

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

## AGENDA – March 4, 2020 – Town Hall – 7:00 PM REGULAR MEETING of BOARD OF FINANCE

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

1. CALL TO ORDER
2. ADDITIONS TO THE AGENDA
3. APPROVAL OF MINUTES: February 19, 2020
4. INTERVIEWS - BOF Candidate to Fill Vacancy
5. CITIZEN COMMENTS
6. CORRESPONDENCE
7. DEPARTMENT REPORTS
  - a. Tax Collector
  - b. Finance Department
8. FIRST SELECTMAN
  - a. Transfer requests
    - i. Fire Equipment Repairs
    - ii. Police Cruiser Laptops
    - iii. Senior Center Architect
  - b. First Selectman's report
9. OLD BUSINESS -
  - a. OpenGov – Update
10. NEW BUSINESS
  - a. 2020 – 2021 BUDGET
11. LIAISONS' REPORTS
12. CITIZENS COMMENTS
13. ADJOURNMENT

RECEIVED  
COLCHESTER, CT  
2020 MAR -2 PM 4:20  
*Gayle Furman*  
GAYLE FURMAN  
TOWN CLERK



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 02/16/2020

## BOARDS & COMMISSIONS APPLICATION

Name: Bernard W. Dennier

Address: 111 Brainard Road Colchester, CT. 06415

Home Phone: \_\_\_\_\_ Email berniedennier@gmail.com FAX: \_\_\_\_\_

Cell Phone: 860-9978798 Town Residency 24 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Board of Finance

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Bacon Academy, Colchester, 4 years, graduated

\_\_\_\_\_  
\_\_\_\_\_

College: Hofstra University, Hempstead, NY, 4 years, Journalism/Political Science double major, graduated summa cum laude

\_\_\_\_\_  
\_\_\_\_\_

Trade, Business \_\_\_\_\_  
Or Correspondence \_\_\_\_\_  
School \_\_\_\_\_

CONTINUED ON REVERSE SIDE

**Work Experience: List length of employment, name and address of employer, position & reason for leaving:**

2018-present: Lebanon Town Hall, 579 Exeter Road, Admin. Assistant to First Selectman (currently employed)

2015-2017: WRHU, Hofstra University, Station Manager, graduated

2016: NY1 News, Political Intern, End of program

**Are you capable of making the commitment of time necessary to serve on this Board or Commission?** Yes

**Why are you interested in serving?** After graduating high school and college, I watched many other people my age not return to Colchester or Connecticut. They do not feel that there is opportunity for them in this town or state. I want to remain in this town where I grew up, but I am concerned about the future of our community and communities like ours throughout this state. While it is important to have certain services, it is also important that our municipality be sustainable. This should be a place people want to live and raise their children, but we have to find balance so that they can also afford to do so. I want to bring the practical experience I have developed while working for a small municipality (Lebanon) to help serve my own town.

**Do you have any experience or familiarity with this area?** As the admin assistant to the First Selectman in Lebanon, I am the first point of contact for most residents in that town when they have a concern or an idea. I have learned a lot about the needs and responsibilities of a municipality really are, and I have seen how you can effectively run a pretty lean operation. My job involves preparing all materials for the Board of Selectmen, making sure all contracts get reviewed and signed in a timely manner, and also coordinating between the Board of Selectmen and Board of Finance while the town was without a finance director from April through October of 2019. In that time, I prepared all agendas and packets for the BOF. I have worked for two First Selectmen, first a Republican and now a Democrat. Recently, I have been assisting the new First Selectman and our new Senior Accountant as they prepare for their first budget planning season. Working in a municipality has helped develop my sense of the 'wants' versus the real needs of the community.

**If you are not appointed to this board or commission, would you be interested in other forms of public service?**

**Which ones?** I currently serve as vice-chair of the Economic Development Commission.

**Date:** 02/16/2020

**Signature:**

Bruce W. Douthett

**From:** Brian Martin <b189martin@gmail.com>

**Sent:** Thursday, February 20, 2020 10:59 AM

**To:** Andreas Bisbikos <abisbikos@colchesterct.gov>; Robert Tarlov <BOFChair@colchesterct.gov>; Mike Hayes <mhayes@colchesterct.gov>; Andrea Migliaccio <amigliaccio@colchesterct.gov>; Mike Egan <megan@colchesterct.gov>

**Subject:** Fwd: Colchester Athletic Fields

Good morning,

After attending the Board of Finance meeting last night, I wanted to follow up with an email to express my concerns over the status of Colchester athletic fields. I have been working with student athletes for the past 7 years and we have been using both Recreation fields and the High School football/soccer/lacrosse field. Over the past 7 years, I have seen these fields deteriorate and shut down, severely limiting what the student athletes are able to accomplish.

Just last spring, R7 was shut down which forced the girl's lacrosse team to adjust and move their practice field to another location. There is also a barrier fence on R7 that protects the balls from disappearing into the woods. That barrier fence has deteriorated and only about 25% is still hanging in the proper manner to prevent balls from going into the woods.

This year, 4 weeks before the spring athletic seasons begin, we have already been told that we cannot use the Recreation fields until April 1st. We have had a very mild winter and to be told we cannot use a field to practice is disheartening. Instead, we are forced to use an indoor facility in Montville which will cost upwards of \$2,000 for the first two weeks of practice. We have not been told if the school will be able to afford this cost. If they cannot, we will have to use money from our Booster Club account which is meant to be used for the players (end of the year party, senior night, purchasing gear for the team, etc.). We will completely wipe out our account just to be able to practice.

My concern here is that we are losing sight of who this really impacts. Just last season, the boy's lacrosse team had 2 home games at Bacon Academy. Compare that to the 19 away games we had (all with the associated busing costs). The seniors on the team barely got to play in front of their friends and family at Bacon Academy. Instead they traveled all over the state and competed with the best the state has to offer. The kids are the ones who are affected the most.

The fields themselves are dangerous to play on in certain areas. Due to the lack of grass in the outfield on R5, there is a lot of dirt which causes a problem when playing lacrosse. Instead of scooping up only the ball, you end up scooping dirt, pebbles, and the ball all together. This creates a dust cloud that makes it difficult to breathe and see. Games have had to be moved away from Colchester due to the referees telling coaches that the fields are unplayable. It is an embarrassment for all involved and again, it is the kids who suffer the most.

I was only able to provide specific examples from the situations I have been a part of. I know there are others who have experienced similar scenarios with regards to the inadequacies of our fields. I hope they share their concerns so you can have a more well rounded view of how the fields are impacting the town.

Thank you for your time. Please feel free to contact me with any questions or concerns you may have.

Brian Martin

NFA Mathematics Department  
Bacon Academy Head Boy's Lacrosse Coach

**Town of Colchester Interoffice Memorandum**

**To:** Board of Finance

**From:** Mary Bylone, First Selectman

**CC:** Board of Selectman

**Date:** March 2, 2020

**Re:** Request for purchase of replacement laptops for Police cruisers


There are currently 6 laptops, brackets and modems in need of replacement in part of the fleet of police cruisers. The reason for the replacement is the current laptops can no longer run the software or allow for updates to the security for the machines. The work will be done in house. The newest cruisers will be outfitted with the new laptops and the laptops from those cruisers will be relocated into the older cruisers. This will facilitate our cruiser replacement program, where the oldest cruiser is replaced and comes with a new laptop.

We obtained quotes for this work and the lowest quote is from a company we deal with on a routine basis for the purchase and outfitting of our police cruiser fleet. The company is MHQ and the cost is \$30,780.

I am requesting the **Board Of Finance authorize the First Selectman to purchase the 6 laptops, docking stations, and modems from MHQ for the cost of \$30,780 using money from the equipment reserve.**

Quote is attached.

## Town of Colchester Interoffice Memorandum

**To:** Mary Bylone, First Selectman  
**From:** James Paggioli, Director of Public Works   
**CC:**  
**Date:** February 26, 2020  
**Re:** Town Owned Trees 2019-2020 Survey Results- Trees within Town Road Right of Ways Only

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During a Board of Finance Meeting in December of 2019, a member of the Board raised a question regarding the Town of Colchester's potential financial exposure as a result of the Emerald Ash Borer and Gypsy Moth infestations over the past few years, causing Ash Trees and Oak Trees to die due to these stressors. The issue has been a State wide concern and has been highlighted in various media formats.

In response to obtain accurate information regarding the issue, the Town's Tree Warden conducted a Town wide visual survey of those all trees within the Town Road right of ways that are the responsibility of the Town of Colchester to trim or remove. The survey results are attached herewith. The trees identified within the results were those that if the "fall" would impede the travel portion of the road or would damage electrical and communications lines; and that visually exhibited infestation, disease damage, or were already dead and still standing. It did not include those trees that are located along wooded areas that were likely to fall into adjacent vacant wooded areas.

As noted on the report, there are 692 trees that met the criteria for removal. Presently when tree services are utilized, they are contracted out and town staff provides support services. The insured contractor is required to utilize a bucket truck to perform the work safely and provides two personnel, a chipper and truck with container for the chipped material. The Town provides support in traffic control and machinery to move the larger sections of cut wood. The current price for the contracted service is \$1,500 per day. On average, 4 full sized trees are removed per day. It should be noted that "large diameter" trees and trees over 60 feet in height may take a single work day to address, and conversely smaller diameter and average to shorter trees require less time. Due to the variety of ages and species of trees and their relationship to the roadway and utility lines, no two tree removals are exactly the same.

As stated above there are 692 trees that require removal, at an average of 4 per day, and a cost of \$1,500 per day. This translates to a cost of \$259,500 or approximately \$260,000.  $(692/4) \times 1500 = 259,500$ . This work would take approximately 173 working days which is approximately 8 months of tree removal if conducted daily.

For historical purposes, within the past year, the Town has responded to 36 "tree down – blocking road" locations due to storm or wind conditions. Of the 36, only 2 were trees that were in the Town Road right of way. The vast majority have been privately owner trees that have fallen into the roadway. Most did not require the use of contracted services once the trees were on the ground /in the road.

The approved Town budget has increased the annual funding for tree contracted services over the past years budget from \$13,000 (FY 14-15) to \$18,000 (FY 15-16 thru FY 17-18) to \$25,000 (FY 18-19 to present). However the present to date spending for these services is \$32,400. These have been for those trees that had been on the previous year's list and to respond to "clear and present danger" situations as required by law and liability concerns.

Decision in how to best address the issue is a policy determined choice. The choice range from fully fund the removals over a single year; or use a 3 year time frame to conduct the work with the realization that there may be additional trees that required to be addressed due to conditions at that time (i.e. storm damage); or other non-proactive approaches that would maintain reactionary responses, be difficult to maintain budgetary control and may not be in the best public interest.



intersection	3			ash				
#345	1			maple				
#293	2			ash				
#280	3			ash				
#256	1			maple				
#252	2			ash				
#236	1			maple				
palmer inter	1			maple				
#215	1			birch				
#169	4			ash				
#151	2		ash	maple				
#122	2		twin	maple				
pole#699	5	4ash		maple				
pole#5512	2		oak	ash				
#93	1			ash				
<b>Palmer</b>								
#21	2		birch	oak				
<b>Stanavage rd</b>								
#47	1			Oak				
Arts	2	Dbl		maple				
#60	2		ash	maple				
indian res	2	dbl		maple				
#96	2		twin	maple				
#111	1			s Birch				
slow sign	1	BIG		Ash				
s corner	6	inside		Ash				
	1	outside		birch				
#136	4			Ash				
	2			cherry				
#140	2			cherry				
#143	3		???	maple				
#159	5	BIG		Ash				
#172	1			Ash				
<b>Natalie</b>	1			maple				
#211	1			maple				
#229	2			maple				
#233	1	BIG		Ash				
<b>Kramer</b>								
#77	1		silver	birch				
Pole #2821	1			maple				
#31	1		dead	maple				
#15	1	big	trim	oak				
<b>Marvin rd</b>								



pole #716	2		maple	cherry			
pole#715	4			Ash			
pole#713	5	1 big		Ash			
pole#714	5	1big	maple	Ash			
<b>McDonald rd</b>							
#53	3			Ash			
pole# 739	3	group of three		maple			
pole#358	4			maple			
pole#347	3			maple			
pole#741	2			maple			
fire pond	1			maple			
#295	2	oak/maple					
#271	1			oak			
pole#2327	2	clp call	big	Ash			
pole 1228	1			Ash			
#128	2		big	Ash			
cowen park	1			Pine			
<b>Hominick</b>							
#43	3			maple			
#52	1			maple			
<b>Piekarz</b>							
		paved					
#31	1			hickory			
#35	1	town side		maple			
#17	1			birch			
<b>Nelkin rd</b>							
by Beavers	1			cherry			
#103	2	Dbl		maple			
#132	1			oak			
<b>Bulkeley hill</b>							
across#129	2			Ash			
across #123	4			Ash			
#118	7			Ash			
#106	8			Ash			
#99	1			Ash			
across#168	3			Ash			
across #340	4	dead/dead		oak			
<b>Taylor rd</b>							
#223	2	twin		maple			
#219	2			cherry			
#202	13	bunch		ash			
#197	1	stump 15ft		oak			

#123	2	big	ash	birch				
#1	1	1000' from inter		ash				
<b>School st</b>								
across #36	2			maple				
open space	1			ash				
<b>Old Hebron</b>								
golf course	7		3cherry	4maple				
<b>Miller rd</b>								
rich Baldi	7			maple				
#39	1			ash				
#13	4			cherry				
<b>Park rd</b>								
#12	1			ash				
#26	4			ash				
#32	1			ash				
across#76	1			oak				
across#90	1			ash				
<b>Old Hartford</b>								
#548	1		huge	ash				
park inter	2		maple	ash				
#489	6			ash				
<b>Prospect Hill</b>								
#92	2		ash	cherry				
#94	2	maple (dead)		ash				
#100	1			big maple				
#112	1			maple				
#116	1			ash				
across#126	1		huge	ash				
across#146	4		cherry	maple				
across#166	1			ash				
#168	4		maple	ash				
#172	5		big	ash				
#185	4			cherry				
across#199	2			ash				
across#216	5		maple	ash				
end	3		1cherry	ash				
<b>Cato corner</b>								
#59	3			ash				
#30	1			ash				
across#27	1	behind power big		ash				

pole#2278	1			maple				
<b>Standish rd</b>								
across,skinner	1			ash				
swamp	6			maples				
#29	1			ash				
#37	1			shitum				
#49	1			ash				
across#64	1			ash				
across#70	3			ash				
#81	7		5ash	maple				
openspace	2	huge	ash	maple				
#80	2			ash				
#112	1			maple				
#122	2			ash				
#141	3			maple				
red sch int	1			maple				
<b>Clark rd</b>								
stop sign	1			ash				
open space	7			ash				
across#116	3			ash				
across#108	1			ash				
across Debi	1			maple				
across #96	3		big	maple				
#68	1		in drive	ash				
across#64	1			birch				
#56	6			maple				
<b>Davidson rd</b>								
across #134	2		stumps	maple				
#110	1			cherry				
across #104	1		big	maple				
across#90	1		huge	maple				
across#86	1			maple				
across#75	2			oak				
#66	2			maple				
across#66	3			maple				
#37	1		huge	maple				
#37	3		big	ash				
#33	1		huge	maple				
	2		big	maple				
<b>Cemetery rd</b>								
#18	2		huge	ash				
across#28	7			ash				
across#46	3			ash				

across#55	3	cherry		maple				
#54	2		huge ash	maple				
#76	2			ash				
#80	1			ash				
<b>Church st</b>								
	1	huge		ash				
	6			ash				
<b>Peck lane</b>								
#39	4			ash				
across#45	5		3huge	ash				
#53	8			ash				
culdesac	1			ash				
<b>Loomis</b>								
#25	1		dead	maple				
#25	1			ash				
across#65	1			ash				
#65	3		1 shitem	maple				
<b>Starr rd</b>								
right side	8			ash				
<b>Pickrel lake</b>								
	4			ash				
#15	5			ash				
#30	3			ash				
#34	1			ash				
#39 ?	10			ash				
#43	1	huge		ash				
#49	1			ash				
#51	3			ash				
#54	4			ash				
top of dirt	2			ash				
#195	3			maple				
#200	3			ash				
#199	1			ash				
#215	4		maple	ash				
#223	6			ash				
across#228	3			ash				
#228	1	stopsign		ash				
<b>Waterhole rd</b>								
#190	4		maple	ash				
#186	2			ash				
#182	2			ash				

#156	2		ash					
#152	1		ash					
#148	4	oak	ash					
#134	3		ash					
#128	7		ash					
#114	4		ash					
#108	3		ash					
#72	4		ash					
#25	3	oak	ash					
<b>Bigelow</b>								
corner	1		ash					
waterway	1		ash					
across#79	2		ash					
#70	1	huge	ash					
across#70	3		ash					
parkside inter	3		ash					
across#60	2	maple	ash					
across#54	4		ash					
<b>Victoria</b>								
#9	1		ash					
<b>Pinebrook rd</b>								
pond	1		maple					
pole#2882	4		ash					
<b>Shailor hill</b>								
across#200	3		ash					
across#124	1		maple					
across#56	2		ash					
#19	1		ash					
<b>shailor hill 2</b>								
across#336	1		ash					
<b>Comstock</b>								
dickerson	1		ash					
<b>Bullhill rd</b>								
pole#2400	2		ash					
pole#2408	1		maple					
pole#2409	2		maple					
across#260	1		maple					
pole#5502	2		ash					
across#252	3		oak					
across#248	1		ash					



FY 19/20

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Transfers

Reason for Request: Appropriation from General Fund Unassigned Fund Balance and associated transfer of funds to a Capital Fund for the Senior Center Building Project for architectural design services

Reason for Available Funds: Appropriation from General Fund Unassigned Fund Balance

From:	Account Number	Account Name	Amount
	18501-36250	Use of G/F Unassigned Fund Balance	46,991

To:	18501-50500	Transfer to Capital - Senior Center	46,991

3/2/2020  
Date Requested   
Department Director or Supervisor - Signature

Print Name Mary Bylone, First Selectman

3/2/2020  
Date Reviewed   
Chief Financial Officer

3/2/2020  
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: Fire

Reason for Request: Repairs to fire apparatus: ET-1 (2001 HME/Central States), ET-2 (2010 Spartan/Marlon), and ET-4 (1982 American LaFrance)

Reason for Available Funds: Contingency funds included in adopted budget

From:	Account Number	Account Name	Amount
	11110-50900	Contingency	30,827

To:	Account Number	Account Name	Amount
	12202-46390	Fire - Vehicle Maintenance & Fuel	30,827

Date Requested \_\_\_\_\_ Department Director or Supervisor - Signature \_\_\_\_\_

Print Name Walter Cox, Fire Chief

3/2/2020  
Date Reviewed \_\_\_\_\_  
Chief Financial Officer

3/2/2020  
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: Parks & Recreation

Reason for Request: Temporary leave coverage for position of Recreation Supervisor for the period 3/9/2020 thru 5/15/2020 in order to continue to offer programs and prepare for day camp



Reason for Available Funds: Contingency funds included in adopted budget

From:

Account Number	Account Name	Amount
11110-50900	Contingency	7,750

To:

15201-40105	Recreation - Contr, Temp Payroll	7,200
15201-41230	Recreation - FICA & Retirement	550

2/24/2020	
Date Requested	Department Director or Supervisor - Signature
	Print Name <span style="border: 1px solid black; padding: 2px;">Tiffany Quinn, Recreation Director</span>
3/3/2020	
Date Reviewed	Chief Financial Officer
3/3/2020	
Date Approved	First Selectman
Date Approved	Board of Selectmen Clerk
Date Approved	Board of Finance Clerk

## Tax Collector's Report for the Month of –**JANUARY 2020**

Collection Rate: 95.4%

Current Taxes Collected: \$10,983,828.10

Interest on Current Taxes Collected: \$7,334.81

Delinquent Taxes Collected: \$5,797.19

Interest on Delinquent Taxes Collected: \$4,534.80

Lexis Nexis Summary:

Money Collected: \$9,540.86

### Notes:

- Tax Bills were mailed for motor vehicle supplemental bills on December 20<sup>th</sup>. Taxpayers had until Feb 3<sup>rd</sup> to pay the bill without interest or penalty.
- DMV has notified 02-05-2020 of anyone who had outstanding bills
- Demand/Delinquent notices were mailed Friday February 7th