



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Town of Colchester
Board of Finance Meeting Minutes
July 15, 2020 – Virtual Meeting – 6:30 PM
REGULAR MEETING**

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

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Gayle Furman
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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, Selectman Rosemary Coyle

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

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 6:30 p.m.
2. **ADDITIONS TO THE AGENDA:** None
3. **APPROVAL OF MINUTES - Regular Meeting 07/01/20:** B. Dennler motioned to approve the minutes of the July 1, 2020 meeting, seconded by M. Hayes. B. Dennler said he believed that A. Bisbikos and A. Migliaccio voted for A. Migliaccio. B. Dennler amended his motion to amend the minutes to reflect that in agenda item 4. A. Bisbikos and A. Migliaccio voted for A. Migliaccio. M. Hayes amended his second to the motion. R. Tarlov, M. Hayes, B. Dennler, and M. Egan voted in favor. A. Bisbikos abstained. **MOTION CARRIED 4-0-1.**
4. **CITIZENS' COMMENTS:** None
5. **CORRESPONDENCE:** Attached
6. **DEPARTMENT REPORTS:**
 - a. **Tax Collector:** M. Wyatt reported that the collection rate for June was 98.86%. The office received 42 applications for the Deferred Program. The Grand List bills were mailed on June 30th.
 - b. **Finance:** M. Cosgrove gave a report through June 30th. The numbers do not reflect the final numbers for the 19-20 fiscal year. The Norwich tuition came on July 1st. The collection rate is based on bills sent out but what was billed was less than what was budgeted for.

7. FIRST SELECTMAN

- a. **Transfers:** None
- b. **First Selectman's Report:** M. Bylone gave an update on the number COVID cases in Colchester. There has been good compliance with COVID guidelines from businesses and the Farmer's Market. Road construction continues. There have been server issues at Town Hall. It is anticipated that a new server will be needed. The final budget should be posted on the website shortly. The Senior Center has been doing a lot of programming via Zoom.

8. OLD BUSINESS: None

9. NEW BUSINESS: None

10. BOARD OF FINANCE 2021-2022 DISCUSSION PRIORITIES

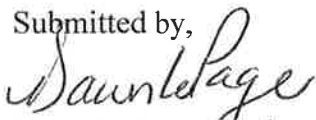
- a. **Review Policies:** When the policies are written they are clear to those involved in developing them but might not be clear to others in the future or the intent known. The members will periodically look at the policies, why they were formed, and if they still work. An overview of the policies and their history was given. Additional discussion for specific policies was as follows:
 - i. **Fund Balance:** R. Tarlov does not feel it is clear as to if mill rate relief is an acceptable way to use fund balance. The policy states that there must be a plan to replace funds used but does not make it clear as to when that plan must be in place. There is nothing in the policy that addresses what happens when we go above the high end of the plan; can restrictions be loosened.
 - ii. **Unexpended School Fund Policy (aka BOE Capital Reserve Policy):**
 - iii. **Nonunion Compensation Policy:** A. Bisbikos believes elected officials should have their own policy and they should begin with base pay and increase as the years past. When a newly elected official takes office it should have a "reset". He is willing to research surrounding areas for base pays. He also requested a discussion on the Treasurer's stipend and what position's responsibilities are.
 - iv. **Capital Reserve Policy:**
 - v. **Charter (BOF Sections):** M. Bylone said she spoke to the lawyer regarding the Memorandum of Understanding for Section C-601 of the Town Charter and while BOS and BOF agreed on the BOF being the budget-making authority the Charter is voted on by the people so it cannot be changed without a vote of the people. There was consensus among members that revising the charter to clarify the BOF is the budget-making authority should be explored. A Charter review must be done every 10 years but can be done whenever it is felt needed.
- b. **Review and Update Priorities:** R. Tarlov, B. Dennler, M. Bylone, R. Coyle, and M. Cosgrove met to discuss debt service. They discussed what needs to get done and what will have to be bonded for. The senior center and fire apparatus are priorities. They did discuss if there should be money available if a property became available that could be used for fields. The fire apparatus subcommittee is meeting next Monday. How long it will take for the equipment will determine when we would have to bond. The timeframe for the Senior Center also needs to be determined to know when that will need to be bonded for. These will remain the priorities on R. Tarlov's prepared worksheet.

11. LIAISON REPORTS: M. Egan - Commission on Aging - COA wrote a letter to the Rivercast thanking Director Watts for all she has done to reach out to members during COVID and the center being closed. The reopening is potentially September 1st. Senior Center Building Committee - CSG was chosen as an Owner's Rep. They held a meeting to look at the use of space and reduced square footage. Possibly using space at the new center for a server for Town Hall is being considered. A. Domeika - BOE - Opening plans are being looked at. There are 3 templates that will be submitted to the state next week. Saving from last year is being used for a new dishwasher and for recovery to the cafeteria deficit due to supplying meals for families curing COVID. The Adult Ed program will be extended to age 22. There will be a cost associated with that. The results of a parent survey showed about 50% are uncomfortable with sending their children back to school. A. Migliaccio - Commended the BOE and everyone involved for making graduation a wonderful experience for families. Police Commission - Officer Edwards was promoted to Sargent. They discussed police being required to wear body cams and vehicles have cameras as well. M. Byline said it was recently announced that they will be required by 2022 at a municipal level.

12. CITIZENS COMMENTS: None

13. ADJOURNMENT: A. Bisbikos motioned to adjourn, seconded by B. Dennler. Vote was unanimous.
MOTION CARRIED. Chairman Tarlov adjourned the meeting at 8:26 p.m.

Submitted by,


Dawn LePage, Clerk

Attachments:

Correspondence

Priorities worksheet.

From: James McNair <jmcnair3@comcast.net>
Sent: Friday, July 3, 2020 6:27 AM
To: Robert Tarlov <BOFChair@colchesterct.gov>
Subject: vice chair history

Rob,

Is the following information accurate for your tenure on the BoF for Vice Chair? The yellow highlights years when I am not sure. I plan to write of story on the history of the vice chair, role and importance.

Thanks,

James

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January of	D	R	CIP	Chairman	Vice-Chairman
2008	3	3	0	Bruce Hayn (Dem)	Ron Goldstein (Rep)
2009	3	3	0	Bruce Hayn (Dem)	Ron Goldstein (Rep)
2010	3	3	0	Bruce Hayn (Dem)	Ron Goldstein (Rep)
2011	3	3	0	Bruce Hayn (Dem)	Rob Tarlov (Rep)?
2012	3	3	0	Bruce Hayn (Dem)	Rob Tarlov (Rep)?
2013	3	3	0	Rob Tarlov (Rep)	Rob Esteve(Rep)
2014	2	3	1	Rob Tarlov (Rep)	Rob Esteve(Rep)
2015	2	3	1	Rob Tarlov (Rep)	Rob Esteve(Rep)
2016	2	3	1	Rob Tarlov (Rep)	Rob Esteve(Rep)
2017	1	4	seat vacant	Rob Tarlov (Rep)	Tom Kane (Dem)
2018	2	4	0	Rob Tarlov (Rep)	Tom Kane (Dem)
2019	2	4	0	Rob Tarlov (Rep)	Mike Egan (Dem)?
2020	3	3	0	Rob Tarlov (Rep)	Mike Egan (Dem)

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From: Robert Tarlov
Sent: Friday, July 3, 2020 6:59 PM
To: jmcnair3@comcast.net <jmcnair3@comcast.net>
Subject: Re: vice chair history

I became Vice Chair in November 2009 so I would be for January 2010 and 2011. I became Chairman in November 2011, so I would be January 2012.

Tom Kane became Vice Chair when Rob E resigned from Board. August 2016? Roberta became Vice Chair in January 2018 when Tom resigned as Vice Chair, but he stayed on Board until budget was over. Rob E became Vice Chair when Roberta resigned in January 2019. Mike Egan became Chair in November 2019.

On Party split: there were 4 R's from November 2011 til November 2013. 3R's, 2 D's and one CIP from November 2013 to 2015. From 2015 til 2017 it was 4R's, 1 D, 1 CIP. CIP seat was not vacant, Stephanie and Tearice completed your term. From 2017 to 2019 4R-2D

From: James McNair <jmcnair3@comcast.net>
Sent: Friday, July 3, 2020 6:39 AM
To: Robert Tarlov <BOFChair@colchesterct.gov>
Subject: vice chair role

Rob,

Reading the By-laws, I am curious if absent is meant to mean incapable of performing duties. Normally, if the Chair can not make a meeting, the Vice-Chair presides.

I am assuming if the Chair is incapacitated, the Vice-Chair then has the full authority to set agendas, call meetings, appoint committees etc.

If the Chair resigns, however, it seems a little fuzzy to me. The By-Laws don't specify when an election must be held to elect a new Chair. I guess tradition is the next regular meeting. Yet, it seems to me, since there is an absence of the chair's position, the Vice-Chair has full authority when to call a meeting and if a vote will be on the agenda. So, in theory, a Vice-Chair can delay the vote for new elections as long as they want. Is that your understanding?

Thanks,

James

From: Robert Tarlov <BOFChair@colchesterct.gov>
Sent: Monday, July 6, 2020 10:01 AM
To: James McNair <jmcnair3@comcast.net>
Subject: Re: vice chair role

If one of the officers resigns, 3 of the other members can add the election to the agenda should the remaining officer delay doing so.

We review the by-laws annually. I will add this to items to be reviewed.

Rob Tarlov, Chairman, Board of Finance
860-608-4293

<div> <div>Prioritize</div> <div>(A,B,C) (1,2,3)</div> </div>		2020 - 2021 BOF PRIORITIES - Discussion Items - for review July 15, 2020 meeting		NEXT STEP		NEXT DATE	
A	1	<ul style="list-style-type: none"> DEBT SERVICE ANALYSIS 		Mary, Maggie, Bernie and Rob to Review BOF to Review Priorities		July	2020
A	1	<ul style="list-style-type: none"> Fire Department Apparatus 		Town Financial Advisor to Update Analysis		July/August	2020
A	2	<ul style="list-style-type: none"> Senior Center Building Recreational Fields <ul style="list-style-type: none"> Financing Upgrades Acquisition of Property ? Any Town owned open spaces ? Debt Service Fund 		Mary to schedule subcommittee meeting		August	2020
A	1	<ul style="list-style-type: none"> REVIEW REPORTS BOARD OF FINANCE NEEDS 		Mary, Maggie, Bernie and Rob to Review		July	2020
A		<ul style="list-style-type: none"> 2021 - 2022 BUDGET <ul style="list-style-type: none"> Review Capital Plan Tree Maintenance Plan Board of Education <ul style="list-style-type: none"> New items currently expected to be included in the budget. Collection Rates Non-tax 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
		<ul style="list-style-type: none"> REVIEW GOVERNMENT FUNDS <ul style="list-style-type: none"> Non Major Government Funds (previously reviewed 4/18/2018) Major Funds Review Grants (per discussions in 2017) - September report to the State REVIEW OPEB REVIEW HEALTH INSURANCE FORMULA REVIEW IGA (Energy Project) REVIEW POLICIES RELATE TO BOARD OF FINANCE <ul style="list-style-type: none"> BOE Unexpended Funds Policy Nonunion Personnel Policy Fund Balance Policy Use of Capital Reserve Fund Charter Sections related to the Board of Finance, including Memorandum of Understanding 					