



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Finance Minutes
Regular Meeting Minutes
Wednesday, January 6, 2016
Colchester Town Hall @ 7PM

RECEIVED
COLCHESTER
2016 JAN -8 AM 10:07
CITY SUPERVISOR
TOWN OF COLCHESTER

MEMBERS PRESENT: Chairman Rob Tarlov, Rob Esteve, James McNair, Andreas Bisbikos

MEMBERS ABSENT: Thomas Kane

OTHERS PRESENT: First Selectman A Shilosky, Public Works Director J Paggioli, Selectman D Mizla, CFO Maggie Cosgrove, Registrar D Giles, BOE B Bernier, Sgt. Martinez, Police Officers; Edwards, Kowalsky, Schee, Goss, Watrous, Police Commission E Fusco, Clerk T. Dean, and other citizens.

1. **Call to Order**
Chairman Tarlov called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda - none**
3. **Approve Minutes: December 2- Regular Meeting**
R Esteve moved to approve the Regular Board of Finance meeting minutes of December 2, 2015, seconded by A Bisbikos. Unanimously approved. MOTION CARRIED
4. **Citizen's Comments - none**
5. **Correspondence - none**
6. **Interviews - candidates for Board of Finance vacant position**
 - a. Andrea Migliaccio - was interviewed
 - b. Charles Logan - was interviewed
7. **2016-2017 Budget: Department Initiatives**
 - a. **Police**
Colchester Police Department presented a power-point presentation to the Board (attached)
Sgt. Martinez explained that the presentation outlines the needs to better serve the public.
Officer T Edwards presented the Police Department's needs-short and long term, statistics of Colchester and the Police Department's structure compared to similar towns. Needs discussed in detail were additional police officers, vehicle, and equipment and training. Long term needs were discussed for a larger facility. Two main priorities; 1) Manpower for 24/7 coverage and 2) proper equipment and facilities. J McNair posed the question if they were thinking strategically at what point is there enough staffing to go from the CPS to an independent Police Dept. Sgt. Martinez stated that they would need 24-hour coverage, stand-alone police facility, facility for detainment, dispatch, insurance, monitoring that works, and a changing facility. J McNair expressed that Colchester is in an awkward stage of growth. The proposed additions yields about a 16% increase in the budget, although he doesn't dispute the need. R Esteve thanked all the officers for taking the time to present to the Board. The numbers are quite large but a compelling story behind the numbers. Posing the question if the Resident Trooper Program is designed for a different time and place. Edwards said that the report by Les Williams explains in detail being a municipal police department opens up more opportunity for grant funding. Eleven officers fully staffed at current budget, and adding two more, would spare the space at the facility but at different times. R Esteve asked if there is statistical support of 24 hour coverage. Edwards said that it was hard to quantify. Most qualifying point may be that it serves as a deterrent. A Bisbikos asked if there was a report to show crime rates in Colchester over the last five years. Edwards will gather that information and send out to the Board. A Bisbikos also asked for clarification on the calculation on the salary information for new officers. R Tarlov asked about the vehicle replacement if it would be one or two additional vehicles due to the vehicle replacement program. Edwards confirmed that it would be one additional vehicle due to the squad car being part of the vehicle replacement program. J McNair asked about over-time and if an additional two officers would be offset. Sgt. Martinez explained that there is contractual over-time but that the cost of over-time would decrease slightly.
8. **Department Reports**
 - a. **Finance Department - none**
 - b. **Tax Collector - not present**

9. First Selectman

a. Report

Have not received any applications for the IT position; Town Planner position to date received three applications; RFP opening for Norton Mill is Thursday 1/7; Einhorn building on Rte 16 & 149 has been demolished; Northwood's has 10 new homes ready; KX was served its cancellation letter for June 2016. Quinebaug will replace, the contract is in process; Between Dec and New Years, it was the largest increase in building permits than years before. R Esteve mentioned that Quinebaug claims their cost is only \$27,000/year, which is much lower than the cost of KX. Does that include the extras? such as transfer of equipment and infrastructure. A Shilosky stated that part of the agreement was that they were putting in money for infrastructure because Colchester is important to them due to the fact that we are a hub to other towns. A Tarlov asked what the deterrent is that no applications have been received for IT. A Shilosky answered that it is due to the part time hours.

b. Transfer Requests - none

10. Liaison Reports

J McNair reported on Parks & Rec – Proposed the next Field Sustainability meeting to be Feb 1 at 6pm. They will provide ideas on how to fund, run, etc. Had an ad-hoc meeting with C Hancin regarding the desire to reformat program reporting. Report would identify the new position and quantify it in relation to an increase in revenue from extra programs.

A Bisbikos reported on Economic Development Commission – The commission asked for \$5,000 grant to help businesses in the downtown area. There wasn't a criteria presented on which businesses would earn the grant funding. Also requested money upfront from the town for "Welcome to Colchester" signage throughout Colchester.

R Esteve reported on Board of Education – Election of officers, R Goldstein as Chair, D Kennedy as V Chair. Three middle schoolers raised money to fund Varsity boy's basketball, JV and Women's. Recognition was given to the Tech Ed teacher for receiving the Milken award.

Building Committee – chose a construction management firm, O&G. Tecton will still be the architect for the current Project.

R Tarlov reported on Youth Services – Road race fundraiser on New Year's Day took approximately three weeks of planning and raised a net of \$2,300, with 217 runners. There will be a potential second race in the middle of the year. The fundraiser is to raise money for a new van for Youth Services. Feb 3rd there will be a Community Conversation presentation on heroin and prescription drugs. Applied for and received a grant for \$2,250 to be used in the Middle School for 7th grade girls on a program for Healthy Relationships.

Sewer & Water – approved extension sewer system for new 17-unit duplex. Land has been cleared. Well 3A RFP with two bidders. Joint facility in Portland wants to tie in to our sewer system.

Commission on Aging - \$1,624 transportation income. Working on annual report. Membership up 24 people. Strategic planning meetings planned with a 5-year plan for national accreditation.

11. New Business

a. Create funding plan for facility maintenance and repair timeline – In November J Paggioli & Ken Jackson presented a capital plan for buildings. Posed the question on next steps for funding plan. J Paggioli questioned the Board if they are willing to bond, lease, etc. Needs clarification on parameters. What are the options other than in general fund? and funding long term vs short term. Suggested to look at least expensive. CFO said she will have depts. identify items to plan out for acquiring small amounts over course of years.

b. Review Survey question – Survey goes live on Friday. Question on tax increase question to change the percentage range, as well as verbiage on another question. Link of survey will be on home page of town website.

12. Old Business

a. Review previous ideas of reorganizing Town Hall – R Tarlov thanked D Mizla for providing the presentation that was done a few years back. Will table discussion until after the budget season. A Bisbikos expressed ideas for thought; non-union floater between departments and user access to tax software on more than one computer in the office.

TABLED

b. Review format of Program Fund Reports – still working on

c. Recreation Field Subcommittee – update – meeting scheduled for 2/1

d. Senior Task Force – update on 12/10 meeting – Talking about negotiations in executive session. Next meeting 1/14.

e. Budget Communications Subcommittees - updates –

i. Off season – D Mizla informed there will be another letter to the editor on 1/15, 22, and 2/5

ii. In season – J McNair informed that the survey is going out 1/8. Hoping to get metrics. Next meeting will be before the BOE meeting next week. Budget FB page, look at current town policy.

- f. IGA – discussion and possible action on policy when lease payments end – TABLED TO NEXT MEETING
- g. **BOF Mission statement** - J McNair motioned that the BOF mission statement be "Balancing the needs of Colchester with its ability to pay, seconded by R Esteve. Unanimously approved. MOTION CARRIED.
- h. **2015-2016 BOF Goals and Objectives – review and update** – Board of Finance link on town webpage, would like all policies passed posted. R Tarlov will identify those policies and send to First Selectman's office to post to web. Chief Cox will be present at the 1/20 meeting to review records of net cost of ambulance and report on the ambulance incentive program.

13 Citizens Comments - none

14. Adjournment

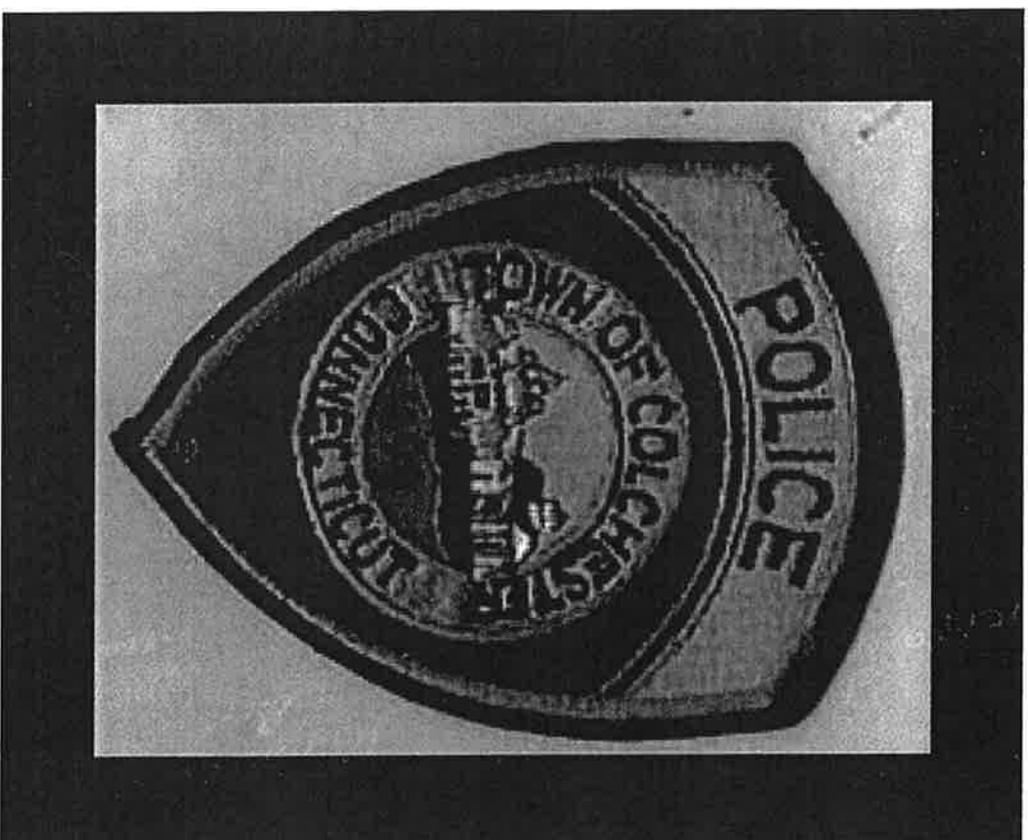
J McNair moved to adjourn at 9:44 p.m., seconded by R Esteve. Unanimously approved. MOTION CARRIED.

ATTACHMENT: Police Department Power-Point presentation

Respectfully submitted,

Tricia Dean, Clerk

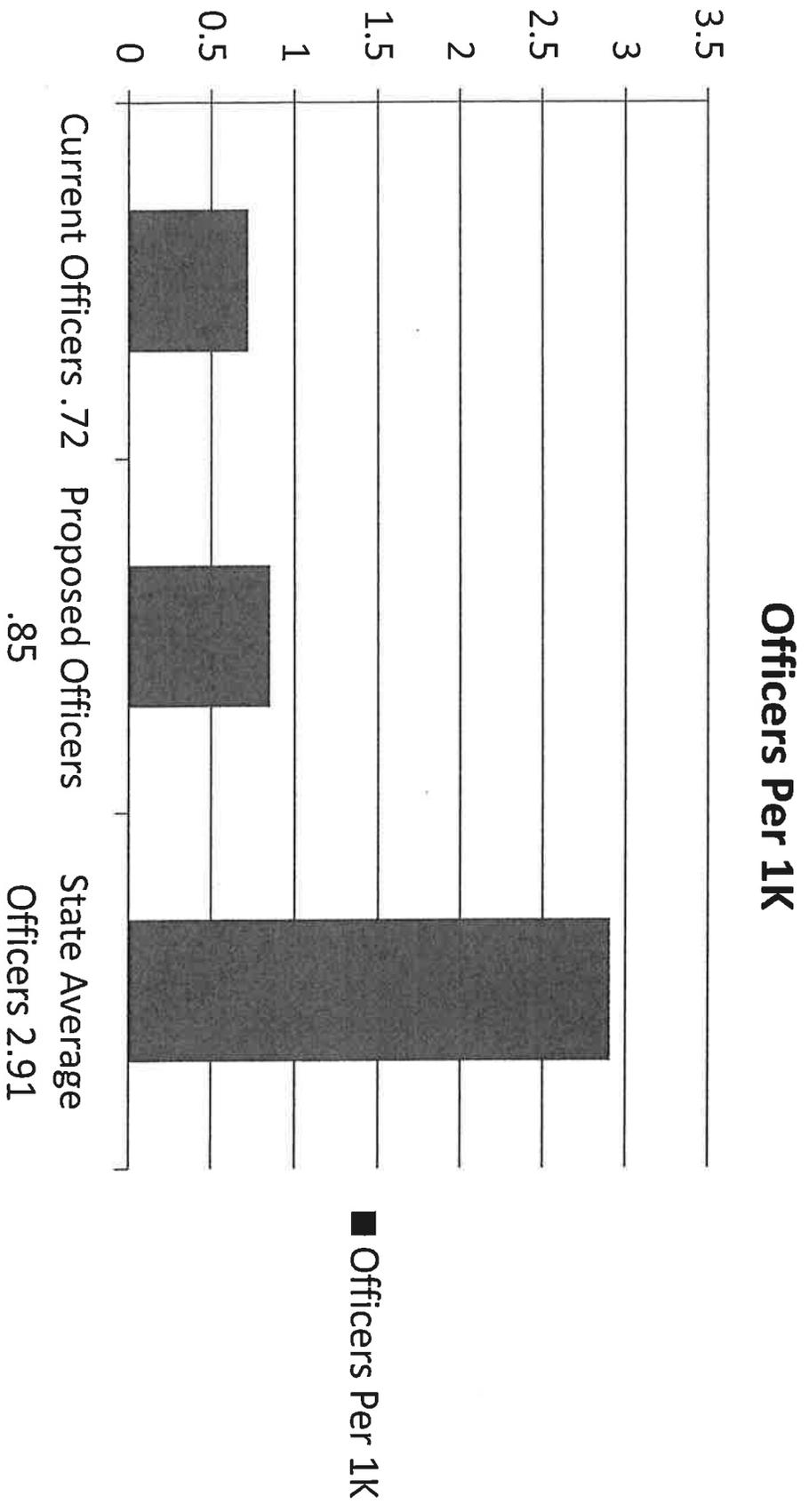
COLCHESTER POLICE DEPARTMENT



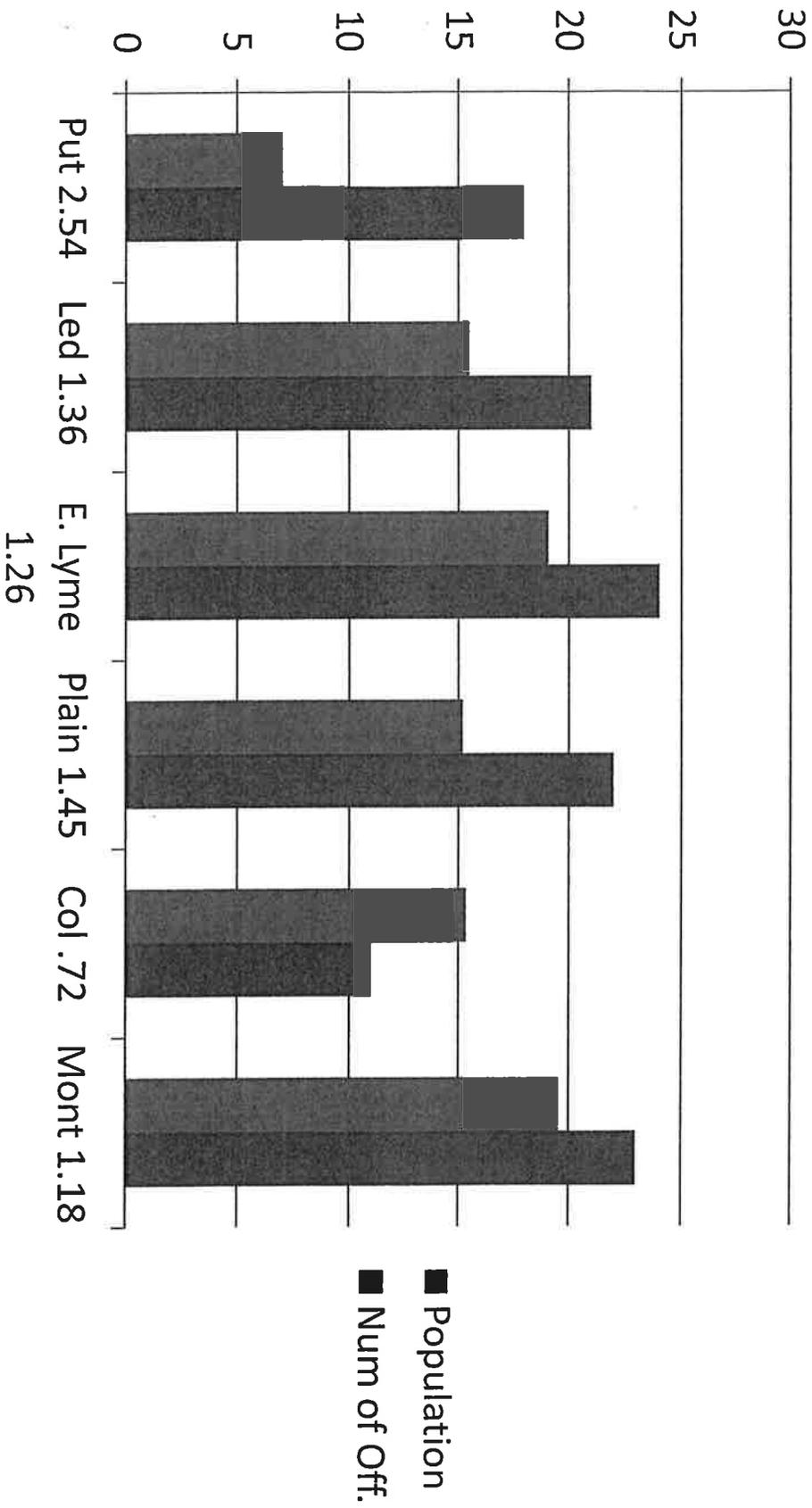
Department Needs:

- Officers – Two Officers (Midnight Coverage).
10 12-1
- Vehicles – Patrol SUV, Pickup Truck 4-Door
- Equipment – Radios, TASER, Enclosed Trailer, Lockers, Police Dept. Shed.
- Training – Firearms Instructor and Armorer.
- Replacement Radar Units, Ammunition.
- Facility – Larger Facility Required For Department Needs.

Colchester Officers per 1,000 Pop.

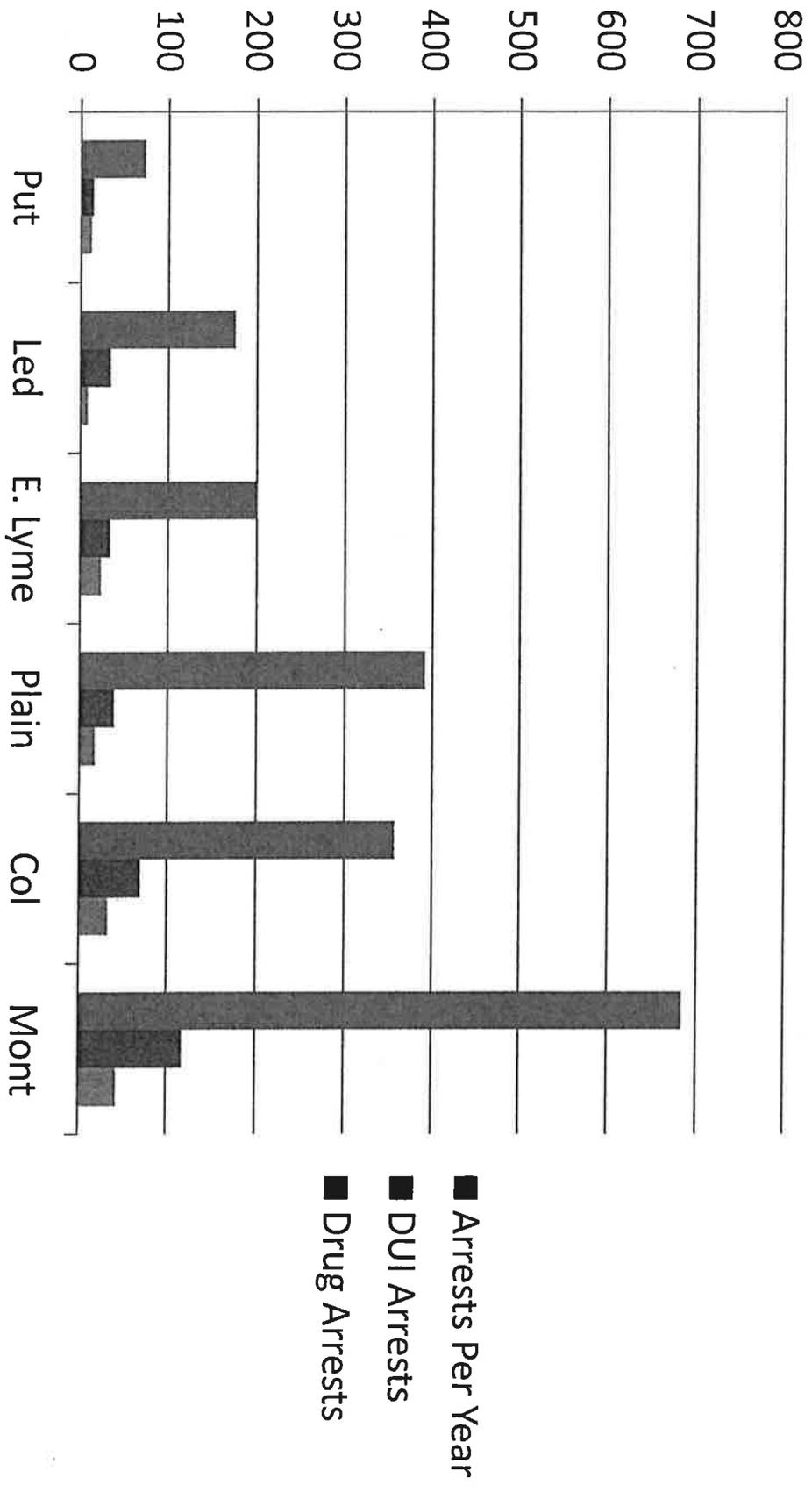


Population & Number of Officers



Comparable Towns and Departments

(Statistics from FBI Uniform Crime Reports for 2014, published Sep 2015)



Colchester Police Officers

- Two Colchester Police Officers needed for midnight patrol coverage.
- Approximate Total Cost per Officer: \$71,439
- 2 New Hire (non-certified): \$142,878 *excluding
H&A/SMS*
- Budget increase 10.30%

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:** Twelve TASERS needed.
Current X26 TASERS have gone past their expected life span and are no longer supported by TASER.
Approximate Cost: **\$14,400**
- **Radios: 4 Needed**
Approximate Cost: **\$15,800**
- **Lockers: 13 Police Lockers Needed.**
Current lockers are see through and some are unable to be secured. Firearms are left inside lockers for extended periods (liability concerns). Current lockers are not large enough to fit Officer's uniforms and equipment.
Approximate Cost: **\$7,200**
- **Radar / Laser Units:** Currently have two radar units and two laser units. These devices are needed to enforce speeding complaints by residents in town. Units are often out for service.
Approximate Cost: **\$3,000**

Equipment And Training

- **Department Trailer:** 6x10 trailer to tow for shooting range, town events, department needs, extra storage.
Approximate Cost: **\$4,500**
- **Ammunition:** Increased ammo budget for additional training. Current costs have increased, training required every year as it has been in the past.
Approximate Cost: **\$2,500**
- **Department Shed:** Storage of Police Bicycles, Range Equipment, DUI Check-Point Equipment, Dept. Signs, TASER Training Equipment. (currently sharing shed with Parks & Rec - Shed is full with snow blowers, kayaks, police bicycles, bike racks, range equipment etc...) Approximate Cost: **\$5,000**
- **Training Budget Increase:** Firearm Instructor Skill Building, Armorer Re-certification.
Approximate cost: **\$2,250**

Budget Increase from 2015/2016

- Total budget increase with all proposals not including Vehicles, Trailer and Facility issues: **\$188,028 or 13.56%**
- Total Budget Increase with trailer and storage shed: **\$197,528 or 14.24%**
- Total Increase Including Truck with above: **\$227,528 or 16.40%**

*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 3rd 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 1st, 2002. Administrative and Operational Recommendations for Growth and Development. Prepared by Leslie W. Williams, Director Law Enforcement Council
- September 9th, 2004. Report from CT Police Chief's Association on Colchester. Prepared by Chief Douglas Fuchs, Redding PD.
- October 5th, 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.**

