

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**AMENDED**  
**Board of Selectmen Agenda**  
**Regular Meeting Immediately following Town Meeting**  
**Thursday, February 16, 2017**  
**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 February 2, 2017 Board of Selectmen Meeting
  2. Approve Targeted Grant FY 2018 for the Historic Documents Preservation Program
  3. Tax Refunds & Rebates
5. Budget Transfers
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Police Commission possible appointments for a three-year term
7. Discussion and Possible Action on Decommissioning of the Blight Task Force
8. Discussion and Possible Action on Donate for Life Flag
9. Citizen's Comments
10. First Selectman's Report
11. Liaison Reports
12. Executive Session to Discuss a Security Matter
13. Adjourn

RECEIVED  
TOWN CLERK  
GAYLE FURMAN  
TOWN CLERK

2017 FEB 13 AM 9:08

RECEIVED  
COLCHESTER, CT



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, February 2, 2017  
Colchester Town Hall @7pm

RECEIVED  
TOWN CLERK  
2017 FEB - 8 AM 5:02  
COLCHESTER, CT

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

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** BOF R Tarlov, Assessor J Chaponis, BOE R Besaw and B Bernier, Registrar D Mrowka, S Schuster and Clerk T Dean

**1. Call to Order**

First Selectman A Shilosky called the meeting to order at 7:28 p.m.

**2. Additions to the Agenda**

R Coyle ask to remove agenda number 11, 12, 13 and add agenda item number 8 Discussion and Possible Action on Charter Revision Commission Questions, renumber remaining items.

R Coyle moved to remove and add agenda items as presented, seconded by S Soby. Unanimously approved. MOTION CARRIED.

**3. Citizen's Comments**

S Schuster stated his support of P Kupczak in regards to the Police Commission vacancy.

**4. Consent Agenda**

**1. Approve Minutes of the January 19, 2017 Commission Chairmen Meeting**

**2. Approve Minutes of the January 19, 2017 Board of Selectmen Meeting**

**4. Tax Refunds & Rebates**

\$1421.86 to Bacon Academy Trustees, \$76.90 to Christopher Cuff, \$3.69, \$48.14, \$90.74, \$314.96, \$66.39, \$51.27 to Rossi Law Offices LTD, \$13.94 to Robert Beckman, \$8.84 to Glen Campbell, \$25.60 to Michael Austin, \$14.96 to Harry Riley, \$253.81 to Subaru Motors Finance, \$517.12 to Mazda Capital Service, and \$165.53 to Honda Lease Trust.

R Coyle moved to approve the consent agenda, seconded by S Soby. Unanimously approved. MOTION CARRIED

**5. Budget Transfer - none**

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

**a. Police Commission – Peter Kupczak to be interviewed – was interviewed**

**7. Discussion and Possible Action on Old Bacon Academy Taxes**

Assessor J Chaponis stated that in the state of CT property can be qualified as exempt under certain uses. Once the use changes the exemption can change. He was not aware that the Bacon Academy Board of Trustees was leasing out the building to a daycare. That portion of the lease had to be added and taxed. Bacon Academy leases out a building for rent which makes it taxable. Town entered into to the lease and made an agreement to pay the taxes. \$2,234 is the Town portion. Bacon Academy already paid the taxes for a full year and the town needs to reimburse a third of it. A Shilosky stated that it has to go to the Board of Finance for approval.

S Soby moved to transfer \$2,234 from contingency to First Selectmen budget specific for this, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**8. Discussion and Possible Action on Charter Revision Commission Questions**

R Coyle stated the Charter Revision needed some clarification. The descriptions of some departments in the current charter are not reflected of how it is now. A Shilosky recommended that the list of departments be put in without descriptions. S Soby stated it should be less specific. Charter should read something to the effect that the town would

organize department procedures on meeting the needs of residents. Most basic language identifying departments and functions that are defined within an ordinance. Would establish an ordinance now and it would become active upon charter change approval, then modify the ordinance.

**9. Citizens Comments - none**

**10. First Selectman's Report**

A Shilosky reported that the Grand List is down 1.1% (memo attached). Residential is down approximately 3% - 5% on average. Commercial on average went up. This is predominantly what the market is showing. Would have been a good grand list if it wasn't a revaluation year. A Shilosky also reported that S&S Worldwide made a large donation to the Food/Fuel Bank.

**11. Liaison Reports**

R Coyle reported on the Building Committee – Solar energy was presented. Approved invoices.

S Soby reported on Agriculture Commission – Continue to work on farm to school initiative. R Benson working with them on regulations for large livestock in suburban zones. Requested that applications for the 2017 Farmers Market be on the town website.

Health District – continue to work on the budget. Fee schedule was adopted. Continue discussion around larger health districts.

**15. Adjourn**

J Jones moved to adjourn at 8:05 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Attachment: Assessor Memo

Respectfully submitted,



Tricia Dean, Clerk



*Gayle Furman*

*Town Clerk*

**MEMORANDUM**

**To:** Board of Selectman Members

**From:** Gayle Furman, Town Clerk *BF*

**Subject:** Historic Preservation Grant

**Date:** February 16, 2017

I respectfully request that the Board of Selectman make a motion to allow the First Selectman to designate myself to act as the agent for the application for the Targeted Grant FY 2018 for the Historic Documents Preservation Program.

Proposed Motion:

Motion to authorize the First Selectman to designate Gayle Furman, Town Clerk as the agent for making the application for the Targeted Grant FY 2018 for the Historic Documents Preservation Program.

Thank you.

### Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
  - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
  - Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.
1. **Describe the project.** State what will be done and why. For records projects, identify the specific records involved, including volume numbers and date range.
  2. **Identify the vendors or town personnel; and project timeframe.** For consultants/vendors, identify the company and the timeframe for completing the work. For town personnel to be paid with grant funds, follow the instructions provided on Page 12 of the Grant Guidelines.
  3. **State what the municipality hopes to accomplish.** Explain how the project will impact the records, the office and/or the municipality.
  4. **Provide a detailed budget.** Show the project expenses included under each line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs); and show the split between grant and local funds where applicable. If applying for only one project with one vendor, you may **omit** this question.
  5. **Attach supporting documentation.** For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

### Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Gayle Furman, the Town Clerk, as the agent for making the above application.

\_\_\_\_\_  
Signature of MCEO

Arthur Shilosky  
Name and Title of MCEO

February 16, 2017

\_\_\_\_\_  
Date

### Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2018 Targeted Grant Guidelines* have been met.

\_\_\_\_\_  
Signature of Applicant (MCEO or Town Clerk if Designated)

\_\_\_\_\_  
Date (must be same as or later than above date)

\_\_\_\_\_  
Name and Title of Applicant

*For State Library Use Only*

Grant Disposition:  Approved  Denied

Grant Award: \$ \_\_\_\_\_

Grant Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Public Records Administrator

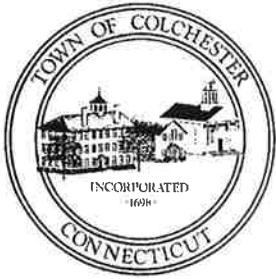
\_\_\_\_\_  
Date

**Police Commission-5 Members, 3 year terms**

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Robert Parlee	U	860-537-6019	robertparlee@hotmail.com	11/1/2018
Secretary	VACANT				11/15/2016
Member	Susan Dubb	U	860-884-6055	<a href="mailto:sdsd39@aol.com">sdsd39@aol.com</a>	11/1/2018
Member	VACANT				11/1/2016
Member	VACANT				11/30/2017

---

**Police Commission**



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

---

## **MEMORANDUM**

**To:** Board of Selectmen

**Cc:** Public Works

**From:** Tricia Dean, Executive Assistant to the First Selectman

**Date:** 2/16/2017


**Re:** Donate for Life Flag

---

### **Recommended Motion**

**Motion for the Board of Selectmen to approve the flying of the Donate for Life Flag at Town Hall from April 10<sup>th</sup> through April 21<sup>st</sup> 2017.**

## Town of Colchester Interoffice Memorandum

**To:** Art Shilosky, First Selectman  
**From:** James Paggioli, L.S., Director of Public Works   
**CC:**  
**Date:** 2-10-2017  
**Re:** Transfer Request – Funds to Support Position of Assistant to the Director DPW

---

In conjunction with the creation of the position of Assistant to the Director (DPW) and the subsequent settlement of the retroactive time for compensation of the position extending from July 1, 2016, the following transfer is required. The position is funded 50% by the Public Works (General Fund Budget), 25 % from the Water Annual Operating Budget, and 25% from the Sewer Annual Operating Budget. The existing funded Administrative Assistant position is compensated at \$22.25 per hour. The Assistant to the Director (DPW) position is compensated at \$25.37 per hour; the same rate as the existing Assistant to the Director (Fire/ EMS) and Assistant to the Director (Police). The differential is \$3.12 per hour. There are no overtime considerations. For regular wage considerations at 8 hours a day x 261 working days = \$6,514.56.

The Public Works (General Fund) portion = \$3,257.28 Regular Wages , \$211.72 FICA and \$228. 01 Retirement  
There is adequate available funding within the DPW – Highway (Same line items) due to a Workers Compensation issue.

The Water portion = \$1,628.64 Regular Wages, \$105.86 FICA and \$114.00 Retirement and the Sewer portion are identical.  
There is adequate available funding within the Contingency Water and other Line Items within the Sewer Operating budget in order to transfer and fund these amounts. The transfer approval for these portions will occur at the March 2017 Sewer and Water Commission meetings.



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 -40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="3,260"/>
<input type="text" value="13201 - 41230"/>	<input type="text" value="FICA &amp; Retirement"/>	<input type="text" value="440"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13200 - 40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="3,260"/>
<input type="text" value="13200 - 41230"/>	<input type="text" value="FICA &amp; Retirement"/>	<input type="text" value="440"/>
<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