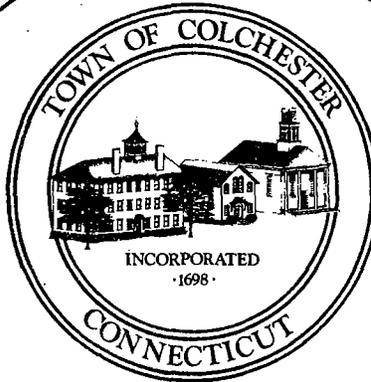


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COLCHESTER, CT
2008 SEP -5 AM 10:09

Nancy A. Bray
NANCY A. BRAY
TOWN CLERK



Board of Finance

BOARD OF FINANCE – REGULAR MEETING
TOWN HALL – 127 NORWICH AVENUE
Suite 201
SEPTEMBER 3, 2008

MEMBERS PRESENT: Chairman Bruce Hayn, Ronald Goldstein, Ronald Crabb, Brian Smith,
John Ringo at 7:08 p.m.

MEMBERS ABSENT: Michael Ryan.

OTHERS PRESENT: First Selectman Linda Hodge, Selectmen Rosemary Coyle, Stan Soby, Greg
Cordova, Treasurer Jon Sandberg, Chief Financial Officer Maggie Cosgrove,
Tax Collector Tricia Coblentz, Pam Scheiblein, James McNair.

1. CALL TO ORDER.

Chairman Hayn called this Regular Meeting to order at 7:00 p.m.

2. MINUTES OF PREVIOUS MEETING.

2.1 August 20, 2008.

Motion by: R. Crabb

to accept the minutes of the August 20, 2008 meeting as read.

Second by: B. Smith

Vote: Opposed: No one.

Abstentions: R. Crabb.

In favor: All Others. APPROVED.

3. DEPARTMENT REPORTS.

3.1 Finance Department.

M. Cosgrove presented the Board with Fiscal Year 2007-2008 Unaudited Expenditure and Revenue Reports for review. All transfers for the year have not yet been presented. Also presented were Fiscal Year 2008-2009 Expenditure and Revenue Reports through July 31, 2008.

J. Ringo arrived during financial reports discussion.

3.2 Tax Collector.

T. Coblentz prepared reports on collected taxes for July and August 2008, refunds for the years 2005 through 2007, and a delinquent tax report through 2007.

4. CITIZENS COMMENTS.

James McNair stated that he is hoping to do an inventory of public records and to gather information from various meetings to put on his website to better inform citizens.

5. ADDITIONS TO THE AGENDA.

None.

6. FIRST SELECTMAN'S REPORT.

6.1 Selectmen's Agenda

A letter dated August 29, 2008 from Selectman Hodge was presented requesting approval for funding
127 NORWICH AVENUE, COLCHESTER, CT 06415 • (860) 537-7220 • FAX (860) 537-0547

of the following from the Equipment Reserve line items:

Town Garage Furnace – Request for Action
Library Server – Request for Action
Town-wide Technology – Request for Action

Motion by: R. Goldstein

to approve the requests - not to exceed \$15,000 for the Town Garage Waste Oil Furnace, to approve the Library Server in the amount of \$3,600 and the Town-wide Technology request in the amount of \$37,200 to be taken from the Equipment Reserve line item.

Second by: R. Crabb.

Vote: Unanimous.

6.2 Transfer Requests.

Thirty-three year end transfers were presented for approval. See attached documents.

Motion by: R. Goldstein

to approve the year end transfers as presented contingent on the Board of Selectmen approval.

Second by: J. Ringo.

Vote: Unanimous to approve.

6.3 First Selectman's Update.

L. Hodge noted that Senior Center Director Cathy Russi is retiring in October.

7. CORRESPONDENCE.

None received.

8. LIAISON REPORTS.

J. Ringo reported that the new cruiser is in service, daily inspection reports are being drafted.

R. Goldstein met with the Board of Education budget committee this morning. A capital items needs list is being prepared. The alarm at Bacon Academy is outdated and repair parts are increasingly difficult to find; the track is becoming a real concern, and a technology replacement plan is being prepared.

9. OLD BUSINESS.

9.1 Update on CIP Discussion

First Selectman Hodge noted that the Capital Improvement Plan (CIP) is still being worked on.

9.2 Bond Discussion

L. Hodge reported that there are security issues at Town Hall, underground oil tanks at Fire Headquarters must be removed and replaced. M. Cosgrove provided information on the bonding schedule and fees. Further information and a list of items to possibly be bonded will be presented at a future meeting.

10. NEW BUSINESS.

No new business.

11. ADJOURNMENT.

Motion by: R. Goldstein

to adjourn.

Second by: R. Crabb.

Vote: Unanimous.

Chairman Hayn adjourned this meeting at 8:53 p.m.

Respectfully submitted,

Mary Jane Slade
Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Board of Finance

Reason for Request: Need to print adopted budget books for two fiscal years. FY 2007-08 budget approved at referendum in Sept 2007 and FY 2008-2009 budget approved at referendum in May 2008

Reason for Available Funds: Reduction in office supplies for BOF. Lower advertising costs than anticipated.

From:	Account Number	Account Name	Amount
	11101-42301	BOF - Office Supplies	200
	11101-44231	BOF - Advertising	50
To:	11101-44232	BOF - Printing & Publications	250

8/29/08
Date Requested



Department Director or Supervisor - Signature

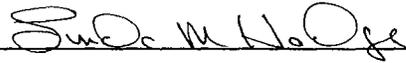
Print Name N. Maggie Cosgrove, CFO

8/29/08
Date Reviewed



Chief Financial Officer

08/29/08
Date Approved

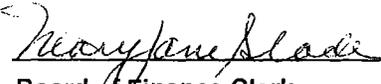


First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved



Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: (1) Newspaper subscriptions not budgeted.
 (2) Increased number of job and bid advertisements.

Reason for Available Funds: New First Selectman arranged with CIRMA to provide initial trainings at no cost. Additional trainings could not be scheduled within the fiscal year.

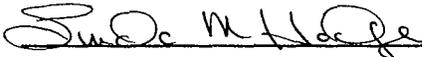
From:

Account Number	Account Name	Amount
11201 43213	Mileage/Training	759

To:

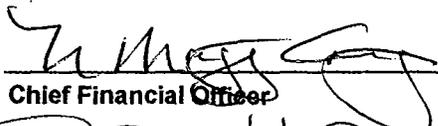
11201 43258	Professional/Memberships	158
11201 44231	Advertisements	601

Aug 29, 2008
 Date Requested

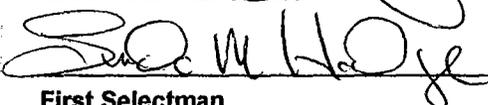

 Department Director or Supervisor - Signature

Print Name Linda Hodge

8/29/08
 Date Reviewed


 Chief Financial Officer

08/29/08
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

9/03/08
 Date Approved


 Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: First Selectman

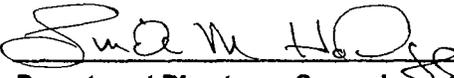
Reason for Request: To cover clerk hours for meeting purposes originally budgeted for in "Overtime."

Reason for Available Funds: The current department clerk did not clerk the meetings thus it was not "overtime," but a contractual temporary clerk.

From:	Account Number	Account Name	Amount
	11201 40103	Overtime	1,344

To:	11201 40105	Contract Temporary	1,344

Aug 29, 2008
 Date Requested

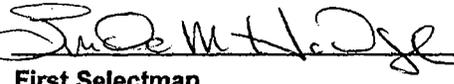

 Department Director or Supervisor - Signature

Print Name Linda Hodge

8/29/08
 Date Reviewed


 Chief Financial Officer

08/29/08
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

9/03/08
 Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Various Departments

Reason for Request: Rate changes for life and long-term disability insurance, and personnel changes in various departments

Reason for Available Funds: Rate changes for life and long-term disability insurance, and personnel changes in various departments

From:	Account Number	Account Name	Amount
	12201-41210	Police - Employee Insurance	287
121	11301-41210	Accounting - Employee Insurance	78
	11501-41210	Town Clerk - Employee Insurance	38
	13601-41210	Transfer Station - Employee Insurance	68
	14201-41210	Health - Employee Insurance	103

8/29/08
Date Requested

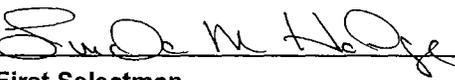

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

8/29/08
Date Reviewed


Chief Financial Officer

08/29/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

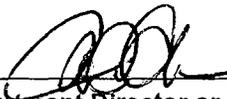
Department: Assessor

Reason for Request: Overtime worked in lieu of hiring temporary staff

Reason for Available Funds: Overtime worked in lieu of hiring temporary staff - funds budgeted for Contractual, Temporary, Occasional Payroll

From:	Account Number	Account Name	Amount
	11304-40105	Assessor - Contr., Temp., Occasional P/R	112
To:	11304-40103	Assessor - Overtime	112

8/29/08
Date Requested

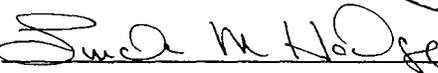

Department Director or Supervisor - Signature

Print Name John Capronis

8/29/08
Date Reviewed


Chief Financial Officer

08/29/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Increase in postal rates

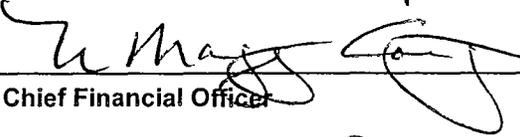
Reason for Available Funds: Reduction in office supplies

From:	Account Number	Account Name	Amount
	11304-42301	Assessor - Office Supplies	275

To:	11304-44217	Assessor - Postage	275

8/29/08 Date Requested  Department Director or Supervisor - Signature

Print Name John Ciapanis

8/29/08 Date Reviewed  Chief Financial Officer

08/29/08 Date Approved  First Selectman

Date Approved Board of Selectmen Clerk

09/03/08 Date Approved  Board of Finance Clerk

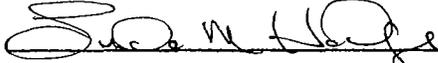
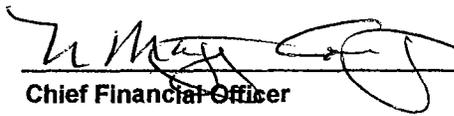
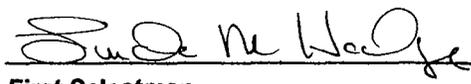
Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Economic Development Commission

Reason for Request: To cover additional clerk hours for meeting purposes

Reason for Available Funds: The planned brochure did not get developed/printed.

	Account Number	Account Name	Amount
From:	11404 44232	Printing	17
To:	11404 40105	Contract Temporary	17

Aug 29, 2008	
Date Requested	Department Director or Supervisor - Signature
	Print Name Linda Hodge
8/29/08	
Date Reviewed	Chief Financial Officer
08/29/08	
Date Approved	First Selectman
Date Approved	Board of Selectmen Clerk
9/03/08	
Date Approved	Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Historic District Commission

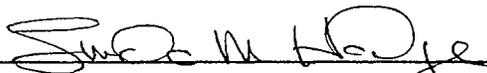
Reason for Request: (1) Clerk originally budgeted as a "Contractual Temporary" however was a Town employee paid at overtime rates.
(2) Unanticipated advertising

Reason for Available Funds: Planned brochure was not printed.

From:	Account Number	Account Name	Amount
	11405 44232	Printing	332

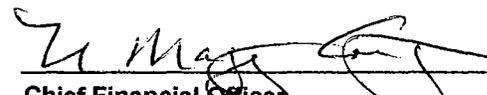
To:	11405 40105	Contractual Payroll	301
	11405 41230	FICA	20
	11405 44231	Advertising	11

August 29, 2008
Date Requested

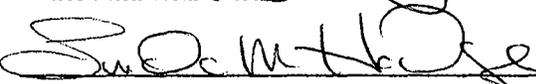

Department Director or Supervisor - Signature

Print Name Linda Hodge

8/29/08
Date Reviewed


Chief Financial Officer

08/29/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Higher than anticipated costs for legal notices

Reason for Available Funds: Anticipated replacement of items that we eventually decided not to replace.

From:	Account Number	Account Name	Amount
	11411-42323	Protective Clothing	214.39 215

mc 8/28/08

To:	Account Number	Account Name	Amount
	11411-44231	Advertising	214.39 215

mc 8/28/08

Jul 29, 2008
Date Requested

Timothy E. York
Department Director or Supervisor

8/28/08
Date Reviewed

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Town Clerk

Reason for Request: Additional long distance phone charges

Reason for Available Funds: Reduction in office supplies

From:	Account Number	Account Name	Amount
	11501-42301	Town Clerk - Office Supplies	20
To:			
	11501-45216	Town Clerk - Telephone	20

8-19-08 *Nancy Bray*
Date Requested Department Director or Supervisor - Signature

Print Name Nancy Bray, Town Clerk

8/29/08 *[Signature]*
Date Reviewed Chief Financial Officer

08/29/08 *[Signature]*
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

9/03/08 *[Signature]*
Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Legal & Insurances

Reason for Request: Additional legal costs related to contract negotiations

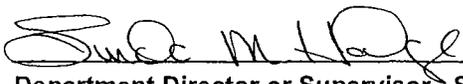
Reason for Available Funds: Contingency funds included in budget

From:

Account Number	Account Name	Amount
11101-50900	Contingency	10,190

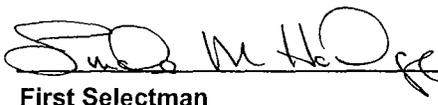
To:

11701-44203	Legal	10,190

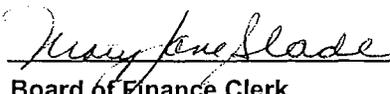
8/29/08 Date Requested  Department Director or Supervisor - Signature

Print Name Linda Hodge, First Selectman

8/29/08 Date Reviewed  Chief Financial Officer

8/29/08 Date Approved  First Selectman

 Date Approved Board of Selectmen Clerk

9/03/08 Date Approved  Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Legal & Insurances

Reason for Request: Additional premium costs resulting from FY 2006-07 Workers Compensation audit

Reason for Available Funds: Contingency funds included in budget

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	20,000

To:	11701-41260	Workers Compensation Insurance	20,000

8/24/08
Date Requested

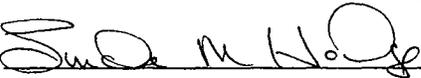

Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

8/24/08
Date Reviewed


Chief Financial Officer

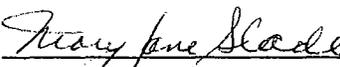
8/29/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved


Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Legal & Insurances

Reason for Request: Increase in unemployment claims

Reason for Available Funds: Funds included in property/liability insurance budget for changes in coverage during the year were not needed

From:	Account Number	Account Name	Amount
	11701-44206	Municipal Insurance	1,589
To:	11701-44243	Unemployment Compensation	1,589

8/29/08
Date Requested

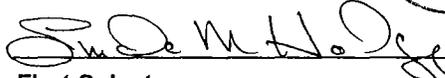

 Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

8/29/08
Date Reviewed


 Chief Financial Officer

08/29/08
Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved


 Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Central Services/IT

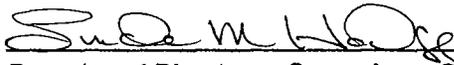
Reason for Request: To cover unanticipated expenses to provide internet service to the Senior Center, web site content (budget video), fire wall updates and installation, replacement of a monitor, and diagnostic equipment to be able to maintain police department car computers.

Reason for Available Funds: IT coordinator worked fewer than budgeted hours.

From:	Account Number	Account Name	Amount
	11801 40101	Regular Payroll	2,227

To:	11801 44208	Professional Services	2,227

Aug 29, 2008
 Date Requested

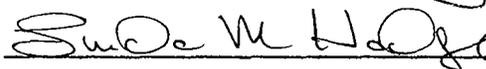

 Department Director or Supervisor - Signature

Print Name Linda Hodge

8/29/08
 Date Reviewed


 Chief Financial Officer

08/29/08
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

9/03/08
 Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: mdg Explosion - OT paid for all
Town employees involved
Billed out but not paid to date

Reason for Available Funds: electric - not all expended - Reduction in costs from
prior year
Copier - lower per copy charges

From:	Account Number	Account Name	Amount
	<u>12202-45622</u>	<u>electric</u>	<u>\$ 3045.00</u>
	<u>12202-42233</u>	<u>copier</u>	<u>\$ 76.00</u>
To:	<u>12202-40103</u>	<u>OT</u>	<u>\$ 3121.00</u>

8/29/08
Date Requested

Walt Cox
Department Director or Supervisor - Signature

Print Name CHIEF WALT COX

[Signature]
Chief Financial Officer

08/29/08
Date Reviewed

[Signature]
First Selectman

08/29/08
Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Md of Explosion - costs billed but not reimbursed to date

Reason for Available Funds: Some service contracts not due or contracted @ lower rates

From:	Account Number	Account Name	Amount
	<u>12202-44223</u>	<u>Sev. Cont.</u>	<u>\$7403.00</u>

To:	<u>12202-42346</u>	<u>Fire Supplies</u>	<u>\$7403.00</u>

8/29/08
Date Requested

Walt Cox
Department Director or Supervisor - Signature

8/29/08
Date Reviewed

Chief Walt Cox
Print Name

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Increase in heating oil price per gallon

Reason for Available Funds: Co 2 did not use allotted amount for Fuel/Oil

From:	Account Number	Account Name	Amount
	<u>12204-45221</u>	<u>Fuel Oil</u>	<u>\$917.00</u>

To:	Account Number	Account Name	Amount
	<u>12202-45221</u>	<u>Fuel Oil</u>	<u>\$917.00</u>

8/29/08
Date Requested

Walt Cox
Department Director or Supervisor - Signature

8/29/08
Date Reviewed

CHIEF WALT COX
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: CAG payments exceeded what was Budgeted. Because we ^{increased} Revenue by over \$77,000.00 for the fiscal year.

Reason for Available Funds: Vaccines not purchased.

From:	Account Number	Account Name	Amount
	<u>12202-42340</u>	<u>Other Supplies</u>	<u>\$1206.00</u>

To:	Account Number	Account Name	Amount
	<u>12202-44208</u>	<u>Pro. Serv.</u>	<u>\$1206.00</u>

8/29/08
Date Requested

Walt Coy
Department Director or Supervisor - Signature

8/29/08
Date Reviewed

Chief Walt Coy
Print Name

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

[Signature]
Date Approved

[Signature]
Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Equipment repairs - (tools, etc) old equipment continues to break down

Reason for Available Funds: telephone charges less than Budgeted
Change in cell phone carrier as part of overall consolidation of services

From:	Account Number	Account Name	Amount
	<u>1/202-45216</u>	<u>Telephone</u>	<u>\$606.00</u>
To:			
	<u>12202-46224</u>	<u>Equipment Repairs</u>	<u>\$606.00</u>

8/29/08
Date Requested

Walt Cox
Department Director or Supervisor - Signature

8/29/08
Date Reviewed

Chief Walt Cox
Print Name

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fine

Reason for Request: Bldg Repairs exceeded amount Budgeted. (Doors, Plumbing, etc)

Reason for Available Funds: Did not purchase vaccines this year

From:	Account Number	Account Name	Amount
	12202-42340	Other Supplies	\$1007.00
To:	12202-46226	Bldg Repairs	\$1007.00

8/29/08 Walt Cox
Date Requested Department Director or Supervisor - Signature

Print Name Chief Walt Cox
[Signature]
Chief Financial Officer

08/29/08 [Signature]
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

9/03/08 [Signature]
Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fine

Reason for Request: Co 2 Bldg Repairs for the Bay Floor - exceeded the amount Budgeted for Bldg Repairs.

Reason for Available Funds: monies for Fuel Oil not expended - reduction in usage
Reduction in electricity usage
Reduction in office supplies

From:	Account Number	Account Name	Amount
	<u>12204-45221</u>	<u>Fuel Oil</u>	<u>\$1208.00</u>
	<u>12204-45622</u>	<u>electric</u>	<u>\$461.00</u>
	<u>12204-42301</u>	<u>office supplies</u>	<u>\$68.00</u>
To:	<u>12204-45221</u>	<u>Bldg Repairs</u>	<u>\$1737.00</u>

8/29/08
Date Requested

Walt Cox
Department Director or Supervisor - Signature

8/29/08
Date Reviewed

Chief Walt Cox
Print Name

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Repair work on HT 128 - total cost in excess of \$20,000

Reason for Available Funds: Designated fund balance from unexpended funds in FY 2006-07 Fire Dept budget

From:	Account Number	Account Name	Amount
	<u>100-20803</u>	<u>Designated Fund Balance</u>	<u>17,720</u>
To:	<u>12202-46390</u>	<u>Fire - Vehicle Maintenance</u>	<u>17,720</u>

08.29.08
Date Requested

Walt Cox
Department Director or Supervisor - Signature

Print Name CHIEF WALT COX

8/29/08
Date Reviewed

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

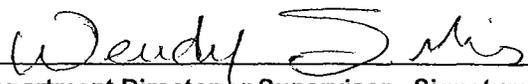
Department: Health

Reason for Request: Increase in price of unleaded gasoline

Reason for Available Funds: Actual items purchased cost less than anticipated

From:	Account Number	Account Name	Amount
	14201-48416	Health - Office Equipment	27
To:	14201-46390	Health - Vehicle Maintenance	27

8/29/08 **Date Requested**



 Department Director or Supervisor - Signature

Print Name Wendy Mis

8/29/08 **Date Reviewed**



 Chief Financial Officer

08/29/08 **Date Approved**



 First Selectman

 Date Approved

 Board of Selectmen Clerk

9/03/08 **Date Approved**



 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library - 15101

Reason for Request: Slightly over in mileage due to attendance at trainings and workshops; mileage rate increase.

Reason for Available Funds: Service contracts covered most equipment repairs; also our in-house maintainer-custodian troubleshoots and repairs consistently.

From:	Account Number	Account Name	Amount
	<u>46224</u>	<u>Equipment Repairs</u>	<u>26.00</u>

To:	Account Number	Account Name	Amount
	<u>43213</u>	<u>Mileage, training, mtgs.</u>	<u>26.00</u>

7/22/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

8/29/08
Date Reviewed

Print Name Siobhan M. Grogan
[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library - 15101

Reason for Request: Overdue mailings and regular business correspondence went slightly over due to postage increase.

Reason for Available Funds: Did not need to advertise for any new employees this fiscal year.

From:	Account Number	Account Name	Amount
	<u>44231</u>	<u>Advertising</u>	<u>60.</u>

To:	Account Number	Account Name	Amount
	<u>44217</u>	<u>Postage</u>	<u>60.</u>

7/22/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Siobhan Grogan

8/29/08
Date Reviewed

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Library - 15101

Reason for Request: Sewer and water bills included an extra charge for fire protection not included in our budget.

Reason for Available Funds: Movie Licensing fee was paid for under service contracts (380.)

From:	Account Number	Account Name	Amount
	<u>43258</u>	<u>Professional Memberships</u>	<u>142.</u>

To:	Account Number	Account Name	Amount
	<u>45222</u>	<u>Sewer + Water</u>	<u>142.</u>

7/22/08
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name Sibhan Grogan

8/29/08
Date Reviewed

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

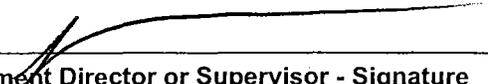
Department: Parks & Recreation

Reason for Request: additional overtime for emergency calls to park (septic alarm, etc)

Reason for Available Funds: staff out on workman's comp

	Account Number	Account Name	Amount
From:	15201 40401	Regular Payroll	390
To:	15201 40103	Overtime	390

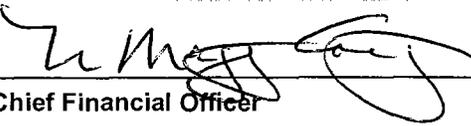
Jul 31, 2008
Date Requested



Department Director or Supervisor - Signature

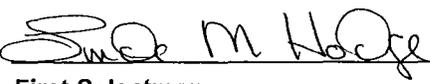
Print Name Jason Cohen

8/29/08
Date Reviewed



Chief Financial Officer

08/29/08
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

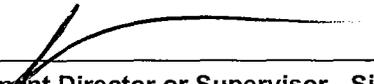
Department: Parks & Recreation

Reason for Request: Over expenditure in office supplies - ran short of paper and could not wait until the new year.

Reason for Available Funds: Staff out on workman's comp

From:	Account Number	Account Name	Amount
	15201 40101	Regular Payroll	125
To:	15201 42301	Office Supplies	125

Jul 31, 2008
Date Requested

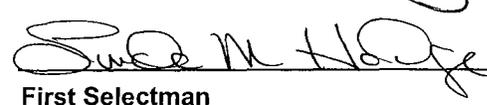

Department Director or Supervisor - Signature

Print Name Jason Cohen

8/29/08
Date Reviewed


Chief Financial Officer

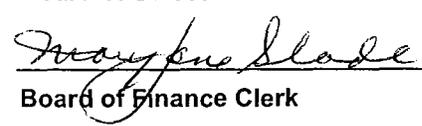
08/29/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved


Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: advertising for seasonal parks maintainers

Reason for Available Funds: staff out on workman's comp

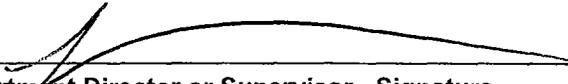
From:

Account Number	Account Name	Amount
15201 40401	Regular Payroll	52

To:

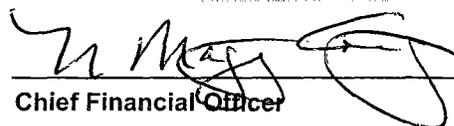
15201 44231	Advertising	52

Aug 28, 2008
Date Requested

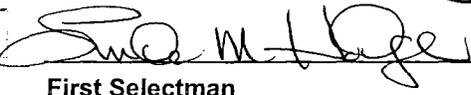

Department Director or Supervisor - Signature

Print Name Jason Cohen

8/29/08
Date Reviewed


Chief Financial Officer

08/29/08
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved


Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Replacement of irrigation pump for football field; replacement of modulators on spray park

Reason for Available Funds: Fewer building repairs than average; staff out on workman's comp

From:	Account Number	Account Name	Amount
	15201 46226	Building Repairs	1,075
	15201 40401	Regular Payroll	2,100
To:	15201 46229	Other Repairs	3,175

Jul 31, 2008
 Date Requested

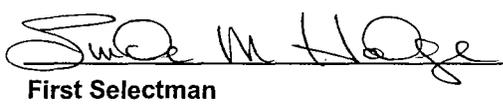

 Department Director or Supervisor - Signature

Print Name Jason Cohen

8/29/08
 Date Reviewed


 Chief Financial Officer

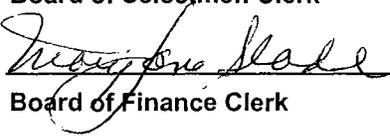
08/29/08
 Date Approved


 First Selectman

 Date Approved

Board of Selectmen Clerk

9/03/08
 Date Approved


 Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

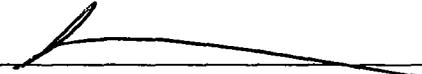
Reason for Request: increased cost of fuel; additional snow storms

Reason for Available Funds: staff out on workman's comp; funds held (cancelled park rangers) due to expected shortfall in vehicle maintenance

From:	Account Number	Account Name	Amount
	15201 40401	Regular Payroll	12,700
	15201 41230	FICA	8,300
	15201 40106	Misc P/R	3,154

To:	15201 40103 41230	Vehicle Maintenance	24,154

Jul 31, 2008
Date Requested



Department Director or Supervisor - Signature

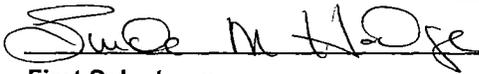
Print Name Jason Cohen

8/29/08
Date Reviewed



Chief Financial Officer

08/29/08
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved



Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Senior Services

Reason for Request: Need funds to cover for senior flu shots not covered by ins. or medicare

Reason for Available Funds: Reduction in custodial supplies

From:	Account Number	Account Name	Amount
	<u>42331</u>	<u>Maintenance</u>	<u>50.00</u>

To:	Account Number	Account Name	Amount
	<u>42340</u>	<u>Other purchase supplies</u>	<u>50.00</u>

8-29-08
Date Requested

Cathy Russi
Department Director or Supervisor - Signature

Print Name Cathy Russi

8/29/08
Date Reviewed

[Signature]
Chief Financial Officer

08/29/08
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

9/03/08
Date Approved

[Signature]
Board of Finance Clerk