

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance
Meeting Minutes
November 1, 2017
Town Hall Room 1 @ 7:00 pm**

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

Others Present: First Selectman A. Shilosky, CFO M. Cosgrove, BOS R. Coyle, D. Mizla, BOE B. Bernier, M. Hayes, D. Bouchard and Clerk J. Campbell

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: October 18 Regular Meeting

T. Kane MOTIONED to approve the meeting minutes for the October 18th Regular Meeting, SECONDED by R. Lepore. All members voted in favor. MOTION CARRIED 6/0

4. CITIZENS COMMENTS

None

5. CORRESPONDENCE

See attached

6. DEPARTMENT REPORTS-2nd Meeting of the Month

- a. Tax Collector
- b. Finance

7. FIRST SELECTMAN

- a. Transfer requests - None
- b. First Selectman's report – A. Shilosky reported the building department has collected \$21,881 in fees this month. School project, signed several change orders. Most change orders were credits, about \$100,000 in credits and about \$24,000 in adds. Committee continues to do an excellent job. As of last meeting they still had not touched the owner's contingency. The project is still under budget and ahead of schedule. Building Department has a slot in the budget for a PT employee. They have been looking into software that would eliminate the need for the employee by creating an online system for homeowners to use to start the permitting process. Negotiations are in process, currently a cap would set the top cost of \$11,000 based on a per person charge built into the cost of the permits. R. Lepore suggested reaching out to a town that has this product or a similar product to see if there is any additional costs or issues they have run into. A PT person would cost \$16,000. A. Bisbikos expressed his concern about the hidden costs that may occur and agreed with R. Lepore about seeking information from other towns.

RECEIVED
COLCHESTER, CT
2017 NOV -2 AM 9:13
Angie Mummery
CLERK
TOWN CLERK

8. NEW BUSINESS

- a. **2017–2018 Budget Status and Process** – Governor has signed the state budget. Counsel will be putting together our options to adjust for the \$375,000 revenue cut the town will see. R. Tarlov has asked M. Ziobron how the formula was put together that implement the 2nd year cuts. A. Shilosky said a tri-board meeting will most likely take place after receiving the notification from Counsel what the options are.

9. OLD BUSINESS

- a. **2018-2019 Budget – Discussion and Possible Action** – Implementation of budget process will occur over the course of the next few months. A survey committee will be formed post-election. 2 members from BOS, BOE and BOF. The Board had previously agreed to work with the Shrewsbury survey as a starting point. T. Peters suggested categorizing the survey. Grouping questions that target specific areas. A. Bisbikos still likes the open ended question option at the end of each question. R. Lepore suggested going ahead with the 3 focus groups the board has already come up with and working toward a potential 4th group if those go well. T. Kane would like to target the “SINK and DINK” groups, A Bisbikos new residents.
- b. **BOF Goals and Objectives – Review** – Most of the goals are set for follow up after the election through the first of the year. December 6th the BOF meeting will host two budget presentations as wells as a presentation by J. Pagiolli from Public Works. A Bisbikos asked how and when Opengov.com training will happen.

10. LIAISONS' REPORTS

T. Peters reported on the BOS meeting. There was a town meeting on a Sewer & Water Commission ordinance which was subsequently approved by the BOS. The ordinance will go into effect 31 days after the approval of BOS providing the charter revision question is approved. The charter revision commission was disbanded. S. Soby and R. Coyle wants to commend the commission on their hard work. Currently the town has 3 return check letters. They would like to combine and form one standard letter. A. Shilosky was approached about purchase of a property by the Norton Mill. MV mill rate was set and bills have been sent out. A. Migliaccio reported on the Police Commission. S. Dubb will not be resigning. The commission is re-assessing their objectives. R. Tarlov reported on YSS. They are scheduled for a bake sale on Election Day. Resolution run needs volunteers. They discussed t-shirts to gain sponsorship by adding the sponsor's logo.

11. CITIZENS COMMENTS

R. Coyle spoke with Linda Orange about the formula used for the reduction in revenue, Linda Orange feels the formula will be changing for next year's numbers. R. Coyle also reported that Linda Orange made sure Colchester's space waiver remained in the State Budget. D. Bouchard stated that Tolland's budget failed. And are set for a new referendum on 11/15. She also expressed her concern if the software for the building department will actually release the need for a part time person in the office. D. Bouchard also commented on the pending FOI hearing scheduled for November 15th. D. Bouchard stated that she had contacted the FOI Ombudsman assigned to the case to come to an agreement prior to the hearing.

12. ADJOURNMENT

T. Peters MOTIONED to adjourn the meeting at 8:04 PM, SECONDED by A. Migliaccio. All members voted in favor. MOTION CARRIED 6/0

Respectfully Submitted,

Joanie Campbell, Clerk

From: Rep. Orange, Linda [mailto:Linda.Orange@cga.ct.gov]
Sent: Thursday, October 26, 2017 11:06 AM
Subject: Fwd: notwithstanding

Begin forwarded message:

From: "Bergin, Tim" <Tim.Bergin@cga.ct.gov>
Date: October 26, 2017 at 10:39:50 AM EDT
To: "lindaorange@yahoo.com" <lindaorange@yahoo.com>, "Rep. Orange, Linda" <Linda.Orange@cga.ct.gov>
Subject: notwithstanding

8391 Sec. 244. (*Effective from passage*) Notwithstanding the provisions of
8392 section 10-286 of the general statutes or any regulation adopted by the

LCO No. 10377

309 of 881



Bill No.

8393 State Board of Education or the Department of Administrative Services
8394 pursuant to said section 10-286 concerning the calculation of grants
8395 using the state standard space specifications, the town of Colchester
8396 shall be exempt from the state standard space specifications for the
8397 purpose of the calculation of the grant for the renovation project
8398 (Project Number 028-0043 EA/RR) at William J. Johnston Middle
8399 School.

Tim Bergin
Policy Analyst
House Democrats
Legislative Office Building
Room 4000
Hartford, CT 06106
(860) 240-8458
Tim.Bergin@cga.ct.gov

Prioritize		2017 - 2018 BOF Objectives and Initiatives - November 1, 2017	NEXT STEP	NEXT DATE	
(A, B, C)	(1, 2, 3)				
		<ul style="list-style-type: none"> ▪ Survey Questions <ul style="list-style-type: none"> ◦ Start from scratch with different type of questions ◦ When and who to work on? ▪ Community Engagement - have different groups attend focus group types of meeting in January and February <ul style="list-style-type: none"> ◦ Business Leaders (CBA, Service Clubs)? - Seniors? - PTO, C3 - Land use (Agriculture, Open Spaces, Land Trust) ▪ Legislators - invite each to attend different meetings - promote to get more taxpayers to attend 	<p>Reviewed Shrewsbury MA survey and felt a good base to work from. TriBoard Subcommittee to be formed after the election. Include new members to get fresh outside perspective.</p> <p>Rob to contact</p>	14-Nov	2017
A	1	<ul style="list-style-type: none"> • OPENGOV - implementation 	opengov.com in the 2017/2018 Budget, on hold until State Budget numbers known.	Nov	2017
A	1	<ul style="list-style-type: none"> • GRANTS - How the Town and BOE are using. 	Andreas presented info received from the FOI requests on 6/21/2017. He suggested the Town and BOE should prepare an annual list of grants that were received in prior FY. Art was in agreement and Rob spoke with Ron about the same. Rob sent e-mail to Ron and Art on 7/28 for 2016-2017 list. Discussion at 8/2 meeting with Maggie as to how to create - she thinks that a report she provides the State in September might work.	Dec	2017
		<ul style="list-style-type: none"> · Budget Direction <ul style="list-style-type: none"> ▪ Town budget - 2016 - 2017 process - repeat for 2017-2018? · Approach to budget - present the cost of those items that are ongoing items to determine the cost of maintaining current · Have departments prioritize new initiatives and assign cost/benefit to each separate from the above. · Connecting the continuing current services with a dollar amount and % increase. There was a lot of confusion what · New initiatives" calculated separately to see impact on the mil rate. This would also produce the impact on the mill rate if current services were continued (maintained) · Also if spending were the same as last year, what would mil rate be? • ENERGY PROJECT - Using what we save above lease payments - absorb into operating budgets or capital projects? <ul style="list-style-type: none"> ▪ Create policy as to what lease payments will be used for when they expire in XX/XX/20XX. 	<p>Agreed for 17/18</p> <p>Youth Services</p> <p>Fire Department</p> <p>Will ask Jim to present annual audit in October or November</p>	6-Dec	2017
				6-Dec	2018
				6-Dec	2017
A	1	<ul style="list-style-type: none"> • HEALTH INSURANCE FUNDING – establish a new policy for calculating annual funding and reserve requirements. <ul style="list-style-type: none"> ◦ Revise formula to minimize year to year volatility ◦ Create policy - no official funding policy has been adopted in writing 	Meeting with Lockton held on August 10, Maggie reviewed at September 6 meeting.	6-Dec	2017
		<ul style="list-style-type: none"> • BOF: Powers, Responsibilities, Expectations, Limitations 		6-Dec	2017
A		<ul style="list-style-type: none"> • BY LAWS REVIEW 	last updated October, 2016	6-Dec	2017
		<ul style="list-style-type: none"> · BUILDING REPAIR/MAINTENANCE/REPLACEMENT <ul style="list-style-type: none"> ▪ Update Funding Plan for the Schools and Town Buildings Plans ▪ Determine annual funding amounts over the <u>next 5 years</u> · Update Current Equipment Reserve Plan <ul style="list-style-type: none"> ▪ Heavy Apparatus - it was proposed we factor in as lease purchases (fire engines, ambulances, etc) 	<p>11/18/2015 - Jim P and Ken Jackson presented updated plan</p> <p>Added to the Reserve Plan</p> <p>Maggie presented updated plan on 1/20/2017</p>	6-Dec	2017
		<ul style="list-style-type: none"> • SCHEDULE LOCAL NEW MEMBER ORIENTATION 		6-Dec	2017

Prioritize		2017 - 2018 BOF Objectives and Initiatives - November 1, 2017	NEXT STEP	NEXT DATE	
(A, B, C)	(1, 2, 3)				
		<ul style="list-style-type: none"> o Communication during off budget season. - continue work done on communicating, Informing and Educating the Voter during the upcoming year. 	Tom created communication pieces for revaluation, mil rates, grandlist, etc.		
		<ul style="list-style-type: none"> ▪ How do we want to communicate? <ul style="list-style-type: none"> o Informational Meetings? o Web Site o TriBoard Discussions o o What do we want to communicate <ul style="list-style-type: none"> ▪ Declining Enrollment, per pupil spending, test results - Graphs forward to BOE <ul style="list-style-type: none"> o ▪ Fund Balance Policy and History <ul style="list-style-type: none"> o (We had a piece previously approved by Board - changes recommended by Maggie were approved) ▪ Budget and Tax Rate History <ul style="list-style-type: none"> o ▪ Revaluation <ul style="list-style-type: none"> o ▪ Unexpended BOE Fund Balances <ul style="list-style-type: none"> o Graph forwarded to BOE ▪ Department Fundraising <ul style="list-style-type: none"> o ▪ People Costs <ul style="list-style-type: none"> o Have official document explain benefits package in contracts o STEPS: what are they? o STEPS: a document stating # staff get contractual increases by increase range 1-2%, 3-5%, 6% and higher 	Links on Art's Weekly Update to new budget communications.	January	2017
		<ul style="list-style-type: none"> o Graphs and a Budget in Brief <ul style="list-style-type: none"> ▪ Review BOF graphs and new ones created on 6/24 by Town staff ▪ Choose relevant graphs: how to best create relevant and objective graphs to be included in a "Budget in Brief" ▪ Create Budgets in Brief that are similar for BOE and Town ▪ Having Budget document showing headcount trends for Town and BoE. 	On the web site: full budget, abbreviate		
			Stated at 4/1 Meeting, would like to see this		
A	1	<ul style="list-style-type: none"> o POLICE Department - cost of state trooper program vs other alternatives o Police and 24/7 - Other alternatives - Resident Trooper Program - Rob and Stan met with the Police Commission (July 2015) and communicated that in these times of tight budgets, that the Town could not take on this type of expense without definitive data that would justify the cost. 	Waiting for a State Budget before other towns continue talks.		2018
		<ul style="list-style-type: none"> • Create a policy for funding from operating budget to maintain Unassigned/Undesignated fund balance %? At this point we create by 			
		<ul style="list-style-type: none"> • Continued study of reorganization of Town Hall 			

Prioritize		2017 - 2018 BOF Objectives and Initiatives - November 1, 2017	NEXT STEP	NEXT DATE	
(A, B, C)	(1, 2, 3)				
		<ul style="list-style-type: none"> • BOE: <ul style="list-style-type: none"> ▪ Should the capital needs of the schools be removed from the BOE budget - discussed with BOE <ul style="list-style-type: none"> § The actual building projects are a Town expense, the ongoing maintenance is not. § The BOE when faced with a decision of capital vs operation has always deferred the capital and maintenance § BOE cannot do capital planning (funding) beyond the current year. § Having capital maintenance within the BOE budget removes BOF ability to plan and make these decisions § The Town has transfers and capital outside the operational budget, BOE does not. 	BOE stated they will handle in their budget.		
		<ul style="list-style-type: none"> ▪ 3 - 5 year plan to adjust to declining enrollment. reviewed at 8/19/2015 meeting 			
		<ul style="list-style-type: none"> ▪ BOE - do we want to communicate expectations of what we would like to see the budget accomplish? 	done on November 18, 2015		
		<ul style="list-style-type: none"> • Budget Facebook Page 	decision not to continue (2017/09)		
		<ul style="list-style-type: none"> • BOF Web Page: what do we want to add? <ul style="list-style-type: none"> ◦ centralized location to retrieve BOF policies and Town policies relating to BOF <ul style="list-style-type: none"> ▪ Fund Balance Policy ▪ Budget Transfer Procedures - Use of Capital Reserve Fund ▪ BOE Unexpended Funds Policy ▪ Compensation Policy for Nonunion Employees and Elected Officials 	<p style="text-align: right;">DONE DONE DONE DONE</p>	COMPLETED AUGUST 4, 2016	
		<ul style="list-style-type: none"> • FIRE/AMBULANCE Department Strategic Plan Implementation <ul style="list-style-type: none"> ◦ Plans for Retention? ◦ Plans to Increase Call Response Time? ◦ Plans to Increase Call Response Participation ? - Ambulance Incentive Plan was to increase this ◦ Training Issues ◦ Hybrid Department vs Full time ? 	Chief Cox discussed, Ambulance Incentive Program results, challenges in recruitment, training, and retention. Status of research on Paramedic Services	2-Aug	2017
		<ul style="list-style-type: none"> • AMBULANCE <ul style="list-style-type: none"> ◦ Review net costs of Services ◦ Review annual report for the Ambulance Incentive Program 			
		<ul style="list-style-type: none"> • SNOWREMOVAL budget plan: Jim P presented at 10/21 meeting - 	New Policy Created February, 2016		
A	1	<ul style="list-style-type: none"> • PROGRAM FUND - 5 year plan, budget vs fund expenses 	Cheryl to present FY report for last 24 months	16-Aug	2017
		<ul style="list-style-type: none"> • Create a policy for approving use of reserve accounts 	DONE		
		<ul style="list-style-type: none"> • Health Insurance Funding – establish a new policy for calculating annual funding and reserve requirements. 	DONE (2014)		
		<ul style="list-style-type: none"> • Finalize an agreement with BOS/First Selectman for approving expenditures that require line item transfers before the money is 	DONE		
		<ul style="list-style-type: none"> • Have Budget document for Town and BoE showing labor salaries and benefits as % of Budget 	DONE		
		<ul style="list-style-type: none"> • How do we create parity for nonunion position pay increases with union 	DONE		
		<ul style="list-style-type: none"> • Policy for elected officials pay 	DONE		
		<ul style="list-style-type: none"> • Review Board of Finance and Board of Finance Members Purpose, Responsibilities, Limits of Authority, Meetings, FOI 	Done, June 7, 2017		
		<ul style="list-style-type: none"> • Additional Items <ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ ▪ 			

FREEDOM OF INFORMATION COMMISSION
OF THE STATE OF CONNECTICUT

In the Matter of a Complaint by

Report of Hearing Officer

Deanna Bouchard,

Complainant

against

Docket #FIC 2017-0358

Arthur Shilosky, First Selectman,
Town of Colchester; Tricia Dean,
FOI Coordinator, Town of Colchester;
and Town of Colchester,

Respondents

September 8, 2017

The above-captioned matter was scheduled to be heard as a contested case on September 8, 2017 at 11:00 A.M., at which time the respondents appeared, but the complainant did not appear to prosecute the case.

The hearing officer notes that Attorney Matthew D. Ritter, counsel for the respondents, appeared at the hearing with a witness. Specifically, it is noted that Attorney Ritter appeared with Ms. Tricia Dean, Executive Assistant to the First Selectman for the Town of Colchester. Attorney Ritter represented that he had spent considerable time reviewing records, meeting with his witness and generally preparing for the contested case hearing. Attorney Ritter further represented that he had spent approximately five hours of time working on matters related to this case. The hearing officer further notes that Ms. Dean's appearance at the hearing meant that she missed a half day of work. In addition, it took Ms. Dean thirty-five minutes to travel from Colchester to arrive at the hearing on time, only to have a three minute hearing and travel back to Colchester.

It is difficult to understand why, with all of the available means of technology, the complainant failed to notify the Commission that the hearing was not necessary.

The following order by the Commission is hereby recommended on the basis of the record concerning the above-captioned complaint:

1. The complaint is hereby dismissed with prejudice.
2. The complainant is admonished for her failure to appear at the hearing in this matter, which failure resulted in a waste of scarce state and local resources.

Valicia Dee Harmon

 Valicia Dee Harmon
 as Hearing Officer

Since 1975



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Deanna Bouchard
Complainant(s)
against

Notice of Meeting

Docket #FIC 2017-0358

Arthur Shilosky, First Selectman, Town of Colchester;
Tricia Dean, FOI Coordinator, Town of Colchester; and
Town of Colchester

Respondent(s)

October 4, 2017

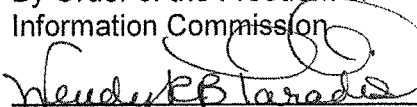
Transmittal of Proposed Final Decision

In accordance with Section 4-179 of the Connecticut General Statutes, the Freedom of Information Commission hereby transmits to you the proposed finding and decision prepared by the hearing officer in the above-captioned matter.

This will notify you that the Commission will consider this matter for disposition at its meeting which will be held in the Freedom of Information Commission Hearing Room, 18-20 Trinity Street, 1st floor, Hartford, Connecticut, at **2:00 p.m. on Wednesday, October 25, 2017**. At that time and place you will be allowed to offer oral argument concerning this proposed finding and order. Oral argument shall be limited to ten (10) minutes. For good cause shown, however, the Commission may increase the period of time for argument. A request for additional time must be made in writing and should be filed with the Commission **ON OR BEFORE October 13, 2017**. Such request **MUST BE (1) copied to all parties, or if the parties are represented, to such representatives, and (2) include a notation indicating such notice to all parties or their representatives.**

Although a brief or memorandum of law is not required, if you decide to submit such a document, an **original and fourteen (14) copies** must be filed **ON OR BEFORE October 13, 2017**. **PLEASE NOTE: Any correspondence, brief or memorandum directed to the Commissioners by any party or representative of any party MUST BE (1) copied to all parties, or if the parties are represented, to such representatives, (2) include a notation indicating such notice to all parties or their representatives and (3) be limited to argument. NO NEW EVIDENCE MAY BE SUBMITTED.**

If you have already filed a brief or memorandum with the hearing officer and wish to have that document distributed to each member of the Commission, it is requested that **fifteen (15) copies** be filed **ON OR BEFORE October 13, 2017** and that **notice be given to all parties or if the parties are represented, to their representatives, that such previously filed document is being submitted to the Commissioners for review.**

By Order of the Freedom of
Information Commission

Wendy R. B. Paradis
Acting Clerk of the Commission

Notice to: Deanna Bouchard
Attorney Matthew D. Ritter

October 8, 2017

Docket: #FIC 2017-0358

To: Freedom of Information Commission of the State of Connecticut

I received the 'Report of Hearing Office' in the matter of Docket #FIC 2017-0358.

In the report the hearing officer writes:

"It is difficult to understand why, with all the available means of technology, the complaint failed to notify the Commission that the hearing was not necessary."

For the record, I contacted Thomas Hennick, the FOI Ombudsman assign to the case. We spoke briefly about the pending hearing. I explained to him, that since I was able to ascertain a private copy of the audio-taped meeting, (the public record denied in my FOI request to the Town), that a hearing was not necessary. In fact, I mentioned the State's fiscal crisis and the Town's legal expense as another issue that factored into my decision and offered to withdraw my complaint.

During the telephone conversation with the Ombudsman, I proposed the following settlement:

Request that the Town of Colchester update/amend their FOI policy and/or educate Town personnel on CT FOI Law with an emphasis/clarification on the following:

- (1) The Public has the right to inspect records "promptly" during regular business hours**
- (2) Keep and maintain all public records in its custody at its regular office in an accessible place**
- (3) Indentify a person to fulfill "in-person" FOI requests in the absence of FOI Coordinator**

A short time after my conversation with Mr. Hennick, I received deployment orders from the American Red Cross as part of the National Disaster Response to Hurricane Harvey. In all honesty, I completely forgot about the FOI Hearing as I was preparing, and during my (21 Day) disaster deployment. I apologize for the inconvenience this has caused, as it was not my intent.

****Please note** - I will be re-deploying with the American Red Cross within the next few days. I will be unable to attend the Commission Hearing scheduled for Wednesday October 25, 2017. I am requesting a postponement of the hearing until such time I return from my deployment. ******

Sincerely,

Deanna E. Bouchard

Physical Deployment

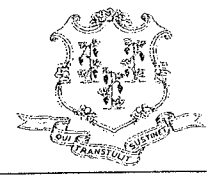
Full Name:	Deanna Bouchard
Volunteer Connection #	281492
Hometown:	Colchester, Connecticut
DR # and Title:	397-2018 TS Harvey 8/17 TX
Deployment Location:	Austin, Texas
Job Assignment:	Sheltering Service Associate

Specific Instructions for Your Assignment: Prepare to sleep on cots: Expect delays in getting to the operation.

**cc: Matthew D. Ritter, Counsel - Town of Colchester



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Deanna Bouchard,
Complainant(s)

Notice of Rescheduled
Commission Meeting

against

Docket #FIC 2017-0358

Arthur Shilosky, First Selectman, Town of
Colchester; Tricia Dean, FOI Coordinator, Town
of Colchester; and Town of Colchester,
Respondent(s)

October 24, 2017

This will notify you that the Freedom of Information Commission has rescheduled the above-captioned matter, which had been noticed to be heard on Wednesday, October 25, 2017 at 2:00 p.m.

The Commission will consider the case at its meeting to be held at the Freedom of Information Commission Hearing Room, 18-20 Trinity Street, 1st floor, Hartford, Connecticut, at **2:00 p.m.** on **Wednesday, November 15, 2017.**

Any brief, memorandum of law or request for additional time, as referenced in the October 4, 2017 Transmittal of Proposed Final Decision, should be received by the Commission on or before November 3, 2017.

By Order of the
Freedom of Information Commission

Wendy R.B. Paradis,
Acting Clerk of the Commission

Notice to: Deanna Bouchard
Attorney Matthew D. Ritter

2017-0358/RTRAV/DH//TAH/WRBP/10/24/17