Economic Development Commission – Hops Farm CTIP application discussed. Discussed SECTER, an organization that helps with businesses and growth. Commission is interested in participating in the dues and will ask to add as a budget request.

Senior Center subcommittee – moving towards a town meeting on Feb 2<sup>nd</sup> to recommend the land purchase for a potential senior center.

R Tarlov reported on the Building Committee – expect shovels in the ground mid-March to begin construction. Some items out to rebid. Most items came in well under estimates. Work done on wing currently used as gym will become Pupil Services in the summer. Expect construction to end by December 2018. Fall 2019 opening anticipated.

**9. New Business**

**a. Health Insurance – Review of 12/31 Report**

Reserves on town side have grown this year, BOE reserves have decreased. BOE will require increased funding, Town might be able to stay level.

**b. Program Fund – Review of 12/31 Report**

Report looks good. Balance is up \$90,000/year. CFO thinks summer camp has a lot to do with the increase.

**c. 2017 Budget Discussion and Possible Action – Budget Facebook – Budget Forum – Communications – Survey – Calendar**

Only date not determined is when the Board of Selectmen sets the town meeting date. When we get to that point, if more communication is needed to the public, the BOS can have a special meeting to set the date. Discussion on setting the town meeting and referendum dates and times. (budget schedule attached) Survey closes on 1/23 at 4am. R Tarlov explained that on the survey, we don't limit the number of times a survey can be taken as multiple voters in the same house would not all be able to take the survey if we did. Approximately 300 people took the survey to date. A Bisbikos mentioned other surveys being conducted by independent people in town. Facebook – last year created the page to get information out and give residents the opportunity to give feedback. Discussed options on how to use the page and determined it would only be used to send out information and to direct the voters to the Town web site to ask questions. Weekly articles that T Kane wrote have been going out weekly explaining the budget process.

**10. Old Business**

**a. Discussion of Transparency Software**

R Lepore put together a comparison sheet of the three companies that presented. CFO stated all are very different in what they offer, and the Board would need to determine what they are looking for the program to do, as well as the information they wish to convey. Discussion on pros and cons on what each company offered. Agreement on the Board that deep detail is not needed as much as an overall picture of the town's budget, expenses, and revenues. Will invite opengov to come back to present more detailed information. R Lepore will also send the three companies the comparison sheet for them to fill in with information.

**11. Citizens Comment - none**

**12. Adjournment**

T Kane moved to adjourn at 9:28pm seconded by A Migliaccio. Unanimously approved. MOTION CARRIED.

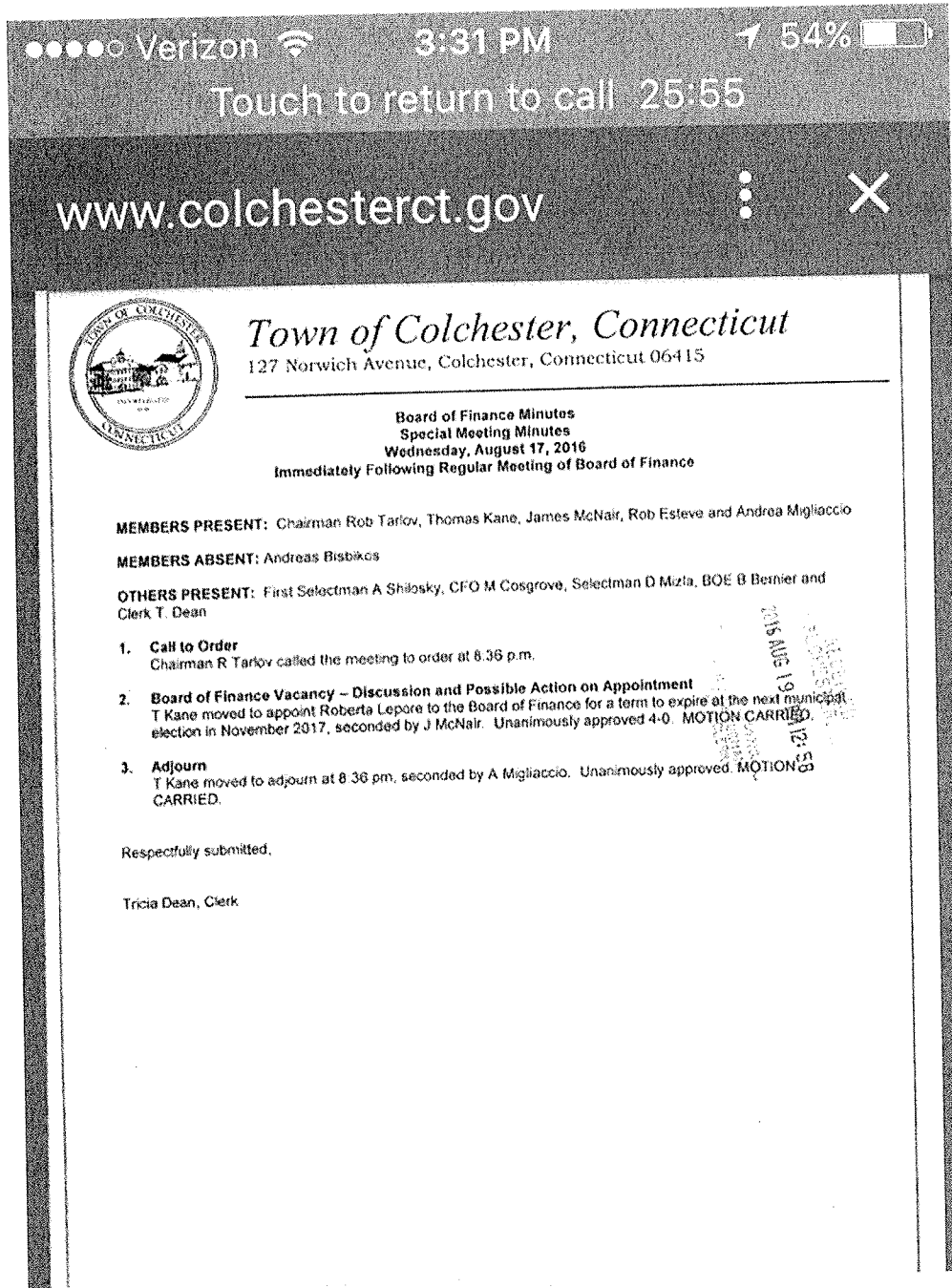
Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Tricia Dean', with a long horizontal line extending to the right.

Tricia Dean, Clerk

Attachments:  
Correspondence (2)  
Police Presentation  
2017 Budget Schedule

From: Dee <deeedeee1963@yahoo.com>  
Sent: Wednesday, January 4, 2017 8:37 PM  
To: Robert Tarlov  
Subject: BOF Special Mtg to Appt Roberta Lepore



*Town of Colchester, Connecticut*  
127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Minutes  
Special Meeting Minutes  
Wednesday, August 17, 2016  
Immediately Following Regular Meeting of Board of Finance

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

**MEMBERS ABSENT:** Andreas Bisbikos

**OTHERS PRESENT:** First Selectman A Shlosky, CFO M Cosgrove, Selectman D Mizla, BOE B Bernier and Clerk T. Dean

- 1. Call to Order**  
Chairman R Tarlov called the meeting to order at 8:36 p.m.
- 2. Board of Finance Vacancy - Discussion and Possible Action on Appointment**  
T Kane moved to appoint Roberta Lepore to the Board of Finance for a term to expire at the next municipal election in November 2017, seconded by J McNair. Unanimously approved 4-0. **MOTION CARRIED.**
- 3. Adjourn**  
T Kane moved to adjourn at 8:36 pm, seconded by A Migliaccio. Unanimously approved. **MOTION CARRIED.**

Respectfully submitted,

Tricia Dean, Clerk

2016 AUG 19 12:53

**From:** Robert Tarlov  
**Sent:** Thursday, January 5, 2017 5:45 PM  
**To:** Dee  
**Cc:** Art Shilosky; Tricia Dean  
**Subject:** Re: BOF Special Mtg to Appt Roberta Lepore

This special meeting was following a regular monthly meeting. Both the agenda and the minutes show that the meeting followed the regular meeting of the Board of Finance.

To me this is different than scheduling a meeting on a night other than our regular meeting.

Perhaps, before I was on the Board there was a meeting scheduled to replace a vacancy on a night other than a regular meeting night but I could not find it.

I will clarify for the public at the next meeting.

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

Dear Colchester Board of Finance members,

January 16, 2017

Below are three questions related to Agenda item 6.a.i., (*BOE Capitol Appropriations Request*), proposing funds to repair and upgrade building systems at two of Colchester's schools.

**1). Are funds to address HVAC issues at Colchester Elementary School undoing or redoing previous repairs, modifications or commissioning(s) of the HVAC system, thereby spending more money on items that have already seen significant monies spent?** (*see recommendations in Consulting Engineering Services, Inc. commissioning report included in the attached memo of 1-5-17 from Ken Jackson, Director of Educational Operations to Superintendent Mathieu*)

**Question rationale:**

- In 2013, as part of Colchester's Energy Performance Contract with Honeywell (*for 3.4 million dollars*) recommissioning at CES included AHU's 1-16, four VAV units, boiler and chilled water and hot water sequences.
- All (AHU's) Air Handling Units at /CES were reprogramed by ALC in the summer of 2016.
- Facilities staff made modifications to VAV boxes for AHU-2 at CES allowing constant volume and the air supply diffuser on AHU-12 was blanked off of.

**2). Is this expenditure supported by complete and correct background information?**

**Question rationale:**

- The attached memo from the Director of Educational Operations to Superintendent Mathieu reads, "*I found that most of the problems have been ongoing since the school opened and are directly attributable to the fact that the school's HVAC systems were never commissioned as specified prior to the school opening and the Building Committee disbanding. As a result of CES never being commissioned staff/student comfort has been negatively impacted since the school opened, not to mention wasted utility dollars.*"

I was a member of the building committee charged with construction of Colchester Elementary School and Consulting Engineering Services, Inc. did in fact conduct a commissioning study of the HVAC system and produce a deficiency report for the building committee. I contacted Doug Lajoie, Vice President of Consulting Engineering Services, Inc. and shared with him Mr. Jackson's memo. Below, right is Mr. Lajoie's response.

**3). If, as the Operations Director states, HVAC issues at CES have been "*ongoing since the school opened...wasting utility dollars*", why has it taken 10 years to address it and was it on a Capitol Improvement Plan or warranty claim?**

**Question rationale:**

The building committee's efforts to have the contractor, W.J. Mountford Co. resolve disputed items culminated with the town's attorney intervening and dealing directly with the contractor's attorney. This horse trading yielded a "final payment resolution" between the town and the contractor, with responsibility for some disputed items assumed by the town. The town's decision on how to address these responsibilities reflects in the January 15, 2009, minutes of the final meeting of the PreK-2 Building Committee on January 15, 2009, (*attached*).

**RE: a hello and question from a Colchester building committee member**

From: "Douglas S. Lajoie PE" <dlajoie@cesct.com>  
To: "David Dander" <ddander@sbcglobal.net>

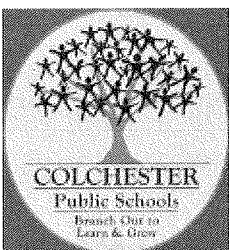
[Full Headers Printable View](#)

Hi Dave,  
I looked into this with my staff and they are saying that the commissioning deficiencies list that we originally produced was never completed by the installing contractors and many of the items the we are finding now are the same items that were on the list last time.  
Hope this helps.  
Doug

Douglas S. Lajoie, PE  
Vice President | LEED® Accredited Professional

Consulting Engineering Services  
Phone: 860.632.1682  
Mobile: 860.250.9254  
www.cesct.com

Middletown, CT Norwood, MA New York, NY Fort Lauderdale, FL



# Colchester Public Schools

**Kendall J. Jackson,**  
Director of Educational Operations

**To:** Jeffrey Mathieu, Superintendent of Schools  
**From:** Ken Jackson, Director of Educational Operations  
**Date:** January 5, 2017  
**Subject:** CES – IAQ Concerns

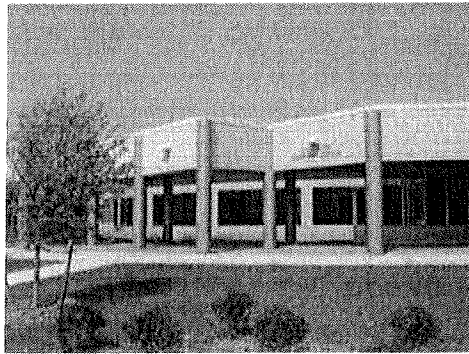
Per our discussions regarding a citizen's complaint concerning indoor air quality concerns at Colchester Elementary School I submit to you the following:

Complaints shared by staff at CES regarding the school's building environment had been brought to my attention, but the majority of complaints I had received pertained to temperature control (too hot or too cold) and air volume from the ventilation systems (too much and too loud). As I investigated the issues I found that most of the problems have been ongoing since the school opened and are directly attributable to the fact that the school's HVAC systems were never commissioned as specified prior to the school opening and the Building Committee disbanding. Commissioning ensures that in a new building the HVAC systems were properly installed and operating as designed. As a result of CES never being commissioned staff / student comfort level has been negatively impacted since the school opened, not to mention wasted utility dollars.

Due to the commissioning not being accomplished air distribution systems throughout the school were never properly balanced, some valves and controls were improperly installed and the energy management system controlling the HVAC systems contained errors and omissions. To get a handle on the scope of the HVAC system's problems I contracted with Consulting Engineering Services to perform a commissioning study of the systems as should have been done before the school was accepted as complete. Consulting Engineering Services was the engineering firm of record for the CES Building Project. The study has been completed and the executive summary is attached. I am now in the process of addressing the recommendations contained in the commissioning study.

There was a minor incidence of surface mold noted this summer in a couple of classrooms. Upon detection the custodial staff followed proper cleaning procedures and wiped down all the affected areas with a cleaning agent and HEPA vacuuming of the carpeted areas. It was determined at the time that the probable cause of the mold growth was overly humid interior conditions created by multiple factors. Addressing the issues identified in the commissioning study should prevent further occurrences. As a precaution I had an environmentalist from Fuss & O'Neill do a site visit and the findings are delineated in the attached email.

**COMMISSIONING REPORT**  
**FOR**  
**COLCHESTER ELEMENTARY SCHOOL**  
**COLCHESTER, CT**



**Prepared By:**

**CONSULTING ENGINEERING SERVICES, INC.**  
**811 Middle Street**  
**MIDDLETOWN, CONNECTICUT 06103**

**December 9, 2016**



### SCOPE OF SERVICES

Existing Systems Investigation: CxA has investigated the building systems condition, operating strategies, control equipment and practices. The investigation included testing of existing equipment and evaluation of systems integration. The site investigation addressed the following major issues:

- Current design and operational intent and actual control sequences for each piece of mechanical equipment.
- Current schedules (setpoint, time-of-day, holiday, etc.)
- Control and operational problems.
- Location of the most comfort problems or trouble spots in the buildings.

### RESULTS & RECOMMENDATIONS

Refer to attachment 'A' for system functional test results (per system type)

Summary of Findings for follow up action:

Hot Water Heating System – Other than the outside air temperature permissive for HW system operation the boilers are controlled by a Heat Timer panel. The ALC building management system has the ability to control the boilers but this function is not being utilized. At present the ALC system provides a boiler call function based on comparison of a calculated setpoint and hot water supply temperature.

Two of the larger issues observed are:

1. The boilers do not perform lead lag function. This could cause a significant issue if a lead boiler failure occurs during a cold snap. Additionally the hot water reset function is controlled through the Heat Timer panel and is not adjustable through the ALC system.
2. The two in-line hot water primary pumps run continuously. A primary pump should only operate when its respective boiler is calling. Significant standby heat loss and increased electrical usage is occurring with both primary pumps operating all the time. Matt indicated this is a new problem which was first observed after ALC rewrote the programming.

Follow Up -

1. Determine if the Heat Timer panel should be removed, with control reverting back to the ALC system.
  - a. If the Heat Timer panel stays, control of the primary pumps should be wired through the Heat Timer panel contacts. Controls shown on the ALC graphics not being used should be removed to avoid confusion.
  - b. Cost will be a consideration on which system to use
  - c. Consider establishing ALC communication with oil tank monitoring system

Building Automation System –

1. Suggest establishing a file backup system in the event of a system crash or component failure.
2. Request back up operating system files and documentation

3. Lock out economizer operation when mechanical cooling is in operation.
4. Reduce offset for mixed air temperature setpoint to 0F instead of 2F to minimize heating valve operation when outside air is allowed.
5. Adjust hot water valve opening from 50% to 20-25% during unoccupied mode.
6. Adjust chilled water valve opening from 50% to 0% during unoccupied mode.
7. Consider installing VFD's and implementing a single zone VAV fan control strategy.
8. Consider sheave changes on AHU-12, AHU-15 and AHU-16.

#### Exhaust Fans

1. Observed issues:
  - a. Exhaust fans serving the HUB air handling units (UEF-3 & 4) do not have operable roof mounted dampers.
  - b. EF-2 serving the elevator machine room does not operate.
  - c. UEF-8 serving AHU-6 does not operate.
  - d. EF-8 serving the back kitchen area has no BMS control.
  - e. EF-11 has associated system graphic. (Kiln)
  - f. EF-15 serving the HUB area does not work.

#### VAV Boxes

1. VAV box operation in the Kindergarten wing has been disconnected with damper actuators disconnected from their respective VAV dampers. (Total of 4)
2. See comments above regarding AHU-2

#### Radiant Ceiling Panels and Perimeter/Floor Radiation

1. Refer to radiation functional test sheet for detailed list of issues
2. The Pre-K Wing radiant floor system requires control modifications to allow proper operation and comfortable space temperatures. Two problems need to be addressed to have the radiant floor system functioning properly:
  - a. The 4 way mixing valve operation. This valve has a non-functional actuator requiring replacement or repair. Suggest replacing with Belimo style actuator and temperature reset control through the ALC system.
  - b. Modify ALC programming to allow the slab temperatures (4 zones) to provide heat during class time hours when needed. Presently the zone control valves are closing unless a call for heat is received, allowing the slab temperatures to drop too low during unoccupied or no demand periods.
  - c. Enlist a balancer to establish correct water flows through each loop. Eliminate air where needed.



Ken Jackson &lt;kjackson@colchesterct.org&gt;

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**Colchester Elementary School - 8/26/16 Site Visit Summary**

1 message

Jared Smith &lt;jsmith@fando.com&gt;

Tue, Aug 30, 2016 at 11:32 AM

To: "kjackson@colchesterct.org" &lt;kjackson@colchesterct.org&gt;

Ken,

Stacy Vanderveer of Fuss & O'Neill EnviroScience conducted a site visit at the Colchester Elementary School on August 26, 2016 to review site conditions and identify potential indoor air quality deficiencies. The site visit was limited to a visual and olfactory assessment.

EnviroScience received a verbal summary of events that have occurred at the building over the summer including a short period of power loss, maintenance to mechanical equipment including exhaust fans that were identified to have broken belts and general summer maintenance activities including carpet cleaning, etc. EnviroScience was also informed that there are re-occurring maintenance issues with operable exterior air dampers.

EnviroScience was also informed of condensation that forms on tile floors and CMU walls and is reported to occur primarily early in the day. We were also informed of suspect mold growth that was identified on carpeting and CMU walls. The suspect mold growth was reported to have been observed on areas of carpeting and walls where spills had previously occurred and staining was present, therefore; a suitable substrate for mold growth may have been present. EnviroScience was informed that the observed suspect mold growth was promptly cleaned via wet wiping with a mild cleaning agent and HEPA vacuuming. EnviroScience understands building occupants have also reported itchy, puffy eyes and throat irritation; however, this was only reported in one location (room F-5).

The site visit was performed between approximately 1:15 to 2:15 PM on Friday, August 26, and the general observations of the three locations included in the site visit are summarized below:

**1<sup>st</sup> Grade Hallway, Room F-5**

- No Suspect Mold growth observed
- No mold or mildew odors observed
- No visible signs of moisture intrusion/water staining observed
- Exterior air damper commonly remains stuck open at this location.
  - Maintenance has implemented a daily inspection procedure for all exterior dampers at the Building

**Kindergarten Hallway, Room K-9**

- No Suspect Mold growth observed

Pre K-2 Building Committee  
Special Meeting ~ 7:30p.m.  
Thursday, January 15, 2009  
Colchester Elementary School - Family Resource Center

Members Present: Chairman William Sullivan, Vice-Chairman Chuck Drube, Paul Picard, Goldie Liverant  
Dave Dander, Patricia Lambert-Moody  
Members Absent: None  
Others Present: None

NANCY A. BRAY  
THINKING

*Nancy A. Bray*

2009 JAN 22 PM 4:07

RECEIVED  
COLCHESTER, CT

1. Call to Order: Chairman Sullivan called the meeting to order at 7:42 p.m.
2. Citizens Comments: None
3. Approval of the Minutes for the October 9, 2008 Regular Meeting: P. Picard motioned to approve the minutes of the October 9, 2008 regular meeting, seconded by D. Dander. All members present voted in favor with D. Dander abstaining. MOTION CARRIED.
4. Update on Project: Chairman Sullivan said that he and Mr. Plunkett had meet with First Selectman Hodge and CFO Maggie Cosgrove. The committee remains under budget for the project but is in proximity of the bonded amount. The First Selectman and CFO do not want to go back out to bond the additional amount. Due to economic times, they also would prefer not to take money from the general fund. Mr. Plunkett felt that one matter with repair in the split system was of importance and it was agreed money would be used from the general fund for that item.  
A lien waiver has yet to be received from P & D Plumbing due to issues between them and WJM. A final lien waiver has been received from WJM which will cover any warranties and issues with P & D.
5. Payment of Bills: The following invoices were presented for payment:  
The Lawrence Associates                      P. O. #62                                      \$1,274.38
6. Discussion and Possible Action on completion of the committee's charge: C. Drube motioned to disband the committee turning over any remaining issues to the proper authority, Board of Selectmen and/or Board of Education, seconded by P. Picard. All members voted in favor. MOTION CARRIED.
7. Other Business: Chairman Sullivan thanked everyone for their hard work and dedication to the committee and the project.
8. Adjournment: G. Liverant motioned to adjourn, seconded by P. Lambert-Moody. All members present voted in favor. MOTION CARRIED.  
Chairman Sullivan adjourned the meeting at 8:25 p.m.

Dawn LePage, Clerk  
*Dawn LePage*

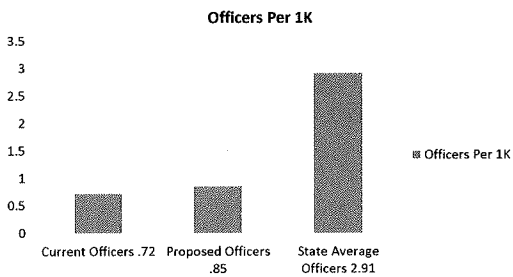
### COLCHESTER POLICE DEPARTMENT



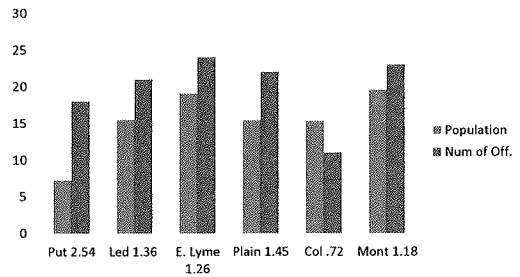
### Department Needs:

- Officers – Two Officers (Midnight Coverage).
- Vehicles – Patrol SUV, Pickup Truck 4-Door
- Equipment – TASER, Enclosed Trailer, Police Dept. Shed updates.
- Facility – Larger Facility Required For Department Needs.
- New Firearms

### Colchester Officers per 1,000 Pop.

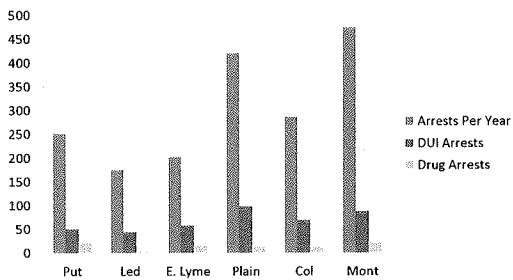


### Population & Number of Officers



### Comparable Towns and Departments

(Statistics from FBI Uniform Crime Reports for 2015, published Sept 2016)



### Colchester Police Officers

- Two Colchester Police Officers needed for midnight patrol coverage.
- Approximate Total Cost per Officer: \$72,500
- 2 New Hire (non-certified): \$145,000
- Police Budget increase 10.08%
- Total Town Budget Increase 0.27%

### Department Vehicles

- One Patrol SUV per year to maintain Department fleet.
- Approximate Cost per vehicle: \$53,909.39
- One pickup truck (crew cab 4-door)
- Truck needed for transporting: range equipment, evidence, traffic equipment (spot checks), bicycles for events (57 fest), weather related issues / emergency situations, trainings events etc.
- Approximate Cost: \$30,000

### Equipment and Training

- **TASER Replacement:** 5 TASERS needed. Also TASER cartridges. Current remaining X26 TASERS have gone past their expected life span and are no longer supported by TASER. Approximate Cost: **\$7,000**
- **Department Trailer:** 6x10 trailer to tow for shooting range, town events, department needs, extra storage. Approximate Cost: **\$4,500**

### Equipment And Training

- **Department Shed:** Remodel Storage Shed for storage of Police Bicycles, Range Equipment, DUI Check-Point Equipment, Dept. Signs, TASER Training Equipment. Approximate Cost: **\$2,000**
- **Glock Handguns:** 13 new Glock Pistols to replace Sig Sauer. Approximate Cost: **\$7,800**

### Budget Increase from 2015/2016

- Total budget increase with all proposals not including Vehicles, Trailer and Facility issues: **\$169,300 or 11.77% (0.31% of town budget)**
- Total Budget Increase with trailer and storage shed: **\$178,800 or 12.43% (0.33% of town budget)**

\*Payroll increases are not included in the above due to ongoing contract negotiations.

### Larger Police Facility

- Currently: Eleven Officers, K9 Josie, One CSP Sgt., One Administrative Assistant.
- Locker Rooms: Do not have bathrooms or showers. One bathroom for all employees. Male locker room is also used for storage.
- Report Room: Has two computers for reports, two for internet and or Microsoft processing. Not enough storage for every Officer.
- Current Storage: Storage room in men's locker room is completely full. Storage locker on Town Hall 3<sup>rd</sup> floor is completely full and can't be accessed on the weekends due to alarm and elevator key.
- The office is not secured properly. One entrance exposes Officer's safety exiting in an emergency. The office entrance is the only area that is secured with two doors and bullet proof glass window. The windows on the side of the building are completely exposed which is an employee / Officer safety concern in the event of a shooting. Fingerprint area is obstructed with office equipment and directly in front of a side door.
- The office does not have an interview room.
- Needed is a separate and secure firearms maintenance area.

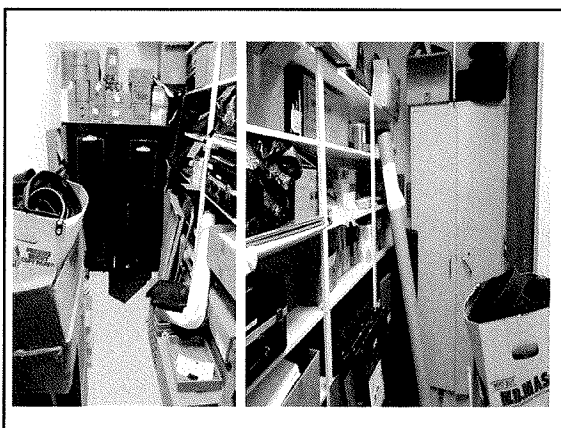
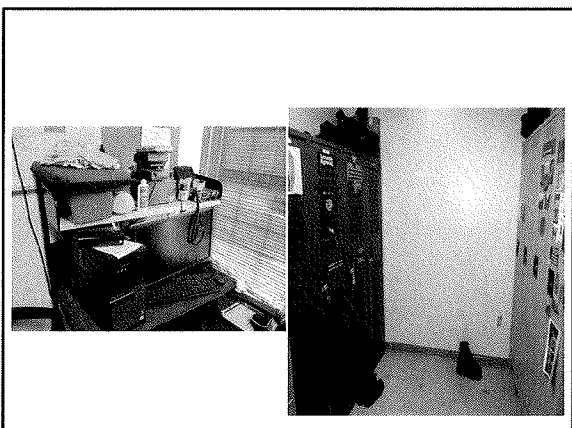
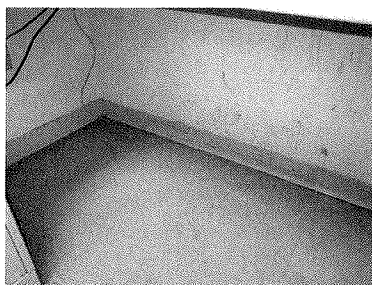
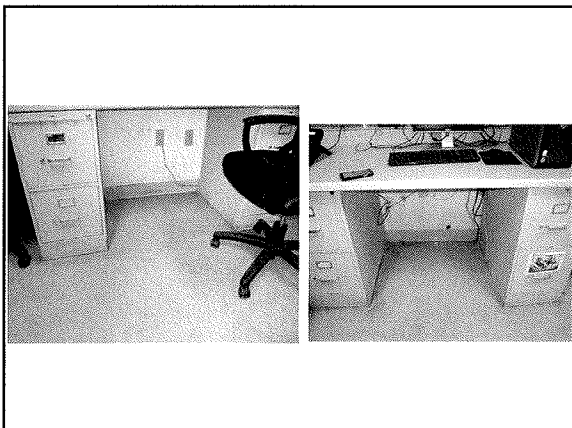
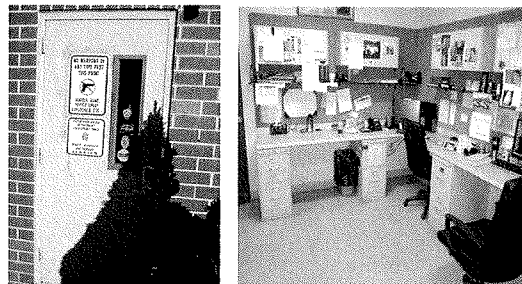
### Recommendations on Police Services

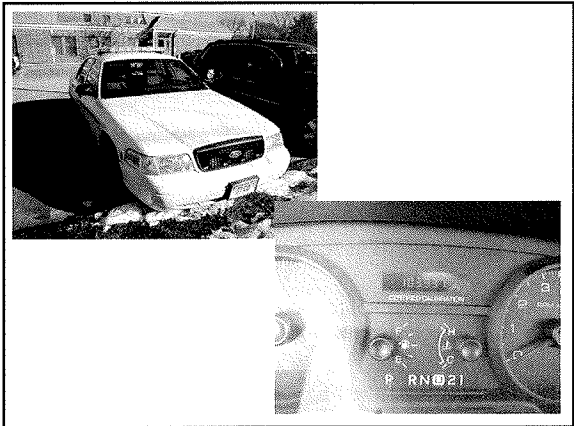
- May 1<sup>st</sup>, 2002. Administrative and Operational Recommendations for Growth and Development. Prepared by Leslie W. Williams, Director Law Enforcement Council
- September 9<sup>th</sup>, 2004. Report from CT Police Chief's Association on Colchester. Prepared by Chief Douglas Fuchs, Redding PD.
- October 5<sup>th</sup>, 2006. Police Task Force Report to the Board of Selectman.

**\*\*All studies have concluded 2 main Priorities for Adequate Policing in Colchester.**  
 1) Manpower for 24/7 coverage.  
 2) Proper Equipment and Facilities.

## Town Priorities

- This budget, as well as the last several budgets, established an agenda for the Town to address its main concerns. By developing a priority list in conjunction with residents and other stakeholders (through public information sessions, budget workshops, and surveys), the budget document itself becomes a mechanism to develop goals and meet established priorities. Going forward, these priorities will also be developed in conjunction with the Town's Plan of Conservation and Development (POCD) which was drafted in such a way that it can serve as a strategic plan for the Town. The identified priorities of the Town are as follows:
- **Economic Development** – First, the Town needs to continue to expand its economic development efforts. The Town has a tax incentive program which has been used to attract and assist new businesses. The Economic Development Commission is working on a plan to use social media tools to assist the Commission in its efforts to support existing businesses and to attract further business and economic development. The intent is to develop a Facebook page and a website to promote business activity, provide one place for individuals and businesses to promote their services, and include a comprehensive research guide for potential new businesses. As a right to farm Town, Colchester has recognized the economic benefit agriculture brings to the town, with both farm-based stands and a thriving farmers market.
- **Public Safety** – Second, the Town is committed to improving public safety. As a community of over 16,000 residents, a growing business base, and several major roads converging in town, our public safety needs are increasing and need more resources. The Town participates in the State of Connecticut Resident Trooper program to provide supervision of the local police department. The Town's share of this cost increased from 70% to 85% effective with the FY 2015-2016 adopted budget resulting in a significant increase in the Police Department budget without any increases to available manpower to provide desired coverage levels. At the end of FY 2015-2016, the Police Department added a cabin, and is working to implement a shift schedule rotation that will allow a third midnight patrol shift on various days throughout the fiscal year.







# 2017 BUDGET SCHEDULE

## October

19 October Department Heads: Recreation

## DECEMBER

7 December Department Heads: Senior Center / Youth & Social Services / Library / Planning & Zoning

## JANUARY

4 Wednesday Public Budget Forum 7:00 - Followed BOF Meeting: Public Works / Town Clerk

6 Friday Budget Survey Opens

18 January Department Heads: Police / Tax Collector / Registrars

23 Monday Budget Survey Closes at 4:00 am.

24 Tuesday Schools' Budget Presented to Board of Education - 7:00 CES (?)

## FEBRUARY

1 Wednesday Department Heads - Fire

14 Tuesday Board of Education Meeting - 7:00 CES

28 Tuesday Public Hearing - Presentation of BOE and Town Budgets

## MARCH

1 Wednesday Board of Finance (Regular Meeting): Review Town Budget with 1st Selectman

2 Thursday Board of Finance Budget Workshop: Review Education Budget with Board of Ed

6 Monday Public Forum and Board of Finance Budget Workshop

7 Tuesday Board of Finance Budget Workshop - if needed

8 Wednesday Board of Finance Budget Workshop - if needed

9 Thursday Board of Finance Budget Workshop - if needed

13 Monday Board of Finance Budget Workshop - if needed

14 Tuesday Board of Finance Budget Workshop - if needed - BOE Meeting this night

15 Wednesday Board of Finance Budget Meeting

## APRIL

3 Monday Public Hearing - Information Meeting

5 Wednesday Board of Finance (Regular Meeting to set Budget)

11 Tuesday Board of Selectmen (Special Meeting to set Town Meeting Date)

19 Wednesday Annual Town Budget Meeting

## MAY

2 Tuesday Budget Referendum

All meetings are scheduled for 7:00 pm at Town Hall except where noted