

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

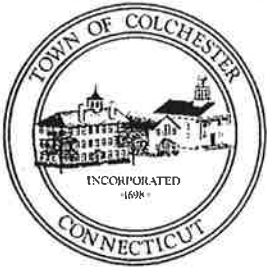
**Board of Selectmen Agenda  
Regular Meeting @ 7PM  
Thursday, November 5, 2015  
Colchester Town Hall  
Meeting Room 1**

RECEIVED  
COLCHESTER, CT  
2015 NOV - 2 PM 2:45  
SAYLE FURMAN  
TOWN CLERK

1. Call to Order
2. Dedication of Town Hall Rooms
3. Additions to the Agenda
4. Approve Minutes of the October 15, 2015 Regular Commission Chairmen Meeting
5. Approve Minutes of the October 15, 2015 Regular Board of Selectmen Meeting
6. Citizen's Comments
7. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Agriculture Commission – Charles Csere possible reappointment for a three year term to expire 11/30/2018
  - b. Parks & Recreation Commission - David O'Brien possible reappointment for a four year term to expire 11/30/2019
  - c. Youth Services Advisory Board – Linda Bromley possible reappointment for a three year term to expire 12/1/2018
  - d. Ethics Commission – Charles Logan possible reappointment for a three year term to expire 11/1/2018
  - e. Economic Development Commission – Resignation of Beverly Carr 11/1/2018
  - f. WJJMS Building Committee
    1. Lynn Goodwin to be interviewed
    2. Lynn Stefanowicz to be interviewed
8. Budget Transfers
9. Tax Refunds & Rebates
10. Discussion and Possible Action on Ordinance Change as Presented by Planning & Zoning
11. Discussion and Possible Action on CHVFC Tax Exemption
12. Discussion and Possible Action on Recreation Specialist Position
13. Discussion and Possible Action on Ordinance Revisions as recommended by Charter Review
14. Discussion on Senior Center Building

BOS Agenda 11/5/15  
Pg. 2

15. Citizen's Comments
16. First Selectman's Report
17. Liaison Reports
18. Adjourn



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Commission Chairmen Regular Meeting Minutes**  
**Thursday, October 15, 2015**  
**Colchester Town Hall – 7:00PM**  
**Meeting Room 1**

**MEMBERS PRESENT:** First Selectman Stan Soby, Selectman Denise Mizla, Selectman John Reever, and Selectman Kurt Frantzen

**MEMBERS ABSENT:** Selectman Rosemary Coyle

**1. Call to Order**

Selectman S. Soby called the meeting to order at 7:00 p.m.

Moment of Silence for Jenny Contois

Jenny was on the Board of Finance for 10 years, and First Selectman for 15 years. She set in motion what you see in town today.

**2. Commission Updates – Commission Chairs**

- 3. Christopher Bourque reported on the Agriculture Commission** The Food Hub project continues and a subcommittee has been set. Applying for a Grant from the Dept. of Agriculture for signage to direct people to local farms. Looking for one new member for the commission.

Stan Soby reported on the **Blight Task Force** Initial meeting was 10/14, the charge and ground rules were reviewed. Schedule is set up for the remainder of 2015, and then will meet twice a month in 2016.

Falk Von Plachecki reported on the **Conservation Commission** They have been having good attendance at meetings. Not much activity or applications. Application for a multi-family house approved with wetland protection and mitigation. Asked Public Works with assistance to be aware how to maintain low impact design landscaping when conducting work at the roadside. Meeting calendar has been set for 2016.

Daniel Henderson reported on the **Ethics Commission** The commission is constructing a citizens guide on how to file an ethics complaint, along with a new form. Both will be posted on the website. Working on a procedures manual that will give step by step instructions on taking an ethics complaint, procedure, and hearing information. This guide will be utilized for new chair people. Looking to schedule future meetings in the school vs using Town Hall. Looking for one new member.

Christina Maher reported on the **Fair Rent Commission** The commission meets as needed. There have been no issues as of the last chairmen meeting in July.

Edward Fusco reported on the **Police Commission** Two vehicles are out of service, one being repaired and one out of commission for good. Prescription drop off program continues and is a good way to get rid of unwanted prescriptions. Looking for grant funding to purchase body cameras. Looking for available K9's for drug searches. On the facebook page mug shots have been taken down and more positive reports are being posted.

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GAYLE FURMAN  
TOWN CLERK

Stephen Coyle reported on the **Sewer & Water Commission** Report attached

Officer Rob Suchecki reported on the **Youth Services Advisory Board** R Suchecki took over as chairperson of the commission. Fundraising for a new van, partnered with Inishmore Pub on 11/5 to receive a portion of profit. The Youth Center is busy. Community Conversation has been successful. Reviewed upcoming youth trips and programs.

Merja Lehetinen reported on the **Cable Advisory** Relayed that there is a free \$1,000 scholarship available for seniors at Bacon from Comcast. M Lehetinen is the consumer advocacy for the group. School reduced lunch participants families are eligible for a reduced tv/internet package.

First Selectman Stan Soby thanked all the commission chairmen and their respective commissions, on the behalf of the Board for their time and energy and for making the town work.

**WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):**

Ron Goldstein regarding **Board of Education**  
Robert Tarlov regarding **Board of Finance**  
Tom Tyler regarding **Building Committee**  
Gary Siddell regarding **Commission on Aging**  
Ellen Sharon regarding **Historic District Commission**  
Joe Mathieu regarding **Planning & Zoning Commission**

**NO REPORT RECEIVED FROM THE FOLLOWING:**

John Malsbenden regarding **Board of Assessment Appeals**  
Gregg LePage regarding **Charter Review Commission**  
Mary Ellen Mahoney regarding **Cragin Board of Trustees**  
James Ford regarding **Economic Development Commission**  
Nick Norton regarding **Open Space Advisory Committee**  
Chris Ferrante regarding **Parks & Recreation Commission**  
Jan LaBella regarding **Housing Authority**  
Brenden Healy regarding **Police Retirement Board**  
Laurie Robinson regarding **Zoning Board of Appeals**

**3. Adjourn**

D Mizla moved to adjourn the Commission Chair Meeting at 7:35 p.m., seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean  
Clerk

# Sewer and Water Commission – Chairman Report

October 15, 2015

1. The Ct. Dept of Health responded to our application to drill Well 3A. Next step is an RFP for Engineering and management services. It is being is being prepared.
2. Accounting Improvements – We are in the process of identifying a process to reconcile our Cash Balances at the end of the fiscal year with those published in the Town Audit.
3. The Commission has discussed the possibility of expanding the Sewer system westward to accommodate servicing a property on Old Hartford Road.
4. The Water Spray park leak was greatly reduced over the summer due to diligent work by the Water dept. in turning off the water when the park was not being used.
5. Joint facilities. The Rotary Drum Thickener construction is starting later than anticipated. Work will have to be done in the winter months.
6. We sold excess water during the drought this summer, a big turnaround from many years ago.

Stephen Coyle, Chairman

# Chairmans' Meeting - BOF Report

Robert Tarlov

Wed 10/14/2015 6:57 AM

Inbox

To: Tricia Dean <tdean@colchesterct.gov>;

Cc: Stan Soby <ssoby@colchesterct.gov>;

Hi Tricia,

I am out of State, here is our BOF report:

The Board continues to complete items on the Board of Finance Initiatives and Objectives.

We are busy preparing for next budget season, meeting with Department Heads to review their long term planning needs.

Next week's meeting has several large items on the agenda:

- Review of the School and Town Building Capital and Maintenance Plans created in 2014 to develop a long term funding plan to meet the needs of the School and Town buildings.
- Review the results of the 1st full year of the savings from the Honeywell energy project.
- Snow removal trends and better ways to budget for the volatility and long term increase in costs.

The 2 Tri-Board Sub-Committees created in 2014 for improving communications on budget issues have begun their work for next year's budget. The subcommittees are each made up of 2 members from BOF, BOS and BOE. One subcommittee is creating plans for how to communicate important budget issues in the period between now and March, and the second in the period from March until referendum passage.

Work is focusing on how to best present information, how to get the information out, and how achieve easy access for voters.

The survey will remain unchanged from last year.

Thanks,

Rob

Completed activities:

- Worked on architectural, construction management (CM) and owner project management (OPM) services for WJJMS project
- Architectural services for final design:
  - Developed and advertised RFQ
  - Received and reviewed 14 proposals
  - Short-listed 4 firms for interview
  - Conducted interviews.
- Construction management services:
  - Developed and advertised RFQ
  - Received 11 proposals
- Owner project management services:
  - Working on developing OPM RFQ

Upcoming Activities:

- Make selection for architect for final design services
- Review CM RFQ responses, develop short list, interview and make selection
- Issue RFQ for owner's rep, review responses, develop short list for interview (depending on number of responses received), interview and make selection.
- Finalize detailed scope for CM and OPM

Commission on Aging  
Quarterly Status Update, October 15, 2015

The CoA has focused on several things over the last quarter that we feel are foundational.

First was to strengthen the committee by filling all vacancies, and bring in fresh ideas. We are now fully staffed with 7 members, and 2 alternates.

Our second priority comes under the umbrella of Community Outreach. Jennifer Rayburn DeHay has been leading this effort for us. It has resulted in flyers that promote the CoA, and our first community fund raiser scheduled at Stop & Shop on November 7<sup>th</sup>.

We are also in the process of updating the very popular Senior Resource Guide so that new copies can be printed. This is a very well received community resource and we are anxious to get new copies in print. Rose Levine is leading this effort.

We have been able to set up a collection and disbursement account for donations and a means of funding our work. Maggie has been very helpful in setting up this account, and the processes around it. We raised \$300 last quarter.

We are fully engaged and focused on future needs and goals that may influence the discussion on a future Senior Center. It is our belief that creating a vision is the foundation of that planning.

Finally, we have the basics of a plan in place for our educational series. Rose Levine is leading the effort to create a series of forums to discuss "The Big Decisions", with potential topics that may include:

- Aging in My Own Home
- What Pays for What in Elder Care
- Caring for a Loved One with Alzheimers Disease
- Help at Home: What is Available and What Does It Cost
- Men's Health

Our goal is to stay active, and proactive.

Gary Siddell, Chairperson



# Historic District Commission Report for Thurs.

Ellen Sharon <ellensharon@att.net>

Wed 10/14/2015 11:55 AM

Inbox

To: Tricia Dean <tdean@colchesterct.gov>;

The Historic District Commission has not met in the past quarter, as no business has come before us.

Sincerely,  
Ellen

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Ellen Sharon  
Chair  
Historic District Commission

On Oct 13, 2015, at 9:05 AM, Tricia Dean <[tdean@colchesterct.gov](mailto:tdean@colchesterct.gov)> wrote:

The next Commission Chairmen Meeting is this Thursday, October 15th at 7pm.  
If you are unable to make the meeting or send someone from your commission in your place,  
please send me a report by Thursday at noon.  
Thank you!

*Tricia Dean*

Executive Assistant to the First Selectman

Town of Colchester  
127 Norwich Avenue  
[tdean@colchesterct.gov](mailto:tdean@colchesterct.gov)

P: (860) 537-7220

F: (860) 537-0547

<CommissionChairmenMeetingAgenda10\_15\_2015.pdf>

# Untitled

Mathieu, Joseph B (Middle Market + UW Support) <Joseph.Mathieu@thehartford.com>

Thu 10/15/2015 5:40 PM

To: Tricia Dean <tdean@colchesterct.gov>; Stan Soby <ssoby@colchesterct.gov>; soby@sbcglobal.net <soby@sbcglobal.net>;

Cc: Joseph Mathieu <jbmathieu@comcast.net>;

Tricia / Stan,

Sorry to get this to you so late. I had intended to attend the meeting in person but now have a conflict.

Dear Selectmen Soby,

Please accept this as my report on behalf of the Planning and Zoning Commission. As reported in our last session, the Commission completed its work on updated Zoning Regulations and the Plan of Conservation and Development earlier this year so we have now returned to normal business. We have had quite a bit of activity of late, some of which I think can be attributed to applications that were waiting for the passage of the new Zoning Regulations.

We did lose one of our full members last month, so we are now lacking one full member and two alternates. This could begin to affect our ability to conduct business in terms of establishing quorums. I'd ask the Board for assistance in filling those vacancies.

Thank You

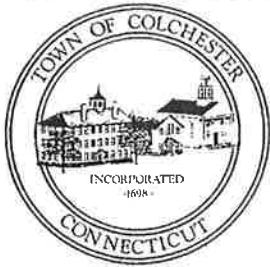
Respectfully submitted,

Joe Mathieu  
Chairman, PZC

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# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, October 15, 2015**

**Colchester Town Hall, Immediately following Commission Chairmen Meeting @ 7PM**

**MEMBERS PRESENT:** First Selectman Stan Soby, Selectman Denise Mizla, Selectman Kurt Frantzen, and Selectman John Reever

**MEMBERS ABSENT:** Selectman Rosemary Coyle

**OTHERS PRESENT:** BOF A Shilosky, Public Works Director J Paggioli, P& Z G Therian, Tax Collector M Wyatt, P&R C Prescott, J Lefler, S Coyle, M Lehetinen, C Bourque, D Wasniewski, Clerk T. Dean, and other citizens.

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COLCHESTER, CT  
2015 OCT 20 AM 11:16  
TOWN CLERK

**1. Call to Order**

First Selectman S. Soby called the meeting to order at 7:42 p.m.

**2. Additions to the Agenda**

S Soby asked that the following be added to the agenda #13 Discussion and Possible Action on Norton Paper Mill Sale Agreement Amendment, and #14 Discussion and Possible Action on Bright Idea Grant-Nxegen, renumber remaining items accordingly.

K Frantzen moved to approve the additions on the agenda as presented, seconded by J Reever. Unanimously approved. MOTION CARRIED

**3. Approve Minutes of the October 1, 2015 Regular Board of Selectmen Meeting**

D Mizla moved to approve the Regular Board of Selectmen meeting minutes of October 1, 2015, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

**4. Approve Minutes of the October 9, 2015 Special Board of Selectmen Meeting**

D Mizla moved to approve the Special Board of Selectmen meeting minutes of October 9, 2015, seconded by J Reever. Unanimously approved. MOTION CARRIED

**5. Citizen's Comments –**

T Keller, Boy Scout Troop 109, presented his Eagle project to connect Moroch trail to Ruby Cohen trail. The Board agrees with the project and thanked him for all his work.

**6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

- a. **Fair Rent Commission – Christina Maher possible reappointment for a two year term to expire 10/31/2017**  
D Mizla moved to reappoint Christina Maher to the Fair Rent Commission for a two year term to expire 10/31/2017, seconded by K Frantzen. Unanimously approved. MOTION CARRIED
- b. **Conservation Commission – Erika Fuery possible reappointment for a three year term to expire 10/1/2018**  
K Frantzen moved to reappoint Erika Fuery to the Conservation Commission for a three year term to expire 10/1/2018, seconded by D Mizla. Unanimously approved. MOTION CARRIED
- c. **Parks & Recreation Commission – Frank Ricci to be interviewed – was interviewed**  
K Frantzen moved to appoint Frank Ricci to the Parks & Recreation Commission for a 4 year term to expire 11/1/2017, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
- d. **Ethics Commission – Debi Marvin possible reappointment for a three year term to expire 11/1/2018**  
D Mizla moved to reappoint Debi Marvin to the Ethics Commission for a three year term to expire 11/1/2018, seconded by J Reever. Unanimously approved. MOTION CARRIED.
- e. **Police Commission – Robert Parlee possible reappointment for a three year term to expire 11/1/2018**  
D Mizla moved to reappoint Robert Parlee to the Police Commission for a three year term to expire 11/1/2018, seconded by J Reever. Unanimously approved. MOTION CARRIED.
- f. **Tax Abatement Committee – Resignation of Kevin Dalton**  
K Frantzen move to accept, with regret, the resignation of Kevin Dalton from the Tax Abatement Committee, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**7. Budget Transfers - None**

S Soby notified the board of upcoming redundancy basis on emergency services equipment on Co #1 and EOC, part of

a disaster training. Will also test the ability to dispatch from the fire house and backup at the EOC.

**8. Tax Refunds & Rebates**

D Mizla moved to approve tax refunds in the amount of \$35.86 to Donna Gordon, \$77.52 to Leo or Anita Vallee, \$70.86 to Gregory Lutkus, \$13.04 Nadia Svirshchevsky, \$9.78 to Debra or Mark Glover, \$105.63 to Francis Contois, \$738.90 to Toyota Least Trust, \$54.98 to Rossi Law Offices LTD, \$9.81 to Penny Geyer, \$6.98 to Kathleen Fill, \$4.42 to Robert or Beverly Winter, \$18.45 to Carmela Judd, \$2.55 to Matthew & Carlene Herboldt, and \$257.93 to Nissan Infiniti-LT, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

**9. Discussion and Possible Action on Substance Abuse Counselor Agreement**

D Mizla moved to approve the agreement for Substance Abuse Counselor and authorize the First Selectman to sign all necessary documents, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

**10. Discussion and Possible Action on Ordinance Change as Presented by Planning & Zoning**

G Therian gave an overview of the proposed plan to not allow residents to build or put in new additions, pools or sheds until they pay on any back taxes owed. Statistics were given for comparison in other towns. 138 towns out of 166 required taxes being paid before additions. 127 out of 166 require a fine if there is building without a permit. The process and parameters of a fine were discussed. G Therian suggested, that if implemented, a 6 month amnesty period take place before implementing ordinance after announcing the change. Next step will be to clean up the verbiage and have town counsel look at the proposed language. TABLED TO 11/5 MEETING

**11. Discussion and Possible Action on Energy & Environmental Protection Grant Agreement**

This is for the purchase of the Moroch property.

K Frantzen moved to approve the Energy & Environmental Protection Grant agreement on the Moroch Property OSWA-481 and authorize the First Selectman to sign all necessary documents, seconded by J Reeve. Unanimously approved. MOTION CARRIED

**12. Discussion and Possible Action on Recreation Specialist Position**

Recreation Director, C Preston, explained the proposed increase in hours to the current Recreation Specialist position. The program fund generates revenue through programs, thus the more programs that can be offered, the more people will participate and will therefore increase revenue. Biggest revenue generator is camp and adult fitness. The dept. would like to increase the specialist hours to cover the additional programs, as well as potentially have this person oversee the park Ranger position if implemented. A Park Ranger would be favorable in order to be a deterrent to vandalism occurring at the RecPlex, as well as potentially collect fees at the splash pad for non-residents. The board will look over the submitted information. TABLED UNTIL 11/5 MEETING

**13. Discussion and Possible Action on Norton Mill Sale Agreement Amendment**

Testing continues at the site and need to ensure that there is enough time for due diligence. The contract has been vetted through town counsel and agreed to by property owner.

K Frantzen moved to approve the First Amendment to Purchase and Sale Agreement for Norton Paper Mill, LLC, address 167 Marvin Rd, Colchester, and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**14. Discussion and Possible Action on Bright Idea Grant-Nxegen**

S Soby presented the plaque award for bronze level achievement for Clean Energy Community, the town also received a \$10,000 grant award. The grant funding will be used towards improvement of lighting at the senior center as well as a community bulb exchange program. The bulb exchange is part of an effort to give back to the public while reducing their own energy use. The bulb exchange will take place Nov 21<sup>st</sup>. The agreement is to continue energy efficiency or energy reduction projects

K Frantzen moved that the Board of Selectmen accept the Bright Idea grant in the amount of \$10,000 and to utilize the proceeds in accordance with grant criteria for two projects. The first being the Energy Efficient up-grade to the lighting at the Senior Center at 95 Norwich Avenue and to authorize the First Selectman to enter into a contract with Nxegen, LLC, for an amount of \$6,574.20, of which the cost shall be paid from the Eversource Conservation Fund Incentive and Eversource Bright Ideas Grant as described herein, and to sign all necessary documents;  
The second being to authorize the use of the remaining Bright Ideas Grant to be utilized for a free LED bulb exchange event for the residents of Colchester, so that they may also receive the benefits of the grant directly, and continue with energy conservation measures throughout the town, and authorize the First Selectman to sign all documents necessary for the event to occur, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Ordinance Revisions**  
Postponing action for more review by the Board

**16. Discussion and Possible Action on Social Media Policy**

S Soby reviewed current town policy, along with other town policies, and merged some pieces together into our policy that should cover the town in terms of use. The IT dept. would be responsible for identifying issues. K Frantzen indicated that the revised policy helps clarify intent and purpose, and should be reviewed annually. D Mizla stated that much has changed from previous years as far as technology and social media. S Soby indicated that the current personnel policy is under review in its entirety. J Reeve suggested adding verbiage to include elected officials.

D Mizla moved to approve the social media policy, as amended in discussion, seconded by J Reeve. Unanimously approved. MOTION CARRIED.

**17. Discussion on Senior Center Building**

First Selectman's office is currently working on scheduling a meeting for a newly created Tri-Board subcommittee with BOS, BOF, and Commission on Aging to secure the Senior Center building

**18. Citizen's Comments**

M Lehetinen questioned the proposed ordinance and if it would go to town meeting. Also stated the opinion that the proposed ordinance would be an added burden to those in specific categories. S Soby stated that the ordinance would first need to be approved by the Board of Selectmen and then would go to a town meeting for a vote.

**19. First Selectman's Report**

Will be conducting a LED bulb swap 11/21 from the Clean Energy grant; Blight Task Force is up and going; CCM legislative committee meeting took place, where they are tweaking the focus on broader themes vs 'into the weeds'; Speaker Sharky was featured guest and indicated no interest in legislative leadership majority side for a special session as the Governors rescissions were all within the Governors rescissions authority which is granted by legislator. It was decided they don't need to review it as there is still some space within 5% cap for the Governor to make additional rescissions; The Governor was in town at Priam Vineyard discussing increased tourism numbers. An opportunity to showcase the vineyard and the new wine maker partner, as well as potential new family oriented programs coming up in the near future; Pumpkins n Pooches was a great event, judging the contest was fun and saw some interesting costumes; Federated Church Crop Walk raised money, a proclamation was given by S Soby to kick off the event; Continue with speed enforcement, Sgt. Martinez continues to respond to concerns and will continue enforcement and education; Scarecrow parade is Friday @ 5:30, sponsored by the P&R; Participating in emergency planning exercise that takes place on Wed and will involve the town and school; Redundancy planning around dispatch, will have a direct line and alternate lines to dispatch, test today on pager system from Co 1; KX Board meeting Tues. night, CEO meeting, things are moving along and preparing for however it may play out.

**20. Liaison Reports**

J Reeve reported on Planning & Zoning – big issue regarding trucking operation on Pine Rd. Contradiction in language and looking at it more deeply to clarify the number of trips allowed down the street.

Budget subcommittee – information on town budget in all avenues planned, more press releases, facebook, and twitter.

D Mizla reported on Board of Education – meeting on the 13<sup>th</sup>. J Mathieu discussed the Norwich meeting potential. Bacon tuition students approx. 10 per grade available. It would fill slots from declining enrollment and keep special programs filled. Pupil Services Director gave her monthly action plan. Bacon Assistant Principal is down to two candidates. Major repairs and improvements happened through the summer at schools.

Parks & Recreation – 57 Fest went well and the event broke even. Tyler Keller's Eagle Scout project was approved. The electrical failure at the Town Green has been addressed. R8 has been seeded and fertilized. Discussion on requirements for endorsed children and adult leagues.

K Frantzen asked J Paggioli about the subdivision development and the sewer connection. J Paggioli has discussed the issue with the developer but doesn't have an actual document in hand yet.

**21. Adjourn**

K Frantzen moved to adjourn at 9:23 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

The Carr Family  
19 Highwood Circle  
Colchester, CT 06415  
860.537.0327

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October 13, 15

The Office of The First Selectman  
Attn: Tricia Dean  
127 Norwich Avenue  
Colchester, CT 06415

Dear First Selectman Soby,

This letter serves as notice of my resignation from the Economic Development Commission effective October 31, 2015. It has been a pleasure to serve on this town commission, however due to family scheduling changes I will need to resign my seat. Thank you for the opportunity to serve on this commission. I have notified Jim Ford of this resignation via email, as well.

Sincerely,

Beverly J. Carr  
860.537.0327  
bjfrenette@sbcglobal.net



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 10/13/15

## BOARDS & COMMISSIONS APPLICATION

Name: Lynn Goodwin

Address: 34 Harvest Lane Colchester, CT. 06415

Home Phone: 860-537-9588 Email lymagoo@comcast.net FAX: \_\_\_\_\_

Work Phone: 860-537-2313 Email lgoodwin@colchesterct.org Town Residency Colchester 14 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (circle one)

Commission or Board you are interested in serving on: WJMS Building Committee

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Seekonk High School Seekonk, MA 02771, 4 years, graduated 1994

College: University of Connecticut, Storrs, CT 06269, 5 years, B.A. in Fine Arts, B.S. in Education, graduated 1999

Wesleyan University, Middletown, CT 06459, 5 years, M.A. in Liberal Arts and Studies, graduated 2006

Trade, Business  
Or Correspondence  
School \_\_\_\_\_

CONTINUED ON REVERSE SIDE

**Work Experience: List length of employment, name and address of employer, position & reason for leaving:**

1999-2001, Darien Board of Education, Darien, CT 06820, Grade K-5 Music Teacher. We moved to Colchester.

2001-2006, Reg. District 13, Durham, CT 06422, Grade Pre-K-3 Music Teacher. I stayed home after having my second child.

2011-present, Colchester Board of Education, Colchester, CT 06415, Grades 6-8 Chorus/Music teacher

2015-present, Reg. District 17, Haddam-Killingworth, CT 06419, Grades 6,7 Music teacher

**Are you capable of making the commitment of time necessary to serve on this Board or Commission?** Yes

**Why are you interested in serving?**

I would like to be able to bring a middle school teacher's perspective to the building project. I can be a liason from the building committee to the WJJMS staff.

**Do you have any experience or familiarity with this area?** I have been on numerous hiring and search committees.

This would be my first experience on a building committee.

**If you are not appointed to this board or commission, would you be interested in other forms of public service?**

**Which ones?** Not at this time

**Date:** 10/13/15

**Signature:**

Lynn Goodwin





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 10/23/15

## BOARDS & COMMISSIONS APPLICATION

Name: Lynn Stefanowicz

Address: 96 Pleasant St Colchester, CT. 06415

Home Phone: 860 334-4858 Email: Stefanlynn@comcast.net FAX: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Town Residency 27 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: WJMS Building Committee

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Milford High School graduated 1969

College: University of Conn graduated 1973 major - education  
graduated 1978 master - education  
Southern CT University graduated 1999 - six year - library Science

Trade, Business Or Correspondence School \_\_\_\_\_

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

1973-1976 1st grade teacher - maternity leave - Colchester

1982-1985 Christian Educator - Colchester Federated Church

1985-2011 Math teacher and librarian WJMS - Colchester -

2000 -> WJMS Teacher and student scheduler. <sup>retired</sup>

CONTINUED ON REVERSE SIDE

## Boards & Commissions Applications

Are you capable of making the commitment of time necessary to serve on this Board or Commission? yes

Why are you interested in serving? I was teaching at WJMS when CES and JIS were built and renovated. I heard the teachers' hopes and dreams for a new WJMS. I retired before these hopes and dreams came to fruition. I can bring a classroom teacher's perspective, a special teacher's perspective and a scheduling perspective to the building committee.

Do you have any experience or familiarity with this area? \_\_\_\_\_

I was on the building committee for the renovation of the then High School in the early 1980's.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones?

NO

\_\_\_\_\_

\_\_\_\_\_

Date: 10/23/15

Signature: \_\_\_\_\_

Lynn Stefanowicz

REVISION TO July 23, 2009:

ARTICLE IV, Disposition of Building Applications Upon Delinquent Taxes

EXISTING:

§ 24 –9 Certification from Tax Collector required.

The Building Official shall require any applicant for any building application for undeveloped or vacant property (the “subject” property) to obtain written certification from the Tax Collector verifying that there are no delinquent taxes owed on the subject property.

**PROPOSED:**

**Suggestion 1:**

**Definitions:**

For the purposes of this article, the following definitions shall apply:

**DELINQUENT AMOUNTS** – Any delinquent real or personal property taxes, any delinquent sewer assessments or usage charges or any delinquent water assessments or usage charges, and any interest fees and charges thereon.

**PERSON** – Any individual, firm, company, partnership, association, society, corporation, group or other entity.

§

Issuance of permits restricted.

No official or agent of the Town of Colchester, or any member of any board, office, department, commission or agency thereof, shall issue a certificate of occupancy, zoning, building, sanitary sewer and/ or water, inland wetlands, driveway, street excavation, bonds or any other permit for the use of or improvements to real property to any owner thereof or other applicant from whom any delinquent amounts are owed to the Town of Colchester or for any real property for which any delinquent amounts are owed to the Town, except as provided in Section # \_\_\_\_\_.

The Tax Collector of the Town of Colchester shall, on a semi-annual basis, submit a list of delinquent taxpayers to the Building Inspector, Town Planner, First Selectmen, Zoning Enforcement Officer and Wetlands

**Enforcement Agent, to be used in making a preliminary determination of whether any permit or certificate described above shall be issued.**

**At the time any such application for a certificate or permit is filed, the individual responsible for issuing said certificate or permit shall refer to the most recent list of delinquent taxpayers to determine whether the applicant is eligible for said certificate or permit. Any applicant whose name appears on the most recent list shall be denied the permit or certificate unless said applicant provides sufficient written evidence with signature from the Colchester Tax Collector that there are no delinquent amounts due to the Town from the owner of the real property for which said application is made and from the applicant if other than the owner.**

**This section shall not be deemed to apply to those application for permits which involve repair or construction work ordered by a public agency or for emergency work to be performed for public health and/or safety concerns, nor shall it apply to those applicants who are making improvements to their real property with loans or grants received under any state and/or federal rehabilitation programs. Nor shall this section apply in situations where a building permit is required for the purpose of the construction or installation of an access ramp or any other mechanism or equipment designed to aid or assist someone with access due to a disability where tax payment arrangements are in effect, current and scheduled to be completed within six months.**

**Exceptions may be granted by the Building Official, with the advice and consent of the First Selectman, if the Building Official determines that the work to be performed is necessary to protect the health and safety of the occupants or the public, or in cases of extreme hardship, as approved by the Board of Selectmen.**

**(CGS § 12-146 (a)) The Town of Colchester may withhold or revoke any license or permit to operate a business enterprise if any taxes levied against personal property used in such enterprise are delinquent, and have been so delinquent for a period or not less than one year, and the municipality wishes to prohibit the granting of licenses or take action to revoke any license or permit while such personal property taxes are delinquent.**

**Before approving or renewing any license or permit to operate a business enterprise for property which appears on the Tax Collector's last filed delinquency list, the Health Department shall require the applicant to obtain written certification from the Tax Collector that delinquent personal property taxes have been paid in full, including the statutory interest.**

No payment shall be made by the Treasurer of the Town of Colchester or by any other town official, department head, employee, board, commission, or agency to any person who has sold goods or provided services to the town or to any board, office, department, commission or agency thereof, if, at the time said payment is due, it is determined that said person owes delinquent amounts to the town, provided that no such payment to be withheld shall exceed the delinquent amounts owed at the time of the withholding. Any such sums withheld pursuant to this section shall be paid to the Tax Collector and applied against the outstanding delinquent amounts owed by such person, first to any outstanding interest, fees and charges and then to the outstanding principal balance. This section shall not apply to the payment of wages to employees of the Town of Colchester or any board, office, department, commission or agency thereof

Agreement for payment of delinquent taxes

Notwithstanding anything provided herein before to the contrary, no certificate or permit under \_\_\_\_\_ shall be withheld if the person owing said delinquent amounts has entered into an agreement with the Town of Colchester, by and through the Colchester Tax Collector, which shall provide for an immediate payment to the town of all outstanding interest, fees and charges included in said delinquent amounts to be paid in equal monthly installments over a period of no greater than 24 months from the date of said agreement. In the event any person owing delinquent amounts is unable to enter into such agreement with the Tax Collector as a result of severe financial hardship, such person may propose to said Tax Collector an alternate method of paying said delinquent amounts which, if acceptable to the Tax Collector, shall be subject to the approval of the Board of Selectmen. In either event, interest shall continue to accrue on said delinquent amounts at the rate allowed by law. Any such payment agreement shall be in addition to, and not in lieu of, any and all other collection methods and remedies available to the Tax Collector as allowed by law.

In the event any person enters into an agreement with the Tax Collector as provide herein, or proposes an alternate method of paying said delinquent amounts, which proposal is acceptable to the Tax Collector and approved by the Board of Selectmen, proof of any such agreement or approval shall be delivered to the appropriate town official having authority to issue such certificate or permit prior to the issuance of such certificate or permit.

The exception provided above and any agreement entered into pursuant thereof shall be for the sole purpose of allowing a person owing delinquent amounts to obtain a certificate or permit and shall not in any way constitute, or to be construed to constitute, an agreement by the Town of Colchester or the Tax Collector to forebear the collection of said delinquent

collection of said delinquent amounts during the period of the approved monthly payment plan. The Tax Collector shall continue to have the right to exercise all powers allowed by law to collect said delinquent amounts sooner than set forth in said agreement, and at no time shall the town be required to stay or forestall any other collection methods or remedies during such period.

■ **Coordination between Treasurer and Tax Collector**

The Treasurer and Tax Collector of Colchester shall coordinate their activities so that the purpose and intent of this article may be carried out. All other officials, department heads and employees of the town shall coordinate their activities with those of the Tax Collector and Treasurer in a like manner.

Any person entering into any contract with the Town of Colchester or doing business with the town shall be deemed to have expressly consented and agreed to the terms of Section # of this article, which terms shall become an integral part of the contract or agreement between such person and the town, even if not specifically set forth in said contract or agreement.

Section # Invitation to bid

All invitations to bid extended to prospective bidders in the award of principal contracts shall include a reference to this article and a proof of payment; provided, however, that the failure of any invitation to bid to include such reference shall in no way affect the validity of the invitation or applicability of this article.

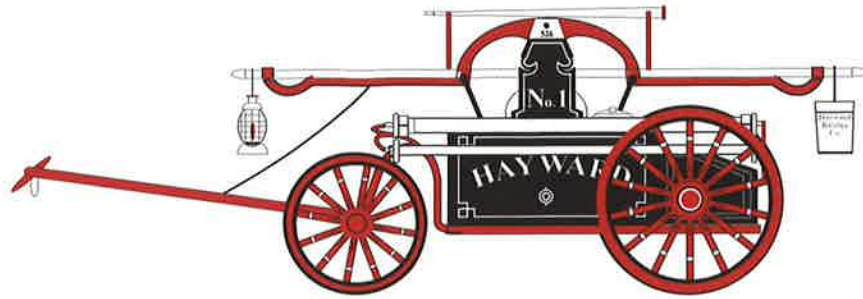
Ordinance

Town of Colchester, CT.

Work Commencing without a permit.

Whereas, The State of Connecticut Building Code and the Connecticut General Statutes requires a permit be issued before the start of Construction in the State of Connecticut the Town of Colchester s the following hereby in acts the following ordinance.

**Work commencing without a permit:** Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing permit before obtaining the necessary permit required shall be subject to a penalty of double the permit fee for the work proposed. This provision shall not apply to emergency work that would clearly place life or property in imminent danger, but in all cases the required permit(s) must be obtained within (3) business days and any unreasonable delay in obtaining those permit(s) shall result in the doubling of the fees required. The payment of a double fee shall not preclude or be deemed a substitute for prosecution for commencing work without a permit. The building official may grant extensions of times or waivers of fees when justifiable cause has been demonstrated in writing.



# Colchester Hayward Vol. Fire Co.

October 22, 2015

*Established in 1854*

To: First Selectman, Stan Soby  
Subject; November 5, BOS meeting

Please consider the following for an agenda item for the November 5, 2015 BOS meeting.

Change the existing tax exemption for qualifying members to include the attached language.

Currently there are thirteen (13) active Life Members on the rolls of emergency responders that may qualify for tax abatements. Their total years of service to date equates to three hundred, forty-seven (347) years of service to the citizens of Colchester.

In an effort to afford those members some lasting token of appreciation, we are proposing that when they elect to become inactive members of the organization, the Town of Colchester will continue their abatement as long as they are property owners in Colchester, as long as they have been qualified for the abatement within the past 5 years.

Currently, the cost to the Town will be zero (0) dollars, since these members earn the required points necessary to qualify. Worst possible scenario would occur if all thirteen (13) members decided to go inactive in the same year. That cost would amount to \$13,000.00.

The intent of the change is to give recognition to the many years of sacrifice to these individuals. Additionally it would serve as an incentive for members to stay on as emergency responders longer.

Thank you for your consideration.

Sincerely,

David E. Martin, President  
Colchester Hayward Volunteer Fire Company

attachments



129-31. Exemption benefit schedule.

- F. **Definition of active life member exemption. The “ active life member exemption “shall be defined as an exemption applicable to the assessed value of real or personal property up to an amount of the CHVFD members percentage of his/hers exemptions within the last five (5) years. Once the CHVFD member receives life member status and elects to become an Inactive Life Member, he or she shall receive his or her percentage exemption for life without having to receive any points as stated in paragraphs B&E in this section, as long as the CHVFD member has real or personal property within the town or becomes deceased.**
- G. **Qualification for active life member exemption. To qualify for life member exemption the CHVFD member must have received an exemption for a consecutive of five (5) years throughout the CHVFD member’s active duty years.**

FFID	LNAME	FNAME	MI	MBROF	TIS	JOINDATE	YRS_A_JR	NO_CR_YRS	ModTIS
①	111 Jones	John	H	FP OFF	51	3/14/1967	4	0	52
②	114 Standish	Bill		FIRE	48	4/14/1970	4	0	49
③	X 116 Rowland	Daniel	S	OFF FIRE	45	3/13/1969	0	0	46
④	125 Skut	Tony	P	FIRE	41	12/14/1976	4	0	42
⑤	132 Knapp	John	D	FP LTS	39	5/13/1976	0	0	39
⑥	137 Bristol III	Warren		FP	37	3/10/1977	0	0	38
⑦	140 Standish	Art	M	FP	36	12/8/1977	0	0	37
⑧	145 Warga	Beverly		EMS	18	8/9/1979	0	17	36
⑨	148 Russell	Robert		FP	30	12/11/1980	0	9	34
⑩	150 Ewings	Arnold	R	FP	31	6/10/1982	0	1	33
⑪	X 159 Lee	Donald	R	OFF FIRE	28	8/14/1986	0	0	29
⑫	166 Marvin	Bert	A	FIRE	29	4/15/1987	2	0	30
⑬	X 172 Dombroski	Robert	M	FIRE	27	10/8/1987	0	0	28
⑭	176 Gordon	Marty	W	FIRE OFF	26	3/10/1988	0	0	27
⑮	178 McKenna	Kenneth		OFF FIRE	26	3/10/1988	0	0	27
⑯	X 198 Knowles	Royce	D	FIRE	24	3/8/1990	0	0	25
⑰	217 Martin	David	E	FP OFF	22	4/8/1992	0	0	23
⑱	221 Cox Jr	Walter	J	OFF	22	7/9/1992	0	0	23
⑲	225 Marvin	Debra	P	EMS	23	11/12/1992	2	0	24
⑳	249 Smith	Gary	D	FP	33	11/11/1993	13	0	34
㉑	291 Tucker	Jeffery	L	FP LTS	15	10/12/1995	0	4	19
㉒	304 Didato	Judi	O	EMS	18	9/12/1996	0	0	19
㉓	306 McManus	Kevin	M	FIRE	18	9/12/1996	0	0	19
㉔	316 Palmes	Duane	I	FP	17	6/12/1997	0	0	18
㉕	326 Papp	Georg		FIRE OFF	16	2/12/1998	0	0	17
㉖	327 Berkman	Richard	L	FIRE LTS	16	3/11/1998	0	0	17
㉗	333 Knowles	Becky		FIRE	16	8/20/1998	0	0	17
㉘	334 Miraglia	Mary		EMS	16	9/10/1998	0	0	17
㉙	336 Langdon	David		FIRE LTS	20	10/8/1998	4	0	21
㉚	337 Giudice Jr.	Paul	E	FIRE OFF	19	8/12/1998	3	0	20
㉛	343 Babineau	Jason	D	FIRE LTS	15	12/10/1998	0	0	16
㉜	383 Barnes	David	Y	FIRE	17	2/8/2001	4	0	18
㉝	386 O'Connor	Matthew	C	FIRE LTS	17	6/14/2001	4	0	18



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

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Cheryl Preston, Recreation Manager

## **MEMO**

To: Board of Selectman

From: Cheryl Preston, Recreation Manager

Date: October 29, 2015

Re: Recreation Specialist Position

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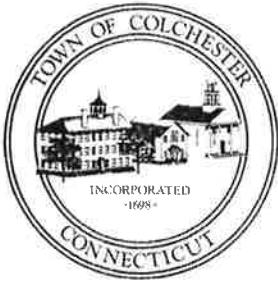
I am proposing to increase the hours for the Recreation Specialist by 11 hours a week. I have modified the job description to reflect this change. The position will be paid out of the program fund.

I have presented this position change to the Parks and Recreation Commission and received positive support.

### Recommended Motion

Motion for BOS to approve the increase in hours for the Recreation Specialist position and the revised job description.

40hrs



**Town of Colchester  
Job Description**

**Recreation Specialist  
Parks & Recreation**

***GENERAL STATEMENT OF DUTIES***

Assist the Recreation Manager in the effective planning, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the Town of Colchester.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Primarily Monday -Friday, 8:30am to 4:30pm (40hrs); however often requires evening and weekend hours as program/events dictate.

***SUPERVISOR***

Works under the direct supervision of the Manager of Parks & Recreation.

***ESSENTIAL DUTIES***

The following is an illustrative and non-exhaustive list of duties:

- Create flyers, emails, and marketing material to promote the departmental programs
- Initiation, oversight and development of new and existing program areas as assigned
- Assist in the preparation and promotion of special events as assigned
- Supervise part-time, seasonal employees & contractors; visit programs as needed.
- Attend meetings and assist Endorsed Sport Leagues with scheduling and concerns
- Serve as reservation coordinator for facilities managed by Department
- Customer service and program sales, including in-person, by email and by phone especially in the absence of Office Assistant
- Assist in the maintenance of department web page
- Provide evidence of ongoing career and/or skills development
- Related duties as assigned
- Comply with Town of Colchester Personnel Policies

## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

Must have:

- Overall working knowledge of current trends in recreation philosophy and management.
- Working knowledge & ability to plan, develop, promote and lead recreation programs.
- Good public speaking skills.
- Current computer skills, including word/data processing, desktop publishing

While performing the duties of this job, the employee is regularly required to stand, walk and talk. The employee frequently is required to sit; use hands to feel objects; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use the sense of smell.

The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## ***EDUCATION AND EXPERIENCE***

- Bachelor's Degree in Recreation Management or in a related field
- Must be at least 21 years of age.
- Two years' experience in recreation or a related field; or equivalent combination of education and experience.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

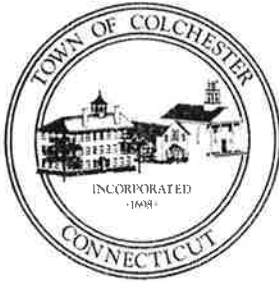
## ***WORK ENVIRONMENT***

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

*This job description is not all-inclusive and is subject to change  
by the Board of Selectman at any time.  
Full-time; non-union, salary; exempt.*

20 hrs



**Town of Colchester  
Job Description**

**Parks & Recreation Department  
Recreation Supervisor**

***GENERAL STATEMENT OF DUTIES***

Assist the Director of Parks & Recreation in the effective planning, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the Town of Colchester. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Primarily Monday-Friday, 8:30am-4:30pm (20 hours); however, often requires evening and weekend hours as programs/events dictate. May also be responsible for covering late office hours.

***SUPERVISOR***

Works under the direct supervision of the Director of Parks & Recreation and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

Program personnel.

***ESSENTIAL DUTIES***

- Market and promote programs through advertising (public relation materials).
- Develop program budget, including specifying and purchasing of materials and supplies.
- Develop, monitor and report monthly on program fund cash flow and balances.
- Assess community needs and develop programs to meet the determined needs.
- Media contact & public relations regarding all Department events.
- Collaborate, communicate, and assist in scheduling with other town departments, civic groups, sport leagues and schools.
- Supervise part-time, seasonal & contractual employees; visits programs as needed.
- Recruit, train, supervise, evaluate and recognize volunteers.
- Complete customer program registrations and facility reservations.
- Represent the department in a professional courteous manner.
- Provide extensive public assistance, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Provide timely information to the appropriate person for department web page.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - Overall working knowledge of current trends in recreation philosophy and management.
  - Working knowledge & ability to plan, develop, promote and lead recreation programs.
  - Strong interpersonal skills and ability to work well with the public.
  - Excellent written and oral communication skills.
  - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
  - Strong communication and customer service skills.
  - Good public speaking skills.
  - Current computer skills, including word/data processing, desktop publishing
  
- 2) Must be able to:
  - Communicate and work effectively with diverse groups and individuals.
  - Exhibit a professional manner with other employees and the public.
  - Work independently.
  - Maintain accurate records.
  - Lift and/or move up to 45 pounds.
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Munis, or RecWare/Safari.

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Recreation management or in a related field.
- Preferred 3 years Program Supervisory experience.
- Must be at least 21 years of age.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

## **WORK ENVIRONMENT**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. While performing the duties of this job, the employee is required to work in outside weather conditions.

*This job description is not all-inclusive and is subject to change by the Board of Selectman at any time.  
Full-time; union; salary; exempt.*