

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance
Meeting Minutes
December 6, 2017
Town Hall Room 1 @ 7:00 pm**

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

Others Present: First Selectman A. Shilosky, CFO M. Cosgrove, Town Clerk G. Furman, YSS V. Geato, CHFD Chief Cox, Tax Collector M. Wyatt, BOS R. Coyle, D. Mizla, J. Ford, S. Soby, BOE M. Bylone, B. Bernier, Registrar D. Mrowka, M. Hayes, L Ackerman, J. Kelly, J. McNair and Clerk J. Campbell

1. **CALL TO ORDER**-Meeting was called to order at 7:00 pm by R. Tarlov.

2. **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

R. Lepore NOMINATED R. Tarlov as Chairman, SECONDED by A. Migliaccio. All members present voted in favor. MOTION CARRIED. 6/0

T. Kane NOMINATED R. Lepore as Vice Chairman, SECONDED by M. Egan.

A. Migliaccio NOMINATED A. Bisbikos as Vice Chairman, SECONDED by R. Tarlov.

Members voted 4/2 in favor of R. Lepore as Vice Chairman, MOTION CARRIED.

3. **ADDITIONS TO THE AGENDA**-None

4. **APPROVAL OF MINUTES: November 15 Regular Meeting**

A. Migliaccio mentioned that Dr. Hewes' name is misspelled in the liaison report. A. Migliaccio MOTIONED to approve the meeting minutes from the November 15th meeting with the change, SECONDED by T. Kane. M. Egan ABSTAINED. All other members present voted in favor. MOTION CARRIED. 5/0

5. **DEPARTMENT PRESENTATION – Youth Services**

V. Geato presented on the Youth and Social Services department. See the attached PowerPoint presentation. A. Bisbikos urged members to meet with YSS to see the range of services they provide. M. Egan asked how the state funding decreased has affected the YSS. V. Geato explained that there are programs that have been stopped already. She is in the process of applying for a grant to help offset some of the reductions in revenue. R. Tarlov reiterated what A. Bisbikos said about YSS. The advisory board is always looking for members, and R. Tarlov feels it's a great board to serve on.

6. **CITIZENS COMMENTS**

J. McNair presented what he feels is a major difference in the new survey. The linkage question, he feels should be kept in the survey. The linkage question is what type of tax increase would be acceptable to residents. (see attachment)

7. **CORRESPONDENCE**-See attached-no additional

8. **DEPARTMENT PRESENTATION – Fire and EMS**

Chief Cox presented on the paramedic program CHFD would like to implement into their unit. See attached PowerPoint presentation. A. Bisbikos asked about the Drone, is it something the CHFD needs to add to the budget for future and how capable is this drone? Chief Cox is confident in the abilities of the drone for the intended use. M. Egan asked what the benefits of the Paramedic Program being in house are. Chief Cox responded that a current paramedic averages a 16 minutes response time. With someone in house the average response time would be 6 minutes. If a paramedic is on a call that no longer requires their services an EMT will come to replace and thus freeing up the Paramedic for another call.

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2017 DEC 11 AM 11:12
DANIEL FURMAN
TOWN CLERK

9. 2017/2018 BUDGET – Discussion

A Shilosky asked to report on the budget as well as the First Selectman's Report at the same time. R. Tarlov agreed. A. Shilosky stated that Tractor Supply is interested in expanding; they want to add a multi-purpose building on the 2.5 acres on the back of the property. Phone systems are dying. He will be coming to the board to ask for a transfer from IT Virtualization into a phone system. The prices are still being researched. BOE has reduced their spending by about \$825,000. The town will be reducing their spending by \$952,000. There is a meeting with Dept. Heads on Tuesday. There will be no supplemental bill going out and we will not transfer from fund balance. Today, one of the State grants (i.e. Municipal Stabilization Grant) was received for \$207,000. A. Shilosky has been working with the CFO to balance the budget. A portion of the money will come from not putting as much money into fund balance. A. Shilosky feels it is important not to use fund balance as to not reduce the town's bond rating with the upcoming school project. Members of the board could not understand how these financial decisions could be made without including BOF in the discussion. T. Kane asked if opengov was going to be funded. A. Shilosky stated his feelings are that it will not be funded. The 5 members with board service before this meeting (M Egan's first meeting), were unanimous in their opinion that they could not fully do their jobs with the current levels of data accessibility and detail, one of the driving reasons why they had sought potential solutions. The board has spent significant time since August of 2016 researching and soliciting bids from three different companies. Many towns were called in doing that research. Among other additional benefits was the transparency in that taxpayers could access the information, too. S. Soby stated that he would be willing as a member of the BOS to hear and see the demonstration on the opengov software. R. Tarlov stated that he was under the impression that on the budget process there would be a tri-board meeting once the decision was made by that State, and he has been asking on an ongoing basis, when one would be scheduled.

10. DEPARTMENT REPORTS – 2nd Meeting of the Month

- a. **Tax Collector**-M. Wyatt was in attendance and reminded the board that MV bills became delinquent after December 1st. Demand noticed will go out soon for those that have not paid. Also supplemental bills will be due in January. She is trying to get the bills out by December 18th to give people time to pay within the 2017 year to claim the payment on their taxes. R. Tarlov stated that many towns are going back over those who are delinquent in taxes. M. Wyatt is already doing this and is doing a tremendous job.
- b. **Finance**-No Report at this time.

11. FIRST SELECTMAN

- a. **Transfer requests**
M. Egan MOTIONED to approve the budget transfers, SECONDED by A. Bisbikos. All members present voted in favor. MOTION CARRIED. 6/0
- b. **First Selectman's report**- A. Shilosky reported during agenda item #9.

12. OLD BUSINESS

- a. **2018/2019 Budget**
 - i. **Survey**
R. Lepore talked about the survey. The group has not been able to meet in person. Question 6 and 12 are in discussion. R Lepore thought they should also consider if we should add the tax linking question back in. R. Tarlov will begin to enter the survey into the survey monkey. R. Lepore will arrange a meeting with the survey committee and will have a final draft by the 22nd for R. Tarlov to finalize them onto survey monkey. The board gave the committee the authority to make the final decision on these 3 items.
 - ii. **Other**-None

13. NEW BUSINESS

- a. **2018 LIAISON ASSIGNMENTS – Discussion**
Liaison Assignments discussed-see attachment
- b. **BOF – Mission, Responsibilities, Limitations**
 - i. **By-Laws review**

- ii. **Handbook for CT Board of Finance**
- iii. **State Statutes**

A. Migliaccio MOTIONED to table agenda item 13B to a future meeting in January, SECONDED by A. Bisbikos. All members present voted in favor. MOTION CARRIED. R Tarlov asked members to review the by-laws for any possible changes needed.

14. LIAISONS' REPORTS

A. Migliaccio reported on the BOE. They passed the reduction of spending by \$825,000. Dr. Hewes presented innovation design idea to the new board. B. Bernier was elected to chair and R. Besaw elected to vice chair.

15. CITIZENS COMMENTS

M. Bylone spoke on the survey. She has lived in the town for 13 years and has never received a survey. If the demographics are not linking anything they should not be put in there. She also suggested that there are plenty of Town Residents that would be duly qualified to assist with the survey. S. Soby suggested putting signs out about the survey like the ones that are put out for elections. J. Kelly expressed he felt the BOF was disrespected by the 1st selectmen and the BOE. He stated that at one point he was told there was nothing left to cut from the school budget and yet here the BOE is reducing by \$825,000. Days of the federal and state funding BOE is coming to an end. BOE should really revisit the way they educate students in Colchester. S. Soby spoke about the budget. State deficit has been certified, \$207 million. The governor has until the end of the month to come up with a deficit mitigation plan. Legislators have indicated they will be working on potential ideas for the mitigation plan. There may be future changes to the state budget that the town will have to make changes to. B. Bernier stated that the BOE has been in a budget freeze. Most of the \$825,000 is coming from that freeze.

16. ADJOURNMENT

A. Migliaccio MOTIONED to adjourn the meeting at 9:34 pm, SECONDED by T. Kane. All members present voted in favor. MOTION CARRIED. 6/0

Respectfully Submitted,

Joanie Campbell, Clerk

Attachments:

2018 Colchester Survey
Additional Appropriations
BOF Liaisons
Correspondence
CHFD Presentation
FY 16-17 Budget Transfers
Reference Material for Agenda item 12A
Survey Correspondence
YSS Presentation

Social Services Programs

Food Bank – Youth & Social Services works to eliminate hunger in Colchester by providing food and other necessities to our most vulnerable neighbors in a dignified and respectful manner. On average, the food bank serves 150-200 families providing 5,000-6,000 pounds of food each month! In addition, there are food pantries are also provided.

Back-to-School Supplies and Clothing – Each fall, kids can receive backpack, school supplies and a “First Day” Outfit. Families can also request additional items throughout the year to replace exhausted supplies.

Energy Assistance – Social Services serves as an intake site for the CT Energy Assistance Program which is administered by TVCCA in Norwich. The program provides qualified residents with heating, gas and electric bill assistance. Social Services also coordinates with Operation Fuel and Project Warm Up to help keep families warm during the winter months.

Fuel Bank - The Colchester Fuel Bank is funded entirely by donations from generous community members. The Fuel Bank makes it possible for residents in need to receive small oil deliveries during the winter months to cover the gap between other heating delivery programs.

Applications and Referrals – Assistance filling out applications and forms for programs such as SNAP, health insurance, and Social Security Disability. Referrals to other programs are also provided.

Holiday Dinners – In collaboration with the Colchester Rotary and Lion’s Clubs, families in need can receive Thanksgiving and Christmas dinners. These local civic groups coordinate with Social Services to ensure that anyone needing a holiday dinner will receive one.

Personal Hygiene Supplies – Items that cannot be purchased with food stamps are donated for residents who access the Food Bank. In addition to personal hygiene items, soap, shampoo, laundry detergents and paper goods are also available.

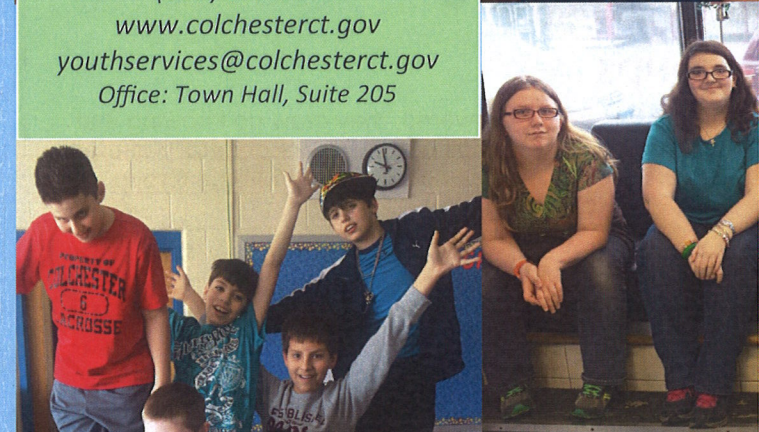
Santa Anonymous – Parents can ask to have their children receive gifts and a visit from Santa thanks to the generosity of the many residents who donate, organize and carryout this program.

Summer Lunch Program - Summer lunches are available to families who qualify for free lunch at school. Sign up information is distributed at the end of the school year. The program is designed to ensure that all children continue to receive nutritious meals when school is not in session.

Colchester Youth & Social Services



contact:
(860) 537-7255
www.colchesterct.gov
youthservices@colchesterct.gov
Office: Town Hall, Suite 205



To provide a variety of opportunities for families the opportunity that they may receive

ns and Services

perience during Open Youth Center by providing a safe, drug
ls in grades 6-8.

l Programs

ies that are designed to enhance social, physical and/or
th with safe, positive, fun activities. These programs occur
ons and are generally provided for youths in grades 6-12.

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ool and are designed to support the social and emotional
om 8-weeks to 5 months and generally have 8-12 members.
grams (Girls Circle/Boys Council, Girls on Track), Social
support groups and more.

youth ages 12-18 with Senior Citizens who are in need of help
r training programs as well as a babysitting swap-board in
Norwich Youth Services to provide Colchester teens with
loyment grant program.

Groups

ners they become empowered, they grow up knowing that
ld. Our community service programs are generally offered
Action, Youth Action Council, and Youth Force Group.

ation Series

regivers with opportunities to learn about trends in youth
emotional development, youth are also invited to attend and
lost programs focus on substance abuse prevention.

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lighted in our *School Program Menu* and include 60-90
ell as multi session groups.

nseling

ling is provided through a contract with Project Courage, Inc.
on Academy and throughout the district when requested.

Youth FIRST

Fostering Involvement, Resilience, Self esteem and Teamwork
among Colchester Youth

The Youth FIRST! Coalition is charged with the mission of promoting the social, emotional and physical health and well-being of Colchester youth. The Coalition does this by:

- Advising and making recommendations on policy and program direction for the Youth Service Bureau
- Developing culturally competent substance abuse prevention initiatives and increasing public awareness of the prevention of substance abuse



Responsibilities of Coalition members include:

- Resource development/fundraising
- Advocate on behalf of policies that promote the healthy development of children and families
- Provide an example of community involvement and volunteerism to youth

If you are interested in becoming a member of Youth FIRST, contact us. Meetings are held on the first Wednesday of the month, 5:00 pm at the Youth Center. Children are welcome!

Juvenile Justice Diversion Programs

Colchester Youth Services offers a Juvenile Review Board (JRB) and a Families With Service Needs (FWSN) Diversion Board. These programs offer a range of meaningful alternatives to the Criminal Justice System through intervention strategies that are responsible and community based. The Boards are comprised of representatives from the Colchester Public Schools; Colchester Youth Service Bureau, Juvenile Court, Department of Children & Families, United Community & Family Services, and Child & Family Agency.

The JRB is an option for first time offenders who have committed non-serious juvenile offenses and are deemed appropriate by the referring agency. After meeting the youth and hearing the case, the JRB will design and offer alternatives that are aimed at: 1) promoting responsible behavior by offenders and 2) solving problems that may be at the root of the delinquent behavior, 3) and where possible, take into consideration the needs of the victim.

The FWSN Review Board serves families with children who are engaging in risky behaviors such as truancy, and defiance of family or school rules. Research demonstrates that these behaviors are strong predictors of continued involvement with juvenile, criminal and child welfare agencies. Therefore, intervening with appropriate services at an early stage is crucial to reducing future involvement with the justice systems. The Board will recommend diversions that encourage positive, pro-social development, school attendance, family engagement and participation in community-based programs.

Girls Circle- Grades 7-12

Girls Circle promotes resiliency and healthy relationships in pre-teen and adolescent girls. We aim to create safe environments to honor girls' development and to enhance girls' abilities so they are able to take full advantage of their talents, academic interests, career pursuits, and potential for healthy relationships.

Lunch Bunch- Grades K-6

We offer groups that focus on a variety of age appropriate social skills including: friendship/social skills, coping skills, bullying, stress management, anger management, dealing with feelings and conflict resolution. These groups generally last for 8 weeks and are taught during lunch!

Guiding Lights- Grades 5 & 7

Guiding Lights is a mentoring program that pairs 5th grade students who have anxiety about their impending move to WJMS with a leader from the 7th grade. The connection each pair makes will not only better prepare the 5th graders for their middle-school transition.

Workshop Crew- Grades 6-8

This is an opportunity for middle school boys to do something fun during their workshop period! It is a great way for them to meet other students in their grade while participating in activities that focus on various social skills.

How to Find Your First Real Job- Grades 9-12

We can help students' understand what it REALLY takes to land a part-time job today. We will discuss application completion, interview skills, what NOT to wear and more!

Colchester Youth & Social Services

SCHOOL-BASED PROGRAMS

During the school year, Colchester Youth & Social Services' offers in-school programs that provide opportunities for students to learn new skills, reduce high-risk behaviors, and improve feelings of self confidence and self-worth.



These programs are curriculum based and are not meant to be therapy. They are designed to provide information, interpersonal support, problem solving and life-skill enhancement.

***Interested in having these programs
in your classroom?***

For more information, contact us:

(860) 537-7255

youthservices@colchesterct.gov

In Their Shoes: Teens and Dating Violence

In Their Shoes is an engaging way to talk about dating violence and healthy relationships with young people in one class period. Participants become one of six characters based on the experiences of real teens including sexting, pregnancy, homophobia, and stalking. They make choices about their relationships and move through the scenario by reading about interactions with their dating partner, family, friends, counselors, police, and others.

QPR for Suicide Prevention

Students will learn suicide warning signs and how to recognize and refer someone who may be suicidal. Studies show that as many as 15% of students ages 12 to 17 have thought about suicide in the past year and roughly 10% of college students. Bringing QPR into the classroom will lead to students helping other students, and themselves. A classroom discussion of this topic will help create a new culture of compassion and understanding.

Overdose Epidemic:

What Can Be Done to Stop It?

The spike in drug overdose is alarming and dangerous—it has become an epidemic in many communities across the country. Why is this happening? This program takes a hard look at drug overdose from three points of view—an ER doctor, a pharmacologist, and several teens who have overdosed and lived to tell about it. Students learn the most lethal drug overdose happens when users combine various drugs that can cause almost instant death. The program includes vital information on how to recognize drug overdose in others and how to get immediate help.

How Could This Happen? A True Story about Binge Drinking and Death

This program gives students a close up look at the story of Molly Amman, a vivacious nineteen-year-old, straight-A-student who died of acute alcohol poisoning in 2011. Through emotional interviews with family and friends, viewers get a firsthand understanding of how one episode of binge drinking can kill. Students will be made aware of the all-too-real dangers of alcohol poisoning and learn what actions to take if they suspect that someone is at risk of being poisoned.

Vaping: More Dangerous Than You Think

Learn about the new craze of vaping drugs. Today people can vape drugs such as nicotine, alcohol, liquid marijuana and more. This program clearly demonstrates the serious health risks of vaping, including drug overdose, instant high or drunk, alcohol poisoning, and impaired thinking and decision making. Viewers will learn that vaping delivers an unknown dose of drugs or alcohol directly to the brain.

Hunger 101

A role-play and discussion activity designed to increase awareness and understanding of hunger and its many causes in our community. The 90 minute program allows individuals to take on the identity and circumstances of a hungry person and walk a mile in their shoes as they try to find food for their family. *Hunger 101* is presented in conjunction with our Social Services Coordinator who operates our local food bank. Together we will introduce youth to the Colchester food bank and how we work to alleviate hunger in our community. **This program could include an optional opportunity to volunteer at the Food Bank.**

Colchester Youth & Social Services



Our Mission:

THE DEPARTMENT OF YOUTH & SOCIAL SERVICES PROVIDES PROGRAMS AND SERVICES DESIGNED TO IMPROVE THE QUALITY OF LIFE FOR YOUTH, FAMILIES AND INDIVIDUALS SO THAT THEY MAY REACH THEIR FULL POTENTIAL AS HEALTHY MEMBERS OF SOCIETY.

Community Service Programs

WHEN YOUNG PEOPLE LEARN TO SERVE OTHERS THEY BECOME EMPOWERED; THEY GROW UP KNOWING THAT THEY CAN MAKE A DIFFERENCE IN THE WORLD.

WE PROVIDE MANY OPPORTUNITIES FOR SERVICE INCLUDING: TEENS IN ACTION AND YOUTH ACTION COUNCIL FOR GRADES 7-12, YOUTH FORCE GROUP FOR GRADES 6-8

PROJECTS INCLUDE: VISITS TO SOUP KITCHENS AND HOMELESS SHELTERS, ANIMAL SHELTER CLEAN-UPS, SPECIAL OLYMPICS, AND MUCH MORE.

Youth Force Group



Serving lunch at the Willimantic Soup Kitchen

- Youth Force Group is a team of middle-school youths.
- The mission of the group is to increase youth awareness and compassion for less fortunate individuals.
- This is accomplished through educational presentations, hands-on service projects, and community awareness initiatives.

Youth Action Council

- Youth Action Council is a high school community service group.
- Y.A.C.'s mission is to provide leadership and volunteerism opportunities for its members through the delivery of service projects.
- The group is comprised of eleven dedicated students who despite their busy school, sports and job schedules have made a commitment to help others.



Teens In Action

TIA is a free program that offers an opportunity for youth grades 7-12 to work on community service projects, receive credit for service hours, and experience great rewards while volunteering.

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Where: Colchester Food Bank
Town Hall 3rd Floor
When: All Tuesdays in September
Time: 2:30p.m. - 3:30p.m.
Includes snack!
What: Teen volunteers will be sorting food donations, stocking shelves, & cleaning Food bank when necessary.

VOLUNTEER OPPORTUNITY!

To register or for more information please contact Youth Services at 860-537-7255 or e-mail youthservices@colchesterct.gov

Youth Center Drop-in Program

WE STRIVE TO CREATE A POSITIVE PEER EXPERIENCE DURING DROP-IN HOURS BY PROVIDING A SAFE, DRUG AND ALCOHOL FREE ENVIRONMENT WHERE KIDS CAN PLAY GAMES AND SPORTS, GET HOMEWORK HELP, BE CREATIVE AND SOCIAL.

Open Youth Center

- Open Youth Center is a time for middle school youths to hang-out in a supervised, safe environment.
- We have a pool room, craft corner, Xbox, Wii U, a reading/homework area, a room for foosball and air hockey, and more!
- Weather permitting, outdoor activities are also offered; basketball, capture the flag, kickball, and more!
- Attending the Youth Center is a privilege and kids are required to be respectful of staff, their peers, and the equipment.



Picture Above: 7th & 8th Grade OYC

Curriculum Based After School Programs

OUR STRUCTURED AFTER SCHOOL PROGRAMS ARE DESIGNED TO HELP YOUNG PEOPLE WHO NEED EXTRA SUPPORT, ADDITIONAL SKILL DEVELOPMENT, ACADEMIC TUTORING AND OPPORTUNITIES FOR SUCCESS. THE YOUTH WHO PARTICIPATE IN THESE GROUP ARE USUALLY REFERRED TO THE PROGRAMS BY SCHOOL COUNSELORS AND TEACHERS. THESE GROUPS LAST FROM 8-WEEKS TO 6 MONTHS AND GENERALLY HAVE 8-12 MEMBERS.

Intervention Programs

OUR INTERVENTION PROGRAMS ARE FOR YOUTH AND FAMILIES EXPERIENCING DISTRESS INCLUDING EDUCATION, REFERRAL, GROUPS AND DIVERSION SERVICES.



***Juvenile Review Board**
***FWSN**
***Substance Abuse Counselor**



- THE JUVENILE REVIEW BOARD AND FAMILY WITH SERVICE NEEDS (FWSN) REVIEW BOARD EXIST TO OFFER A RANGE OF MEANINGFUL ALTERNATIVES TO THE CRIMINAL JUSTICE SYSTEM THROUGH INTERVENTION STRATEGIES THAT ARE RESPONSIBLE AND COMMUNITY BASED.
- THESE PROGRAMS OFFER COMMUNITY BASED SOLUTIONS WHILE AVOIDING THE DELAYS, COSTS AND STIGMA ASSOCIATED WITH THE COURT AND LEGAL SYSTEM.
- SUBSTANCE ABUSE COUNSELING: YOUTH SERVICES PROVIDES YOUTH SUBSTANCE ABUSE COUNSELING THROUGH A CONTRACT WITH PROJECT COURAGE SERVICES ARE PROVIDED 2 DAYS EACH WEEK.

**Social
Services**

Social Service Programs

OUR SOCIAL SERVICE PROGRAMS ARE DESIGNED TO ASSIST INDIVIDUALS AND FAMILIES IN MEETING THEIR BASIC NEEDS AND ARE DESIGNED TO ENCOURAGE PERSONAL RESPONSIBILITY, FOSTER INDEPENDENCE, AND PROMOTE SELF-SUFFICIENCY WHILE MAINTAINING DIGNITY AND PRIVACY.

Social Service Programs

- Food Bank
- Energy Assistance
- Fuel Bank
- Assistance with completing forms and applications
- Advocacy
- Holiday Baskets and gifts
- Back-to-school supplies
- Summer lunch program for program participants
- Crisis management



Picture Above: Social Service's receiving a donation to the Food Bank from M.H. Marvin

Food Bank/Mobile Food Truck

- The food bank serves an average of 45 different families each week.
- Families can visit the Food Bank once every four weeks.
- Clients shop for themselves and can choose milk, bread, produce, meat, soups, mac and cheese, pasta, sauce, tuna, peanut butter, jelly, toilet paper, soap, canned veggies, and more.
- The mobile food truck serves an average of 70-100 different families each every month; and growing!
- The mobile pantry, provides fresh fruits and vegetables, proteins, and other healthy foods for **FREE** distribution to individuals and families in need. All are welcome.



Back - To - School

- **125 kids received school supplies**
- **100 received backpacks**
- **50 kids received new clothes and sneakers**
- **15 received gift certificates for haircuts.**



Public Comment
Board of Finance Meeting December 6, 2017
History of assessing Tax Tolerance in Budget Survey

Based upon my recollection and opinions:

- Prior to 2014, budget surveys did not offer any question linking voter attitudes towards service levels versus what they were willing to pay.
- Survey responses dwindled
- Vote outcomes had little correlation to the survey responses.
- BoE seriously considered ending the survey

2014 the approach to the survey changed. A linkage question was added.

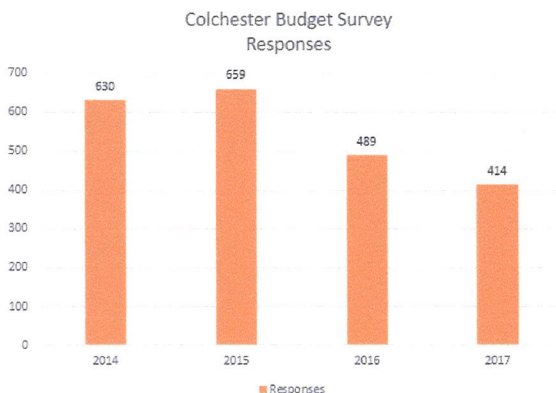
The positive effects were:

- Initially dramatic increases in responses.
- Revealed the voter had a wide range of opinions of the correlation between maintaining services and tax changes
-

The negative effects were several.

- Some elected officials felt the survey painted them in a corner.
- Some voters felt the results were not statistically significant enough to warrant cuts to the initial budgets.
- The survey was not a perfect indicator. It did not account for attitudes about budget padding or BoE budgets versus declining enrollments.

Year	Survey Question	#	1st ref %	approved %	Year	Survey Question	#	1st ref %	approved %
2014	To maintain services, what amount of tax increase are you willing to pay				2015	Tolerance			
23	left blank				44	left blank			
14	Larger Tax increase (5% or more)				95	>3% increase: Possibly Increase Services			
89	Modest Tax Increase (3- 4%)				143	0.1 to 2% increase: Likely Reduce Services			
249	No Tax Increase (0%)				192	2.1 to 3% increase: Estimated to Possibly Maintain Services			
255	Small Tax Increase (1-2 %)				185	No increase: Will Reduce Services			
630		3	2.94%	0.96%	659		3	1.54%	0.62%
2016	Tax Tolerance				2017	Tax Tolerance			
46	left blank				38	left blank			
81	>0 to 1% increase: Likely Reduce Services				68	>0 to 1% increase: Likely Reduce Services			
114	>1% to 2% increase: Possible Reduction in Some Services				100	>1% to 2% increase: Possible Reduction in Some Services			
121	% increase: If Amount is Needed to Maintain Current Services				117	>2% increase: If Amount is Needed to Maintain Current Services			
127	Decrease or No increase: Will Reduce Services				91	Decrease or No increase: Will Reduce Services			
489		2	0.94%	0.49%	414		1		



J. McNair

From: James D McNair III <jmcnair3@comcast.net>
Sent: Monday, November 6, 2017 8:33 AM
To: Robert Tarlov
Subject: RE: details on the \$375 K??

Well thanks for making the time to clearly reply to my inquiry.

From: Robert Tarlov [mailto:BOFChair@colchesterct.gov]
Sent: Monday, November 6, 2017 8:14 AM
To: James D McNair III <jmcnair3@comcast.net>
Subject: Re: details on the \$375 K??

James,

First, let me say that things are still evolving. We are still finding new things in the State budget not covered by information released previously. We are still waiting for a legal opinion on the Implementor Language, so below is based on historical perspective and what I know at this point, but not definitive as things could likely change as research continues and boards' discussions take place.

The number I came up with was 385K based on what we assumed in the 17/18 budget compared to the information in the CT Mirror article and confirmed by information received from one of our State Reps.

Our actual net reduction compared to 16/17 was 800K.

LOCIP shows higher in the number that Colchester is to receive than I used in the 385K or the 800K. The 2016-2017 FY LOCIP money promised and assumed in the budget was not received, but was deferred to 2017/2018. The State budget (and CT Mirror article) shows the total money for both years. Our net change based on what we assumed after backing out the deferred revenue is \$0.

This is MY spreadsheet based on these numbers:

As we continue to review the State budget, we are finding there are other programs that are no longer being funded by the State, some which may be mandates, and could increase the reductions shown in the above numbers by 100K +/- . Research and interpretation of the budget continues.

As the amount of municipal aid to be received is less than 2016/2017, I would not classify the amount we are receiving as a "Town revenue windfall".

Towns that wanted to provide a margin of safety in their budgets, handled it in different ways. Some added mills, as did East Hampton, on to the mill rate needed for their budgets. Others assumed different revenue reductions specific to their budgets, and others included a contingency item.

Here, we chose to do that with the municipal revenue projections although this had no impact on the two expenditure budgets sent to referendum.

Board of Finance, in projecting the revenue to determine the mill rate, assumed a loss in MRSA and Mashantucket/Pequot money. It appeared that there was consensus in the proposals put forward that these would be gone, and as these were relatively small amounts in relation to our total budget, the difference should there be a partial reduction or total loss would be small. Ultimately the State budget eliminated

the MRSA money, but facing a possible legal challenge, the MP money was restored. A new grant, Municipal Stabilization, was established and we are waiting for clarification as to the purpose of this new grant and if there are any limitations on how it can be used.

On the ECS money, the Governor's amount put forward in February was 4M and the two parties in the legislatures were debating much lower amounts. Those debates later resulted in a Republican proposal with no reduction and a Democrat proposal with a reduction of about 1.125M. Because of the lack of clarity and the disparity between the numbers under discussion, the Board of Finance decided it was more prudent to assume no change rather than put forward a mil rate that might result in overtaxing us. Also, based on the information we had, we did not see a probability that the pension issue would pass.

There was statewide agreement that the Governor in his Executive Order, used the towns as pawns in getting the legislatures to act. Some towns were heavily impacted in the short term as they did not have enough fund balance to get them through this period.

As you know from your experience on BOF, revenue items are not budgeted items. The Board of Finance sends the expenditure side of the budgets to Town Meeting, which then goes to Referendum to be voted on by taxpayers and registered voters. The taxpayers do not vote on revenue. We do communicate current revenue assumptions to the taxpayer in the proposed budget. In the Budget Summary we allocate the revenue to the two budgets (in the past we also allocated revenue to the Debt Service column, too) so voters can see the mil rate impact of each on the total. The mil rate change from the previous year is shown in the total only.

In the budget process, the Board of Finance is charged with making revenue assumptions to determine the taxpayer revenue necessary and then the mill rate needed to support this amount. The mill rate is approved at the very end of the budget process after the referendums and are based on the best revenue item estimates available at that time. Most of the revenue items are assumptions and will come in higher or lower than assumed. Very few are fixed, and those we thought were fixed in the past, are now vulnerable to changing. We have recently seen these changes between referendums, post referendum and in the middle of our fiscal year. Although the BOF indirectly approves the revenue estimates when setting the mill rate, we are agreeing to the amount of the revenue to use, not approving where or how the revenue dollars will be used.

Most revenue items come into the General Fund and, although they are shown in Munis as separate items for purposes of tracking the actual amounts received compared to the amounts assumed, they are not specific to any expenditure items in the budget. Revenue coming into the the Town is not allocated to specific sides of the budget.

Last year when you were on BOF, we discussed the treatment of State revenue changes. Between the first referendum, when the town budget passed, and the second referendum for the school budget, we learned that the ECS money was being reduced by 347K and the Town revenue increased by 330K. The net difference was -17K. (The ECS money and LOCIP money were further reduced during the fiscal year).

Last year was different, in that one budget had yet to be passed and the mil rate had not been set. BOF was looking to reduce the BOE budget in order to reduce the projected mil rate, before a 2nd referendum for the school budget. As the town budget had already been passed, we could not increase the Town budget. After a budget is passed, we can later underspend, but we cannot overspend. Had both budgets passed, would we have taken any action? As the net amount was small, likely not. When some revenue items have been reduced midyear, have we taken any action? As the amounts have been small, we have not.

You will recall, we asked in our discussion, had we known the amounts of the changed revenue items before the first referendum, how would they have been treated? Would we have increased the town budget or reduced the school budget? In evaluating the budgets to send to town meeting, we consider those budgets in the context of total taxpayer revenue needed after deducting non-tax revenue assumptions and the mill rate that would be needed to generate that revenue. In developing budgets, we had not increased or decreased budgets based on specific revenue item changes from the prior year. We compared previous years' budgets to the ones being proposed and the total mill rate compared to last year. Had we known these changes before the first referendum, it is likely that the budgets would have been as presented, but might have resulted in a higher proposed mill rate to adjust for lower non-tax payer revenue.

This year is different in that both budgets have passed, the mil rate has been set.

As we explained at our October 18th meeting, after the mill rate has been set by BOF, State Statute dictates that BOS will, if learning of net reductions in revenue projections, increase the mil rate to balance the budget for any shortfall in non-taxpayer revenue and then send out supplemental bills. We discussed that in past years, the Implementer Language in the budget provided other options.

We moved forward with a referendum back in June based on a discussion with our Town's attorney, that Implementer Language would be included in the current State budget, when passed, as it had in the past budget bills. This year's State budget, now passed, has Implementer Language that allows for other options to balance the towns' budgets. Town counsel is evaluating the current language to put forward a legal opinion on how we can move forward. This should provide clarification on what we can do and who has the authority to do it.

I believe the plan is for a Tri-Board meeting to discuss the options to be outlined in the legal opinion.

I believe the consensus of most members of the different boards is to come up with a solution that will support the mil rate set by Board of Finance, and based on the legal opinion we are waiting for, could include one or more of the following options:

- reduce Town budget
- reduce the BOE budget
- use fund balance as a revenue item

You had previously mentioned that with the State budget results, "we had dodged a bullet". I would not categorize it as such. The Boards have not made decisions in a vacuum. We have remained in regular contact with our legislators and others in State government, observed what other towns were doing and discussed options with town counsel . We gathered this information so we could make prudent decisions throughout, and after, the budget process. Although a relief to have closure, the final numbers were in the range that many of us had predicted.

Also, don't know if you are aware, but I received an email that Melissa Ziobron and Linda Orange will be holding a legislative update on 11/8 at Town Hall from 6:00 -8:00. As I have not seen anything further on it, checking to make sure the meeting is still on.

Rob

Rob Tarlov, Chairman, Board of Finance
860-608-4293

From: James D McNair III <jmcnair3@comcast.net>
Sent: Thursday, November 2, 2017 2:02 PM
To: Robert Tarlov
Subject: details on the \$375 K??

Rob,

I heard the net number is \$375K. The way it was explained is the budget intentionally left out some state funds to hedge bets. Supposedly the money came in. Is my understanding correct? Is there line item detail you were shown to get to the net number? Can you share it? Also, who has the authority to use the Town revenue windfall to offset the ECS decline?

Thanks,

James

From: Zane, Ashley <Ashley.Zane@cga.ct.gov>
Sent: Monday, November 6, 2017 4:33 PM
To: Robert Tarlov
Subject: FW: Municipal Stabilization Grant

Hi Mr. Tarlov,

Rep. Ziobron asked that I pass on the following pieces of information. Please let us know if you have any additional questions.

The Municipal Stabilization Grant primarily helped offset reductions in the following grants:

- State Property PILOT (\$15.1M in FY 18, \$11.8M in FY 19)
- College & Hospital PILOT (\$14.1M in FY 18, \$9.1M in FY 19)
- Pequot (\$426K in FY 18, \$8.1M in FY 19)
- Municipal Revenue Sharing Grants, Non-Car Tax portion (this grant was fully eliminated, for a reduction in town aid of \$75.9M)
- Supplemental PILOT grants (\$8.9M in FY 18, \$7.4 in FY 19)

Best,
Ashley Zane
Legislative Aide to Representatives
Whit Betts, Michael Ferguson, Gail Lavielle, Rob Sampson, and Melissa Ziobron
(860)240-8700

From: Art Shilosky
Sent: Tuesday, November 21, 2017 10:37 AM
To: deee bouchard
Cc: foi@ct.gov; Thomas A. Hennick; Ritter, Matthew D.; Robert Tarlov
Subject: Re: Docket #FIC 2017-0358

Ms. Bouchard - At this time, the Town supports Hearing Officer Harmon's Proposed Final Decision dated October 4, 2017. In the Proposed Final Decision, Hearing Officer Harmon writes that "the complaint is hereby dismissed with prejudice."

The Town and its attorney fully expect the full Freedom of Information Commission to affirm the Proposed Final Decision at its meeting to be held on December 13, 2017.

Regards,
Art Shilosky
First Selectman

From: deee bouchard <deeedeee1963@yahoo.com>
Sent: Tuesday, November 21, 2017 9:06:04 AM
To: Art Shilosky; Robert Tarlov
Cc: mritter@goodwin.com; foi@ct.gov; Thomas A. Hennick
Subject: Re: Docket #FIC 2017-0358

Selectman Shilosky,

On Monday, November 13th we had a telephone conversation in regards to the email below. You stated to me, "I have a call into our Attorney and as soon as I have an answer, I'll get back to you."

To date I have not heard back from you. As we spoke about, both in the BOF meeting and in our telephone conversation, legal expenses to the town were a concern and the proposed settlement offer could reduce additional legal expense to the town.

With Governor Malloy's recent reduction in aid to Colchester - an additional \$1.2 Million dollars - it would be financially prudent for the town to agree to a settlement to avoid unnecessary legal expenses.

As I stated in the BOF meeting and in our telephone conversation, I am willing to withdraw my FOI complaint with an agreeded upon settlement.

Should you wish to discuss this matter further, please feel free to contact me.

Sincerely,
Deanna Bouchard

On Monday, November 13, 2017, 2:16 PM, deee bouchard <deeedeee1963@yahoo.com> wrote:
At the November 1, 2017 Colchester Board of Finance (BOF) Meeting, there was a discussion concerning my complaint to the FOI Commission - Docket #FIC [2017-0358](#) and the FOI legal expenses of the Town. During the BOF meeting, I reiterated my proposed settlement to the Town of Colchester and confirmed on-the-record that my settlement offer still stood, and should the Town agree I would withdraw my FOI complaint. Furthermore, I made note that this action would save the Town the additional legal expense of another hearing scheduled for November 15, 2017.

First Selectman Shilosky stated, on-the-record, that he had not seen the letter dated October 8th, and was not aware of any settlement offer; he claimed to have not heard from the lawyer and therefore had not reviewed or seen any settlement and further stated "I'll get back to you".

I gave a copy of the October 8th correspondence to the BOF Meeting Clerk and to the Chairman of the Board of Finance, First Selectman Shiloky stated he would get the paperwork from the Town's Attorney.

To date, I have not heard back from Attorney Ritter nor First Selectman Shilosky, in the interest of saving the Town additional legal expense, my offer to withdraw my complaint upon the Town agreeing to the proposed settlement still stands.

Please advise,

Deanna Bouchard
860-222-4617

On Monday, October 9, 2017 9:30 AM, deee bouchard <deeedeee1963@yahoo.com> wrote:

Please see the attached correspondence - 1 Page

Response to Report of Hearing Officer

Request for Postponement of Hearing

From: Robert Tarlov <BOFChair@colchesterct.gov>
Date: November 4, 2017 at 7:00:28 AM EDT
To: "Melissa.Ziobron@cga.ct.gov" <Melissa.Ziobron@cga.ct.gov>
Cc: "Brad Bernier" <bbernier@colchesterct.org>
Subject: Municipal Stabilization Grant

Hi Melissa,

Brad Bernier and I were discussing this grant and were wondering what this grant was intended to offset.

Was it specific to adjust for the loss in ECS money?

Was it specific to adjust for the loss in MSRA?

Was it more general and not specific to either the education or municipal budgets?

Rob Tarlov, Chairman, Board of Finance
860-608-4293

From: deee bouchard <deeedeee1963@yahoo.com>
Sent: Tuesday, November 21, 2017 4:07 PM
To: Robert Tarlov
Subject: Re: Governor Malloy additional revenue cuts

I agree with you. I'm am concerned because just today a member of the DTC said it was decided the Town is going to borrow the monies from the General Fund.

I believe this decision needs guidance from BOF and I also feel citizens should have a voice in how the Town comes to a decision.

Wishing you and your family a Happy Thanksgiving.

Dee

Sent from Yahoo Mail for iPhone

On Tuesday, November 21, 2017, 3:14 PM, Robert Tarlov <BOFChair@colchesterct.gov> wrote:
I don't think so, but how can you predict anything anymore?

Rob Tarlov, Chairman, Board of Finance
860-608-4293

From: deee bouchard <deeedeee1963@yahoo.com>
Sent: Monday, November 20, 2017 1:34 PM
To: Robert Tarlov
Subject: Re: Governor Malloy additional revenue cuts

Thanks Rob

I noted that the correspondence is dated November 14th, prior to Governor Malloy's additional revenue reductions in aid to cities and towns. SB 1503 gives authority to make budget adjustments to our BOS. Do think there will be any changes to the process or authority to make adjustments, given the additional reductions in revenue enacted by the Governor on Friday, November 19th?

Thank you,
Dee

Sent from Yahoo Mail for iPhone

On Monday, November 20, 2017, 12:39 PM, Robert Tarlov <BOFChair@colchesterct.gov> wrote:
Original implementer language attached and amendment from last week:

From: SANDRA AMADO <SAmado@CCM-CT.ORG> on behalf of CCM Public Policy and Advocacy
<CPolicyandAdvocacy@CCM-CT.ORG>
Sent: Tuesday, November 14, 2017 2:53 PM

Subject: Implementer Revision Summary - Modifying Municipal Budgets, Motor Vehicle Property Tax Grant and Renters' Rebate

Sent: Tuesday, November 14, 2017 2:53 PM

Subject: Implementer Revision Summary - Modifying Municipal Budgets, Motor Vehicle Property Tax Grant and Renters' Rebate

Dear Municipal Leader,

Today, the state Senate passed Senate Bill 1503 An Act Making Minor and Technical Changes to the State Budget and Related Implementing Provisions for the Biennium Ending June 30, 2019, which made technical changes to the state budget that was enacted a few weeks ago. The House is scheduled to pass the bill tomorrow afternoon.

The bill makes changes that impact towns and cities by, among other things: (1) Modifies a provision in the budget that allows municipalities and regional boards of education to amend adopted budgets; (2) makes changes to the motor vehicle property tax grant; and (3) makes changes to the renters rebate program.

Amending Adopted Budgets

The recently enacted state budget contained a provision that **allows municipalities and regional boards of education that adopted a budget or levied taxes for FY 18 before the state adopted its FY 18 budget to change their budgets and levies if the state's budget provides over \$100,000 more in state aid than the board or municipality projected.**

The bill acted upon today modifies the provision by:

1. Extending, from January 1, 2018 to February 1, 2018, the date by which such municipalities and boards must adjust tax levies if they choose to do so;
2. Allowing municipalities and boards, by February 1, 2018, to issue tax refunds or rebates for excess taxes paid, according to the newly adopted budget;
3. Requiring that any budget amendments, levy adjustments, or refunds be done by a vote of (a) the municipality's or board's legislative body or (b) the board of selectmen, in the case of a municipality whose legislative body is a town meeting; and
4. Eliminating the requirement that such budgets be amended in the same manner in which they were originally adopted.

Motor Vehicle Property Tax Grant

Beginning in FY 18, the bill acted upon today **authorizes certain municipalities that had a mill rate of more than 39 mills in FY 17 to apply to OPM for a supplemental motor vehicle property tax grant.**

To qualify, a municipality must have:

1. Implemented a real property revaluation in the 2014 or 2015 assessment year; and
2. Increased their mill rate by at least four mills over the previous year as a result.

OPM may provide supplemental grants within available appropriations, provided the grant does not reduce grants OPM gives to other municipalities. The bill does not specify how OPM must calculate the grant amount.

Renters Rebate Program

The bill returns responsibility for administering the program to OPM. However, it requires municipalities to bear 50% of the cost of renters' rebates, up to \$250,000 a year.

In doing so, OPM can recoup from municipalities 50% of the cost of issuing rebates to the municipality's residents through grant withholdings or reductions. Beginning in FY 18, OPM must select at least one state grant per municipality from which to withhold up to \$250,000 per year. The "state assistance grants" that can be withheld or reduced are grants funded through appropriation, which excludes any that are financed through state general obligation bonds (i.e. LoCIP).

For more information regarding the bill, please contact Brian O'Connor at 203-804-4658.

Rob Tarlov, Chairman, Board of Finance
860-608-4293

From: deee bouchard <deeedeee1963@yahoo.com>
Sent: Sunday, November 19, 2017 12:30 PM
To: Melissa Rep. Ziobron; Robert Tarlov
Subject: Governor Malloy additional revenue cuts

Representative Ziobron,

As you are aware, on Friday, Governor Malloy announced additional cuts in aid to cities and towns. Colchester's ECS funding was reduced an additional \$1,102,581 on top of reduction in the adopted State Budget, reducing Colchester's total ECS Funding by \$1,777,746.

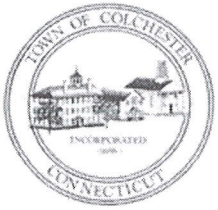
While this additional cut will no doubt negatively impact Colchester's Public Schools, I have to say I am not surprised. The adopted budget left it up to the Governor to find an additional \$880 Million in budget savings. Governor Malloy's Executive Order did give a clear indication of where he was looking for potential cuts, and as you warned in February, all revenues to Towns were subject to change.

Now that these reductions are a reality, who in town government has the authority to address and mitigate the cuts in revenue?

Last year special legislation gave the authority to a towns Board of Finance, however that special provision has since expired. What Board(s) now has that authority? Will citizens/taxpayers have a voice in this process? Will they be given the chance to vote again at referendum?

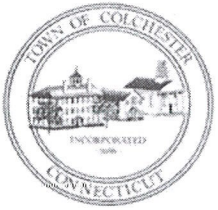
I know we have spoken about this issue previously, but to the best of my knowledge, no decisions were made and no statutory provision or bill was passed. I imagine the decision and authority to address this issue will be contained in the implementer bill.

Thank you,
Deanna Bouchard
Chairman, Colchester Independent Party
Colchester, CT



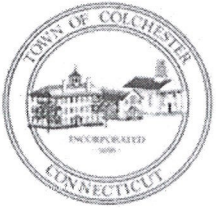
Colchester Fire & EMS

- **2015** = 2028 calls
- Monthly av. = 169
- **2016** - = 1870 calls
- Monthly av. = 155 calls
- **2017** – (Nov.30) = 1829calls
- Monthly av. = 166 calls



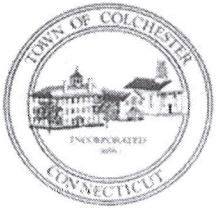
Colchester Fire & EMS

- FY18 Operations Budget
- \$ 1,297, 266
- 8 F/T personnel + 1 Fire Marshal
- Volunteers
- Fire Stations
- Emergency Response Apparatus
- Supplies and Equipment



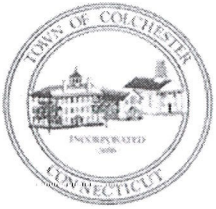
Colchester Fire & EMS

- 911 QVEC
- Incentive Programs
- Training
- Overtime
- Vehicle Repair
- BLS Transport Ambulance Billing Revenue
- FY17 Projected \$490,00 Actual \$552,328



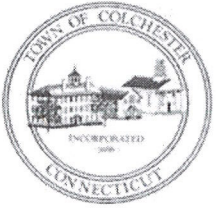
Colchester Fire & EMS

- Middlesex Hospital Paramedic Program
- Municipal per capita 5 year plan
- Just to keep existing program
- \$16,500 - \$82,500
- 2nd year hold
- CHFD ALS paramedic capability



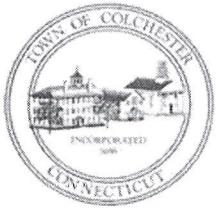
Colchester Fire & EMS

- Key components of DPH approval:
- The CHFD must have one paramedic on duty 365/24/7 – every shift.
- Need for Back-Up Plan- or Contractual agreement with regional paramedic services for the need of additional ALS resources.



Colchester Fire & EMS

- New Skill Set(s)- Paramedic
- Full- time FF x2 + Vol. x1
- State approval DPH OEMS
- Medical Control/Site Control
- Equipment
- Start-up costs / Billing Revenue



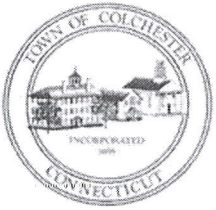
Colchester Fire & EMS

Capital FY17

Tanker 128 refurb-done

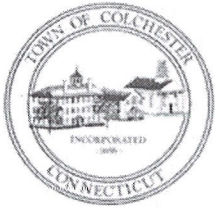
FY 18

- RFP- New Ambulance (10 year plan 2007-2017)
- RFP - PPE Washer
- RFP - Flashover Simulator



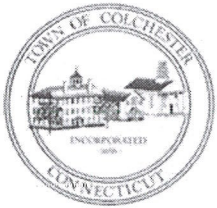
Colchester Fire & EMS

- Training
- State Budget cuts
- Regional Fire Schools
- Increases passed on to local level
- Public Act #189
- DAS Bond approved for ECFS



Fire Marshal

- Commercial Inspections = 99
- Violations = 134
- Residential Inspections = 436
- Violations = 183
- Smoke Detector Installation = 25
- Public Safety Education (Schools to Seniors)
- 32.5 hours weekly to 40 hours

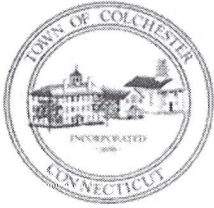


Colchester Fire & EMS

Priorities

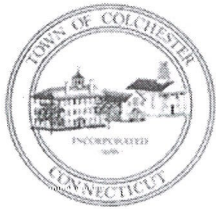
FY 19

- Paramedic Program
- Volunteer Incentive Programs
- Training
- Overtime
- Vehicle Repair
- Fire Marshal- F/T 40 hours



UAS Drone

- BOS presentation
- Training
- Licensing
- Policy
- Insurance



Colchester Fire & EMS

- Thank You !
- Questions ?

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: First Selectman/Human Resources/Planning

Reason for Request: Legal costs associated with Charter Revision, assessment appeals, BOF vacancy, Norton Mill project, and other general legal matters.
Legal costs associated with union contract negotiations (Public Works, Police & Library) and other personnel related matters.
Legal expenses for continuing defense of appeals related to land use and enforcement of regulations.

Reason for Available Funds: Contingency funds included in adopted budget.
Funds budgeted for contract settlements for Public Works and Library unions not needed for transfer to Regular Payroll in applicable departments (vacant positions in Public Works, and less hours for part-time positions at Library)

From:	Account Number	Account Name	Amount
	11110-50900	Contingency	45,853
	11205-50950	Human Resources-Contract Settlements	18,375

To:	Account Number	Account Name	Amount
	11201-44203	First Selectman - Legal	13,517
	11205-44203	Human Resources - Legal	16,169
	11411-44203	Planning & Code Admin - Legal	34,542

11-30-17
Date Requested _____
Department Director or Supervisor - Signature

Print Name Arthur Shilosky, First Selectman

11/30/17
Date Reviewed _____
Chief Financial Officer

11-30-17
Date Approved _____
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: First Selectman

Reason for Request: Survey Monkey subscription (used for budget surveys, etc)


Reason for Available Funds: Mileage reimbursement for use of personal vehicle to attend conferences/seminars less than anticipated

From:	Account Number	Account Name	Amount
	11201-43213	Mileage, Training & Meetings	84

To:	Account Number	Account Name	Amount
	11201-44208	Professional Services	84

Nov 6, 2017
Date Requested 
Department Director or Supervisor - Signature

Print Name Arthur Shilosky, First Selectman

11/22/17
Date Reviewed 
Chief Financial Officer

11/28/17
Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Human Resources

Reason for Request: Fees for Third party administrator - Section 125 plan

Reason for Available Funds: Costs for position advertising reduced due to change in how and where jobs are posted

From:	Account Number	Account Name	Amount
	11205-44231	Advertising	652

To:	Account Number	Account Name	Amount
	11205-44208	Professional Services	652

Nov 6, 2017
Date Requested _____
Department Director or Supervisor - Signature

Print Name Arthur Shilosky, First Selectman

11/27/17
Date Reviewed _____
Chief Financial Officer

11/28/17
Date Approved _____
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Professional membership dues increase greater than anticipated

Reason for Available Funds: Continued participation in on-line seminars and/or seminars provided by Town/BOE insurance consultants, CCM and CIRMA at no cost or reduced costs to members

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	3

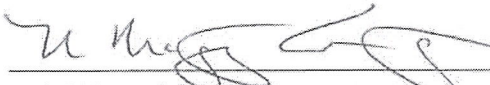
To:	Account Number	Account Name	Amount
	11301-43258	Professional Memberships	3

Nov 6, 2017
Date Requested


Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

11/21/17
Date Reviewed


Chief Financial Officer

11/28/17
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Necessary repairs to Print to Mail equipment

Reason for Available Funds: Reduction in banking service fees not covered by interest earnings credit (increase in interest earnings, increased use of electronic funds payments to vendors and associated decrease in vendor checks)

From:	Account Number	Account Name	Amount
	11301-44208	Professional Services	349

To:	11301-46224	Equipment Repairs	349

Nov 6, 2017
Date Requested

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

11/2/17
Date Reviewed

Chief Financial Officer

11/28/17
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: REVAL YEAR REQUIRED MORE MILEAGE AND WE NEVER UPDATED BUDGET.

Reason for Available Funds: UNDATED WITH REVALUATION AND WERE UNABLE TO COMPLETE AUDITS.

From:	Account Number	Account Name	Amount
	44208	PROFESSIONAL SERVICES	814

To:	Account Number	Account Name	Amount
	43213	MILEAGE, TRAINING & MEETINGS	814

Nov 13, 2017
Date Requested

Department Director or Supervisor - Signature

Print Name JOHN CHAPONIS

4/21/17
Date Reviewed

Chief Financial Officer

11/28/17
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/07

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: MUNICIPAL TAX REIMBURSEMENT AND ADDITIONAL IMAGES HIGHER THAN ANTICIPATED.

Reason for Available Funds: INUNDATED WITH REVALUATION AND WERE UNABLE TO COMPLETE AUDITS.

From:	Account Number	Account Name	Amount
	44208	PROFESSIONAL SERVICES	260

To:	Account Number	Account Name	Amount
	42233	COPIER	260

Nov 13, 2017
Date Requested

Department Director or Supervisor - Signature

Print Name JOHN CHAPONIS

11/27/17
Date Reviewed

Chief Financial Officer

11/28/17
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Additional office coverage in June 2017 (16 hours) - previous transfer approved by BOS and BOF in September 2016 to provide for a temporary employee on an as needed basis as determined by the Town Planner for approximately 50 hours.

Reason for Available Funds: Start date for new hire to position of Assistant Town Planner was July 5, 2016.

From:	Account Number	Account Name	Amount
	11411-40101	Regular Payroll	161
To:	11411-40105	Contractual, Temp, Occasional Payroll	161

Nov 6, 2017

Date Requested

Department Director or Supervisor - Signature

Print Name

Randall Benson, Town Planner

11/27/17
Date Reviewed

Chief Financial Officer

11/28/17
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request:

The large plotter that is used to print out full size maps required extensive unanticipated repairs. The plotter is a vital tool in our day to day operations with making maps and other large scale plans.

Reason for Available Funds:

The department was able to reduce some of the paperwork and materials with applications by trying to do more work in an electronic format.

From:	Account Number	Account Name	Amount
	11411-42301	Office Supplies	\$272.00

To:	Account Number	Account Name	Amount
	11411-46224	Equipment Repairs	\$272.00

11/20/2017
Date Requested *Randall Benson*
Department Director or Supervisor - Signature

Print Name Randall Benson

11/28/17
Date Reviewed *[Signature]*
Chief Financial Officer

11-28-17
Date Approved *[Signature]*
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 14/17

Department: Planning & Code Administration

Reason for Request:

The department had to purchase new updated Building Code manuals for the changes in the Building Code.

Reason for Available Funds:

The department was able to reduce some of the paperwork and materials with applications by trying to do more work in an electronic format.

From:	Account Number	Account Name	Amount
	11411-42301	Office Supplies	\$19.00
To:	11411-43232	Printing and Publications	\$19.00

11/20/2017

Date Requested

Randall Benson

Department Director or Supervisor - Signature

Print Name

Randall Benson

11/28/17

Date Reviewed

[Signature]

Chief Financial Officer

11-28-17

Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 14/17

Department: Planning & Code Administration

Reason for Request:

Department had one time fees for new memberships.

Reason for Available Funds:

The department was able to reduce some of the paperwork and materials with applications by trying to do more work in an electronic format.

From:	Account Number	Account Name	Amount
	11411-42301	Office Supplies	\$14.00
To:			
	11411-43258	Professional Memberships	\$14.00

11/20/2017

Date Requested

Randall Benson

Department Director or Supervisor - Signature

Print Name Randall Benson

11/28/17
Date Reviewed

[Signature]

Chief Financial Officer

11-28-17
Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections

Reason for Request: Annual software licensing & maintenance fees for Voter checklist software greater than anticipated

Reason for Available Funds: Actual costs for programming and coding of tabulators less than anticipated

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	70

To:	Account Number	Account Name	Amount
	11601-44223	Service Contracts	70

11/27/17 *Linda M. Grzeika* *Dorothy A. Mrowka*
Date Requested Department Director or Supervisor - Signature

Print Name Dorothy A. Mrowka/Linda Grzeika

11/27/17 *[Signature]*
Date Reviewed Chief Financial Officer

11/28/17 *[Signature]* *[Signature]*
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Elections

Reason for Request: Meet requirements for training/certification for new Republican Registrar (unanticipated appointment to replace elected official)

Reason for Available Funds: Actual costs for programming and coding of tabulators less than anticipated

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	820

To:	Account Number	Account Name	Amount
	11601-43213	Mileage, Training & Meetings	820

11/27/17 *Linda M. Grzeika* *Dorothy A. Mrowka*
Date Requested Department Director or Supervisor - Signature

Print Name Dorothy A. Mrowka/Linda Grzeika

11/27/17 *[Signature]*
Date Reviewed Chief Financial Officer

11/28/17 *[Signature]*
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 10/07

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Insurance


Reason for Request: Payroll increase exposure for Workers Compensation insurance greater than anticipated

Reason for Available Funds: Reduction in tax collector bond costs due to staff turnover/position vacancy (position of Assistant Tax Collector)

From:	Account Number	Account Name	Amount
	11701-44206	Municipal Insurance	308


To:	Account Number	Account Name	Amount
	11701-41260	Workers Compensation	308

Nov 25, 2017
Date Requested


Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Nov 25, 2017
Date Reviewed


Chief Financial Officer

11/28/07
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 10/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Information Technology

Reason for Request: Need for replacement of broken/non-functioning technology equipment greater than anticipated (internal hard drives, battery backups, keyboards, ethernet switches, battery cartridge)

Reason for Available Funds: GIS Shapefile maintenance actual costs less than budget estimates.

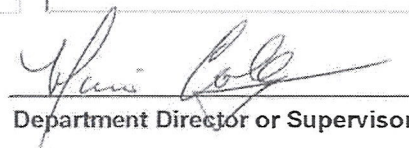
From:

Account Number	Account Name	Amount
11801-44208	Professional Services	579

To:

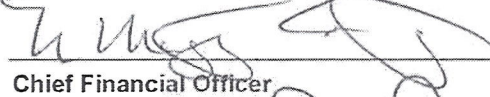
11801-42315	Other Supplies	579

11/22/17
Date Requested


Department Director or Supervisor - Signature

Print Name: Mario Colagiovanni, IT Coordinator

11/22/17
Date Reviewed


Chief Financial Officer

11/28/17
Date Approved


First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Overtime assignments needed for shift coverage for paid time off leaves, and for required training for officers in order to meet minimum staffing requirements on each shift.
Midnight shift - July-September, Officer on FMLA leave, and Canine officer compensation per union contract

Reason for Available Funds: Various - See detail listing

From:	Account Number	Account Name	Amount
	Various - see detail	Various - see detail listing	42,790

To:	Account Number	Account Name	Amount
	12101-40103	Police - Overtime	42,790

Nov 28, 2017
Date Requested

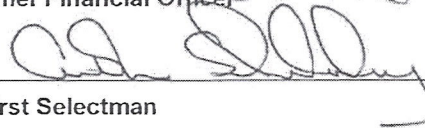

Department Director or Supervisor - Signature

Print Name | Arthur Shlosky, First Selectman

11/30/17
Date Reviewed


Chief Financial Officer

11-30-17
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
Budget Transfer - Police Overtime

Account #	Department & Account Name	From	To	Explanation
12101-42233	Police - Copier	491		Budget freeze imposed by First Selectman due to provide funding for overtime costs
12101-42301	Police - Office Supplies	1,214		Budget freeze imposed by First Selectman due to provide funding for overtime costs
12101-42324	Police - Uniforms	2,993		Budget freeze imposed by First Selectman due to provide funding for overtime costs
12101-42338	Police - Police Equipment & Supplies	4,023		Budget freeze imposed by First Selectman due to provide funding for overtime costs
12101-43213	Police - Mileage, Training & Meetings	898		Budget freeze imposed by First Selectman due to provide funding for overtime costs
12101-44200	Police - Resident Trooper	969		Difference in actual billed costs and estimated billing provided by State of CT
12101-46224	Police - Equipment Repairs	2,680		Required repairs/maintenance less than anticipated
11205-50950	Human Resources - Contract Settlements	7,131		Funds budgeted for union contract settlements in Human Resources budget
11301-40101	Finance - Regular Payroll	5,284		Vacant position - unanticipated retirement
11301-41230	Finance - FICA/Retirement	3,818		Vacant position - unanticipated retirement
11303-40101	Tax Collector - Regular Payroll	6,482		Vacant position - unanticipated resignation
11303-41230	Tax Collector - FICA/Retirement	3,351		Vacant position - unanticipated resignation
11304-40101	Assessor - Regular Payroll	2,400		Workers compensation leave
11304-41230	Assessor - FICA/Retirement	1,056		Workers compensation leave
12101-40103	Police - Overtime		42,790	See budget form
	Totals	42,790	42,790	

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

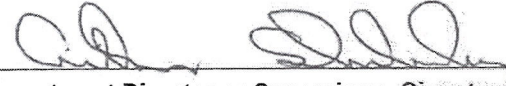
Reason for Available Funds:

From:


Account Number	Account Name	Amount
11205-50950	Human Resources Contract Settlements	23,370
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>


To:

12101-40101	Police - Regular Payroll	18,966
12101-41210	Police - Employee Related Insurance	465
12101-41230	Police - FICA/Retirement	3,939


Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed 
Chief Financial Officer

Date Approved 
First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Increase in vehicle maintenance due to advanced aging of older police cruisers.

Reason for Available Funds: Police equipment not ordered due to budget freeze per First Selectman.

From:	Account Number	Account Name	Amount
	42338	Police Equipment and Supplies	1,185

To:	46390	Vehicle Maintenance & Fuel	1,185

Nov 21, 2017
Date Requested

Sgt. Martinez
Department Director or Supervisor - Signature

Print Name Sgt. Martinez, Resident Trooper Supervisor

11/27/17
Date Reviewed

[Signature]
Chief Financial Officer

11/28/17
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request: Resident Trooper Supervisor required to attend various meetings after hours and on scheduled days off. Resident Trooper Supervisor required to respond to all fatal accidents involving Town of Colchester and ongoing investigations.

Reason for Available Funds: Police Equipment not ordered due to budget freeze per First Selectman.

From:	Account Number	Account Name	Amount
	42338	Police Equipment and Supplies	4,704

To:	Account Number	Account Name	Amount
	44204	Resident Trooper Overtime	4,704

Date Requested Sgt. Martinez Department Director or Supervisor - Signature

Print Name

Date Reviewed [Signature] Chief Financial Officer

Date Approved [Signature] First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Increase amount of Special Duty for town road work which requires uniform cleaning for officers.

Reason for Available Funds: Supplies came in at a lower cost than anticipated and budget freeze.

From:

Account Number	Account Name	Amount
42301	Office Supplies	870

To:

44208	Professional Services	870

Nov 21, 2017
Date Requested

Sgt. Martinez
Department Director or Supervisor - Signature

Print Name Sgt. Martinez, Resident Trooper Supervisor

11/27/17
Date Reviewed

[Signature]
Chief Financial Officer

11/28/17
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

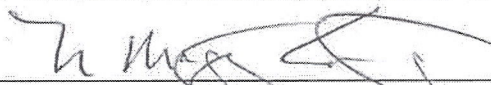
From:

Account Number	Account Name	Amount
12101-42301	Office Supplies	221
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:


12101-45216	Telephone	221
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name
For

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Due to : an increase in costs of EMS / Cadet uniform components

Reason for Available Funds: Due to : need additional emergency medical supplies was less than anticipated

From:	Account Number	Account Name	Amount
	12202- 42345	Emergency Medical Supplies	565

To:	Account Number	Account Name	Amount
	12202-42323	Prot Clothing & Safety	565

Nov 27, 2017
Date Requested

Walter Cox

Department Director or Supervisor - Signature

Print Name Walter Cox

11/27/17
Date Reviewed

[Signature]
Chief Financial Officer

11/28/17
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
13200 - 41230	FICA & Retirement	48
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

13200 - 40101	Regular Payroll	48
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

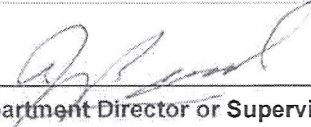
From:

Account Number	Account Name	Amount
13200 - 42323	Protective Clothing & Safety Equipment	74
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

13200 - 43258	Professional Membership	74
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

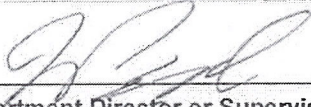
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13201 - 43213	Mileage, Training & Meetings	1,789
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	13201-42323	Protective Clothing and Safety Equip.	1,789
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

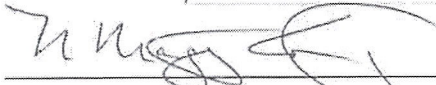
Date Requested



Department Director or Supervisor - Signature

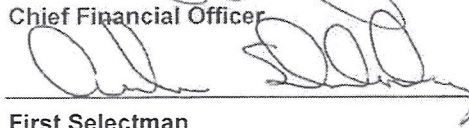
Print Name

Date Reviewed



Chief Financial Officer

Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

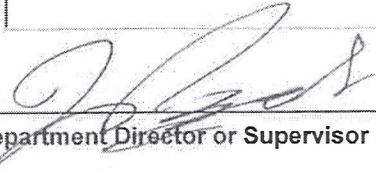
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13201 - 44238	Uniform Rental	205

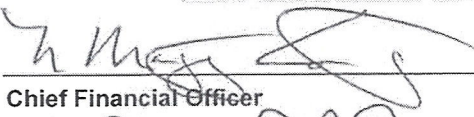
To:	13201-44208	Professional Services	205

Date Requested

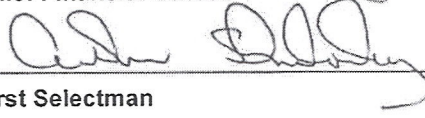

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13201 - 48439"/>	<input type="text" value="Road Improvement"/>	<input type="text" value="2,390"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

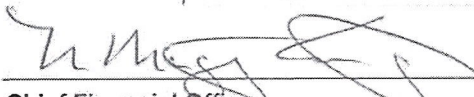
To:	<input type="text" value="13201-42340"/>	<input type="text" value="Other Purchased Supplies"/>	<input type="text" value="2,390"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

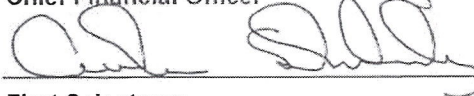

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17
p 172

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

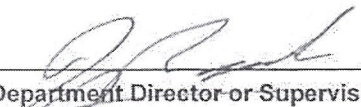
Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13203 - 42334	Grounds Maintenance Supplies	4,300
	13203-42323	Protective Clothing and Safety Equip.	1,300
	13203-44238	Uniform Rental	400
	13203-45221	Fuel/Heating	580
To:	13203-46390	Vehicle Maintenance/ Fuel	6,580

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17
p 2 of 2

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works - Building & Grounds/ Transfer

Reason for Request: Unanticipated Repair for John Deere Tractor Mower and Skag Mower Deck

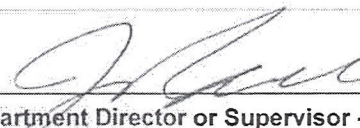
Reason for Available Funds: Savings due to improved site circulation pattern then decreases fence/ guard rail subcontracted repair services.

From:	Account Number	Account Name	Amount
	13601-44208	Professional Services	4,310

To:	Account Number	Account Name	Amount
	13203-46390	Vehicle Maintenance / Fuel	4,310

Nov 28, 2017

Date Requested



Department Director or Supervisor - Signature

Print Name

James Paggioli

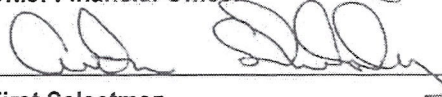
11/30/17

Date Reviewed


Chief Financial Officer

12-1-17

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works - Highway

Reason for Request: Unexpected repair of Over Rail Mower

Reason for Available Funds: Limited Equipment Rental throughout the year

From:	Account Number	Account Name	Amount
	13201-44237	Equipment Rental	1,039

To:	Account Number	Account Name	Amount
	13201-46390	Vehicle Maintenance & Fuel	1,039

Nov 22, 2017
Date Requested Department Director or Supervisor - Signature

[Signature]
Print Name James Paggioli

11/28/17
Date Reviewed Chief Financial Officer

[Signature]
First Selectman

11-30-17
Date Approved

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works-Grounds Maintenance/Fleet

Reason for Request: Retiring Employee Payout of unused Sick and Vacation Time

Reason for Available Funds: Unfilled Maintainer I position resulted in un-expended funds.

From:	Account Number	Account Name	Amount
	13203-40101	Regular Payroll	8,337

To:	Account Number	Account Name	Amount
	13202-40101	Regular Payroll	8,337

Nov 28, 2017
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli

11/28/17
Date Reviewed Chief Financial Officer

11-30-17
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

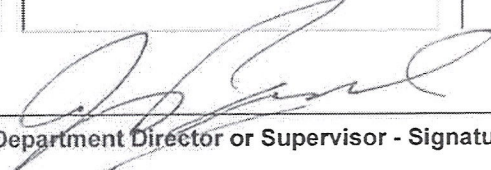
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202 - 45221"/>	<input type="text" value="Fuel/Heating"/>	<input type="text" value="1,094"/>
	<input type="text" value="13202-44238"/>	<input type="text" value="Uniform Rentals"/>	<input type="text" value="355"/>
	<input type="text" value="13202-46390"/>	<input type="text" value="Vehicle Maintenance/Fuel"/>	<input type="text" value="12"/>

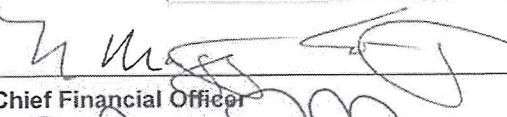
To:	<input type="text" value="13202-46226"/>	<input type="text" value="Building Repair"/>	<input type="text" value="1,461"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works-Fleet

Reason for Request: Repairs Fire Alarm required and Oil Water separator pump out disposal cost

Reason for Available Funds: Mileage minimally used due Training & Meetings being conduct via web.

From:	Account Number	Account Name	Amount
	13202 - 43213	Mileage Training Meetings	232

To:	Account Number	Account Name	Amount
	13202-44223	Service Contracts	232

Nov 28, 2017
Date Requested

Department Director or Supervisor - Signature

Print Name James Paggioli

11/30/17
Date Reviewed

Chief Financial Officer

11-30-17
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

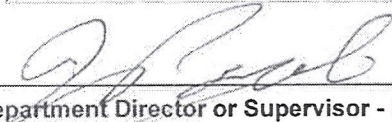
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202 - 45221	Fuel/Heating	757
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	13202-45622	Electricity	757
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

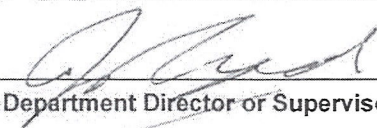
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202 - 43213	Mileage Training Meetings	8

To:	Account Number	Account Name	Amount
	13202-42301	Office Supplies	4
	13202 - 42331	Custodial Maintenance Supplies	2
	13202 - 42341	Fleet Repair and Maintenance Supplies	2

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

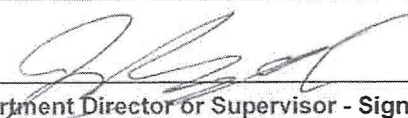
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-41230	FICA & Retirement	154
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	13202-40103	Overtime	154
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works - Grounds Maintenance

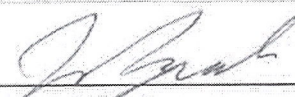
Reason for Request: Price increase in general Operating and Custodial Supplies

Reason for Available Funds: One time savings due to cost of infield materials being paid by endorsed league during the fiscal year.

From:	Account Number	Account Name	Amount
	13203- 42334	Grounds Maintenance Supplies	300

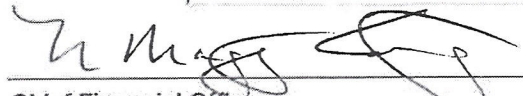
To:	Account Number	Account Name	Amount
	13203 - 42331	Custodial / Maintenance Supplies	58
	13203 - 42340	Operating Supplies	242

Nov 22, 2017
Date Requested



Department Director or Supervisor - Signature

Print Name James Paggioli

11/28/17
Date Reviewed


Chief Financial Officer

11-30-17
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

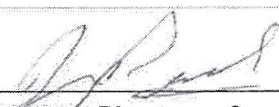
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="154"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

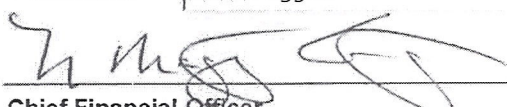
To:	<input type="text" value="13203-46226"/>	<input type="text" value="Building Repairs"/>	<input type="text" value="154"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works - Grounds Maintenance

Reason for Request: Increased Recreation Field Lighting Use and New Endorsed League utilizing lighting, combined with the issue that billed electricity usage is not credited back to the line item.

Reason for Available Funds: Savings due to staff conducted work as opposed to subcontracting the issue. (i.e. Irrigation service and repair conducted in house, etc.)

From:	Account Number	Account Name	Amount
	13203-44208	Professional Services	363
	13203-44223	Service Contracts	2,000

To:	Account Number	Account Name	Amount
	13203-45622	Electricity - Non-Heat	2,363

Nov 22, 2017
Date Requested


Department Director or Supervisor - Signature

Print Name James Paggioli

11/28/17
Date Reviewed


Chief Financial Officer

11-30-17
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

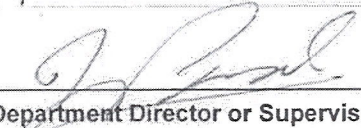
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203- 40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="430"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

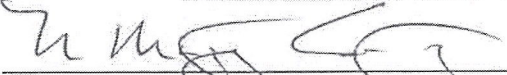
To:	<input type="text" value="13203 - 40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="430"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

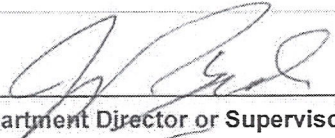
Department: Public Works-Facilities

Reason for Request: Electricity trending down to Energy Performance contract theoretical calculation however it is recommended that the future budget amount be adjusted to match actual usage that is still within the parameters of the Performance Contract.

Reason for Available Funds: Savings due to in staff repair of Items, increased efficiency of direction of repair contractors (BMS), and efficient product ordering.

From:	Account Number	Account Name	Amount
	13205 - 42331	Custodial Maintenance supplies	511
	13205-44208	Professional Services	1,400
	13205-44223	Service Contracts	1,100
To:	13205-45622	Electricity	3,011

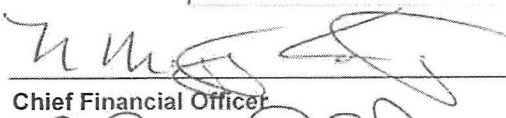
Nov 28, 2017
Date Requested



Department Director or Supervisor - Signature

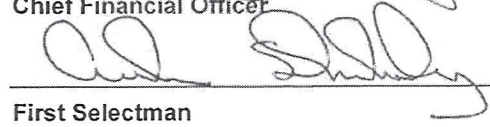
Print Name James Paggioli

11/30/17
Date Reviewed



Chief Financial Officer

11-30-17
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department:

Reason for Request:


Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13301-43213"/>	<input type="text" value="Mileage, Training & Meetings"/>	<input type="text" value="5"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13301-43258"/>	<input type="text" value="Professional Memberships"/>	<input type="text" value="5"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested 
Department Director or Supervisor - Signature

Print Name

Date Reviewed 
Chief Financial Officer

Date Approved 
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk

11/14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13201-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="1,367"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13601-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="1,367"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

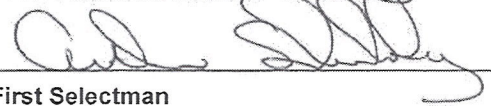

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works-Transfer Station

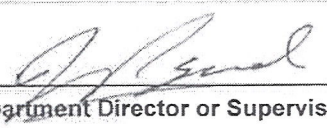
Reason for Request: Final Equipment Operator employee assignment was one pay step higher than previous position holder.

Reason for Available Funds: FICA not paid to vacant position for time frame when posting of Equipment Operator and Operator was being processed.

From:	Account Number	Account Name	Amount
	13601-41230	FICA & Retirement	59

To:	13601-40101	Regular Payroll	59

Nov 28, 2017
Date Requested


Department Director or Supervisor - Signature

Print Name James Paggioli

11/28/17
Date Reviewed


Chief Financial Officer

11-30-17
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works-Transfer Station

Reason for Request: Minimal increase of uniform allowance to address damaged (ripped shirt) replacement.

Reason for Available Funds: Water Cooler system eliminated and replaced with bottled water as required.

From:	Account Number	Account Name	Amount
	13601-44223	Service Contracts	14

To:	Account Number	Account Name	Amount
	13601-46238	Uniform Rentals	14

Nov 28, 2017
Date Requested

Department Director or Supervisor - Signature

Print Name James Paggioli

11/28/17
Date Reviewed

Chief Financial Officer

11-30-17
Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Public Works-Transfer Station

Reason for Request:

Old JD 710 backhoe required unanticipated repair during final year of use. This piece of equipment had been funded to be replaced under the FY 16-17 CIP but delivery of the new backhoe is FY 17-18.
Phone line repair was required for service to station shed.
Electricity heated building over historic average.

Reason for Available Funds:

Improved Traffic flow is reducing the need for fence replacement which had historically been subcontracted out.

From:

Account Number	Account Name	Amount
13601-44208	Professional Services	2,253

To:

13601-46390	Vehicle Maintenance & Fuel	1,805
13601 - 45622	Electricity	98
13601-45216	Telephone	350

Nov 28, 2017
Date Requested

Department Director or Supervisor - Signature

Print Name James Paggioli

11/28/17
Date Reviewed

Chief Financial Officer

11-30-17
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 14/17

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	14102-46390	Vehicle Maintenance	438

To:	Account Number	Account Name	Amount
	14102-45622	Electricity	438

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

Date Approved First Selectman

 Date Approved Board of Selectmen Clerk

 Date Approved Board of Finance Clerk

FY 16/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Slight increase in long-term disability premium - impact of salary increase for 3 employees per union contract settlement (employees were not at maximum LTD benefit)

Reason for Available Funds: Actual costs for FICA/Medicare less than anticipated (actual hours/wages for part-time positions less than anticipated)

From:	Account Number	Account Name	Amount
	15101-41230	FICA/Retirement	7

To:	Account Number	Account Name	Amount
	15101-41210	Employee Related Insurance	7

Nov 27, 2017
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade

11/28/17
Date Reviewed

Tracy Messer
Chief Financial Officer

11-28-17
Date Approved

Adam [Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Fy 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Higher water usage due to leaking toilet.

Reason for Available Funds: Winter was warm, less heating oil was needed.

From:	Account Number	Account Name	Amount
	15101-45221	Fuel/Heating	77

To:	Account Number	Account Name	Amount
	15101-45222	Water & Sewer	77

Nov 27, 2017
Date Requested

Kate Byroade

Department Director or Supervisor - Signature

Print Name Kate Byroade

11/28/17
Date Reviewed

[Signature]

Chief Financial Officer

11-28-17
Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Purchase of cover for donated flat screen TV.

Reason for Available Funds: Office supplies purchases were lower than usual.

From:	Account Number	Account Name	Amount
	15101-42301	Office Supplies	28

To:	Account Number	Account Name	Amount
	15101-47282	Programs	28

Nov 27, 2017
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade

11/28/17
Date Reviewed

[Signature]
Chief Financial Officer

11-28-17
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Changes in purchasing processes clarified the Library's total custodial supplies purchases. FY 18 budget was increased accordingly.

Reason for Available Funds: Usage of public copier/printer was lower than estimated.

From:	Account Number	Account Name	Amount
	15101-42233	Copier	433

To:	15101-42331	Custodial Maintenance Supplies	433

11/27/2017
Date Requested

Kate Byroade

Department Director or Supervisor - Signature

Print Name Kate Byroade

11/28/17
Date Reviewed

[Signature]

Chief Financial Officer

11-28-17
Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Electricity usage was higher than estimated due to restored library hours.

Reason for Available Funds: Various--see detail listing

From:	Account Number	Account Name	Amount
	Various--see detail	Various--see listing	3,686

To:	Account Number	Account Name	Amount
	15101-45622	Electricity	3,686

11/27/2017
Date Requested

Kate Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade

11/28/17
Date Reviewed

[Signature]
Chief Financial Officer

11-28-17
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

**Town of Colchester
Cragin Memorial Library
Budget Transfer -- Electricity**

Account Number	Account Name	From	To	Explanation
15101-40101	Regular Payroll	1,159		Temporary vacancy in part-time position
15101-42233	Copier	190		Usage of Public Copier/Printer was lower than estimated.
15101-42301	Office Supplies	123		This account is co-managed with the Library Media Supplies Account
15101-43258	Professional Memberships	169		Anticipated membership cost increases were not implemented within FY 17.
15101-44217	Postage	253		Postage costs were lower than anticipated--most patrons receive notices via email.
15101-44223	Service Contracts	177		Lower cost for security system.
15101-45221	Fuel/Heating	242		Winter was warm, less fuel was needed
15101-44232	Printing & Publications	137		Costs for printing Colchester Connection were lower than estimated.
15101-46224	Equipment Repairs	185		Few Equipment repairs were Needed
15101-46226	Building Repairs	1,051		Few Building Repairs were Needed
15101-45622	Electricity		3,686	Electricity use was higher than estimated due to restored library hours.
	Totals	3,686	3,686	

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Unexpected increase in monthly charges for VOIP Telephone service.

Reason for Available Funds: Costs for printing Colchester Connection were lower than estimated.

From:	Account Number	Account Name	Amount
	15101-44232	Printing & Publications	107

To:	Account Number	Account Name	Amount
	15101-45216	Telephone	107

11/27/2017
Date Requested

Kate Byroade

Department Director or Supervisor - Signature

Print Name Kate Byroade

11/28/17
Date Reviewed

[Signature]

Chief Financial Officer

11-28-17
Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 12/17

Department: Cragin Library

Reason for Request: Library Supplies and the Office Supplies accounts are managed together.

Reason for Available Funds: Library Supplies and the Office Supplies accounts are managed together

From:

Account Number	Account Name	Amount
15101-42301	Office Supplies	-1,706

To:

15101-42344	Library Supplies	1,706

Nov 22, 2017
 Date Requested

Kate Byrroade
 Department Director or Supervisor - Signature

Print Name Kate Byrroade

11/28/17
 Date Reviewed

[Signature]
 Chief Financial Officer

11-28-17
 Date Approved

[Signature]
 First Selectman

 Date Approved

Board of Selectmen Clerk

 Date Approved

Board of Finance Clerk

FY 12/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation


Reason for Request: Printing and delivery costs were higher for the Colch. Connections due to a costs increase by the vendor and less departments and groups participated in the costs sharing.

Reason for Available Funds: Less items were mailed than anticipated as we did more advertising through free online resources.

From:	Account Number	Account Name	Amount
	15201-44217	Postage	813

To:	Account Number	Account Name	Amount
	15201-44232	Printing and Publications	813

Nov 5, 2017
Date Requested



Department Director or Supervisor - Signature

Print Name: Cheryl Hancin Preston

11/27/17
Date Reviewed


Chief Financial Officer

11-28-17
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation


Reason for Request: Increased mileage reimbursement costs for use of personal vehicles by Rec. office professional staff to attend training, meetings and events

Reason for Available Funds: Equipment was not rented as we borrowed instead from BOE.

From:	Account Number	Account Name	Amount
	15201-44237	Equipment rental	1433

To:	Account Number	Account Name	Amount
	15201-44213	Mileage	1,433

Nov 5, 2017
Date Requested Department Director or Supervisor - Signature


Print Name Cheryl Hancin Preston

11/27/17
Date Reviewed Chief Financial Officer

11-28-17
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

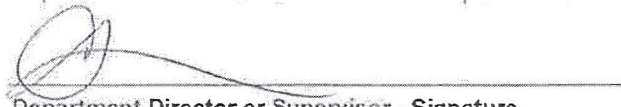
Reason for Request: Unanticipated materials and supplies were needed to enhance the Rec plex

Reason for Available Funds: -Less items were mailed than anticipated as we did more advertising through free online resources.
-Equipment was not rented as we borrowed from BOE at no cost.

From:	Account Number	Account Name	Amount
	15201-44217	Postage	194
	15201-44237	Equipment Rental	203

To:	Account Number	Account Name	Amount
	15201-42340	Other Purchased Supplies	397

Nov 5, 2017
Date Requested Department Director or Supervisor - Signature


Print Name Cheryl Hancin Preston

11/27/17
Date Reviewed Chief Financial Officer

11-28-17
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

FY 14/17

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: More in-house copying occurred than anticipated to promote the dept. and new events

Reason for Available Funds: Unanticipated savings on Professional Services as software costs were lower than anticipated.

From:	Account Number	Account Name	Amount
	15201-44223	Service Contracts	465

To:	Account Number	Account Name	Amount
	15201-44223	Copier	465

Nov 5, 2017
Date Requested Department Director or Supervisor - Signature

Print Name Cheryl Hancin Preston

11/27/17
Date Reviewed Chief Financial Officer

11-28-17
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 14/17

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="46224"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="287"/>
<input type="text" value="46390"/>	<input type="text" value="Vehicle Maintenance & Fuel"/>	<input type="text" value="762"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="46224"/>	<input type="text" value="Building Repairs"/>	<input type="text" value="1,049"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

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 14/17

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="545"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="432"/>
<input type="text" value="42331"/>	<input type="text" value="Custodial/Maintenance Supplies"/>	<input type="text" value="113"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

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 12/17

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="43213"/>	<input type="text" value="Mileage, Training & Meetings"/>	<input type="text" value="60"/>
	<input type="text" value="43258"/>	<input type="text" value="Professional Memberships"/>	<input type="text" value="144"/>
	<input type="text" value="44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="142"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="42233"/>	<input type="text" value="Copier"/>	<input type="text" value="346"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

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 14/17

Department: Senior Center

Reason for Request: (45221) Significantly less heating oil delivered during the 2015-16 heating season (contract pricing of \$2.90) resulting in larger delivery amount at beginning of 2016-17 heating season (contract pricing of \$1.48).
 (44232) Increased marketing materials with increasing membership.

Reason for Available Funds: (45622) Overhead lights were switched out to energy efficient models, which yielded a savings.

From:	Account Number	Account Name	Amount
	45622	Electric	896

To:	Account Number	Account Name	Amount
	45221	Fuel/Heating	738
	44232	Printing & Publication	158

Nov 28, 2017
 Date Requested

Patricia A. Watts
 Department Director or Supervisor - Signature

Print Name Patricia A. Watts

11/28/17
 Date Reviewed

[Signature]
 Chief Financial Officer

11-30-17
 Date Approved

[Signature]
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester

FY 14/17

General Fund

Budget Transfer/Additional Appropriation


Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13601-34624"/>	<input type="text" value="Revenues - Transfer Station Fees"/>	<input type="text" value="21,498"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="13601-43212"/>	<input type="text" value="Transportation"/>	<input type="text" value="21,498"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk

FY 14/17

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

Department: Fire

Reason for Request: Increase in collection fees due to increased revenue collections for ambulance billings

Reason for Available Funds: Additional revenue (approximately \$62,300) in excess of budget projections for ambulance billings

From:	Account Number	Account Name	Amount
	12202-33704	Revenues - Ambulance Fees	4,761

To:	Account Number	Account Name	Amount
	12202-44208	Professional Services	4,761

11/27/17
Date Requested

Walter Cox

Department Director or Supervisor - Signature

Print Name Walter Cox, Fire Chief

11/27/17
Date Reviewed

W. Messer

Chief Financial Officer

11/28/17
Date Approved

Carl Stedley

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

From: James D McNair III <jmcnair3@comcast.net>
Sent: Monday, December 4, 2017 5:26 PM
To: Robert Tarlov
Subject: letter to BoF for the Dec 6th meeting

Dear Bof Members,

As a past member that worked on several budget surveys, I read what was posted on line for 2018. I see again the Board is wrestling with what to say and what to get out of the survey. I would suggest adding back in a linkage question of what % increase would a voter tolerate. At the moment without it, your data may give you much to work with. As examples:

Maintain spending is acceptable to many as long as the % increase is reasonable. Yet, if revenues don't keep pace, then the increase would be higher and voter decide spending reductions are necessary. The same could be said for increase spending. Again, if the % increase is reasonable people tend to say yes. On the other hand, if the % increase is too high then spending acceptance changes.

In a recent analysis of voter behavior, certain scenarios exists. A large number of voters stay home the 1st Referendum increase is too high. That increases the odds of the budget failing as did 2014, 2015 and 2016. Conversely, once the increase hits the sweet spot, large numbers of No voters stay home and no longer push against increases.

Your questions 12 and 13 definitely needs some qualifiers or how much of an increase and clarity on the maybe responses.

I know past members on other boards lobbied to remove the "how much" aspect of the tax increase.

As a reminder, here is the data from the 2015 survey.

2015 survey town vs tolerance Query Query	
# respondents	Tolerance
43	No comment
95	>3% increase: Possibly Increase Services
142	0.1 to 2% increase: Likely Reduce Services
192	2.1 to 3% increase: Estimated to Possibly Maintain Services
185	No increase: Will Reduce Services

Best regards,

James McNair

From: Rosemary Coyle
Sent: Monday, December 4, 2017 12:19 PM
To: Stan Soby; Roberta Lepore; Robert Tarlov
Cc: Brad Bernier; peters.tearice@att.net
Subject: Re: 2018 Survey for BOF Agenda

Sorry for the late response, but I haven't been on the computer. I agree with Stan. I still have concern with items 6 and 12, the two I made comment on previously.

From: Stan Soby
Sent: Saturday, December 2, 2017 9:57:54 PM
To: Roberta Lepore; Robert Tarlov
Cc: Rosemary Coyle; Brad Bernier; peters.tearice@att.net
Subject: Re: 2018 Survey for BOF Agenda

I will reiterate my concern that we have not had a live discussion of the content, process, expectations and elucidation of this survey before moving it forward. I may be a minority of one, but my uncertainty of whether we are at agreement on some items raises questions about alignment going forward.

Stan Soby
Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Cell: 860 705 2252
Twitter: @SelectmanStan

From: Roberta Lepore
Sent: Friday, December 1, 2017 8:20:57 PM
To: Robert Tarlov
Cc: Rosemary Coyle; Stan Soby; Brad Bernier; peters.tearice@att.net
Subject: 2018 Survey for BOF Agenda

Rob please find the survey attached. We have been through two weeks of comments and all comments that have been agreed to have been incorporated. The only open question is if we should include question 6 or not. I defer to your guidance on how we resolve that open point.

When you send to BOF please remind them who has been part of the review. Also let them know that we will add a comment box to each question.

Thanks. Let me know if you have any questions.

From: Stan Soby
Sent: Tuesday, November 28, 2017 10:31 PM

To: Roberta Lepore; Rosemary Coyle; Brad Bernier; Donald Peters
Cc: Robert Tarlov
Subject: Re: Survey

Surveys like this may be illustrative, but should not be considered predictive, for both technical and practical reasons. Singling out potential respondents on the basis on employment would skew the results in and of itself. Respondents could make the choice to not be forthcoming about their employment, yet respond based on it. I do not believe we have the tools at our disposal to parse these things effectively.

Stan Soby
Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Cell: 860 705 2252
Twitter: @SelectmanStan

From: Roberta Lepore
Sent: Tuesday, November 28, 2017 7:28:58 PM
To: Rosemary Coyle; Brad Bernier; Donald Peters; Stan Soby
Cc: Robert Tarlov
Subject: Survey

Hi again, I am heading to the city and will not be able to respond until Thursday so I wanted to get you this information tonight. Attached is the latest version of the Survey with all comments incorporated that have been agreed to. I am still available to meet at 12 on Friday if you want to or on Saturday morning if that is easier for everyone. Just let me know.

Here is some additional information from Tearice on question 6:

the only way I would view it is there are very few jobs in the world where you actually get to vote on a budget that effects your job, salary and or bonuses. I would think it would be of great knowledge to know who actually is taking the survey. Actually, most surveys don't even let you participate in a survey if you or anyone in your family works for or has an association with who is putting out the survey. The survey is anonymous and is just more information as to why sometimes the survey doesn't match reality when the referendum vote is taken. If everyone is truly interested as to how people feel, then this is a question that should be included. I guess I would question back why not include it,

If you have any questions on question 6 please send your comments to Tearice so she can respond to you.

Thanks, talk to you soon.

From: Brad Bernier <bbernier@colchesterct.org>
Sent: Sunday, November 19, 2017 10:49 PM
To: Stan Soby
Cc: Roberta Lepore; Rosemary Coyle; Robert Tarlov; Tearice Peters
Subject: Re: Survey Questions - Please Action Before Nov 27th.

Hi Roberta,

It looks like Stan has made most of the edits that I would have suggested but I do have thoughts regarding question 12.

As reductions in Municipal Aid from the State may not necessarily be limited to the ECS grant, I suggest a more encompassing question-

12. The State of Connecticut has reduced the level of municipal aid provided to Colchester.

Please indicate how this reduction should be managed:

Increase taxes.

Reduce programming/services.

A combination of increasing taxes and reducing programming/services.

Thank you for the work you have done on this, you have put forward a great starting point.

Brad

From: Roberta Lepore
Sent: Saturday, November 18, 2017 8:37 PM
To: Stan Soby; Rosemary Coyle; Brad Bernier
Cc: Robert Tarlov; Tearice Peters; Donald Peters
Subject: Survey Questions - Please Action Before Nov 27th.

Hello, Attached please find the draft 2018 survey questions for your review. I have done research into other town surveys and also reviewed our prior year questions and results to come up with what we are proposing for 2018. Tearice the other BOF representative and I have met and all of her comments have been incorporated. There are a few general guidelines I tried to stick with:

- Survey should be less than 20 questions so people don't lose interest
- Survey should be understood by all education levels
- We need to understand demographics to help better inform how people are answering questions
- All questions will have a comment box to enable more information where possible

You can comment in two ways:

- 1 - Send comments through e-mail for consideration before Nov 27th
- 2- Join meeting on Monday Nov 27th at 7:00 at town hall (pending getting room)

Here is the proposed process for completing the survey:

- Questions sent to BOS, BOE - Today
- **Meeting on Nov 27th** for any discussion at 7:00
- I will update and send final copy for review on the 28th
- Final comment period until Nov 30th
- Dec 1st questions sent to Rob
- Dec 6th on BOF agenda for final approval (this is the last BOF meeting of the year)

Please let me know if you have any questions or concerns on the process. Thanks

HAPPY THANKSGIVING! 😊

1 How long have you lived in Colchester?

- Less than 5 years
- 5-10 years
- 10 - 25 years
- More than 25 years

2 Are you male or female?

- Male
- Female

3 Which level of income best describes your household income during the last year?

- less than \$24,999
- \$25,000 - \$49,999
- \$50,000 - \$74,999
- \$75,000 - \$99,999
- \$100,000 - \$149,999
- More than \$150,000

4 In what category is your age?

- Under 21
- 21 to 25
- 25 to 40
- 40 to 54
- 55 to 64
- 65+

5 What situation best describes your situation?

- No children
- School age children enrolled in Colchester
- School age children enrolled outside of Colchester
- Children in college or other post-secondary program
- Children finished with school

6 Are you or someone in your household an employee or contactor of the Town of Colchester?

- Yes
- No

7 How do you rate the quality of life in Colchester?

- Excellent
- Good
- Fair
- Poor

8 How do you rate Colchester as a place to raise kids?

- Excellent
- Good
- Fair
- Poor

9 How do you rate Colchester as a place to retire?

- Excellent
- Good

Fair
Poor

Each of the following questions (10 -13) will have a comment box following the questions

10 If you have used the services listed below, please rate your experience and quality of service.

	Excellent	Good	Fair	Poor	Never used
Fire Department					
School System					
Police					
Senior Center					
Social Services					
Building Department					
Public Works					
Town Hall					
Park & Rec Program					
Youth Center					
Food Bank					
Library					
Sewer & Water					

11 In the 2018 budget what is your preference for funding each area.

	Raise Spending	Maintain Spending	Reduce Spending
Fire Department			
School System			
Police			
Senior Center			
Social Services			
Building Department			
Public Works			
Town Hall			
Park & Rec Program			
Youth Center			
Food Bank			
Library			

Sewer & Water

12 As many of you know the State of Connecticut reduced funding to the Colchester School District. Please indicate how those reductions should be managed:

- Increase Colchester Taxes to cover reduction from the state
- Reduce educational programming/services from the Education Budget
- Combination of tax increase, reduction of educational programming/services

13 In order to maintain current levels of Town services would you be willing to pay higher taxes to cover any increase in operation costs?

- Yes
- No
- Maybe

14 Did you vote in the last budget referendum?

- Yes
- No

15 If you selected "No" please indicate why?

- Too busy
- Did not have enough information
- Did not know there was a referendum
- I have no transportation
- Other - please add comment

16 What can the town do to increase participation in voting? Comment box

17 What is the best way for you to receive town information (check all that apply)?

- Newspaper
- E-mail
- Facebook
- Twitter
- Town Website
- Other - please indicate

18 Is there a service Colchester does not provide you wish it did? Comment box

19 Please add any comment that help us better serve Colchester? Comment box

20 In the future would you support spending for the following?

- | | | | |
|--|-----|----|-------|
| | Yes | No | Maybe |
| New Senior Center | | | |
| Land Conservation/Open space | | | |
| Community Center | | | |
| New Police Building | | | |
| New Fire House to increase number to three Fire Houses | | | |
| New Updated Fire House to replace current one | | | |
| Recreation field improvements | | | |

Reference Material for 12 a.

Handbook for Connecticut Boards of Finance

[http://www.ctsprague.org/resources/handbook for connecticut boards of finance ocr.pdf](http://www.ctsprague.org/resources/handbook%20for%20connecticut%20boards%20of%20finance%20ocr.pdf)

State Statutes

https://www.cga.ct.gov/current/pub/chap_106.htm

BOF Bylaws

http://www.colchesterct.gov/Pages/ColchesterCT_BComm/BOF/Board%20of%20Finance%20ByLaws%20as%20Amended%2010%2005%2016.pdf

Town Charter

<https://www.ecode360.com/29458490>

BOARD OF FINANCE

BOARD & COMMISSION LIAISON ASSIGNMENTS

BOARD & COMMISSION	LIAISONS AS OF FEBRUARY 15	MEETING DATE
Economic Development Commission	Andreas Bisbikos	3 rd Mon @ 7p
Public Works	Andreas Bisbikos	No scheduled meetings
Park and Recreation	Andreas Bisbikos	1 st Mon @ 7p
Board of Education	Andrea Migliaccio	2 nd Tues @ 7p
Board of Education Budget Committee	Andrea Migliaccio	1 st Wednesday a 7:30a
Commission on Aging	Andrea Migliaccio M. Egan	2 nd Mon @ 8:30a
Police Commission	Andrea Migliaccio	4 th Mon @ 6:30p
Youth Services Advisory Board	Rob Tarlov	1 st Wed @ 5p
Board of Selectmen	Rob Tarlov / Stefani Lowe A. Migliaccio	1 st & 3 rd Thurs @ 7p
Building Committee	Rob Tarlov/Tom Kane M. Egan	2 nd & 4 th Thurs @ 7p
Conservation Commission	Tom Kane	2 nd Wed @ 7p
Planning & Zoning Commission	Tom Kane	1 st & 3 rd Wed @ 7p
Fire Dept	Roberta Lepore	1 st Mon @ 7p
Agriculture Commission	Stefani Lowe	3 rd Mon @ 6:30p
Library	Stefani Lowe	No scheduled meeting - check in with Kate
Retirement Board	M. Egan	—————