



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting @ 7PM
Thursday, November 17, 2016
Colchester Town Hall
Meeting Room 1**

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 1. Approve Minutes of the November 3, 2016 Regular Board of Selectmen Meeting
 2. Commission on Aging – Eleanor Phillips possible reappointment for a three-year term to expire on 12/31/2019
5. Approve Minutes of the November 1, 2016 Special Board of Selectmen Meeting
6. Discussion and Possible Appointment of Dean Hunniford as Tree Warden for a one-year term to expire on 11/17/2017
7. Budget Transfers
8. Presentation on CHVFC Tax Exemption by David Barnes and David Martin
9. Discussion and Possible Action on Assistant Tax Collector Certified & Non-Certified Job Description
10. Update on Fire House Mold Remediation
11. Discussion and Possible Action on Re-Sending Blight Ordinance to Town Meeting
12. Citizen's Comments
13. First Selectman's Report
14. Liaison Reports
15. Adjourn

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TOWN OF COLCHESTER, CT
2016 NOV 14 AM 9:06



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, November 3, 2016
Colchester Town Hall @7pm

RECEIVED
TOWN OF COLCHESTER
2016 NOV - 8 PM 12:00

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman John Jones

MEMBERS ABSENT: none

OTHERS PRESENT: PW Director J Paggioli, BOF R Tarlov, Town Planner R Benson, J Gigliotti, R Wah and Clerk T. Dean

1. **Call to Order**
First Selectman A Shilosky called the meeting to order at 7 p.m.
2. **Additions to the Agenda**
A Shilosky asked that agenda item #13 Discussion and Possible Action on Fire Department Mold Remediation Building Reserve Appropriation be removed from the agenda, renumber remaining items.

R Coyle moved to remove agenda item, seconded by S Soby. Unanimously approved. MOTION CARRIED.
3. **Citizen's Comments – none**
4. **Consent Agenda**
 1. **Agriculture Commission– Leslie Curtis possible reappointment as an alternate for a three-year term to expire on 11/30/2019**
 2. **Historic District Commission – Janice Adams possible reappointment for a three-year term to expire on 11/30/2019**
 3. **CHVFD Tax Exemption Eligibility Committee - Richard Peruta possible appointment for a four-year term to expire on 11/1/2020**
 4. **CHVFD Tax Exemption Eligibility Committee - Laura Steinmeyer possible appointment for a four-year term to expire on 11/1/2020**
 5. **Tax Refunds & Rebates**
\$148.80 to Kathleen Ciopryna, \$23.00 to Rossi Law Offices LTD, \$72.17 to Rossi Law Offices LTD, \$147.91 to JP Morgan Chase Bank NA, \$24.02 to Erin Witmore, \$100.00 to Kenneth Fagnoli, \$92.73 to Dana and Beatrice Bradstreet, \$26.39 to Nissan Infiniti LT, \$6.63 to Rossi Law Offices LTD, \$101.08 to Rossi Law Offices LTD, \$6.55 to Mark and Norma Liebrand, \$11.98 to Kay Anderson, and \$16.48 to Tyler Bromley.
 6. **Park Place Subdivision Bond Reduction**
 7. **Youth & Social Services Dime Bank Foundation Grant**
 8. **Youth & Social Services Local Prevention Council Grant Renewal**
S Soby moved to approve the consent agenda, seconded by R Coyle. Unanimously approved. MOTION CARRIED
5. **Approve Minutes of the October 20, 2016 Board of Selectmen Meeting**
J Jones moved to approve the Regular Board of Selectmen meeting minutes of October 20, 2016, seconded by S Soby. Unanimously approved with one abstention by R Coyle. MOTION CARRIED.
6. **Approve Minutes of the October 20, 2016 Commission Chairmen Regular Meeting**
J Jones moved to approve the Commission Chairmen meeting minutes of October 20, 2016, seconded by S Soby. Unanimously approved with one abstention by R Coyle. MOTION CARRIED
7. **Approve Minutes of the October 26, 2016 Special Board of Selectmen Meeting**
R Coyle moved to approve the Special Board of Selectmen meeting minutes of October 26, 2016, seconded by S Soby.

Unanimously approved with one abstention by J Jones. MOTION CARRIED

8. Board and Commissions – Interviews and/or Possible Appointments and Resignations

a. CHVFD Tax Exemption Eligibility Committee – Robert Jacques to be interviewed – was interviewed
R Coyle moved to appoint Robert Jacques to the CHVFD Tax Exemption Eligibility Committee for a four-year term to expire on 11/1/2020, seconded by S Soby. Unanimously approved. MOTION CARRIED.

9. Budget Transfers - none

10. Discussion and Possible Action on STEAP Grant Application for Streetscape Improvements to Lebanon Avenue
Wetland Enforcement Officer J Gigliotti and Town Planner R Benson presented the STEAP Grant Application program (attached). This is a request to the Board to endorse to move forward with the conceptual plan to OPM for the Small Town Economic Grant. This is an extension where the previous STEAP grant left off at the Airline Trail spur entrance. This is a non-matching grant. S Soby recommended exploration of safety lighting at crosswalks. R Benson stated that a Public Informational meeting will take place on 11/14 at 7pm. The grant went to Planning and Zoning for their endorsement.

D Mizla moved that the Board of Selectmen endorse the Planning & Zoning Department's submission of a STEAP Grant application to the Connecticut Office of Policy & Management for Streetscape improvements along Lebanon Avenue (Route 106), seconded by R Coyle. Unanimously approved. MOTION CARRIED

11. Discussion and Possible Action on Youth Center Van Acquisition – Regional ACO Transfer

R Coyle moved to appropriate \$3,414.24 from the Vehicle Reserve Account and utilize existing budgeted funds for the purchase of a 2016 Ford Transit 12 person van for use of Youth Services and the Town of Colchester.

12. Discussion and Possible Action on Norton Mill Brownfield Clean Grant

S Soby moved pursuant to section 32-763 of the Connecticut General Statutes, (the "Brownfield Remediation Law"), the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; Whereas, it is desirable and in the public interest that the Town of Colchester make an application to the state for \$518,000 in order to undertake the Norton Mill Site Remediation Project and to execute an Assistance Agreement. Now, Therefore, Be it Resolved by the Town of Colchester Board of Selectmen: 1) That it is cognizant of the conditions and prerequisites for the State Assistance imposed by Section 32-763 of the Connecticut General Statutes; 2) That the filing of an application for State Financial Assistance by the Town of Colchester in an amount not to exceed \$518,000 is hereby approved and that the First Selectman is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as an authorized representative of the Town of Colchester, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Sending Blight Ordinance to Town Meeting

R Coyle stated the ordinance is readable and clear, as well as fair. S Soby stated Planning & Zoning are already looking ahead to use the ordinance as a tool. Group did an outstanding job.

S Soby moved to send Blight Ordinance to Town Meeting on 11/17/2016 at 7pm, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

14. Citizens Comments - none

15. First Selectman's Report - none

16. Liaison Reports

R Coyle reported on Senior Subcommittee – developed a list of criteria for a future senior center site. Next meeting 11/16

S Soby reported on Planning & Zoning – close to finalizing language on small lot sheds to reduce set back on sidelines. Working on language for signage so that businesses can have additional signage opportunities for helping economic development.

Agriculture Commission – looking at language regarding horses in certain zones, moves next to P&Z for review.

D Mizla reported on Youth & Social Services – working on the Resolution Run on 1/1/2017. Spring Community Conversation planned regarding drugs. DIRT assembly for 7th and 8th graders which speaks to substance abuse. A senior at Bacon Academy presented a capstone project to the group. Bake sale will be held on Election day.

17. Executive Session Regarding Security Matter

S Soby moved to enter into executive session to discuss a security matter, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:43 p.m.

Exited from executive session at 7:48 p.m.

18. Discussion and Possible Action on Security Matter

S Soby moved to revise the Town of Colchester Policy Manual, section 3.2 Facility Use, subsection 5.2 Facility Use Rules, to read; In accordance with Connecticut General Statutes, except for members of a military unit performing ceremonial duties, no alcohol, illegal drugs, weapons or tobacco products are permitted to be possessed or kept in Town facilities or on Town grounds, seconded by R Coyle. Unanimously approved. MOTION CARRIED

19. Adjourn

J Jones moved to adjourn at 7:49 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment: STEAP Grant Application Presentation

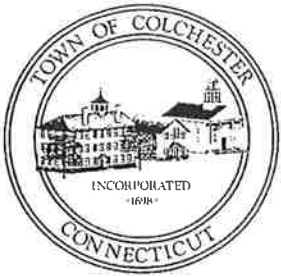
Respectfully submitted,



Tricia Dean, Clerk

Commission on Aging-7 Members, 2 Alternates, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Jean Stawicki	D	860-537-2013	stawickilaw@snet.net	12/1/2018
→ Vice Chair	Eleanor Phillips	U	860-531-9388	ephillips525@msn.com	12/31/2016
Member	Rose Levine	D	860-531-9048	rose.m.levine@comcast.net	12/31/2018
Member	Robert Gustafson	D	860-537-3889	rguscha@sbcglobal.net	12/1/2017
Member	Goldie Liverant	D	860-537-2151	goldieliverant@att.net	12/31/2016
Member	Marion Stanavage	R	860-537-5111	mstanavage@sbcglobal.net	12/1/2017
Member	Marjorie Mlodzinski	U	860-603-2047	mmlodzin@yahoo.com	12/1/2018
Alternate	Jennifer DeHay	D	860-537-8765	jrdehay@snet.net	12/1/2018
Alternate	Linda Grzeika	R	860-537-5560	grzeika@me.com	12/31/2016
Clerk	Michelle Komoroski	n/a	860-537-9105	rmtdkomo@sbcglobal.net	



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Special Meeting Minutes
Tuesday, November 1, 2016
Colchester Town Hall @ Noon

RECEIVED
TOWN OF COLCHESTER, CT
2016 NOV - PM 12:27

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Rosemary Coyle, via teleconference Selectman Stan Soby, and Selectman Denise Mizla

MEMBERS ABSENT: Selectman J Jones

OTHERS PRESENT: CFO Maggie Cosgrove and Clerk T. Dean

1. Call to Order

First Selectman A Shilosky called the meeting to order at 1pm

2. Executive Session to Discuss Real Estate Transaction

R Coyle moved to enter into executive session to discuss real estate transaction and invite CFO M Cosgrove, seconded by S Soby. Unanimously approved. MOTION CARRIED.

Entered into executive session at 1:01 p.m.

Exited from executive session at 1:10 p.m.

3. Discussion and Possible Action on Real Estate Transaction

R Coyle moved to recommend referenced purchase of Map #22, Lot 49, on Lebanon Ave to spend up to \$90,000, seconded by S Soby. Unanimously approved. MOTION CARRIED.

S Soby moved to appropriate \$90,000 for purchase of property referenced from General Fund Unassigned Fund Balance, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

4. Adjourn

D Mizla moved to adjourn at 1:14 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment: Budget Transfer/Additional Appropriation

Respectfully submitted,

Tricia Dean, Clerk

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="18501-36250"/>	<input type="text" value="Use of G/F Fund Balance"/>	<input type="text" value="90,000"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="18501-50500"/>	<input type="text" value="Transfer to Capital - Property Acquisition"/>	<input type="text" value="90,000"/>
	<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

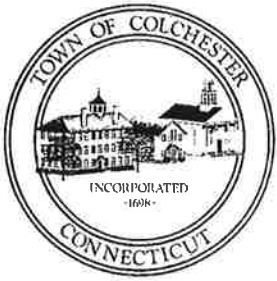

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester Interoffice Memorandum

To: Art Shilosky, First Selectman
From: James Paggioli, L.S., Director of Public Works
Date: 11/17/2016
Re: Tree Warden Appointment – Dean Hunniford

In accordance with State of Connecticut General Statute Chapter 451, Sec. 23-58, the Town of Colchester is required to appoint a Tree Warden. The position is currently held by Selectman John Jones. Mr. Jones has retired but still conducting Tree Warden duties under the Department of Public Works, under the Director's oversight, with both Mr. John Jones acting as the primary contact and with assistance for Mr. Jay Gigliotti until such time that Mr. Hunniford had passed the necessary course work and testing required to become the official Tree Warden of the Town of Colchester. As of November 10, 2016, Mr. Hunniford has successfully passed the 2016 Tree Warden School Exam and is eligible to be appointed to the position. I recommend his appointment by the Board of Selectmen to said position.



Town of Colchester, Connecticut

OFFICE OF THE TAX COLLECTOR

127 Norwich Avenue, Colchester, Connecticut 06415

Date: November 10, 2016

TO: Board of Selectmen

From: Michele Wyatt, Tax Collector

Subject: Assistant Tax Collector Position – Revised Job Description

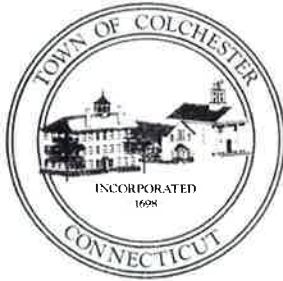
The Assistant Tax Collector has been offered the Payroll position in the Finance Department and started October 31, 2016. In reviewing the job description for the non-certified and certified tax collector I identified some changes to various pieces of the job descriptions including work schedule, supervisor, duties and education and experiences,

Attached are the job descriptions and I have highlighted all the changes that I recommend. The Tax Office is a vital part of our town government and it is essential that we have a good checks and balance in the office.

I recommend that these changes to the certified and non-certified job description be approved.

Recommendation

Approve the recommended changes to the non-certified and certified Assistant Tax Collector.



**Town of Colchester
Job Description**

**Tax Collector's Office
Assistant Tax Collector - Certified**

GENERAL STATEMENT OF DUTIES

Assist the Tax Collector with all day-to-day duties in the office including taking payments, balancing the payments daily and monthly, and any other administrative tasks.

WORK SCHEDULE

Monday-Wednesday and Friday, 8:30am-4:30pm with a one-hour lunch Thursday noon-7pm
(35 hrs/wk).

SUPERVISOR

Work under the direct supervision of the Tax Collector and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Supervise other employees within the office in the absence of the Tax Collector.

ESSENTIAL DUTIES

- Represent the department in a professional courteous manner. Extensive public contact via telecommunications, answering routine inquiries, letter writing and person to person.
- Maintains financial records, including receiving, verifying and crediting of taxes.
- Initiate refund process including mailings and filling out paperwork to be approved by Board of Selectman.
- Prepare daily deposit records to Finance Director to balance daily, weekly and monthly reports in cooperation with finance department.
- Prepares liens and release of liens to Town Clerk.
- Provides financial information to attorneys, state marshals, banks and taxpayers.
- Pulling over all corrections from Assessor's office including any further action taken on accounts including balance bills and refunds.
- Balance drawer daily including preparing deposits for bank and delivering to banking institution.
- Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Handle issues and working with the Assessor's office to resolve any issues that taxpayers may have on a day-to-day basis.
- Research in archives any requests that taxpayers may need.
- Prepare deposits for monies collected from other town departments.
- Enter all transfer of ownership of real estate accounts.
- Enter and maintain escrow accounts.
- ~~Provide timely information to the appropriate person for, or maintain, department web page.~~

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Extensive working knowledge of all aspects of tax collecting.
- 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.

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit tact and diplomacy in dealing 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 Word, Excel, Access, Munis, or comparable computer programs.

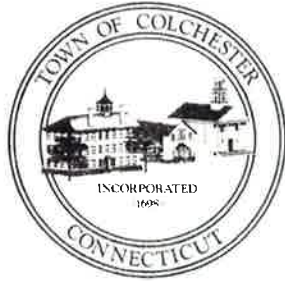
EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience in a tax office preferred; or an equivalent combination of education and experience.
- Experience with accounting, customer service, computers, and telephone.
- Tax Collector State Certification.

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.

*This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.
Full-time; union; hourly; non-exempt*



**Town of Colchester
Job Description**

Tax Collector's Office
Assistant Tax Collector (Non-Certified)

GENERAL STATEMENT OF DUTIES

Assist the Tax Collector ~~and/or Certified Assistant Tax Collector~~ with all day-to-day duties in the office including taking payments, working on delinquent accounts and any other administrative tasks.

WORK SCHEDULE

Monday-Wednesday and Friday, 8:30am-4:30pm with a one-hour lunch Thursday noon-7pm
(35 hrs/wk).

SUPERVISOR

Work under the direct supervision of the Tax Collector **with administrative supervision of the First Selectman.**

ESSENTIAL DUTIES

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

- Make calls to delinquent tax payers to collect back taxes.
- Process any return mail including researching to find a correct address.
- **Receive** payments from taxpayers and crediting their account.
- Provide financial information to attorneys, state marshal, banks and taxpayers.
- Balance drawer daily including preparation of deposits for bank ~~and delivery to banking institution.~~
- Perform arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Work with the Assessor's office to resolve any issues that taxpayers may have on a day-to-day basis.
- Research in archives any requests that taxpayers may need.
- Prepare deposits for monies collected from other town departments.
- ~~Enter all transfer of ownership of real estate accounts.~~
- **Enter and maintain escrow accounts.**
- ~~Provide timely information to the appropriate person for or maintain department web page.~~
- **Represent the department in a professional courteous manner.**
- **Provide extensive public assistance, i.e. phone, routine inquiries, written correspondence, and person-to-person.**

- Initiate refund process including mailings and filling out paperwork to be approved by the Board of Selectman.
- Pulling over all corrections from Assessor's Office including further actions taken, i.e. refund balance bills.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Preferred working knowledge of aspects of tax collecting.
- 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, Publisher, or Munis.

EDUCATION AND EXPERIENCE

- High School Degree or equivalent.
- Preferred experience with accounting and customer service.
- **Must be able to obtain Certified Connecticut Municipal Collector certificate within five years of hire.**

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

*This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.
Full-time; union; hourly; non-exempt*