



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Finance Minutes  
Regular Meeting Minutes  
Wednesday, November 2, 2016  
Colchester Town Hall @ 7PM**

2016 NOV - 2  
RECEIVED  
COLCHESTER, CT  
AM 9:44  
TOWN CLERK

**MEMBERS PRESENT:** Chairman Rob Tarlov, Thomas Kane, James McNair, Andreas Bisbikos, Andrea Migliaccio, and Roberta Lepore

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** First Selectman A Shilosky, CFO M Cosgrove, PW Director J Paggioli, Selectmen R Coyle and D Mizla, Board of Education B Bernier, J Kelley, T Peters, D Bouchard and Clerk T. Dean

**1. Call to Order**

R Tarlov called the meeting to order at 7:00 p.m.

**2. Additions to the Agenda**

R Tarlov asked that the following be added; Item #12.c. Discussion and Possible Action on Road Improvement Appropriation Request.

J McNair moved to add item to the agenda, seconded by A Bisbikos. Unanimously approved. MOTION CARRIED.

**3. Approval of Minutes: October 19, 2016 Regular Meeting**

T Kane moved to approve the Regular Board of Finance meeting minutes of October 19, 2016, seconded by J McNair. Unanimously approved. MOTION CARRIED

**4. Citizen's Comments**

M Lehtinen commented on the 2017 budget and recommended the BOE and town pay minimum wage to lower level employees.

**5. Correspondence – none**

**6. Opengov.com Presentation – Brian May presented an overview of what opengov.com provides for services**

**7. Review of Annual Energy Project Results**

PW Director J Paggioli stated in 2010 baseline data regarding energy spending on all buildings took place, as well as an energy audit which resulted in various improvements that could be made to buildings. Paying for the Honeywell system over 12 years with energy savings guaranteed. How the town knows that the program is working is through the Monitoring and Verification report (attached). At some point the town will need to establish a written policy to use the expired lease payments towards capital projects.

**8. 2017-2018 Budget**

**a. Budget Calendar**

R Tarlov stated the calendar is only a draft. Checking with the registrar and town clerk on the possibility of moving the referendum date a week earlier than in the past. Board discussion on holding another public forum earlier in the budget process. Board agreed on conducting public forum on Jan. 4, 2017.

**b. Budget Communications**

T Kane still waiting for feedback from CFO on the seven page weekly communication draft.

**9. First Selectman**

**a. Transfer Requests - none**

**b. First Selectman's Report**

IT company CCAT is coming to Town Hall to do a review of town hall systems and offer recommendations. BOF vacancy occurring on 11/3, on 11/4 a response of the vacancy filling requirements will be posted.

**10. Department Reports**

- a. Finance Department - none
- b. Tax Collector – none

**11. Liaisons**

- a. Reports - none

**12. New Business**

**a. Program Fund 9/30 Report**

J McNair stated that there was a list of things requested that exceed the program fund. A Shilosky stated that the list is only a wish list. R Tarlov stated that the program fund expenses have increased but the revenue has also increased.

**b. Discussion and Possible Action on Real Estate Transaction**

A Shilosky explained the process of the town purchasing property for \$90,000, funding to come out of the Fund Balance. There is a tentative agreement until Jan. 1, 2017 to close. Board of Selectmen approved the purchase and now needs to go to Board of Finance to approve. Then it will need to go to a Town Hall meeting. Board agreed to take action at the next meeting. NO ACTION

**c. Discussion and Possible Action on Road Improvement Appropriation Request**

A Bisbikos moved to approve the appropriation \$50,000 from the General Fund Balance to the Public Works-Highway line item Road Improvement, to address deferred pavement maintenance work in the FY 16-17, seconded by A Migliaccio. Unanimously approved 6-0. MOTION CARRIED

**13. Old Business**

**a. Review of Recreation Department Presentation**

T Kane stated there were good ideas on what to improve and also on how to raise revenue. A Migliaccio inquired on the Program Fund newly added Administrative position in regards to how the benefit allocation will be funded; whether it will be through the town budget or program fund. CFO discussed contribution amounts and costs. CFO will find out what date the coverage needed will start. Board will need to decide where the benefit cost will be taken from at the next meeting.

**b. 2016-2017 BOF Goals and Objectives**

R Tarlov updated the spreadsheet. Board needs to determine how to proceed with the Budget FB page use at the 11/16 meeting. Reviewed priority list. Use the same survey as last year. R Tarlov asked if the BOE can extend to a rolling five year maintenance plan similar to the town. CFO and R Tarlov discussed the CIP for 2017.

A Migliaccio inquired about the ACO and pound status. A Shilosky stated that the town will join a Regional Animal Control Agreement starting January 2017 and there will be two dedicated ACO's for Colchester and Lebanon.

**14. Citizens Comments**

D Bouchard commented on the dog pound.

J Kelley commented on the Secretary of State ruling on the BOF vacancy. Also praised the software program discussed on agenda item #6, opengov.com.

R Tarlov thanked member James McNair for his 3 years of service on the Board and wished him the best of luck.

**15. Adjournment**

T Kane moved to adjourn at 9:10 pm, seconded by R Lepore. Unanimously approved. MOTION CARRIED.

Attachment: Energy Performance Report

Respectfully submitted,

Tricia Dean, Clerk

## **Town of Colchester Interoffice Memorandum**

**To:** Art Shilosky, First Selectman  
**From:** James Paggioli, L.S., Director of Public Works  
**CC:**  
**Date:** November 1, 2016  
**Re:** Energy Performance Contract Year Two M&V Report.

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As part of the Energy Performance Contract, the Town of Colchester required that for the first three years of the project, A Monitoring and Verification report be prepared to ensure that the project was delivering the guaranteed savings in energy that the project funding payback required. The guaranteed savings were deducted from the operational budgets at the time on project installation. The guaranteed savings amount is calculated throughout the entire project installation and there may be some deviations for individual location within the project, however the total must meet or exceed the amount. Again, the original calculation baseline for the project was the year 2010. To simplify the calculations process; comparisons are made between if the Town did nothing and maintained the existing facility infrastructure and the present resultant energy use with the newly installed features. Years are "weather adjusted" in order to provide a more accurate analysis of the performance of the installed components.

In June, the installer (Honeywell) visits the sites to ensure that the features installed as part of the project are still in place and monitoring is occurring remotely throughout via the Building Automation Software system.

The Report lists in the Executive Summary that the Total Cost Avoidance for Year Two was \$361,056. Of which \$340,613 was Energy Cost Avoidance. Operational Savings, (although appreciated but difficult to fully realize since staff is still conducting other work) totaled \$20,443.

The Energy Performance Contract Annual Guarantee is \$291,182 for the second year of the project. The Total Cost Savings exceeded the Guarantee amount by \$69,874, which is 124% of the contractual amount.

Two individual issues were brought up that will be referred to our maintenance contractors. The first is the oil consumption at Bacon Academy and the second is Chiller Control at CES. The CES work is included with the Balancing/Commissioning work being conducted.

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