



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance  
Regular Meeting Minutes  
October 3, 2018 @ 7 pm  
Town Hall Room 1**

**Members Present:** R. Tarlov, R. Lepore, M. Egan, A. Migliaccio and A. Bisbikos

**Members Absent:** N. Negrón

**Others Present:** First Selectman A. Shilosky, BOE Chair B. Bernier, BOS D. Mizla, Chief Cox, Recreation Director T. Quinn, CFO M. Cosgrove and ROV D. Mrowka

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COLCHESTER, CT  
2018 OCT -5 AM 9:30  
TOWN OF COLCHESTER  
BOARD OF FINANCE

1. **CALL TO ORDER** – Meeting was called to order at 7:00 pm by Chairman R. Tarlov.
2. **ADDITIONS TO THE AGENDA** - None
3. **APPROVAL OF MINUTES: September 5, Regular Meeting** – A. Migliaccio MOTIONED to approve the meeting minutes of the September 5, 2018 meeting, SECONDED by M. Egan. All members present voted in favor. MOTION CARRIED 5/0
4. **CITIZENS COMMENTS** - None
5. **CORRESPONDENCE** - None
6. **PROGRAM FUND – Recreation Director, Tiffany Quinn** – T. Quinn reported on the questions the board had previously asked. Staff is currently 3 full time positions. 1 in the program fund and 2 in the budget. Looking into past budgets along with the current the only OT is associated with community events that staff were paid to be at, i.e.: 57Fest and Holiday Homecoming. Scholarship money is raised through Colchester Lions, bake sales and the YSS helps administer this year, however next year Recreation will administer on their own. Care4Kids program was available for campers this year which helped alleviate some of the need for scholarships. 50 participants were needed for the ½ day hooray program and they had 102. The policy for the program fund is currently being written. A rough draft is done with the expectation it should be complete within the next few weeks. T. Quinn stated that in organizing the 57Fest she was told by several businesses in town that they are done sponsoring it. T. Quinn stated that it is a great community event and thinks it's time for some reorganizing of it.
7. **PARAMEDIC PROGRAM - Chief Cox – Discussion and Possible Action** – Chief Cox stated that the paramedic program is a “win/win” for the residents of Colchester. The next step if the boards are in agreement, would be to submit an application to the Department of Public Health. There might be an opportunity to slowly build up the program rather than jump in all at once. The Board had previously looked at three options, Minimum, Acceptable, and Optimal. The Board reviewed the projected expenses for the Acceptable Option. The estimated expense changes (attached) are for personnel only. It was projected in a prior report presented that the non-payroll expense would bring the total to about 400,000, which would be about .35 mils. The estimated additional revenue (350,000 presented in a prior meeting) would offset some of those mils. Chief Cox was asked what percentage of estimated expenses and revenue could be expected in the first fiscal year. Chief Cox was asked to confirm that he estimated the Program's expenses and revenue should breakeven within 5 years. It was stated that the only difference between the Minimal and Acceptable options is a part time and a full time (with benefits) EMS Chief. All Board members felt we need a full time position and did not feel the Minimal Option was a good choice. The chief stated that for the current fiscal year, a part time contractor responsible for moving this through the state requirements was important. The Board stated a special appropriation would be needed. Chief Cox said he will bring an appropriation request to the Board's October 17<sup>th</sup> meeting. The commission members came to a consensus and agreed the Town should move forward with the next steps for the Acceptable Option.
8. **DEPARTMENT REPORTS**
  - a. **Tax Collector** – August reports were submitted for review, no questions were asked.
  - b. **Finance** – August reports were submitted for review, no questions were asked.
    - i. **S&P Rating and Bonding** – The rating for the Town of Colchester was moved up 2 spots to AA+, the only rating higher is AAA. M Cosgrove and R Lepore stated that to move up 2 spots on a ratings review is almost unheard of Board members thanked M. Cosgrove on a job well done. In their report, S&P (as Fitch had previously) referred to the Town's Fund Balance Policy, that was created in 2010, and the cooperation between the Boards as two of the reasons for their rating.

9. **FIRST SELECTMAN**

- a. **Transfer requests** - None
- b. **First Selectman's report** - A. Shilosky stated that there are rumors that the Senior Center would become a community center. As of right now there are no such plans. Paper Mill grant and the Halls Hill grant of been signed and accepted by the state. Those total about \$850, 000 for work on those projects. Fiber optics have been installed. Nova came and inventoried the switches. In about 2 weeks they will return to replace any that needed to be replaced. With the installation of the fiber optics the switch for town hall to BOE is easier and will be installed also.

10. **OLD BUSINESS –**

- a. **Opengov.com – implementation status update** – M. Cosgrove stated that the release from Tyler Munis has not been completed. We are waiting for that to be done. R. Tarlov would like the boards to be able to do a dry run with the data already imported and asked when this could be done. M. Cosgrove suggested going to other towns' websites and work with their reports and data. R. Tarlov stated that each town is different and we needed to see what the Colchester site would look like. M. Cosgrove stated that the Boards should have access by at the end of October. The Board said they would like to see the public access in place before the end of the year and will discuss a timeline at the November 7 meeting.
- b. **Police Overtime – status of review** – A. Shilosky reported that 15% of the OT has been used for the quarter. M. Cosgrove stated that we should look at the hours, not the just the dollars. R. Tarlov asked to see a report on overtime hours and that we should be able to put this in OpenGov.

11. **NEW BUSINESS**

- a. **2019-2020 Budget** – A. Shilosky stated at a recent department head meeting they only 2 departments requesting an additional funding is the Public Works Department and the Fire Department which is for the Paramedic Program. PW needs more employees to help maintain all the new grounds that have been purchased or agreed to maintain. A. Shilosky will let the board know when PW is ready to present his proposal. R. Tarlov asked if the Paramedic program should be on the Survey. The members will bring questions to the next meeting and discussion will continue then. R. Tarlov also wants to add a question about OpenGov to make the town more aware of what's going on with it.

12. **LIAISONS' REPORTS** – R. Tarlov reported on YSS. Upcoming community conversations about Vaping. Officer Suchecki reported 6 violations at the school, which is also a criminal violation as well. YSS will have a fund raiser at the Town Hall on Election Day. 1/1 Resolution Run has been moved to start at the Town Hall to avoid the \$1000 cost required for janitors incurred when they start at Bacon. The new route is already approved. A. Bisbikos reported on Park and Rec. \$22,000 is currently in the Field Fund. Approx. \$40,000 is needed to begin the irrigation process. He suggested that BOE has funding remaining at the end of the year, perhaps they should use that money to work on the school fields.

13. **CITIZENS COMMENTS** – D. Mrowka stated that she had heard from ball players in the Adult Leagues that the fields were in poor condition and that they were being charged for use of the field. She said they claimed they had to bring their own mowers to mow the fields before playing. She wanted to know what was being done with the money that is supposed to fix the fields. T. Quinn stated that she thinks is might be the Cody Camp field they are referring to, but also explained that each player is now charged extra (since 2017) in their registration fee and that the money goes to a new field sustainability fund that is used for capital improvements projects needed. It was stated that the real problem is that we do not have enough field for proper rotation to give fields a rest.

14. **ADJOURNMENT** – R. Lepore MOTIONED to adjourn the meeting at 9:50 pm, SECONDED by A. Bisbikos. All members present voted in favor. MOTION CARRIED.

Respectfully Submitted,

*Joanie Campbell*, Clerk

**Attachments:** Paramedic Questions & Answers, CHFD Incident Type Report, Paramedic Program Estimated Staffing Changes, August Tax Collector Reports, August Finance Department Reports, S & P Global Ratings