



# Town of Colchester, Connecticut

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TOWN OF COLCHESTER  
BOARD OF FINANCE – REGULAR MEETING  
TOWN HALL  
127 NORWICH AVENUE  
Wednesday, November 16<sup>th</sup>, 2011 – 7:00 p.m.

## MINUTES

**MEMBERS PRESENT:** Chairman Bruce Hayn, Robert Esteve, M. Caplet, Cathy Pompei (via phone), and R. Tarlov

**MEMBERS ABSENT:** John Ringo

**OTHERS PRESENT:** G. Schuster, M. Cosgrove, T. Coblentz, J. Pagolli, B. Brunier, A. Shilosky, and C. Barnes (clerk)

### 1. CALL TO ORDER

Chairman Hayn called this Regular Meeting to order at 7:02 p.m.

### 2. APPROVAL OF PREVIOUS MEETING MINUTES

#### a. October 19<sup>th</sup> 2011 Regular Meeting

R. Esteve moved to approve the minutes of the October 19<sup>th</sup> 2011 Regular Meeting of the Board of Finance. M. Caplet. All other members present voted in favor. M. Caplet abstained. MOTION CARRIED.

### 3. CITIZENS COMMENTS

None

### 4. ADDITIONS TO THE AGENDA

#### a. Roads presentation by J. Paggioli

This presentation was made after agenda item 5.b. Tax Collector's Report (Further presentation will be made at the next Board of Finance meeting.)

### 5. DEPARTMENT REPORTS

#### a. Finance Department

M. Cosgrove gave report.

C.Pompei dialed in at 7:08pm

#### b. Tax Collector

T. Coblentz gave report.

C.Pompei arrived at 7:58pm

### 6. FIRST SELECTMAN'S REPORT

#### 6.1 Selectman's Agenda:

### 6.1.1 Transfer Requests

R. Esteve made a motion to approve the following year-end transfers contingent upon Board of Selectmen approval: \$6 from "Employee Health Insurance (11701-41210)" to \$1 "First Selectman – Employee Related Insurance (11201-41210)," \$3 "Finance – Employee Related Insurance (11301-41210)," \$1 "Fleet Maintenance – Employee Related Insurance (13202-41210)," and \$1 "Engineering – Employee Related Insurance (13301-41210);" \$119 from "Police – Employee Related Insurance (12101-41210)" to \$11 "Health – Employee Related Insurance (14201-41210)," \$7 "Library – Employee Related Insurance (15101-41210)," and \$101 "Parks & Recreation – Employee Related Insurance (15201-41210);" \$889 from "Board of Finance – Overtime (11101-40103)," to \$889 "Board of Finance – Contractual, Temporary, Occasional, P/R (11101-40105);" \$4 from "Ethics Commission – Contractual, Temporary, Occasional, P/R (11104-40105) to \$4 "Ethics Commission – FICA (11104-41230);" \$1,475 from "First Selectman - Professional Services (11201-44208)" and \$226 "First Selectman – Professional Services (11201-44208)" to \$1,475 "First Selectman – Advertising (11201-44231)" and \$226 "First Selectman – Legal Notices (11201-44230);" \$22 from "First Selectman – Copier (11201-42233)," \$6 from "First Selectman – Copier (11201-42233)," and "First Selectman – Copier (11201-42233)" to \$22 "First Selectman – Telephone (11201-45216)," \$6 "First Selectman – Hebron Taxes (11201-45216)," and \$114 "First Selectman – Parades & Celebrations (11201-47242);" \$2,280 from "Board of Finance – Contract Settlements (11101-50950)" to \$1,545 "Finance – Regular Payroll (11301-40101)" and \$735 "Facilities – Regular Payroll (11901-40101);" \$669 from "Finance – Mileage, Training, & Meetings (11301-43213)" to \$669 "Finance – Professional Services (11301-44208);" \$168 from "Finance – Mileage, Training, & Meetings (11301-43213)" to \$168 "Finance – Postage (11301-44217);" \$10 from "Finance – Mileage, Training, & Meetings (11301-43213)" to \$10 "Finance – Telephone (11301-45216);" \$3 from "Tax Collector – Professional Memberships (11303-43258)" to \$3 "Tax Collector – Mileage, Training, & Meetings (11303-43213);" \$729 from "Planning & Code Administration – FICA/Retirement (11411-41230)" to \$729 "Tax Collector – Regular Payroll (11303-40101);" \$516 from "First Selectman – Postage (11201-44217)" to \$516 "Tax Collector – Office Supplies (11303-42301);" \$556 from "First Selectman – Postage (11201-44217)" to \$556 "Tax Collector – Postage (11303-44217);" \$715 from "Assessor – Overtime (40103) to \$715 "Assessor – Travel, Trainings, Meetings (43213);" \$210 from "Assessor – Contractual, Temporary, Occasional P/R (11304-40105)" to \$196 "Board of Assessment Appeals – Overtime (11305-40103)" and \$14 "Board of Assessment Appeals – FICA (11305-41230);" \$20 from "Historic District Commission – Postage (11405-44217)" to \$20 "Historic District Commission – Legals (11405-44230);" \$350 from "Planning & Code Administration – Legal Notices (11411-44230)" to \$350 "Vehicle Maintenance (11411-46390);" \$250 from "Planning & Code Administration – Legal Notices (11411-44230)" to \$250 "Planning & Code Administration – Telephone (11411-45216);" \$250 from "Planning & Code Administration – Professional Memberships (11411-46258)" to \$250 "Planning & Code Administration – Office Equipment (11411-45416);" \$656 from "Town Clerk – Copier (11501-42233)" to "Town Clerk – Legal Notices (11501-44230);" \$46 from "Town Clerk – Micro Film

(11501-44271)" to \$46 "Town Clerk – Telephone (11501-45216);" \$500 from "Town Clerk – Equipment Repair (11501-46224)" and \$77 from "Town Clerk – Micro Film (11501-44271)" to \$577 "Town Clerk – Legal Notices (11501-44230);" \$166 from Registrar of Voters – Contractual, Temporary, Occasional P/R (11601-40105)" to \$166 "Registrar of Voters – FICA/Medicare (11601-41230);" \$2,477 from "Legal & Insurances – Legal (11701-44203)" to \$2,477 "Legal & Insurances – Workers Compensation Insurance (11701-41260);" \$1,800 from "Probate – Indexing & Recording (11702-44207)" and \$738 "Probate – Postage (11702-44217)" to \$2,538 "Probate – Windham/Colchester Probate District (11702-47250);" \$85 from "Information Technology – Professional Services (11801-44208)" to \$85 "Information Technology – Other Supplies (11801-42315);" \$2,449 from Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" and \$894 "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$2,449 "Facilities – Fuel & Heating (11901-45221)" and \$894 "Facilities – Electricity (11901-45622);" \$9,175 from "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$9,175 "Facilities – Service Contracts (11901-44223);" \$1,623 from "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$1,623 "Facilities – Building Repairs (11901-46226);" \$213 from "Facilities – Advertising (11901-44231)" and \$156 "Facilities – Advertising (11901-44231)" to \$213 "Facilities – Custodial/Maintenance Supplies (11901-42331)" and \$156 "Facilities – Mileage, Training, & Meetings (11901-43213);" \$14,356 from "Police – Regular Salaries (12101-40101)" to \$14,356 "Police – Overtime (12101-40103);" \$136 from "Police – Telephone (12101-45216)" to \$74 "Police – Copier (12101-42233)" and \$62 "Police – Postage (12101-44217);" \$4,521 from "Fire – Service Contracts (12202-44223)" to \$3,161 "Fire – Overtime (12202-40103);" \$1,312 "Fire – Fire Equipment & Supplies (12202-42346);" and \$48 "Fire – Professional Services (12202-44208);" \$3,870 from "Fire – Service Contracts (12202-44223)" to \$1,284 "Fire – Electricity (12202-45622)" and \$2,586 "Fire – Vehicle Maintenance & Fuel (12202-46390);" \$200 from "Fire – Custodial/Maintenance (12204-43213)" to \$200 "Fire – Electric (12204-45622);" \$284 from "Civil Preparedness – Equipment Repair (12301-46224);" \$250 from "Civil Preparedness – Printing & Publication (1231-44232);" and \$84 from "Civil Preparedness – Emergency Medical Supplies (12301-42345)" to \$618 "Civil Preparedness – Telephone (12301-45216);" \$759 from "Civil Preparedness – Equipment Repairs (12301-46224)" and \$457 from "Civil Preparedness – Equipment Repairs (12301-46224)" to \$759 "Civil Preparedness – Service Contracts (12301-44223)" and \$457 "Civil Preparedness – Service Contracts (12301-44223);" \$21 from "Highway – Postage (13201-44217)" to \$21 "Highway – Office Supplies (13201-42301);" \$90 from "Highway – Mileage, Training, & Meetings (13201-43213)" to \$90 "Highway – Contractual, Temporary, Occasional P/R (13201-40105);" \$4,651 from "Highway – Payroll (13201-40101);" \$1,244 from "Highway – Overtime (13201-40103);" and \$1,307 "Highway – FICA (13201-41230)" to \$7,202 "Highway – Other Purchase & Supplies;" \$3,467 from "Highway – Traffic Lights (13201-45389)" and \$1,050 "Highway – Professional Services (13201-44208)" to \$4,517 "Highway – Other Purchases & Supplies (13201-42340);" \$1,011 from "Highway – Road Improvement (13201-48349);" \$37 "Highway – Equipment Repairs (13201-46224);" and \$89 "Highway – Uniform Rental (13201-44238)" to \$1,137 "Highway – Vehicle Maintenance (13201-46390);" \$324 from "Highway – Advertising (13201-44231);" \$647 "Highway – Equipment Rental (13201-44237);" and \$500 "Highway – Telephone (13201-45216)" to \$1,471 "Highway – Vehicle

Maintenance (13201-46390);" \$44 from "Highway – Professional Membership (13201-43258)" and \$81 "Highway – Copier (13201-42233)" to \$125 "Highway – Vehicle Maintenance (13201-46390);" \$518 from "Highway – Protective Clothing & Equipment (13201-42323)," \$1,366 "Highway – Professional Services (13201-44208)," and \$649 "Highway – Mileage & Training (13201-43213)" to \$2,533 "Highway – Vehicle Maintenance (13201-46390);" \$99 from "Highway – Employee Related Insurance (13201-41210)," \$13,261 "Highway – Transportation (13601-43213)," and \$2,000 "Highway – Vehicle Maintenance (13601-46390)" to \$15,360 "Highway – Vehicle Maintenance (13201-46390);" \$1,549 from "Contract Settlements (11101-50950)" to \$1,549 "Fleet Maintenance – Regular Payroll (13202-40101);" \$390 from "Fleet Maintenance – Heating Fuel (13202-45221)," \$427 "Fleet Maintenance – Building Repairs (13202-46226)," and \$1,302 "Fleet Maintenance – Supplies (13202-42341)" to \$23 "Fleet Maintenance – Telephone (13202-45216)," \$1,249 "Fleet Maintenance – Vehicle Maintenance & Fuel (13202-46390)," and \$847 "Fleet Maintenance – Equipment Repairs (gas pumps) (13202-46224);" \$655 from "Fleet Maintenance – Service Contracts (13202-44223)," \$500 "Fleet Maintenance – Custodial/Maintenance Supplies (13202-42331)," \$100 "Fleet Maintenance – Building Repairs (13202-46226)," \$250 "Fleet Maintenance – Professional Services (13202-44208)," \$82 "Fleet Maintenance – Protective Clothing & Safety Equipment (13202-42323)," and \$100 "Fleet Maintenance – Mileage, Training & Meetings (13202-43213)" to \$1,687 "Fleet Maintenance – Overtime (13202-40103);" \$526 from "Transfer Station – Other Purchase & Supplies (13601-42340)" to \$526 "Transfer Station – Electric (13601-45622);" \$2,234 from "Transfer Station – Regular Salaries (13601-40101)" to \$2,234 "Transfer Station – Overtime (13601-40103);" \$16,000 from "Planning & Code Administration – Regular Payroll (11411-40101)," \$1,200 "Planning & Code Administration – FICA/Retirement (11411-41230)," and \$1,725 "Health – Professional Services (14201-44208)" to \$17,135 "Health – Regular Payroll (14201-40101)" and \$1,790 "Health – FICA/Retirement (14201-41230);" \$237 from "Health – Telephone (14201-45216)" to \$237 "Health – Printing & Publications (14201-44232);" \$927 from "Cragin Library – Custodial Supplies (15101-42331)" to \$927 "Cragin Library – Service Contracts (15101-44223);" \$267 from "Cragin Library – Fuel & Heating (15101-45221)" to \$276 "Cragin Library – Water & Sewer (15101-45222);" \$168 from "Cragin Library – Postage (15101-44217)" to \$168 "Cragin Library – Printing & Publications (15101-44232);" \$1,937 from "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$1,937 "Parks & Recreation – Regular Payroll (15201-40101);" \$1,157 from "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$1,157 "Parks & Recreation – Machinery & Equipment (15201-48404);" \$70 from "Parks & Recreation – Office Supplies (15201-42301)" to \$70 "Parks & Recreation – Copier (15201-42233);" \$128 from "Parks & Recreation – Fuel & Heating (15201-45221)" to \$128 "Parks & Recreation – Telephone (15201-45216);" \$1,367 from "Parks & Recreation – Electricity (15201-45622)" to \$1,367 "Parks & Recreation – Vehicle Maintenance & Fuel (15201-46390);" \$2,056 from "Parks & Recreation – Electricity (15201-45622)" to \$2,056 "Parks & Recreation – Building Repairs (15201-46226);" \$220 from "Senior Center – Electricity (15401-45622)" and \$445 "Senior Center – Service Contracts (15401-44223)" to \$665 "Senior Center – Fuel & Heating (15401-45221);" \$279 from "Senior Center – Contractual, Temporary, Occasional P/R (15401-40105)" to \$279 "Senior Center – Custodial/Maintenance Supplies (15401-42331);" \$156 from "Senior Center – Contractual, Temporary, Occasion

P/R (15401-40105)" to \$156 "Senior Center – Copier (15401-42233);" and \$43 from "Senior Center – Contractual, Temporary, Occasional P/R (15401-40105)" to \$43 "Senior Center – Printing & Publications (15101-44232)." Seconded by M. Caplet. All other members present voted in favor. MOTION CARRIED

**6.1.2 First Selectman's Update**

First Selectman Schuster gave report.

**7. CORRESPONDENCE**

None

**8. LIAISON REPORT**

R. Tarlov reported on the Economic Development Commission. R. Esteve reported on the Board of Education.

**9. OLD BUSINESS**

**a. Discussion and Possible Action on Budget Communications**

This item was not discussed. It will be listed again on the next Board of Finance agenda.

**b. Discussion and Possible Action on CIP**

This item was not discussed. It will be listed again on the next Board of Finance agenda.

**10. NEW BUSINESS**

**a. Discussion and Possible Action on 2012 Meeting Dates**

C.Pompei made a motion to approve the 2012 Board of Finance Meeting Dates as presented. Seconded by R. Tarlov. All members present voted in favor. MOTION CARRIED.

**11. EXECUTIVE SESSION**

**a. Discussion on Contract Negotiations with Colchester-Hayward Volunteer Fire**

R. Tarlov made a motion to go into Executive Session at 8:50pm inviting G. Schuster and A. Shilosky to be included. Seconded by M. Caplet. R. Esteve recused himself from the discussion. All other members present voted in favor. MOTION CARRIED.

The Board remained in Executive Session until 9:54pm

**12. ADJOURNMENT**

M. Caplet made a motion to adjourn at 9:55pm. Seconded by R. Tarlov. All other members present voted in favor. MOTION CARRIED.

2012 BOARD OF FINANCE MEETING DATES

January

1/04

1/18

February

2/01

2/15

March

3/07

3/21

April

4/04

4/18

May

5/02

5/16

June

6/06

6/20

July

7/18

August

8/01

8/15

September

9/05

9/19

October

10/03

10/17

November

11/07

11/21

December

12/05

12/19