



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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TOWN OF COLCHESTER  
APR 11 2019 11:20 AM

**Board of Finance  
Regular Meeting Minutes  
April 3, 2019 @ 7PM  
Town Hall, Room 1**

**Members Present:** R. Tarlov, N. Negron, R. Esteve, M. Egan, A. Migliaccio, A. Bisbikos

**Others Present:** First Selectman A. Shilosky, CFO M. Cosgrove, BOS D. Mizla, R. Coyle, BOE M. Bylone, Chief Cox, J. Walsh, C. Jaskiewicz, and Clerk, J. Campbell

1. **CALL TO ORDER** – Meeting was called to order at 7:01 by R. Tarlov.
2. **ADDITIONS TO THE AGENDA** – None
3. **OPENGOV PRESENTATION** – Accountability and Productivity Module – Meredith Behm with Opengov presented.
4. **APPROVAL OF MINUTES:** March 20, Regular Meeting – R. Esteve motioned to approve the March 20<sup>th</sup> Regular Meeting Minutes, seconded by A. Bisbikos. A. Migliaccio abstained. All other members present voted in favor. Motion Carried. 5/0/1
5. **CITIZENS COMMENTS** – None
6. **CORRESPONDENCE** – None
7. **ALS PARAMEDIC PROGRAM** – Discussion – In the current proposed budget, included are amounts for roughly half a year plus some onetime costs included in the capital, insurance and fire operations budgets. The department has applied for a SAFER grant. This will help to ease the budget impact of the staffing for the paramedic program over the first 3 years. FF/Paramedic, one promotion and one new will be hired in Jan. while a supervisor/paramedic would be hired on 10/1/2019. Collective bargaining will need to take place to discuss hours, rate of pay, etc. The SAFER grant was applied for by Chief Cox on 3/22. First round of awards will be given in September. Of the past 15 grants (not SAFER grants) the department has applied for, they have received 6, but SAFER grants are the most competitive. Total implementation will take 2-3 years. R Tarlov stated, that for the budget workshop, he wants to see cost projections for the first 3 years of the program, including STEP increases. Once fully implemented, 4 paramedic positions will have been implemented and a fly car will have been purchased. R Tarlov said he recognizes that fast response for heart attack victims is critical and he is a member of the group most affected by this, and asked if this has a need that is greater than other Town needs or if this is the best solution. He asked the Chief if this was more important than the other needs in the FD Department's Strategic Plan, such as vehicle and equipment replacement. The Chief said they were all needed. Because it was highlighted in the presentation, Chief Cox was asked about the number of cardiac arrest calls. According to EMS Charts, the software the department uses, 2018 had 24 cardiac arrest calls, 2017 had 14 and 2016 has 19. The paramedic supervisor has been planned for as a Monday – Friday 9-5 and the FF/Paramedics have been planned as 3/16hr days for budget purposes, this is subject to collective bargaining. 1 paramedic and 1 EMT are required on all shifts. R Tarlov said we owe it to the taxpayer to be sure there are no other ways to do this cheaper or better. He asked Chief Cox if they had researched the costs and benefits of other ways to provide these services. He said, other than the meeting you (R. Tarlov) and Art had, no, as he feels handling the Paramedic needs in house are more cost effective and controllable than hiring an outside party. M Egan asked what happens if a paramedic is fighting a fire and an ALS call comes in. Mutual aid will cover if our paramedic is working on another call. A. Shilosky has heard from Lebanon who is interested in our program and would like to talk once the program is up and running. The facilities' plan that has already been approved and Narcotics will be monitored. Chief Cox has presented to Northwood's and CBA and will be presenting to Colchester Commons. He feels the presentation was well received. He said he let them know that there would be a cost, but that overtime we're going to recover it. R Tarlov asked to him clarify, and he said he meant we would get part of it back. He said evaluation of the program should occur every year. R. Tarlov pointed out that other than the HAS



contributions, we are not factoring in the cost of health insurance. M Cosgrove stated that is because we don't know if a new employee will need coverage and if so that cost could range from \$0 to \$125,000 per family member. She said we never adjust the current year's budget when added or subtracting employees. R Tarlov stated that he understands this, but it will affect the cost of the program in future years, and we should not be assuming that this cost is \$0 in assessing the cost of a new program. He asked to receive the average cost per employee of our current annual health insurance funding. M. Egan asked if in the future, we would be able to evaluate the cost of the paramedic program. M Cosgrove said that would be difficult to do as we do not track many supplies and other costs for the Fire/EMS services separately.

**8. DEPARTMENT REPORTS – 2<sup>nd</sup> Meeting of the Month**

- a. Tax Collector
- b. Finance

**9. FIRST SELECTMAN**

- a. Transfer requests – None
- b. First Selectman's report – A. Shilosky met with the owners of Lincoln Lake. They are working to clear the property, fix the bridge and their potential goals are to build a resort.

**10. OLD BUSINESS –**

- a. Opengov.com – Discussion and Possible Action – R. Tarlov and A. Shilosky stated that a presentation will be scheduled for the department heads to review the Reporting module. In addition to the Financial Transparency module recently implemented, the Report software, with a separate cost is part of our contract. There are questions on to the access of "administrators" who log in. Will we be able to restrict the internal users' ability to edit the reports of others? A. Bisbikos stated that this program has worked in other towns and there has to be a way to work with access issue it and we should invest in the program. This will hold everyone accountable and everyone will be on the same page. M. Egan stated that the information is easy to understand, provides valuable information, and with the significant investment with the fire/EMT program, that with this software, we would be able to show what we are getting. R. Esteve stated that there is data that the Fire Dept. is mandated to report through State and Federal reporting software. It's just a matter of formatting it to Opengov. R. Tarlov will arrange for the Opengov Financial Transparency tutorial video to be played at the May 14<sup>th</sup> Public Hearing.

**11. NEW BUSINESS**

- a. By-Law Changes – Discussion and Possible Action – By-law changes are a result of the Charter Revision. See attached by laws. A. Bisbikos motioned to approve the by-law changes, seconded by N. Negron. All members voted in favor. Motion Carried 6/0
- b. 2019-2020 Budget – Discussion – R. Tarlov asked board members to forward any questions they have directly to the BOE and BOS so that they may address them at the Workshop presentations next week.

**12. LIAISONS' REPORTS – No Reports**

**13. CITIZENS COMMENTS –** T. Rudko stated that the Town should continue with Opengov and the reports we just. The public should be able to view this and a tool that we should be using to message the public. He feels that the ALS presentation was a little of a bait & switch. We were told that the revenue would cover the cost and that the Town would be able to back out if the program wasn't working. He also we should be mindful of increasing taxes to spend this kind of money when 205 homes are being foreclosed on.

**14. ADJOURNMENT** A. Migliaccio motioned to adjourn the meeting at 9:21pm, seconded by N. Negron. All members present voted in favor. Motion Carried. 6/0

Respectfully Submitted,

Joanie Campbell, clerk

**Attachments:** ALS Spreadsheet|By-Laws



Revenue	2019	2020	2021
ALS	\$ 251,488	\$ 301,625	\$ 314,325
BLS	\$ 229,910	\$ 167,660	\$ 171,700
downgrade	\$ 25,230	\$ 54,625	\$ 52,325
sub total	\$ 506,628	\$ 523,910	\$ 538,350
Secondary & Patient Bal Pymts (avg)	\$ 75,000	\$ 150,000	\$ 150,000
Rev from past Paramedic direct billing	\$ 75,000	\$ 75,000	\$ 75,000
<b>Total Revenue Projected</b>	<b>\$ 656,628</b>	<b>\$ 748,910</b>	<b>\$ 763,350</b>
Base Revenue	\$ 500,000	\$ 500,000	\$ 500,000
Revenue Increase Projection	\$ 156,628	\$ 248,910	\$ 263,350
Expenses	\$ 30,000	ONE TIME START UP supplies	
EMS Rig - lease of monitors -2	\$ 18,000	\$ 18,000	\$ 18,000
Medical Supplies	\$ 25,132	\$ 26,389	\$ 27,708
EMS clothing / supplies	\$ 6,438	\$ 6,631	\$ 6,962
Physicals (increase in staff 280x5)	\$ 1,400	\$ 1,442	\$ 1,485
<b>SUB TOTAL NON PERSONAL</b>	<b>\$ 50,970</b>	<b>\$ 52,461</b>	<b>\$ 54,155</b>
Liability Insurance increase	\$ 1,500	\$ 1,500	\$ 1,500
Ct Paramedic License	\$ 365	\$ 620	\$ 620
Training (ACLS/PALS/CPR/recert/conference)	\$ 2,490	\$ 3,735	\$ 3,735
<b>SUB TOTAL Licensure</b>	<b>\$ 4,355</b>	<b>\$ 5,855</b>	<b>\$ 5,855</b>
Billing Administration	\$ 45,964	\$ 56,168	\$ 57,251
Middlesex per capita	\$ 16,000	\$ 32,000	\$ 32,000
Paramedic Splits (to be negot)	\$ 17,453	\$ 17,453	\$ 17,453
<b>SUB TOTAL Billing Costs</b>	<b>\$ 79,417</b>	<b>\$ 105,621</b>	<b>\$ 106,704</b>
<b>EXPENSES SUB TOTAL</b>	<b>\$ 134,742</b>	<b>\$ 163,937</b>	<b>\$ 166,714</b>
Payroll (use for base)	\$ 322,853	\$ 341,566	\$ 341,566
<b>TOTAL EXPENSES</b>	<b>\$ 457,595</b>	<b>\$ 505,503</b>	<b>\$ 508,280</b>
Expenses minus Rev = COST	\$ (199,033)	\$ (243,407)	\$ (255,070)
Revenue less Expenses	\$ 199,033	\$ 243,407	\$ 255,070



TOWN  
OF  
COLCHESTER

BOARD OF FINANCE  
BYLAWS

Approved: Board of Finance, 04/03/2019  
Date

Change	Revision Date
Newly Adopted	2/1/2012
Previously read "At a December Board meeting following a municipal election a Chair and Vice Chair will be elected."	11/20/2013
Previously read "The dates of Board meetings for the following year shall be set by vote from the members of the Board present at one of the December regular meetings and the forwarded to the Town Clerk prior to year end."	12/4/2013
Previously read "Liaisons to the Departments, Boards and Commissions overseen by the Board will be assigned by the Chair at a December Board meeting following a municipal election or as necessary following vacancies."	
Rights and Privileges of the Chair clarified by addition of last sentence	10/21/2015
Voting of membership clarified including interpretation of votes that result in a tie.	
add: and shall maintain order	10/5/2016
<p>Delete: <del>The agenda shall contain a Public Comment section where the public shall have the right to address the Board on matters not otherwise on the agenda. Requests to speak on items on the agenda shall be made to the Chairman. Decisions on such requests shall be made by the Chairman unless objection is raised by any member, in which case, a vote of the Commission shall decide.</del> Add: The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during the portion of any Board meetings so designated for such purpose. Citizens' Comments shall be subject to the following guidelines: (1) If deemed necessary, in order to provide time for maximum citizen participation, the Board of Finance may establish a provision at a meeting to limit comments. In such a case, three (3) minutes will be allotted to each speaker at each warned citizen's comments. The Board may decide by a majority vote to extend the 3 minutes of time allotted.</p> <p>(2) Comments will be made, standing, or for those unable to do so, sitting, from where they are seated. Citizens are+B15 not to move to aisles, or to the front of the room, to speak.</p> <p>(3) Speakers may provide written testimony or handouts to the Board, which will become part of the public meeting record.</p> <p>(4) Speakers are only permitted to make presentations to the Board using PowerPoint, overhead projectors, or other electronic/digital programs with the prior approval of the Chairman.</p> <p>(5) All speakers must identify themselves by name and town of residence.</p> <p>(6) The Board will not respond to comments made during Citizens' Comments, with the exception that the Chairperson only may respond if, in the discretion of the Chairperson, such comments require an immediate response.</p> <p>At some meetings, such as budget workshops, the Board at their discretion may add periods for Public Discussion. Citizens' Comments Guidelines with the exception of item (6) above will be followed.</p>	



Article 6 Section 7	Move to new Section 8: Board members may participate and vote at the meeting via a speaker phone provided that the means of communication does not hinder the quality of the discussion and that any members of the public attending can clearly hear the discussion.	6/6/2018
Article 6 Section 8	<p><b>Moved From Section 7:</b> Board members may participate and vote at the meeting via a speaker phone or other electronic means provided that the means of communication does not hinder the quality of the discussion and that any members of the public attending can clearly hear the discussion.</p> <p><b>NEW:</b> At the beginning of the meeting, the Chairperson shall identify people attending by phone or other electronic means by first and last name. When there are multiple participants, each shall identify themselves before speaking.</p>	
Article 6 Section 9	<p><b>NEW:</b> Other than the First Selectman, who by Charter is an ex-officio member of the Board of Finance, members of the Board of Selectmen and the Board of Education attending the Board of Finance meeting in person, by phone or other electronic means are members of the public. As a courtesy to these two Boards, and because they often have information important to this Board's business, at the discretion of the Chairperson, their members will be permitted to comment outside of Citizens Comments. They must be recognized by the Chairperson, and state their name and position, before speaking.</p>	
Article 6 Section 10	Previous Section 8 is now Section 10	
Article 1 Section 2	The Board shall be responsible for reviewing, adjusting <del>developing</del> and presenting to the Town voters the budgets for all Town departments and the <del>overall Town government</del> Combined Budget and shall have all of the powers, and perform all of the duties conferred or imposed upon boards of finance by the General Statutes. (Town of Colchester. Charter § C-601C and Memorandum of Understanding approved by the Board of Selectmen on April 4, 2019)	4/3/2019
Article 3 Section 4	The Board shall fill vacancies in accordance with Town of Colchester Charter § <del>C-601D</del> C-204.	

## **ARTICLE 1. NAME, PURPOSE AND AUTHORIZATION**

**Section 1.** The name of the board shall be the 'Board of Finance of the Town of Colchester' (hereinafter referred to as the Board).

**Section 2.** The Board shall be responsible for reviewing, adjusting and presenting to the Town voters the budgets for all Town departments and the Combined Budget and shall have all of the powers and perform all of the duties conferred or imposed upon boards of finance by the General Statutes. (Town of Colchester. Charter § C-601C. Memorandum of Understanding approved by the Board of Selectmen on April 04, 2019)

## **ARTICLE 2. OFFICE OF THE BOARD**

**Section 1.** The office of the Board shall be at the Colchester Town Hall where Board records will be maintained. Copies of all official documents, records, and similar items will be filed or recorded with the Office of the Town Clerk.

**Section 2.** All correspondence shall be addressed to the Board of Finance, 127 Norwich Avenue, Colchester, CT 06415.

**Section 3.** Copies of all agendas, minutes and resolutions of the Commission shall be filed with the Office of the Town Clerk.

## **ARTICLE 3. MEMBERSHIP**

**Section 1.** The Board shall consist of six (6) members elected in accordance with the provisions of the General Statutes and the Town of Colchester Charter § C-202, § C-203, § C601.

**Section 2.** All members of the Board shall participate fully in Board meetings and activities and shall have such duties as may from time to time be assigned by the Board.

**Section 3.** Resignation from the Board shall be in written form and transmitted to the Town Clerk who shall promptly forward same to the Board of Finance.

**Section 4** The Board shall fill vacancies in accordance with Town of Colchester Charter § C-204.

## **ARTICLE 4. OFFICERS AND THEIR DUTIES**

**Section 1.** The officers of the Board shall consist of a Chair, and a Vice Chair.

**Section 2.** The Chair shall preside at all meetings and hearings of the Board and shall maintain order and have the duties normally conferred by parliamentary usage on such officers. The Chair shall have the authority to appoint committees, call special meetings, and generally perform other duties as may be prescribed in these By-Laws. The Chair has the same basic rights and privileges as all other members, including the right to make motions, to speak in debate, and to vote on all motions.

**Section 3.** The Vice Chair shall act for the Chair in his absence and have the authority to perform the duties prescribed by that office.

**Section 4.** All correspondence addressed to the Board shall be presented by the Chairman to the Board at its first meeting held after such mail has been delivered. All mail shall be deemed "received" when so presented.

## **ARTICLE 5. ELECTION OF OFFICERS**

**Section 1.** At the first meeting subsequent to the second Monday after a Municipal election a Chair and Vice Chair will be elected.

**Section 2.** Nominations shall be made from the Board membership in attendance and elections of the officers specified in Section 1 of Article 5 shall follow immediately thereafter.

**Section 3.** A candidate receiving a majority vote from the members of the Board present shall be declared elected and shall serve for two (2) years.

**Section 4.** Vacancies in offices shall be filled by vote of the Board following the procedures in Sections 2 and 3. The newly elected officer shall serve the unexpired term of the member he has replaced, or until his successor shall take office.

**Section 5.** An officer can be removed from their position, without cause or by a vote of four members of the Board.

## **ARTICLE 6. MEETINGS**

**Section 1.** Regular meetings will be held at 7:00 p.m. on the first and third Wednesday of every month, except when the Town Hall is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public as required by the Connecticut General Statutes.

**Section 2.** Special meetings shall be called as necessary by the Chair. Notice of such meeting shall be posted in the Office of the Town Clerk in accordance with State Statutes.

**Section 3.** At all meetings of the board four members shall constitute a quorum and the concurrence of three votes shall be necessary for the transaction of business.

**Section 4.** Robert's Rules of Order, shall govern the proceedings at the meetings of this Board except as modified by State and Federal Statutes and the Ordinances and Charter of the Town of Colchester or by these By-Laws.

**Section 5.** While meetings are open to the public they are not public hearings. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during the portion of any Board meetings so designated for such purpose. Citizens' Comments shall be subject to the following guidelines:

- (1) If deemed necessary, in order to provide time for maximum citizen participation, the Board of Finance may establish a provision at a meeting to limit comments. In such a case, three (3) minutes will be allotted to each speaker at each warned citizen's comments. The Board may decide by a majority vote to extend the 3 minutes of time allotted.
- (2) Comments will be made, standing, or for those unable to do so, sitting, from where they are seated. Citizens are not to move to aisles, or to the front of the room, to speak.
- (3) Speakers may provide written testimony or handouts to the Board, which will become part of the public meeting record.
- (4) Speakers are only permitted to make presentations to the Board using PowerPoint, overhead projectors, or other electronic/digital programs with the prior approval of the Chairman.
- (5) All speakers must identify themselves by name and town of residence.

- (6) The Board will not respond to comments made during Citizens' Comments, with the exception that the Chairperson only may respond if, in the discretion of the Chairperson, such comments require an immediate response.

At some meetings, such as budget workshops, the Board at their discretion may add periods for Public Discussion. Citizens' Comments Guidelines with the exception of item (6) above will be followed.

**Section 6.** At a meeting the Board may vote to go into Executive Session only for those purposes identified in the Freedom of Information Act. The minutes must record the times at which an Executive Session begins and ends.

**Section 7.** All members participating in the meeting may vote. Any vote that results in a tie does not achieve a majority and therefore fails. For matters that require a decision a new motion can be proposed and voted on again until a majority is achieved.

**Section 8.** Board members may participate and vote at the meeting via a speaker phone or other electronic means provided that the means of communication does not hinder the quality of the discussion and that any members of the public attending can clearly hear the discussion. At the beginning of the meeting, the Chairperson shall identify people attending by phone or other electronic means by first and last name. When there are multiple participants, each shall identify themselves before speaking.

**Section 9.** Other than the First Selectman, who by Charter is an ex-officio member of the Board of Finance, members of the Board of Selectmen and the Board of Education attending the Board of Finance meeting in person, by phone or other electronic means are members of the public. As a courtesy to these two Boards, and because they often have information important to this Board's business, at the discretion of the Chairperson, their members will be permitted to comment outside of Citizens Comments. They must be recognized by the Chairperson and state their name and position before speaking.

**Section 10.** The dates of Board meetings for the following year shall be set by vote from the members of the Board present at one of the November regular meetings and the forwarded to the Town Clerk prior to year end.

## **ARTICLE 7. ORDER OF BUSINESS**

**Section 1.** Unless otherwise determined by the Chair, the order of business at regular meetings shall be:

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS MEETING MINUTES
3. CITIZENS COMMENTS
4. ADDITIONS TO THE AGENDA
5. DEPARTMENT REPORTS
6. FIRST SELECTMAN'S REPORT
7. CORRESPONDENCE
8. LIAISON REPORT
9. OLD BUSINESS

10. NEW BUSINESS

11. CITIZENS COMMENTS

12. ADJOURNMENT

**Section 2.** The order of business for work and special meetings will be determined by the Chair.

**ARTICLE 8. COMMITTEES/ LIAISON ASSIGNMENTS**

**Section 1.** Membership on committees shall be appointed "ad-hoc".

**Section 2.** Special Committees may be appointed by the Chair for purposes and terms, which the Board approves.

**Section 3.** Liaisons to the Departments, Boards and Commissions overseen by the Board will be assigned by the Chair at the first meeting subsequent to the second Monday after a Municipal election or as necessary following vacancies.

**ARTICLE 9 CODE OF CONDUCT**

**Section 1.** Each member of the Board must disqualify himself: from discussion or acting on an issue by which he will derive a direct or indirect gain or suffer a direct or indirect loss.

**Section 2.** No member can appear before the Board representing himself or another party.

**ARTICLE 10. AMENDMENTS**

**Section 1.** These By-Laws shall be reviewed at a December Board meeting following a municipal election.

**Section 2.** These By-Laws may be amended by a majority vote of the seated Board.

**ARTICLE 11. ADOPTION**

These By-Laws shall be adopted by vote of the Board and shall become effective on the date adopted.

Adopted:

Robert J Tarlov  
Chairman Robert Tarlov

06/06/2018  
Dated

