



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance
Meeting Minutes
January 17, 2018
Town Hall Room 1 @ 7:00 pm**

Members Present: R. Tarlov, R. Lepore, T. Kane, M. Egan, A. Migliaccio and A. Bisbikos

Others Present: First Selectman A. Shilosky, CFO M. Cosgrove, Tax Collector M. Wyatt, BOS R. Coyle, J. Ford, Public Works Director J. Paggioli, M. Hayes and Clerk J. Campbell

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J. Paggioli
CITY CLERK
TOWN OF COLCHESTER

1. **CALL TO ORDER** – R. Tarlov called the meeting to order at 7:00 pm.
2. **ADDITIONS TO THE AGENDA** - None
3. **APPROVAL OF MINUTES: January 3 Regular Meeting** – A. Migliaccio stated that her comment about the Police Commission was that it was likely they would be disbanded, not that they will. A. Bisbikos **MOTIONED** to approve the January 3rd Meeting Minutes, **SECONDED** by A. Migliaccio. T. Kane **ABSTAINED**. All other members voted in favor. **MOTION CARRIED. 5/0/1**
4. **CITIZENS COMMENTS** - None
5. **CORRESPONDENCE** - None
6. **OPEN SPACE & WATERSHED LAND ACQUISITION PROGRAM GRANT APPLICATION – Discussion and Possible Action** – The sale of the land did not go through, there for J. Gigliotti, no longer is seeking approval from the Board.
7. **UPDATES: IGA PROGRAM, TOWN AND SCHOOL FACILITIES MAINTENANCE PLAN, TOWN CAPITAL PLAN** – J. Paggioli presented an interoffice Memo regarding the Energy Performance Contract. (see attached) R. Tarlov wanted to remind the board that when the lease payments are done, the plan is to use them for Capital needs. There hasn't been a policy set for this yet. R. Coyle recommended working on adding this policy prior to the 12 year term ending. A. Shilosky will work with J. Paggioli on this policy. Capital Plan and Maintenance Plan will be updated at a later point.
8. **DEPARTMENT REPORTS**
 - a. **Tax Collector** – M. Wyatt reported on what it happening in the Tax Collector's Office. In November 9200 (October 25) MV bills were sent out with a due date of 11/1, becoming delinquent after 12/1. By state statute after a person is 30 days delinquent, a demand notice goes out and DMV will be notified. MV Supplement Bills went out and are due 1/1 becoming delinquent on 2/1. 2nd installment of real estate is due 1/1 as well and becoming delinquent on 2/1. Because of the new tax regulations many people came in December to still have the deduction on their tax filing for the year. DMV and TC communicate nightly. Anyone paying by credit or check require a 10 day processing time frame. Cash payments take 48 hours to process with the DMV. YTD (July 1st- today) credit card payments are at \$1,590,000.00. The town does not pay for the credit card service.
 - b. **Finance** – M. Cosgrove stated that revenue amounts from the state are scheduled to come in. Pequot money has not be delivered at this point. This is payment 1 of 3. The amount is a little over \$65,000. Keeping an eye on police overtime and storm related costs. M. Egan stated 32% of the snow budget has already been used. M. Cosgrove pointed out that part of that is from the contract for the school parking lots. A. Migliaccio asked about the Governor's plan to defer bond payments for bridge contracts, does this effect Colchester. J. Paggioli responded the grant has not been applied for as of yet. We would apply in April area, and so it depends on the length of this deferment.

9. FIRST SELECTMAN

a. Transfer Notifications – due to the new Town Charter, there is only a notification of certain transfers. See attached.

b. First Selectman's report – A. Shilosky reported the note sale went well, 20,850,000 we received a rate of 1.51. We will likely be refinancing this note to a longer term bond coming up in October. A Shilosky said that although this interest rate is very good, the importance of maintaining of fund balance to maintain or improve our rating is seen in that Greenwich, an AAA town, got an interest rate much lower than we did. By Feb 1st the vacant positions that will be filled should be filled. The only current vacant positions that will not be filled will be the part-time in building and part time recreation as well as one employee for public works which will be hired in the spring. Norton mill remediation is done. Construction should occur in the summer and the job should be completed by the end of the year. Ambulance has been purchased. 2 lawsuits that the Town has been fighting are over. Both suits can appeal within 20 days. At this point we have not heard anything on the appeals. Currently one of those lawsuits has cost the town over \$62,000. A. Bisbikos has asked about the FOI complaints. A. Shilosky stated one had been closed in favor of the town, and he understood the other should have a memorandum of decision ready shortly, and feels that case looks good for the town, too.

c. Equipment Reserve - \$50,000/year goes into the reserve. The account was originally the only reserve account. Building Reserve and Vehicle Reserve have been added. This year's deposit was held with the concerns of the budget shortfalls, nothing has been added as of yet. See attached.

10. REVIEW OF THE FIRST SELECTMAN'S 2017-2018 BUDGET MITIGATION PLAN – A.

Shilosky presented his newest Draft Plan. Revenue projects have been added. He is confident that the \$234,023 will be covered with payroll expense and additional revenue above the current conservative projections. Amounts for Special Ed and Interest are not included in the projections at this time as well. Another update will be presented at the 2nd meeting in Feb. Supplemental billing is not wanted at this point. The ambulance, Tax collector and building revenue numbers were conservative projected amounts based on both annual and 6 month past numbers. There is a potential for numbers to be more solid a couple months from now. M. Cosgrove is comfortable with the low end analysis of the revenue number. A Bisbikos asked about the Opengov software that is on the list. A Shilosky replied that with the budget season starting, that even if BOS voted to move forward, the software implementation would not happen until after budget season. R Tarlov said that A Shilosky had committed to having the item in his 2018/2019 proposed budget.

11. 2018-2019 BUDGET DISCUSSION – Survey closes Monday 22nd at 4am. 414 surveys were completed last year. 600+ the prior year. As of now we are around 400. The budget calendar is up to date with the change in the Senior Budget Forum.

12. NEW BUSINESS - None

13. OLD BUSINESS - None

14. LIAISONS' REPORTS – M. Egan reported on WJJMS, the project is still under budget and on time. He stated the project is be handled very professionally and is impressed with everyone's involvement. A. Migliaccio reported on BOE Budget, the impact to the budget will be presented on 1/23. 25 applicants for superintendent position. Ken (Jackson) is preparing his capital report for the 23rd as well. Colchester number of disabilities in children is not in line with the state. Colchester has an uptick in children receiving services. Plans are in place for each school to meet those needs. CES Pre K has a waiting list. There is an act concerning the development of a plan for universal preschool. (see attached) A. Bisbikos reported on P&R, seasonal temp job will be funded by the program fund if they wish to hire someone for the summer months. EDC has a presentation from the SECT Coalition. 99 Restaurant was mentioned at the meeting. A Shilosky confirmed he has reached out to them and there has been some discussion, but no definite plans at this time. A. Bisbikos stated that the EDC would like to have the Town Website updated.

15. **CITIZENS COMMENTS** – R. Coyle stated that Opengov has not been discussed at a BOS meeting. She is disappointed that the BOF arranged for presentations with one member and not all members. R. Tarlov explained that after he had asked BOS to table discussion and decision, that Stan Soby asked if a presentation could be scheduled in January. When he told Stan that it would have to come later as the representative was not available for those dates, Stan asked if he could get information in advance as he had not attended the BOF presentations as the other Selectman had. R. Tarlov reached out to Opengov, and also asked them to reach out to J. Ford as well, as he was not a Selectman when the presentations were made. Once the web-ex presentations have happened, a presentation with the Opengov representative will be scheduled for a BOS meeting. R Coyle asked if it could be in March as she will be away in February. R Tarlov asked J Ford if Opengov had been in touch with him. He said they had, but that he had not gotten back to them yet.
16. **ADJOURNMENT** – R. Lepore MOTIONED to adjourn the January 17th meeting at 8:28 pm, SECONDED by T. Kane. All members present voted in favor. MOTION CARRIED. 6/0

Respectfully Submitted,

Attachments:
Special Act No. 17-1
Budget Transfer Notice

Equipment Reserve 5 yr. summary
Draft-State Budget Impact
Energy Performance Memo

Joanie Campbell, Clerk