



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

## Board of Finance Regular Meeting Minutes July 5, 2017 - Town Hall - 7:00

**Members Present:** Chairman R. Tarlov, S. Lowe, A. Migliaccio, A. Bisbikos, R. Lepore

**Members Absent:** T. Kane

**Others Present:** First Selectman A. Shilosky, Tax Collector M. Wyatt, Selectman R. Coyle, CFO M. Cosgrove, BOE B. Bernier

### 1. CALL TO ORDER

R. Tarlov called the meeting to order at 7:00 pm.

### 2. ADDITIONS TO THE AGENDA

None

### 3. APPROVAL OF MINUTES: June 21 Regular Meeting

A. Migliaccio MOTIONED to approve the June 21<sup>st</sup> Regular Meeting Minutes, SECONDED by S. Lowe. All members present voted in favor. MOTION CARRIED 5/0

### 4. CITIZENS COMMENTS

None

### 5. CORRESPONDENCE

See attached

### 6. DEPARTMENT REPORTS

#### a. Tax Collector-2<sup>nd</sup> Meeting of the Month

b. **Finance – May Reports** - R. Lepore asked about being over in legal for a couple departments. Planning Department, as well as HR is over. Several union contracts were renewed early this year, so next years' legal will be lower. There are 3 Major issues in the Building Department. One being the Przekopski property which has been ongoing for 10+ years. Route 149 & 16 Dunkin Donuts issue. Neighbors have sued the Town and are looking for a larger barrier between them. The brook that goes by Town Hall where a property owner disagrees with the wetlands boundaries. FEMA is redoing maps currently and we may be able to resolve with those maps.

### 7. FIRST SELECTMAN

a. **Transfer Requests-** A. Bisbikos MOTIONED to approve the transfer request, as attached, subject to BOS approval, SECONDED by R. Lepore. All members present voted in favor. MOTION CARRIED 5/0.

b. **First Selectman's Report-** Mexican Restaurant will open July 11<sup>th</sup>, Dunkin Donuts September 1<sup>st</sup> Construction will be starting routes 16/149. B. Bernier was able to provide the Police Department with a trailer they were in need of. Andover has a Ladder Truck they are selling. The town could be buying for \$1. Tomorrow night the Fuel Contract will be signed at the BOS meeting. The rate is currently \$.30 cheaper for the initial purchase. Electric bill was brought down from 5.999 to 5.984.

RECEIVED  
COLCHESTER, CT  
2017 JUL -6 PM 12:16  
A. Shilosky  
TOWN CLERK

8. **NEW BUSINESS**

None

9. **OLD BUSINESS**

- a. **Budget Update – Discussion and Possible Action** R. Tarlov spoke on the State's Budget that has been present thus far. Some of the highlights: the cap of 37 Mils may stay in place instead of reducing to 32, Implementer language, the Town can adjust the budget down, up to the shortfall in the assumption. R. Lepore stated that the state would come back to Caucus on July 18<sup>th</sup>.
- b. **Board of Finance Objectives and Initiatives – Review and Update-** Chief Cox has been confirmed for 8/2 Meeting. R. Tarlov would like to get C. Preston in for the 8/16 meeting. Maggie and Art will arrange a follow-up meeting with Lockton (R Tarlov, T Kane, B Bernier, R Goldstein, A Shilosky, M Cosgrove, K Loisel) to review Health Insurance funding formula changes to reduce year to year volatility, and then a small presentation by Lockton to the full Board. Potential Regional Police talk will continue. Most towns are not looking to start talks with budgets being so iffy. R. Tarlov thanked R. Lepore for having the idea of the new website layout and J. Campbell for implementing the plan. Long Term idea for Reorganizing the Town Hall. There are union issues that could prevent or hold up the idea. Energy Project review will be done in the fall by Jim P. September will start the budget discussions. R. Tarlov has asked members to look at the initiatives and prioritize the items they would like to discuss. A. Migliaccio suggested Board discussion for what we would like to hear from each department head and a template for the department heads to use when discussing their budgets. The board is suggesting having presentations on new initiatives by department heads rather than same presentations as previous years. A. Bisbikos suggested working on budget communication with the voters in September.

10. **LIAISONS' REPORTS**

A. Bisbikos presented the draft of the C-TIP application the EDC is working on.

11. **CITIZENS COMMENTS**

None

12. **ADJOURNMENT**

A. Migliaccio MOTIONED to adjourn the meeting at 7:35 pm, SECONDED by A. Bisbikos. All members present voted in favor. MOTION CARRIED 5/0

Respectfully Submitted,

*Joanie Campbell*

**Attachments:**

BOF Initiative Worksheet  
Correspondence A & B  
Snow Removal Budget Transfer  
State Police Billing

**From:** Dee <deeedeee1963@yahoo.com>  
**Sent:** Monday, June 26, 2017 2:33 PM  
**To:** Stefani Lowe; Robert Tarlov  
**Subject:** Fwd: FOI QUESTION on request of Public Records

Sent from my iPhone

**From:** "Hennick, Thomas A" <[Thomas.Hennick@ct.gov](mailto:Thomas.Hennick@ct.gov)>  
**Date:** June 26, 2017 at 2:13:18 PM EDT  
**To:** Dee <deeedeee1963@yahoo.com>  
**Subject:** RE: FOI QUESTION on request of Public Records

Hello Deanna,

There is no charge to inspect records. The only time a person can be charged to inspect records is if the pages that are to be inspected must be redacted. Then, because the agency is forced to make a copy, it can charge \$.50 a page. An agency cannot force a requester to pay for copies otherwise. If a requester asks for copies and the cost of copies exceeds \$10, then the agency can collect its money up front.

Tom

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

**From:** Dee [<mailto:deeedeee1963@yahoo.com>]  
**Sent:** Monday, June 26, 2017 11:27 AM  
**To:** Hennick, Thomas A <[Thomas.Hennick@ct.gov](mailto:Thomas.Hennick@ct.gov)>  
**Subject:** FOI QUESTION on request of Public Records

Dear Mr Hennick,

Can you please clarify an issue in regards to an FOI request for public records.

The BOF Chairman in Colchester has stated "requesters don't always realize how many pages there are and should be informed of the cost before we (town) print" he has also suggested that the Town can require prepayment above a certain dollar amount.

It is my understanding that a citizen can make an FOI request for records and inspect those records at no cost. Should the citizen then decide it wants a printed copy of one or all of the public records the cost can not exceed .50 per page.

What happens when the Town chooses to make copies instead of allowing the inspection of the original public records, and upon inspection of the public records, the requester only chooses a few specific records it would like printed copies of, can the Town then charge the requester for the public records they chose not to have a printed copy of because the town chose to make the copies instead of allowing for the inspection of the "original" public records?

Thank you,

Deanna Bouchard  
Colchester, CT

**From:** Robert Tarlov  
**Sent:** Wednesday, June 28, 2017 2:12 PM  
**To:** Dee  
**Cc:** Art Shilosky; Tricia Dean; Ronald Goldstein; Stefani Lowe  
**Subject:** Re: FOI QUESTION on request of Public Records

Dee,

Thanks for researching this. This was confirmation I was looking for at the last meeting.

Although I don't believe I stated in that Board of Finance discussion that we were forcing people to accept printed copies, if I did state so, or implied so, that was not my intent.

When you ask to pick up copies in the office, I believe one would be correct in assuming that is a request for printed copies. Although some of your requests have said you are "requesting to obtain or inspect documents", I was referring to the last couple that indicated you would pick up the copies.

As Mr Hennick said in his reply to you:

*"If a requester asks for copies and the cost of copies exceeds \$10, then the agency can collect its money up front"*

and

*"because the agency is forced to make a copy, it can charge \$.50 a page"*

It is my understanding that Town documents requested to be viewed/reviewed/inspected under an FOI request, when not in paper form, can be viewed from the public computer in the Town Clerk's office. I assume that is where one would also view paper documents. Any hard copies requested at the time of viewing an electronic document or a paper document would be charged at 50 cents each.

If the requester, in the FOI Request, asks to pick up copies, they would be provided at 50 cents each, and if more than 20 copies, prepayment could be requested. It was under this type of circumstance that I stated we should let the requester know the cost before we print the documents and that we should ask for prepayment allowed under the rules.

I also think when the writer requests a waiver of the printing costs in their request, some people might assume that they want printed copies. I think if we adopt a process of advising the requester of the cost of printing up front, it would clarify the request or give the requester the opportunity to avoid an

unexpectedly high cost without viewing the documents first. This, together with a prepayment when the cost exceeds \$10, would avoid past situations where the taxpayers incurred the cost of printing and the copies were not picked up and the reimbursement was not received.

Rob

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

**From:** Dee <deeedeee1963@yahoo.com>  
**Sent:** Wednesday, June 28, 2017 6:27 PM  
**To:** Robert Tarlov  
**Cc:** Art Shilosky; Tricia Dean; Ronald Goldstein; Stefani Lowe  
**Subject:** Re: FOI QUESTION on request of Public Records

Rob,

Please note Mr. Hennick is clear when stating there is NO cost to inspect public records, whether via electronic records or printed copies.

Also, your reference of the quote,

"because the agency is forced to make a copy, it can charge \$.50 a page", in this quote Tom was referring to a \$.50 charge for a public record that must be redacted in order to be inspected

Sent from my iPhone

**From:** Robert Tarlov  
**Sent:** Thursday, June 29, 2017 9:21 AM  
**To:** Dee  
**Cc:** Art Shilosky; Tricia Dean; Ronald Goldstein; Stefani Lowe  
**Subject:** Re: FOI QUESTION on request of Public Records

Dee,

You are correct, there is no cost to inspect an electronic or paper document.

However, there is a cost if you request copies, before or after inspecting, and there is a cost if the Town is forced to make copies of documents needing redaction before inspection.

Inspection of a document is the viewing of a Town's paper document or a Town's electronic document on a computer, both done at Town Hall.

If you request a copy of either an electronic or paper document, there is a cost of 50 cents a page, and if the cost exceeds \$10, the Town can request prepayment. Some people, as you have done, have requested copies in lieu of inspecting first, and others, as you may have done also, have asked for copies after inspecting the documents.

*"If a requester asks for copies and the cost of copies exceeds \$10, then the agency can collect its money up front"*

If there is a need to redact a document so that the Town is forced make a copy for the requester to be able inspect it, it can charge 50 cents a page.

*"The only time a person can be charged to inspect records is if the pages that are to be inspected must be redacted. Then, because the agency is forced to make a copy, it can charge \$.50 a page."*

Rob

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

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**From:** Dee <deeedeee1963@yahoo.com>  
**Sent:** Thursday, June 29, 2017 10:29 AM  
**To:** Robert Tarlov  
**Cc:** Art Shilosky; Tricia Dean; Ronald Goldstein; Stefani Lowe  
**Subject:** Re: FOI QUESTION on request of Public Records

Rob,

I have requested "hard copies" on a few occasions, most of my FOI requests are to "inspect copies" of public records.

The few times I have requested printed copies pertained to having documents which were to be discussed at BOF meetings, so as Colchester Citizen, I could follow along with the discussion and fully participate in the public meeting.

The requests were for documents that the BOF did not make public prior to meetings. I multiple meetings citizens were left listening to hour(s) long discussions on documents we (the public) had no idea existed.

I then noticed, during the BOF meetings, that all Public Officials in attendance, had and frequently referenced the documents being discussed by the BOF on electronic devices. It was only after I realized that the documents existed (via Public Officials referencing them on electronic devices) but were not made public by you, that I requested them for future meetings under FOI.

In fact, I was denied access to public records - requested in person, under FOI - prior to a BOF meeting on 5/17/2017, and the denial was in violation of CT FOIA. While I did not file a complaint at that time, I was well within my rights to do so.

Your promise to increase transparency and provide citizens with public documents to be discussed - prior to BOF meetings - was the reason I did not file a complaint at the time.

Deanna Bouchard

Sent from my iPhone

FY 14/17

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Snow Removal

Reason for Request: Due to a long term employee workers compensation issue, coverage of that employee's snow route was subcontracted out to ensure coverage of the plow route during larger snow events.

Reason for Available Funds: Favorable winter conditions resulted in available funds within snow budget other line items.

From:	Account Number	Account Name	Amount
	13204-42340	Snow - Other Purchases	14,250
	13204-42333	Snow - Sand, Salt, Gravel	993

To:	Account Number	Account Name	Amount
	13204-44208	Snow - Professional Services	15,243

6/28/17  
Date Requested Department Director or Supervisor - Signature

Print Name JAMES PAGGIOLI

6/28/17  
Date Reviewed Chief Financial Officer

6.28.17  
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk



# FW: Colchester - State Police Resident Trooper Services billing

Maggie Cosgrove

Thu 6/22/2017 1:36 PM

To: Art Shilosky <aShilosky@colchesterct.gov>;

📎 1 attachments (410 KB)

Message from "FiscalCopier";

**From:** Brochu, Richard [mailto:Richard.Brochu@ct.gov]  
**Sent:** Monday, June 12, 2017 4:55 PM  
**To:** Maggie Cosgrove <mcosgrove@colchesterct.gov>  
**Cc:** Bhura, Shamim <Shamim.Bhura@ct.gov>  
**Subject:** RE: Colchester - State Police Resident Trooper Services billing

Good Afternoon,

Please see the attached Fringe Benefit Rate breakdown for FY 15-16 and FY 16-17 for comparison as requested. The Retirement portion of the Fringe Benefit Rate for FY 15-16 was 62.51% and for FY 16-17 it was 69.95% for a 7.43% increase.

Richard Brochu  
Fiscal Services, D.E.S.P.P.  
1111 Country Club Rd  
Middletown, CT 06457  
Phone (860)685-8392  
Fax(860)685-8357

**From:** Maggie Cosgrove [mailto:mcosgrove@colchesterct.gov]  
**Sent:** Wednesday, June 07, 2017 2:43 PM  
**To:** Brochu, Richard  
**Subject:** Colchester - State Police Resident Trooper Services billing

We recently received the billing for FY 2016-2017 which exceeded the estimated cost provided on 2/11/16 by \$8,182. It appears that the majority of the difference is related to the fringe benefit rate used in the cost calculations. The fringe benefit rate used in the projection was FY 15/16 at 89.54% and the actual billing fringe benefit rate is FY 16/17 at 97.10%. Can you provide additional information explaining the increase in the fringe benefit rate between FY 15/16 and FY 16/17?

Thanks for your assistance.

Maggie

*N. Maggie Cosgrove, CPA, CFO*

<b>FRINGE BENEFIT RATE</b>	<b>FY 16-17</b>
	<b>SWORN</b>
FICA-Social Security	6.20%
FICA-Medicare	1.45%
SERS-Retirement	69.94%
Medical Insurance	16.20%
Group Life Insurance	0.06%
Unemployment Compensation	0.06%
<b>TOTAL RATE FY 16-17</b>	<b>93.91%</b>
Workers Compensation	3.19%
<b>TOTAL Fringe + W/C</b>	<b>97.10%</b>

<b>FRINGE BENEFIT RATE</b>	<b>FY 15-16</b>
	<b>SWORN</b>
FICA-Social Security	6.20%
FICA-Medicare	1.45%
SERS-Retirement	62.51%
Medical Insurance	16.03%
Group Life Insurance	0.06%
Unemployment Compensation	0.12%
<b>TOTAL RATE FY 15-16</b>	<b>86.37%</b>
Workers Compensation	3.17%
<b>TOTAL Fringe + W/C</b>	<b>89.54%</b>

Prioritize		2017 - 2018 BOF Objectives and Initiatives - July 5, 2017	NEXT STEP	NEXT DATE	
(A, B, C)	(1, 2, 3)				
A	1	<ul style="list-style-type: none"> <li>How the Town and BOE are using <b>GRANTS</b></li> </ul>	Andreas presented information received from the FOI requests. On 6/21/2017. Suggested the Town and BOE should prepare an annual list of grants that were received in prior FY. Art was in agreement and Rob spoke with Ron about the same. Rob will Follow-up in August re: availability of reports	August	2017
A	1	<ul style="list-style-type: none"> <li><b>PROGRAM FUND</b> - 5 year plan, budget vs fund expenses</li> </ul>	Cheryl to present FY report for last 24 months	August	2017
A	1	<ul style="list-style-type: none"> <li><b>HEALTH INSURANCE FUNDING</b> – establish a new policy for calculating annual funding and reserve requirements. <ul style="list-style-type: none"> <li>Revise formula to minimize year to year volatility</li> <li>Create policy - no official funding policy has been adopted in writing</li> </ul> </li> </ul>	Need hypotheticals for ideas discussed with Lockton	August	2017
		<ul style="list-style-type: none"> <li><b>FIRE/AMBULANCE</b> Department Strategic Plan Implementation <ul style="list-style-type: none"> <li>Plans for Retention? <ul style="list-style-type: none"> <li>*</li> </ul> </li> <li>Plans to Increase Call Response Toe? <ul style="list-style-type: none"> <li>*</li> </ul> </li> <li>Plans to Increase Call Response Participation ? - Ambulance Incentive Plan was to increase this <ul style="list-style-type: none"> <li>*</li> </ul> </li> <li>Training Issues</li> <li>Hybrid Department vs Full time ?</li> </ul> </li> </ul>	Chief Cox confirmed	2-Aug	2017
		<ul style="list-style-type: none"> <li><b>AMBULANCE</b> <ul style="list-style-type: none"> <li>Review net costs of Services</li> <li>Review annual report for the Ambulance Incentive Program</li> </ul> </li> </ul>			
		<ul style="list-style-type: none"> <li><b>POLICE</b> Department - cost of state trooper program vs other alternatives</li> </ul>	Review correspondence from Maggie	2-Jul	2017
		<ul style="list-style-type: none"> <li>Police and 24/7 - Other alternatives - Resident Trooper Program - Rob and Stan met with the Police Commission (July 2015) and communicated that in these times of tight budgets, that the Town could not take on this type of expense without definitive data that would justify the cost.</li> </ul>	Police determined they could accomplish 24/5 within the current budget.		
A		<ul style="list-style-type: none"> <li><b>OPENGOV</b> - implementation</li> </ul>	opengov.com in the 2017/2018 Budget, on hold until State Budget numbers known.		
A		<ul style="list-style-type: none"> <li><b>BY LAWS REVIEW</b></li> </ul>	last updated October, 2016	2017	Dec
		<ul style="list-style-type: none"> <li>Create a policy for funding from operating budget to maintain Unassigned/Undesignated fund balance %? At this point we create by <ul style="list-style-type: none"> <li>luck and in the past there was some loose budgeting on some items. Current interest rates are of no help in having fund balance keep pace with budget increases.</li> </ul> </li> </ul>			
		<ul style="list-style-type: none"> <li>Continued study of reorganization of Town Hall</li> </ul>			
		<ul style="list-style-type: none"> <li><b>ENERGY PROJECT</b> - Using what we save above lease payments - absorb into operating budgets or capital projects? <ul style="list-style-type: none"> <li>Create policy as to what lease payments will be used for when they expire in XX/XX/20XX.</li> </ul> </li> </ul>		Nov	2017

Prioritize		2017 - 2018 BOF Objectives and Initiatives - July 5, 2017	NEXT STEP		NEXT DATE	
(A, B, C)	(1, 2, 3)					
		<ul style="list-style-type: none"> <li>· BUILDING REPAIR/MAINTENANCE/REPLACEMENT</li> </ul>	11/18/2015 - Jim P and Ken Jackson presented updated plan		2017	Fall
		<ul style="list-style-type: none"> <li>▪ Update Funding Plan for the Schools and Town Buildings Plans</li> <li>▪ Determine annual funding amounts over the <u>next 5 years</u></li> </ul>	Added to the Reserve Plan			
		<ul style="list-style-type: none"> <li>· Update Current Equipment Reserve Plan</li> </ul>	Maggie presented updated plan on 1/20/2017		2017	Fall
		<ul style="list-style-type: none"> <li>▪ Heavy Apparatus - it was proposed we factor in as lease purchases (fire engines, ambulances, etc)</li> </ul>				
		<ul style="list-style-type: none"> <li>◦ Communication during off budget season. - continue work done on communicating, Informing and Educating the Voter during the upcoming year. <ul style="list-style-type: none"> <li>▪ How do we want to communicate? <ul style="list-style-type: none"> <li>◦ Informational Meetings?</li> <li>◦ Web Site</li> <li>◦ Facebook</li> <li>◦ TriBoard Discussions</li> <li>◦</li> </ul> </li> <li>◦ What do we want to communicate <ul style="list-style-type: none"> <li>▪ Declining Enrollment, per pupil spending, test results - Graphs forward to BOE <ul style="list-style-type: none"> <li>◦</li> </ul> </li> <li>▪ Fund Balance Policy and History <ul style="list-style-type: none"> <li>◦ (We had a piece previously approved by Board - changes recommended by Maggie were approved)</li> </ul> </li> <li>▪ Budget and Tax Rate History <ul style="list-style-type: none"> <li>◦</li> </ul> </li> <li>▪ Revaluation <ul style="list-style-type: none"> <li>◦</li> </ul> </li> <li>▪ Unexpended BOE Fund Balances <ul style="list-style-type: none"> <li>◦ Graph forwarded to BOE</li> </ul> </li> <li>▪ Department Fundraising <ul style="list-style-type: none"> <li>◦</li> </ul> </li> <li>▪ People Costs <ul style="list-style-type: none"> <li>◦ Have official document explain benefits package in contracts</li> <li>◦ STEPS: what are they?</li> <li>◦ STEPS: a document stating # staff get contractual increases by increase range 1-2%, 3-5%, 6% and higher</li> <li>◦</li> </ul> </li> <li>▪ List of grants that we have received</li> <li>▪</li> </ul> </li> </ul> </li> </ul>	Tom to work on communication pieces for revaluation, mil rates, grandlist, etc.			
			Links on Art's Weekly Update to new budget communications.			
					Fall	

Prioritize (A, B, C) (1, 2, 3)		2017 - 2018 BOF Objectives and Initiatives - July 5, 2017	NEXT STEP	NEXT DATE
		<ul style="list-style-type: none"> <li>• Budget Facebook Page               <ul style="list-style-type: none"> <li>◦ How do we want to use?                   <ul style="list-style-type: none"> <li>▪ Post information and/or Direct People to Web Site where information will be posted?</li> <li>▪ Allow people to ask questions?                       <ul style="list-style-type: none"> <li>◦ Can questions be posted anonymously?</li> <li>◦ Can questions be submitted through page, without posting, and then post questions and answers?</li> </ul> </li> </ul> </li> </ul> </li> </ul>		Fall
A	2	<ul style="list-style-type: none"> <li>• Budget Season Communications               <ul style="list-style-type: none"> <li>◦ Graphs and a Budget in Brief                   <ul style="list-style-type: none"> <li>§ Review BOF graphs and new ones created on 6/24 by Town staff</li> <li>§ Choose relevant graphs: how to best create relevant and objective graphs to be included in a "Budget in Brief"</li> <li>§ Create Budgets in Brief that are similar for BOE and Town</li> <li>§ Having Budget document showing headcount trends for Town and BoE.</li> </ul> </li> </ul> </li> </ul>	On the web site: full budget, abbreviate budget with just the department total pages and Stan's presentation from 3/31 and tax impact chart.	
		<ul style="list-style-type: none"> <li>• SURVEY</li> </ul>		
		<ul style="list-style-type: none"> <li>• Budget Direction               <ul style="list-style-type: none"> <li>• Town budget - 2016 - 2017 process - repeat for 2017-2018?                   <ul style="list-style-type: none"> <li>• Approach to budget - present the cost of those items that are ongoing items to determine the cost of maintaining current services.</li> <li>• Have departments prioritize new initiatives and and assign cost/benefit to each separate from the above.                       <ul style="list-style-type: none"> <li>§ Department Review to Begin Review with BOF in October</li> </ul> </li> <li>• Connecting the continuing current services with a dollar amount and % increase. There was a lot of confusion what "maintaining" services actually meant.                       <ul style="list-style-type: none"> <li>§ New initiatives" calculated separately to see impact on the mil rate. This would also produce the impact on the mill rate if current services were continued (maintained)</li> <li>§ Also if spending were the same as last year, what would mil rate be?</li> </ul> </li> </ul> </li> </ul> </li> </ul>	Agreed for 17/18	

Prioritize		2017 - 2018 BOF Objectives and Initiatives - July 5, 2017	NEXT STEP	NEXT DATE	
(A, B, C)	(1, 2, 3)				
		BOE:	reviewed w/ Ron and Jeff at BOF meeting		
		<ul style="list-style-type: none"> <li>▪ 3 - 5 year plan to adjust to declining enrollment reviewed at 8/19/2015 meeting - did not address</li> </ul>			
		<ul style="list-style-type: none"> <li>▪ Should the capital needs of the schools be removed from the BOE budget - discussed with BOE <ul style="list-style-type: none"> <li>§ The actual building projects are a Town expense, the ongoing maintenance is not.</li> <li>§ The BOE when faced with a decision of capital vs operation has always deferred the capital and maintenance</li> <li>§ BOE cannot do capital planning (funding) beyond the current year.</li> <li>§ Having capital maintenance within the BOE budget removes BOF ability to plan and make these decisions</li> <li>§ The Town has transfers and capital outside the operational budget, BOE does not.</li> </ul> </li> </ul>	BOE stated they will handle in their budget.		
		<ul style="list-style-type: none"> <li>▪ BOE - do we want to communicate expectations of what we would like to see the budget accomplish?</li> </ul>	done on November 18		
		· Create a policy for approving use of reserve accounts	DONE		
		· Health Insurance Funding – establish a new policy for calculating annual funding and reserve requirements.	DONE (2014)		
		· Finalize an agreement with BOS/First Selectman for approving expenditures that require line item transfers before the money is actually spent?	DONE		
		· Have Budget document for Town and BoE showing labor salaries and benefits as % of Budget	DONE		
		· How do we create parity for nonunion position pay increases with union	DONE		
		· Policy for elected officials pay	DONE		
		<ul style="list-style-type: none"> <li>• BOF Web Page: what do we want to add? <ul style="list-style-type: none"> <li>◦ centralized location to retrieve BOF policies and Town policies relating to BOF <ul style="list-style-type: none"> <li>▪ Fund Balance Policy</li> <li>▪ Budget Transfer Procedures - Use of Capital Reserve Fund</li> <li>▪ BOE Unexpended Funds Policy</li> <li>▪ Compensation Policy for Nonunion Employees and Elected Officials</li> </ul> </li> </ul> </li> </ul>	DONE DONE DONE DONE	COMPLETED AUGUST 4, 2016	
		• Review Board of Finance and Board of Finance Members Purpose, Responsibilities, Limits of Authority, Meetings, FOI	Done, June 7, 2017	2017	June
		· SNOW REMOVAL budget plan: Jim P presented at 10/21 meeting -	New Policy Created February, 2016		
		· MISSION STATEMENT - expectations of public, web page	DONE		
		<ul style="list-style-type: none"> <li>· Additional Items <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> </li> </ul>			