

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Town of Colchester
Board of Finance Meeting Minutes
Wednesday, March 4, 2020
Town Hall Meeting - 7:00 p.m.**

RECEIVED
COLCHESTER, CT
2020 MAR -6 AM 10:53
Gayle Furman
TOWN CLERK

MEMBERS PRESENT: Chairman Rob Tarlov, Michael Hayes, Mike Egan, Andreas Bisbikos

MEMBERS ABSENT: Andrea Migliaccio

OTHERS PRESENT: Selectman Denise Mizla, CFO Maggie Cosgrove, Senior Center Building Committee Members: Kevin Hastings, Gerrie Transue, Tony Tarnowski; Senior Center Director Patty Watts, Recreation Director Tiffany Quinn, Bernie Dennler, and additional citizens

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 7:03 p.m.
2. **ADDITIONS TO THE AGENDA:** M. Egan motioned to add item *8a.-iv: Recreation Department Leave Coverage and Discussion of BOF Candidate* as the new item 6, seconded by M. Hayes. Vote was unanimous. **MOTION CARRIED.**
3. **APPROVAL OF MINUTES: February 19, 2020:** A. Bisbikos motioned to approve the regular meeting minutes of February 19, 2020, seconded by M. Egan. Vote was unanimous. **MOTION CARRIED.**
4. **INTERVIEWS - Board of Finance Candidate to Fill Vacancy:** Bernard Dennler was interviewed for the vacancy on the Board.
5. **CITIZEN COMMENTS:** None
6. **DISCUSSION OF BOF CANDIDATE:** No other applicants have been received. There was consensus among members to wait until the next meeting before making a decision to allow for any additional applications to be submitted. This will also allow time for A. Migliaccio to listen to the audio recording of the interview and be present to participate in voting.
7. **CORRESPONDENCE:** A letter was received from Brian Martin regarding field conditions.
8. **DEPARTMENT REPORTS:**
 - a. **Tax Collector:** None
 - b. **Finance Department:** None
9. **FIRST SELECTMAN**
 - a. **Transfer requests**
 - i. **Fire Equipment Repairs:** M. Hayes motioned to approve transfer for repairs to fire apparatus in the amount of \$30,827.00 subject to BOS approval, seconded by M. Egan. Vote was unanimous. **MOTION CARRIED.**
 - ii. **Police Cruiser Laptops:** M. Hayes motioned to authorize the First Selectman to purchase 5 laptops, docking station, and modems from MHQ for the cost of \$30,780 using money from the equipment reserve, seconded by M. Egan. Vote was unanimous. **MOTION CARRIED.**

iii. **Senior Center Architect:** M. Egan motioned to approve transfer for architectural design services in the amount of \$46,991 subject to BOS approval , seconded by A. Bisbikos. Vote was unanimous. **MOTION CARRIED.**

iv. **Recreation Department Leave Coverage:** M. Egan motioned to approve transfer to cover Park and Recreation Department temporary leave coverage in the amount of \$7,750 subject to BOS approval, seconded by A. Bisbikos. Vote was unanimous. **MOTION CARRIED.**

b. **First Selectman's report:** None

10. OLD BUSINESS -

a. **OpenGov – Update:** First Selectman Bylone continues to be in dialogue with the company.

11. NEW BUSINESS

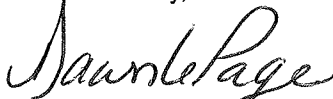
a. **2020 – 2021 BUDGET -** No discussion

12. LIAISONS' REPORTS: M. Egan reported that the Senior Center Building Committee made their selection for an architect. They are finalizing the RFQ for an Owner's Rep. A September/October referendum is possible. R. Tarlov reported that Youth & Social Services had asked the BOE for funding to offset increased hourly cost of the substance abuse counselor to be able to restore the position to 18hrs a week. Some repairs are needed at the center. Their Wellness Fair will be on April 26th. They had some concerns over wording on the budget survey. First Selectman Bylone has formed a committee to discuss the Fire Department needs. A. Bisbikos reported that discussion continued at Park and Rec regarding fields. A field education forum will be held on March 12th where there will be a presentation focusing on the study conducted by UCONN. M. Egan reported that the BOE met and approved the proposed budget with an increase over what the Superintendent proposed, bringing it to a 2.99% increase.

13. CITIZENS COMMENTS: None

14. ADJOURNMENT: A. Bisbikos motioned to adjourn, seconded by M. Hayes. Vote was unanimous. **MOTION CARRIED.** Chairman Tarlov motioned to adjourn at 7:58p.m.

Submitted by,



Dawn LePage, Clerk

Attachments:

Correspondence

Budget Transfers

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

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/Marion), 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:	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 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.



LAPTOPS
for
POLICE
CRUIZERS

CUSTOMER

Contact Name: Stephen W. Sharpe
Company/Dept: Town of Colchester
Street Address: 300 Old Hartford Road
City, State, Zip: Colchester, CT 06415
Phone: 860-537-3462
Email: fleet@colchesterct.gov

Date: 2/5/2020
Valid For: 60 Days*
Customer #:
Contract: ITC-47
Sales Rep: James O'Neill

Equipment:

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
	Explorer 2015-2017			\$ -
PKG-PSM-353	LAPTOP MNT PREMIUM UTILITY 11-19	\$425.00	4	\$ 1,700.00
DS-PAN-1112-2	DOCKING STATION: TOUGHBOOK 33	\$950.00	4	\$ 3,800.00
	2018 F150			\$ -
PKG-PSM-385	LAPTOP MNT PRE F250/550 2017+ F150 15-17	\$425.00	1	\$ 425.00
DS-PAN-1112-2	DOCKING STATION: TOUGHBOOK 33	\$950.00	1	\$ 950.00
CF-33-LE-00VM 1102743	PANASONIC WIN10 PRO 8GB 12in SIERRA WIRELESS AIR LINK MP7+ WIFI	\$3,350.00 \$ 795.00	5 9	\$ 16,750.00 \$ 7,155.00
AP-MMF- CCWWWG-Q- S222222-RP345- BL	6 in 1 antenna	\$ 245.00	9	\$ 2,205.00
EQUIPMENT TOTAL:				\$ 30,780.00

ITEM	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
				\$ -
				\$ -
TOTAL:				\$ 30,780.00

TERMS AND CONDITIONS

*This quote is valid for 60 days. Any purchase orders or approved quotes received outside of this date will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L. c.30B applies to the procurement of all commodities quoted. Plymouth County contract items have been collectively purchased pursuant to M.G.L. c 30B sec. 1c and M.G.L. c.7 sec. 22B. The governmental body is responsible to determine the applicability of M.G.L. c 30B to off contract items, including, but not limited to off contract items that have already been properly procured under M.G.L. c 30B sec. 1c and M.G.L. c. 7 sec. 22A (purchases from a vendor on a contract with the Commonwealth), other contracts procured under M.G.L. c 30B sec 1c and M.G.L. c.7 sec. 22B, or any M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

IMPORTANT NOTE: Pricing shown requires membership into referenced contract. ** Denotes non contract item

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
Mary Bylone
Department Director or Supervisor - Signature

Print Name
Mary Bylone, First Selectman

3/2/2020
Date Reviewed
[Signature]
Chief Financial Officer

3/2/2020
Date Approved
Mary Bylone
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation


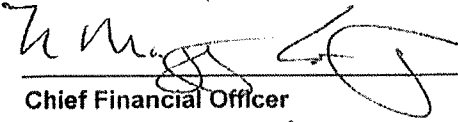
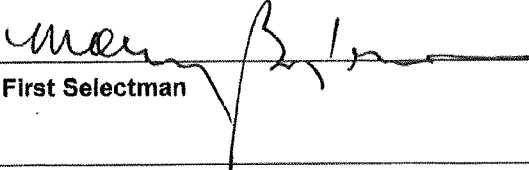
FY 19/20

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 Tiffany Quinn, Recreation Director
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