

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

**Town of Colchester
Board of Finance Meeting Minutes
September 2, 2020 – Virtual Meeting – 6:30 PM
Regular Meeting**

(All items on this agenda are subject to possible action.)

***All members and citizens were present via Zoom webinar

RECEIVED
COLCHESTER, CT
2020 SEP -3 PM 2:42
MAYE THOMPSON
CITY CLERK

MEMBERS PRESENT: Chairman Rob Tarlov, Michael Hayes, Mike Egan, Andreas Bisbikos, and Andrea Migliaccio, Bernie Dennler

MEMBERS ABSENT: None

OTHERS PRESENT: CFO Maggie Cosgrove, First Selectman Mary Bylone, A Domieka (BOE Liaison)

- 1) **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 6:33 p.m.
- 2) **ADDITIONS TO THE AGENDA**
- 3) **APPROVAL OF MINUTES - Regular Meeting 08/19/2020:** A. Bisbikos asked that a clarification be added to item 9b that the request by the Parks and Rec commission for 45,000 was to be a special appropriation from Fund Balance. Motioned to approve with the change by M. Hayes, seconded by B Dennler. Motion carried 6-0.
 - a) **Joint Meeting 8/19/2020** – motion M Hayes, second Mike Egan. Motion carried 6-0.
- 4) **CITIZENS' COMMENTS:** None
- 5) **CORRESPONDENCE:** Attached
- 6) **DEPARTMENT REPORTS**
 - a) **Tax Collector** – no report (second Wednesday)
 - b) **Finance** – no report (second Wednesday)
- 7) **FIRST SELECTMAN**
 - a) **Transfers:** Motion by M Hayes, second A Migliaccio, to approve transfers (attached document "transfer block"), motion carried 6-0. Motion by M Egan, second by M Hayes to approve transfer (attached document "Additional Transfer for Unemployment"), subject to Board of Selectman approval. Motion carried 6-0.

- b) **First Selectman's Report:** The opening date for the Senior Center has been moved to October 1, same for Town meetings. Halls Hill road project almost completed. Fuel Cell project ahead of schedule, temporary road repairs this fall with full repaving in the spring. We will have an upcoming town meeting for a CTIP application utilizing a plan for social distancing.

8) OLD BUSINESS:

- a) **Memorandum of Understanding - update on the process to change charter:** Nothing new. Mary has spoken to several people including someone who served on the Charter Revision committee. Gathering information before incurring costs of speaking with the Town's attorney.

A Bisbikos stated that the First Selectman had misrepresented the circumstances of how he brought the request from Park and Rec commission to the Board of Finance

9) NEW BUSINESS – none

10) BOARD OF FINANCE 2021-2022 DISCUSSION PRIORITIES

a. Review Policies:

- i. **Fund Balance:** reviewed what items need to be addressed. R Tarlov stated that it has been almost 9 years ago. M Cosgrove said a lot has happened since then, in 2012, we likely didn't think we would reach 10% so did not consider much what we could do when above that number. We also did not have the reserve accounts for vehicles, capital, equipment, snow at that time. R Tarlov added that he felt that when fund balance could be used in the budget needs more specificity. He also stated that a vote in 2012 lowered the 7% number to 6% to address an upcoming appropriation request for school project architect. The policy never reflected this, but that all percentages should be reviewed to reflect the present and future. B Dennler asked if we should address the process to increase the fund balance when it falls below certain percentages stated in the policy. We will try to get policies from other towns.
- ii. **Elected officials salaries- survey of other Towns:** A. Bisbikos reviewed his survey of similar towns (attached) for First Selectman, Town Clerk, Tax Collector and Treasurer.
- b. **Review and Update Discussion Priorities:** Debt services analysis meeting had to be cancelled as need to have numbers on the fire apparatus and senior center. The fire apparatus subcommittee met again and has asked the department to provide final estimates equipment discuss what is needed. Waiting for presentation on updated capital plan, J Paggioli is still out. A Bisbikos asked about R Tarlov having put the rec fields on a priority list. R Tarlov stated they he had put them on the list of discussion items for Board of Finance, and while still on the list, they were deemed a lower priority than Fire Apparatus and the Senior Center. A Bisbikos asked that the Nonunion Employees policy be put on the next agenda. R Tarlov asked A Bisbikos to prepare alternative ideas for discussion.

11. **LIAISON REPORTS:** B. Dennler has contacted Planning and Zoning and Conservation Commissions to let them know he is their new liaison. A Migliaccio reported that the police department has 3 promotions to corporals and that there is a new School Resource Officer. M. Egan reported on the last BOE meeting and that the Senior Center building committee is preparing for final plans and a Town meeting in December. M. Hayes - Fire Department Tax Exemption Revision Commission: Have reached a final plan which will go before the BOS. R Tarlov reported that Youth Services did not have a quorum. They did report they have day time schedule with a learning lounge for middle school students 4 mornings each week and crafts classes in the afternoons.

12. CITIZENS COMMENTS: None

13. ADJOURNMENT: A. Bisbikos motioned to adjourn, seconded by M. Egan. Chairman Tarlov adjourned the meeting at 8:58 p.m.

Submitted by,

Robert Tarlov

Attachments:

Correspondence (2)

Transfers (2)

Municipal Salary Survey

BOF Discussion Items

FY 19/20

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Insurance

Reason for Request:

Additional funds to supplement budget transfer approved by BOS on 8/20/20 (BOF agenda for action on 9/2/20). June claims (billing received 8/27/20) greater than estimated - billed for additional claimant with charges retroactive to May. Claims for department restructuring/elimination of positions, and/or layoffs, including lack of work for part-time employees due to Covid (cutbacks to programming). Lack of work related to Covid is a small portion of the higher than anticipated unemployment claims in FY 2019-2020.

Reason for Available Funds:

Reduction in premium costs for Liability/Auto/Property (LAP) and Workers' Compensation insurance due to bid process and change in insurance carrier, and receipt of premium refund for FY 2018-2019 Workers Compensation payroll audit.

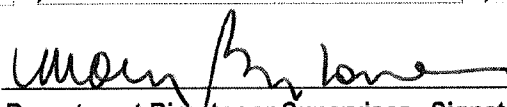
From:

Account Number	Account Name	Amount
11701-44206	Municipal (LAP) Insurance	2,000
11701-41260	Workers Compensation Insurance	2,500

To:

11701-44243	Unemployment Compensation	4,500

Aug 28, 2020
Date Requested


Department Director or Supervisor - Signature

Print Name Mary Bylone, First Selectman

Aug 28, 2020
Date Reviewed


Chief Financial Officer

Aug 28, 2020
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Prioritize (A, B, C) (1, 2, 3)		2020 - 2021 BOF PRIORITIES - Discussion Items - updated at September 2, 2020 meeting	NEXT STEP	NEXT DATE	
A	1	• DEBT SERVICE ANALYSIS	Mary, Rosemary, Maggie, Bernie and Rob Met Need amounts for Fire Apparatus and Senior Center Town Financial Advisor to Update Analysis BOF to Review Priorities	15-Jul September October October	2020
A	1	<ul style="list-style-type: none"> Fire Department Apparatus <ul style="list-style-type: none"> Debt service committee met on July 15. We know what equipment needs replacing, but based on current needs and technology, what needs to be acquired? What are the projected costs for each piece of apparatus needed? What are the delivery schedules for each piece of apparatus? 	FD Subcommittee met on 7/20 and 8/26 FD Subcommittee viewing of tower apparatus alternatives FD Subcommittee Meeting - week of Board of Finance Review	8-Sep wk of 9/08 16-Sep	2020
A	2	<ul style="list-style-type: none"> Senior Center Building <ul style="list-style-type: none"> Debt service committee met on July 15. We need to know projected cost of projected We need an updated timeline. 	SCBC to request appropriation for OPM SCBC to present estimate of the Project	16-Sep ?	2020
A	1	• REVIEW REPORTS BOARD OF FINANCE NEEDS	Mary, Maggie, Bernie and Rob to Review	September	2020
A	2	<ul style="list-style-type: none"> 2021 - 2022 BUDGET <ul style="list-style-type: none"> Review Capital Plan - Jim P still out <ul style="list-style-type: none"> Review Updated Plan Review Capital, Vehicle, Equipment Reserves 	Jim, Maggie and Mary to update plan and prepare presentation for next Board of Finance meeting.	October	2020
A	1	<ul style="list-style-type: none"> Board of Education <ul style="list-style-type: none"> Tree Maintenance Plan New items currently expected to be included in the budget. Collection Rates Nontax Revenues <ul style="list-style-type: none"> State Aid 	Chair and Vice Chair of BOF and BOE, Jessica M, to meet with J Burt, Rob asked that Andrea be included.	Sept.	2020
A	2	<ul style="list-style-type: none"> REVIEW POLICIES RELATED TO BOARD OF FINANCE <ul style="list-style-type: none"> Fund Balance Policy 	Board of Finance reviewed on July 15, 2020 Get Fund Balance policies from other towns	16-Sep	2020
A	2	<ul style="list-style-type: none"> Charter Sections related to the Board of Finance, including Memorandum of Understanding 	Mary to check on process and timeline to revise the Charter Language pertaining to the Memorandum of Understanding	16-Sep	2020
A	3	<ul style="list-style-type: none"> Nonunion Personnel Policy 	some members want to review, Andreas to research what similar towns pay their elected officials	16-Sep	2020
		<ul style="list-style-type: none"> Review Compensation for elected and employees of other Towns 	Mary B to provide CCM survey Andreas to review his research - done	24-Aug 2-Sep	
		<ul style="list-style-type: none"> Use of Capital Reserve Fund 			

	<ul style="list-style-type: none"> • REVIEW GOVERNMENT FUNDS <ul style="list-style-type: none"> o Non Major Government Funds (previously reviewed 4/18/2018) o Major Funds o Review Grants (per discussions in 2017) - September report to the State • REVIEW OPEB • REVIEW HEALTH INSURANCE FORMULA • REVIEW IGA (Energy Project) 		
	<ul style="list-style-type: none"> • RECREATION FIELDS - financing upgrades, funding for future acquisition of property <ul style="list-style-type: none"> o Subcommittee felt that fire apparatus and senior center of higher importance and urgency at this time. o Suggestion made to combine community fundraising with use Town reserves or fund balance. o Any Town owned open spaces ? 	It was felt that Fire Apparatus and Senior Center have higher priority and need to be solved first.	

Correspondence – BOF Meeting 2020 09 02

From: Tim Daniels <tim.daniels@colchestersoccer.org>

Sent: Wednesday, September 2, 2020 12:01 AM

To: Robert Tarlov <BOFChair@colchesterct.gov>; First Selectman <selectman@colchesterct.gov>; Andrea Migliaccio <amigliaccio@colchesterct.gov>; abisboks@colchesterct.gov <abisboks@colchesterct.gov>; Mike Hayes <mhayes@colchesterct.gov>; Bernard Dennler <BDennler@TownofColchester.onmicrosoft.com>; Tiffany Quinn <RecDirector@colchesterct.gov>; Mike Egan <megan@colchesterct.gov>; ekundahl@gmail.com <ekundahl@gmail.com>; Taras Rudko <trudko@colchesterct.gov>; Denise Mizla <dmizla@colchesterct.gov>; Denise Turner <dturner@colchesterct.gov>; Rosemary Coyle <rcogle@colchesterct.gov>; Board of Finance <boardoffinancemembers@colchesterct.gov>; Board of Selectmen <BoardofSelectman@colchesterct.gov>

Subject: B.O.F,B.O.S Meeting Minutes, Clarification on Field Issues and Inaccurate Meeting Minutes

To whom it may concern; I am asking that my letter be read and entered into the official minutes of the next Board of Finance Meeting, Park and Rec Commission and also the Board of Selectman Meeting. First and foremost I am questioning the accuracy of the minutes from the 8/3/2020 Recreation Commission Meeting that I attended in person. Upon review of the Recreation Commission Meeting and the discussion and statements made at the Board of Selectman Meeting I am concerned that information is being misconstrued and twisted. During the Recreation Meeting the present League Presidents had a discussion regarding the fields and more specifically the field sustainability fund. The Presidents as well as REC Commission members including the Chair of the Commission that our Board of Finance Liaison Andreas Bisbikos go back to the Board of Finance and ask that a matching amount of (\$45,000) money being taken out of the Unassigned Funds Balance to match the money currently collected from the sports leagues to begin phase 1 of the field irrigation project. It should be noted that this was at our request of our Liaison. We discussed other options and this one was what we wanted to be brought back for discussion and action at the next meeting. Hearing the comment made that Andreas was making this request unilaterally and on his own is absolutely false. This is and has been a discussion and plan amongst the presidents for some time. We all agree that we need sprinklers installed at the rec complex to get our fields into better condition and to maintain them moving forward. We understood the removal of the money out of the budget with the idea of a "0" budget but the issues and needs of the fields didn't just go away because the money was removed. This was our idea to find another way to get the irrigation started. I am formally asking the Board of Finance as well as the Board of Selectman to revisit this and take action on it. I would also like the minutes from the Rec Commission to be amended to show what was actually said and discussed at the meeting as they currently are inaccurate. As Sports leagues we have spent money in the past and some leagues as recent as last year to help

with and maintain the fields as well as donate items (Sheds) to the town. Our families are already being charged \$10.00 per player per sport to put money into the field sustainability fund so it is unrealistic to ask the families for more money. With the amount of money in the Unassigned Funds Account there should be no reason we can't get the \$45,000 needed to start the irrigation project and also show an act of good faith on the towns side for doing what's right for our fields that so many residents use on an almost daily basis. The fields are a disgrace when compared to the surrounding towns that our sports leagues play on and against. Its time for Colchester to put some money into them and get them to a status that we can all be proud of again. With almost an entire year of rest due to COVID canceling most sports leagues seasons this would be the perfect time to get the irrigation started. It would go along way with our families that have been contributing to this fund and have yet to see anything for their contributions. We get asked alot if we will see anything done with the fund while our children are still in the league. I would like to mention that I have asked a few different times about the town doing the work in house with a collaboration of the different departments(Highway,Parks, Water Department) as this would allow the money to go a lot farther than hiring a private contractor to do the work. As working for another town myself I have been part of several projects similar to this, and by us doing the work internally we are able to do a lot more with less. After sitting through both in person and virtual meetings throughout the past year I have heard that the fields were a top priority this year and it would be nice to see that actually happen. Seeing that we just allocated \$43,034.00 for project management for the Senior Center this should be no problem, let's put our children at the same priority as the seniors. Please feel free to reach out to me with any questions or follow up. Tim Daniels

From: Eric Kundahl <ekundahl@gmail.com>

Sent: Wednesday, September 2, 2020 5:59 PM

To: Robert Tarlov <BOFChair@colchesterct.gov>; Heide Perham <hperham@colchesterct.gov>

Cc: Andreas Bisbikos <abisbikos@colchesterct.gov>

Subject: Request made by league presidents and P&R commission

At the August meeting of P&R commission, Mr. Bisbikos gave a recap of the BOF meeting and discussion ensued about the un-designated fund. At the end of discussions the league presidents and the commission agreed that he would bring to BOF the possibility of matching the funds in the field sustainability fund which stands at about \$45,000. The commission did not make a motion for him to bring it to the BOF which is an error on our part. At no point did I feel Mr. Bisbikos was acting independently or trying to undermine other officials or groups. He was going back to the BOF to discuss this option as our liaison. I would like this submitted into the minutes at the next BOF and BOS meetings. If you need further explanation please let me know.

Sincerely,
Eric Kundahl

Municipality	Population	Town Manager	Mayor	First Selectman	Tax Collector	Treasurer	Town Clerk	BOS/Council	BOF	Median Household Income	Poverty Rate in 2018
Brookfield	16,973			\$112,316	\$84,541	\$13,149	\$77,511	\$9,219	\$4,670	\$106,920	3.80%
Wolcott	16,587		\$93,164		\$63,287	\$24,176	\$63,287	\$19,800	No BOF	\$86,786	5.60%
Ellington	16,467			\$95,273	\$85,989	CFO Job	\$82,899	\$0	\$0	\$85,572	3.60%
Seymour	16,437			\$90,000	\$80,078	\$10,400	\$71,665	\$0	\$0	\$70,941	4.20%
Suffield	15,814			\$107,371	\$76,245	\$9,000	\$76,604	\$0	\$0	\$111,573	2.50%
Colchester	15,809			\$90,526	\$69,676	\$5,285	\$69,506	\$0	\$0	\$103,380	6.90%
Plainfield	15,125			\$72,106	\$66,881	No Treasurer	\$66,882	\$13,754	\$0	\$67,551	9.20%
Ledyard	14,621		\$95,000		\$62,116	\$17,500	\$60,169	\$0	No BOF	\$91,268	4.40%
Tolland	14,618	\$218,815			\$64,675.92	CFO Job	\$73,512.30	\$0	No BOF	\$115,718	2.50%

**All Salaries are for the 20-21 Fiscal Year; except for Tolland Tax Collector and Town Clerk

**Population 2019 data, Medium Household Income & Poverty Rate 2018 - Census.gov

**Brookfield - increased the salary of the first selectman from \$90,691 to \$100,346 in 2019 -2020, \$100,346 to \$112,316 in 2020 -2021

**Brookfield - has two supporting board of selectmen that receive small salaries

**Brookfield BOF - has a budget of \$44,220; They have six members and one of their members acts as a recording secretary

**Brookfield Town Clerk - increased the salary from \$51,816 to \$74,061 from 2017-2018 to 2018-2019

**Brookfield https://www.brookfieldct.gov/sites/g/files/vyhlif341/f/uploads/final_2020-21_town_budget_-_except_bonded_capital_not_yet_approved.pdf

**Wolcott <https://wolcottct.org/wp-content/uploads/2020/06/20-21-Town-of-Wolcott-Adopted-Budget.pdf>

**Wolcott Town Councils receives a stipend; consists of 9 members

**Ellington <https://ellington-ct.gov/DocumentCenter/View/3220/Section-100-General-Government>

**Ellington salary increases for executive assistants are subject to internal reviews

**Seymour - increased salary of the treasurer by \$5,600 in 20-21. Was stagnant at \$5,200 for at least 3 years prior to this year's budget.

**Seymour https://imageserv11.team-logic.com/mediaLibrary/2015/Full_Budget_Packet_2.pdf

**Suffield online town budget, gives an overview - does not zero in on specific elected official salary; direct emails established final salaries

**Suffield <https://resources.finalsite.net/images/v1588709204/suffieldctgov/t2fo2heqftzlob067vyr/05-05-2020BoardofFinanceBudgetHandout.pdf>

**Plainfield First Selectman Salary frozen between 2017-2018 to 2020-2021 budgets; Two supporting selectmen get a combined salary of \$13,754 in 20-21

**Plainfield Tax Collector and Treasurer took a pay freeze between 2019-2020 to 2020-2021

**Plainfield <https://www.plainfieldct.org/docs/finance/20-21approvedbudget.pdf>

**Ledyard - Treasurer salary went from \$60,908 in 2019-2020 to \$17,500 in 2020-2021

**Ledyard - Mayor salary went from \$80,177 in 2019-2020 to \$95,000 in 2020-2021

**Ledyard <https://www.town.ledyard.ct.us/DocumentCenter/View/332913/FY-2020-2021-Approved-Budget>

**Tolland - https://www.tolland.org/sites/g/files/vyhlif3921/f/uploads/fy_20-21_operating_capital_budget_book_for_website.pdf

**Tolland - Town Clerk earns \$73,512.30 and the Tax Collector \$64,675.92, their salary has not been determined for 20-21 according to Town Manager Michael Rosen

**2015-2016 Municipal Salary Survey <https://crocog.org/wp-content/uploads/2016/10/CCM-2015-16-Salary-Survey.pdf>

FY 19/20

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman


Reason for Request: First Selectman Legal - fees associated with: tax sale - unsold properties, assessment valuation appeals, Senior Center building project architect contract review

Reason for Available Funds: Planning & Code Administration Legal - Resolution of ongoing land use legal matters
Human Resources Legal - Addition of position of Director of Human Resources - reduction in legal fees for personnel/labor contract negotiations

From:	Account Number	Account Name	Amount
	11411-44203	Planning & Code Administration - Legal	13,750
	11205-44203	Human Resources - Legal	13,750

To:	Account Number	Account Name	Amount
	11201-44203	First Selectman - Legal	27,500

Jul 30, 2020
Date Requested



Department Director or Supervisor - Signature

Print Name Mary Bylone, First Selectman

Jul 30, 2020
Date Reviewed


Chief Financial Officer

Jul 30, 2020
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
~~Budget Transfer~~/Additional Appropriation

FY 19/20

Department: Human Resources

Reason for Request: Forensic audit services and other associated costs - personnel matter


Reason for Available Funds: Insurance proceeds for costs incurred associated with forensic audit

From:	Account Number	Account Name	Amount
	11701-35618	Insurance - Recovery	31,250

To:	Account Number	Account Name	Amount
	11205-44208	Human Resources - Professional Services	31,250

Jul 13, 2020

Date Requested


Department Director or Supervisor - Signature

Print Name

Mary Bylone, First Selectman

Jul 13, 2020

Date Reviewed


Chief Financial Officer

Jul 13, 2020

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 19/20

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Insurance


Reason for Request: Increase funding to Health Self Insurance fund due to higher than anticipated claims to date

Reason for Available Funds: Reduction in premium costs for Workers' Compensation insurance due to bid process and change in insurance carrier, and receipt of premium refund for FY 2018-19 Workers Compensation payroll audit

From:	Account Number	Account Name	Amount
	11701-41260	Workers Compensation Insurance	100,000

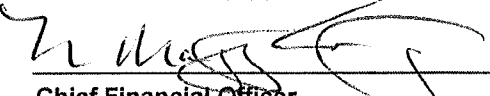
To:	Account Number	Account Name	Amount
	11701-41211	Health Insurance	100,000

Jul 29, 2020
Date Requested

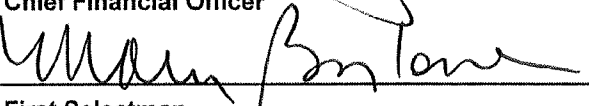

Department Director or Supervisor - Signature

Print Name Mary Bylone, First Selectman

Jul 29, 2020
Date Reviewed


Chief Financial Officer

Jul 29, 2020
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 19/20

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Insurance

Reason for Request:

Department restructuring/elimination of positions, and/or layoffs, including lack of work for part-time employees due to Covid (cutbacks to programming).
Lack of work related to Covid is a small portion of the higher than anticipated unemployment claims in FY 2019-2020.

Reason for Available Funds:

Reduction in premium costs for Workers' Compensation insurance due to bid process and change in insurance carrier, and receipt of premium refund for FY 2018-19 Workers Compensation payroll audit

From:

Account Number	Account Name	Amount
11701-41260	Workers Compensation Insurance	27,000

To:

11701-44243	Unemployment Compensation	27,000

Jul 30, 2020
Date Requested



Department Director or Supervisor - Signature

Print Name Mary Bylone, First Selectman

Jul 30, 2020
Date Reviewed


Chief Financial Officer

Jul 30, 2020
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

FY 19/20

Department: Information Technology

Reason for
Request:

Information Technology - Professional Services:
Insurance deductible - cybersecurity ransomware attack (costs paid directly by insurance
company and then deductible billed to Town). Additional IT consulting project work
(remote & work from home - Covid response, network infrastructure & servers - backup
systems and upgrades). Zoom subscription costs - Covid response.

Reason for
Available
Funds:

Finance Regular Payroll - Position vacancies for Director of Finance and Payroll & Accounts
Payable Manager due to retirements, and Accountant due to resignation. Interim Director
of Finance only 3 days/week throughout fiscal year.


From:

Account Number	Account Name	Amount
11301-40101	Finance - Regular Payroll	20,000
		
		

To:

11801-44208	Information Technology - Prof Services	20,000
		
		

Jul 30, 2020
Date Requested



Department Director or Supervisor - Signature

Print Name Mary Bylone, First Selectman

Jul 30, 2020
Date Reviewed


Chief Financial Officer

Jul 30, 2020
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 19/20

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works - Snow/Transfers Out

Reason for Request:

Adoption of Snow Reserve Policy and establishment of Snow Reserve Fund in March 2016 - "It shall be the policy of the Board of Finance and Board of Selectmen to place unexpended funds within the Public Works Department - Snow Removal budget into the Snow Reserve Fund for use in future years with above average snowfall events and/or totals, that causes an overage within the Public Works Department - Snow Removal budget."

Reason for Available Funds:

Adoption of Snow Reserve Policy and establishment of Snow Reserve Fund in March 2016 - "It shall be the policy of the Board of Finance and Board of Selectmen to place unexpended funds within the Public Works Department - Snow Removal budget into the Snow Reserve Fund for use in future years with above average snowfall events and/or totals, that causes an overage within the Public Works Department - Snow Removal budget."

From:

Account Number	Account Name	Amount
13204-40103	Snow - Overtime	43,037
13204-41230	Snow - FICA	3,556
13204-42333	Snow - Sand, Salt, Gravel	64,305
13204-42340	Snow - Other Purchased Supplies	10,001
13204-44208	Snow - Professional Services	32,728
18501-50285	Transfer to Snow Reserve Fund	153,627

10:

Jul 13, 2020
Date Requested

Department Director or Supervisor - Signature

Print Name

James Paggioli, Director of Public Works

Jul 13, 2020
Date Reviewed

Chief Financial Officer

Jul 13, 2020
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk