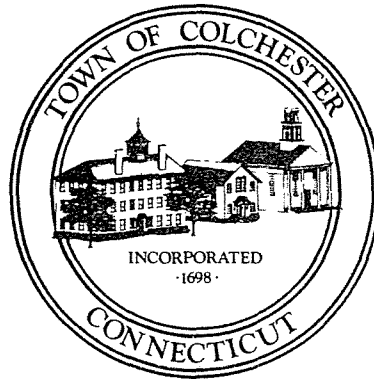


Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Agenda  
Thursday, November 4, 2010  
Colchester Town Hall**

**Meeting Room 1 – 7:00pm**

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the October 21, 2010 Public Hearing
4. Approve Minutes of the October 21, 2010 Commission Chair Meeting
5. Approve Minutes of the October 21, 2010 Board of Selectmen Regular Meeting
6. Approve Minutes of the October 26, 2010 Board of Selectmen Special Meeting
7. Citizen's Comments
8. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Historic District Commission. Member Nancy Anderson to be reappointed for a term to expire 11/31/2013.
  - b. Historic District Commission. Alternate Janice Adam to be reappointed for a term to expire 11/31/2013.
  - c. Police Commission. Member Glenn Morron to be reappointed for a term to expire 11/31/2013.
  - d. Police Commission. Patrick Mickens to be interviewed.
  - e. Parks & Recreation Commission. Member Melissa Kennedy to be reappointed for a term to expire 11/31/2014.
  - f. Board of Assessment Appeals. Resignation of Nancy W. Riella.
9. Budget Transfers –

10. Tax Refunds & Rebates
11. Discussion and Possible Action on Bond Reduction for Subdivision on Veccadola Drive
12. Discussion and Possible Action on Town Street & Road Snow Removal Contract
13. Discussion and Possible Action on School Parking Lot Snow Removal Contract
14. Discussion and Possible Action on Facility Use Policy (2<sup>nd</sup> Reading)
15. Discussion and Possible Action on Disposal Policy (1<sup>st</sup> Reading)
16. Discussion and Possible Action on 2011 Board of Selectmen Meeting Schedule
17. Discussion and Possible Action on 2011 Commission Chair Meeting Schedule
18. Discussion and Possible Action on Virtual Town Hall Contract
19. Citizen's Comments
20. First Selectman's Report
21. Liaison Report
22. Adjourn

Gregg Schuster



First Selectman

**Public Hearing Minutes  
Thursday, October 21, 2010  
Colchester Town Hall**

**Meeting Room 1 – 7:00pm**

NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

2010 OCT 22 PM 2:53

RECEIVED  
GREG SCHUSTER, CT

**MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, Selectman Greg Cordova, and Selectman Rosemary Coyle.

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy, Bruce Hayn, Ron Goldstein, Stephen Cohn, Merja Leighton, Nick Norton, Richard LeMay, Laurie Robinson, Al Hemingway, Katy Nally, Ryan Blessing, and members of the public.

- 1. Call to Order**  
First Selectman G. Schuster called the public hearing to order at 7:00 p.m.
- 2. Discussion on Change of Inland Wetlands Fee Ordinance**  
There were no comments on the changes to the Inland Wetlands Fee Ordinance.
- 3. Adjourn**  
R. Coyle moved to adjourn the public hearing at 7:01p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrik M. Kennedy  
Executive Assistant to the First Selectman

Gregg Schuster



First Selectman

**Colchester Commission Chairmen Meeting Minutes  
Thursday, October 21, 2010  
Immediately Following the Public Hearing at 7:00 pm  
Colchester Town Hall – Meeting Room 1**

RECEIVED  
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2010 OCT 22 PM 2:53  
NANCY A. BRAY  
*Nancy A. Bray*

**MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, Selectman Greg Cordova, and Selectman Rosemary Coyle.

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy, Bruce Hayn, Ron Goldstein, Stephen Cohn, Merja Lehtinen, Nick Norton, Richard LeMay, Laurie Robinson, Al Hemingway, Katy Nally, Ryan Blessing, and members of the public.

**1. Call to Order**

First Selectman G. Schuster called the meeting to order at 7:01 p.m.

**2. Commission Updates – Commission Chairs**

**Board of Education** - Chair Ron Goldstein reported that CMT and CAPT scores are in and the students have made progress in all areas and also that the school district received \$792,000 from the Federal government – some of which will be put to use for immediate needs while the remaining will be set aside for future use and needs.

**Board of Finance** - Chair Bruce Hayn reported that the budget cycle is beginning and discussion has begun on the process for this next fiscal year. Further, he sat on a panel at the Connecticut Conference of Municipalities Annual Convention on October 6, 2010, and found that many other towns in the State look to Colchester for how well the Board of Finance works with and collaborates with the Boards of Selectmen and Education.

**Cable Advisory Board** – Merja Lehtinen reported that there will be a \$1,000 scholarship available for one Bacon Academy student this year and that an application is necessary to be considered.

**Economic Development Commission** - Chair Stephen Cohn reported that there is currently an opening on the commission; that the Town, with the help of the EDC, is still searching for an Economic Development Coordinator; and that the Town received a STEAP grant to revitalize Lebanon Avenue.

**Historic District Commission** - Chair Ellen Sharon stated that there is an opening on the Historic District Commission, but that there is no activity to report from the Commission.

**Open Space Advisory Committee** - Chair Nick Norton reported that the Committee is currently putting together a plan and process for accepting and evaluating open space and open space needs of the Town.

**Planning and Zoning Commission** – A report was read by First Selectman G. Schuster from Chair Joseph Mathieu that reported on the activity of the Commission; it is attached.

**Police Commission** - A report was read by First Selectman G. Schuster from Chair Glenn Morron that reported on the activity of the Commission; it is attached.

**Sewer & Water Commission** - Chair Richard LeMay's reported that the Commission is currently working on a Build-Out Analysis, is updating the Streamflow Regulations, the Town water plant has been inspected and there are no violations, the Well 3 bid has been approved, the Commission and Town are working on extending a water line to Cabin Road, and the Joint Facilities plant was inspected and works well.

**Zoning Board of Appeals** - A report was read by First Selectman G. Schuster from Chair Laurie Robinson that reported on the activity of the Board; it is attached.

**No Reports Received From:**

Chair Dave Anderson on the activity of the Board of Assessment Appeals.  
CHVFD Tax Exemption Association  
Chair Jean Stawicki's on the activity of the Commission on Aging.  
Chair Falk Von Plachecki on the activity of the Conservation Commission.  
Chair Genea Bell on the activity of the Ethics Commission.  
Chair Robert Kennedy on the activity of the Fair Rent Commission.  
Chair Jan LaBella on the activity of the Housing Authority.  
Chair Sean O'Leary on the activity of the Parks & Recreation Commission.  
Chair Brendan Health on the activity of the Police Retirement Board.  
Chair Thomas St. Louis on the activity of the Youth Services Advisory Board.

**3. Adjourn**

J. Ford moved to adjourn the Commission Chair Meeting at 7:15 p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy  
Executive Assistant to the First Selectman

**Attachments:**

- Planning & Zoning Commission report from Chair Joseph Mathieu
- Police Commission report from Chair Glenn Morron
- Zoning Board of Appeals report from Chair Laurie Robinson

Dear First Selectman Schuster,

Neither Vice Chairman Kane nor I could be in attendance tonight. Please let this serve as a brief update on the Planning and Zoning Commission's activities.

1. As you know, the Town received a \$285,000 STEAP (Small Towns Economic Assistance Program) grant from the State of Connecticut earlier this month. These funds were requested to assist the town in improving and expanding the sidewalk system in the Town Center. The Commission has extended its thanks and appreciation to Town Planner Adam Turner for his hard work in securing these much needed funds.
2. In conjunction with soliciting the sidewalk funding from the State, and the Commission's adoption of new sidewalk regulations earlier this year, the planning office has been developing a comprehensive sidewalk plan to identify and prioritize areas where sidewalk improvements are most needed. This plan has been reviewed and endorsed by the Commission and has been forwarded to the Board of Selectmen for further consideration.
3. I am pleased to report that the Superior Court has dismissed the plaintiffs' appeal in the matter of Leonard Przekopski v. Town of Colchester and that the site development plan that was the subject of another appeal against the Town-- SDP 09-002 Bruce Hayn Applicant-- has been withdrawn. Given these developments, there is currently no land use litigation pending against the Town to my knowledge.
4. At the Board's last meeting a favorable report was issued regarding the Open Space Committee's recommendation that the Town accept 9.2 acres of open space in the White Oak subdivision. This recommendation has been submitted to the Board of Selectmen for further deliberation.

Please do not hesitate to contact me with any questions.

Best Regards,

Joseph Mathieu  
Chairman



# Colchester Police Department

## Commission Chair Report

October 22, 2010

Commissioner John Jones resigned from the Board of Police Commissioner at the September 27, 2010 meeting. Commissioner Jones sighted personal as well as lack of available time as the reasons of his resignation. John was an asset to this board for many years and he will be sorely missed. The Commission currently has 2 vacancies and hope we hope to have them filled very soon, as there is a lot of work to be done.

The Police Commission has been working hard over the past several months to bring the police force back up to its budgeted number of officers. Right now we have 2 officers attending the CT Police Academy. Upon completion of the academy and a 15 week Field Training Program, these officers will be patrolling the streets of Colchester by mid May.

The Commission has also sought out certified police officers to fill the last vacant position. We currently have one certified applicant that was selected to go through the hiring process and the Commission expects to discuss and vote on that appointment at the next Commission Meeting, which is this Monday.

This will bring our staffing back up to the budgeted 10 officers and the Commission has done this and stayed within our allotted 2010-2011 approved budget, with funds to spare.

We are currently working on updating/ rewriting the Departments Rules and Regulations. This has proven to be a daunting task; however the Commission is making much progress on this.

The Commission will also be promoting the department's first Sergeant in the next few weeks.

The Commission has also started preliminary work on the 2011-2012 budget process.

Glenn C. Morron, Chairman of Police Commission

Hello Gregg and Derrik,

Please accept this report-out for the Zoning Board of Appeal's recent news, for your use at tonight's Commission Chair Meeting:

- Due to lack of applications, the ZBA has cancelled August, September, and October regular meetings.
- The Board is short atleast one Alternate (though I believe that we have two open Alternate slots). It would be great to have at least one of those positions filled.

Thank you,

Laurie R. Robinson  
Chairman, Zoning Board of Appeals



Gregg Schuster

First Selectman



*Handwritten signature: Nancy A. Gray*  
NANCY A. GRAY  
TOWN CLERK

RECEIVED  
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2010 OCT 22 PM 2:53

**Board of Selectmen Regular Meeting Minutes  
Thursday, October 21, 2010  
Colchester Town Hall**

**Meeting Room 1 –  
Immediately Following the  
Commission Chair Meeting at 7:00pm**

**MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, Selectman Greg Cordova, and Selectman Rosemary Coyle.

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy, Rob Tarlov, Al Hemingway, Katy Nally, Ryan Blessing, and members of the public.

**1. Call to Order**

First Selectman G. Schuster called the meeting to order at 7:15 p.m.

**2. Additions to the Agenda**

None.

**3. Approve Minutes of the October 7, 2010 Board of Selectmen Special Meeting**

S. Soby moved to approve the minutes of the October 7, 2010 Board of Selectmen Special Meeting, seconded by R. Coyle. First Selectman G. Schuster and J. Ford abstained. All others approved. MOTION CARRIED.

**4. Approve Minutes of the October 7, 2010 Board of Selectmen Regular Meeting**

S. Soby moved to approve the minutes of the October 7, 2010 Board of Selectmen Regular Meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**5. Citizen's Comments**

None

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

- a. **Sewer and Water Commission. Member appointment for a new term previously held by Robert Tarlov to expire 06/30/2011. Ron Silberman to be interviewed.**

Ron Silberman was interviewed.

**7. Budget Transfers**

R. Coyle moved to approve the budget transfer of \$9,006 from "BOF – Contingency, (11101-50900)," \$5,252 from "Highway – Regular Payroll (13201-40101)," \$2,348 from "Highway – Overtime (13201-40103)," \$10,369 from "Highway – FICA & Retirement (13201-41230)," \$3,014 from "Fleet Maintenance (13202-40101)," \$18,889 from "Parks &

Recreation – Regular Payroll (15201-4101)," \$7,305 from "Parks & Recreation – FICA & Retirement (15201-41230)," \$1,917 from "Snow Removal – Overtime (13204-40103)," \$389 from "Snow Removal – FICA (13204-41230)," and \$4,261 from Snow Removal – Other Purchased Equipment (13204-42340)," to \$47,999 to "Snow Removal – Sand, Salt, and Gravel (13204-42333)," and \$14,761 to "Snow Removal – Professional Services (13204-44208)," \$271 from "Accounting – FICA & Retirement (11301-41230)," \$441 from "Assessor – FICA & Retirement (11304-41230)," \$924 from "Planning & Code Administration – FICA & Retirement (11411-41230)," \$167 from "Highway – FICA & Retirement (13201-41230)," \$336 from "Fleet Maintenance – FICA & Retirement (13202-41230)," \$242 from "Engineering – FICA & Retirement (13301-41230)," and \$171 from "Youth Services – FICA & Retirement (14102-41230)" to \$271 to "Accounting – Employee Related Insurance (11301-41210)," \$441 to "Assessor – Employee Related Insurance (11304-41210)," \$720 to "Planning & Code Administration – Employee Related Insurance (11411-41210)," \$167 to "Highway – Employee Related Insurance (13201-41210)," \$336 to "Fleet Maintenance – Employee Related Insurance (13202-41210)," \$446 to "Engineering – Employee Related Insurance (13301-41210)," and \$171 to "Youth Services – Employee Related Insurance (14102-41210);" \$185 from "Probate – Office Supplies (11702-42301)" to \$83 to "Probate – Indexing and Recording (11702-44207)" and \$102 to "Probate – Postage (11702-44217);" \$9 from "Assessor – Contr, Temp, Occas P/R (11304-40105)," \$10 from "Planning – Contr, Temp, Occas P/R (11411-40105)," and \$14 from "Youth Services – Contr, Temp, Occas P/R (14102-40105)" to \$9 to "Assessor – Regular Payroll (11304-40101)," \$10 to "Planning – Regular Payroll (11411-40101)," and \$14 to "Youth Services – Regular Payroll (14102-40101);" \$900 from "Board of Finance – Overtime (11101-40103)" to \$900 to "Board of Finance – Contractual Temp Occasional P/R (11101-40105);" \$296 from "First Selectman – Regular Payroll (11201-40101)" to \$296 to "First Selectman – Overtime (11201-40103);" \$500 from "First Selectman – Mileage, Trainings, & Meetings (11201-43213)" to \$500 to "First Selectman – Professional Memberships (11201-43258);" \$903 from "First Selectman – Regular Payroll (11201-40101)" and \$1,815 from "Police – Regular Payroll (12101-40101)" to \$2,718 to "First Selectman – Advertising (11201-44231);" \$1,500 from "Board of Finance – Contingency (11101-50900)" to \$1,500 to "First Selectman – Relocation (11201-44263);" \$120 from "Finance – Office Supplies (11301-42301)" to \$120 to "Finance – Contr., Temp Payroll (11301-40105);" \$15,599 from "Board of Finance – Contingency (11101-50900)" to \$15,599 to "Finance – Professional Services (11301-44208);" \$704 from "Assessor – Office Supplies (11304-42301)" and \$484 from "Assessor – Mileage, Training, & Meetings (11304-43213)" to \$1,188 to "Assessor – Professional Services (11304-44208);" \$129 from "Board of Assessment Appeals – Mileage, Training, & Meetings (11305-43213)" to \$122 to "Board of Assessment Appeals – Overtime (11305-40103)" and \$7 to "Board of Assessment Appeals – FICA (11305-41230);" \$21 from "Planning & Code Administration – Other Purchased Supplies (11411-42340)" to \$21 to "Planning & Code Administration – Telephone (11411-45216);" \$1,586 from "Tax Collector - Data Processing (11303-44205)" to \$299 to "Tax Collector – Contractual, Temp, Occasional P/R (11303-40105)," \$221 to "Tax Collector – Mileage, Training, & Meetings (11303-43213)," \$60 to "Tax Collector – Legal Notices (11303-44230)," and \$1,006 to "Tax Collector – Office Supplies (11303-42301);" \$146 from "Town Clerk – Office Supplies (11501-42301)" to \$146 to "Town Clerk – Legal Notices (11501-44230);" \$25 from "Town Clerk – Office Supplies (11501-42301)" to \$25 to "Town Clerk – Telephone (11501-45216);" \$8,783 from Board of Finance – Contingency (11101-50900)" to \$8,783 to "Legal & Insurances – Workers Compensation (11701-41260);" \$6,454 from "Police – Regular Payroll (12201-40101)," \$5,302 from "Police – FICA & Retirement (12201-41230)," \$22,552 from "Police – Resident Trooper (12201-44208)" to \$36,629 to "Legal & Insurances – Legal (11701-44203);" \$5,295 from "Registrar – Contr, Temp, Occas P/R (11601-40105)" and \$3,670 from "Registrar – Printing & Publications (11601-44232)" to \$8,965 to "Legal & Insurances – Legal (11701-44203);" \$5,112 from "Board of Finance – Contingency (11101-50900)" to \$5,112 to "Legal & Insurances – Municipal Insurance (11701-44206);" \$734 from Parks & Recreation – Regular Payroll (15201-40101)" to \$734 to "Legal & Insurances – Unemployment (11701-44243);" \$104 from "Facilities – Fuel/Heating (11901-45221)" to \$104 to "Facilities – Mileage, Trainings, & Meetings (11901-43213);" \$554 from "Facilities – Regular Payroll (11901-40101)" to

\$554 to "Facilities – Service Contracts (11901-44223);" \$1,149 from "Facilities – Fuel/Heating (11901-45221)" to \$1,149 to "Facilities – Telephone (11901-45216);" \$3,673 from "Facilities – Fuel/Heating (11901-45221)" to \$3,673 to "Facilities – Electricity (11901-45622);" \$1,640 from "Facilities – Regular Payroll (11901-40101)" to \$1,640 to "Facilities – Building Repairs (11901-46226);" \$2,539 from "Fire – Overtime (12202-40103);" \$5,092 from "Fire – Contractual, Temp, Occasional P/R (12202-40105);" \$2,234 from "Fire – FICA & Retirement (12202-41230);" and \$2,354 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$11,979 to "Fire – Regular Payroll (12202-40101)" and \$240 to "Fire – Employee Related Services (12202-41210);" \$106 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$106 to "Fire – Physicals (12202-44286);" \$297 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$297 to "Fire – Equipment Repairs (12202-46224);" \$4,519 from "Fire – Mileage/Training (12202-43213);" \$5,481 from "Fire – Service Contracts (12202-44223);" \$1,454 from "Fire – Emer Medical Supp (12202-42345);" and \$1,450 from "Fire – Fire Equipment Supp (12202-42346)" to \$12,904 to "Fire – Vehicle Maintenance (12202-46390);" \$213 from "Fire – Electricity – Company 1 (12202-45622)" to \$213 to "Fire – Electricity – Company 2 (12204-45622);" \$3,445 from "Fire – Revenues – Ambulance Fees (12202-33704)" to \$3,445 to "Fire – Professional Services (12202-44208);" \$571 from "Civil Preparedness – Machinery & Equipment (12301-48404)" to \$571 to "Civil Preparedness – Telephone (12301-45216);" \$900 from "Civil Preparedness – Machinery and Equipment (12301-48404)" to \$900 to "Civil Preparedness – Service Contracts (12301-44223);" \$9,497 from "Highway – Regular Payroll (13201-40101)" to \$9,497 to "Highway – Contractual, Temp Payroll (13201-40105);" \$206 from "Highway – Regular Payroll (13201-40101)" to \$206 to "Highway – Other Purchased Supplies (13201-44340);" \$1,377 from "Highway – Regular Payroll (13201-40101)" to \$1,377 to "Highway – Professional Services (13201-44208);" \$30 from "Highway – Regular Payroll (13201-40101)" to \$30 to "Highway – Equipment Rental (13201-44237);" \$62,279 from "Highway – Regular Payroll (13201-40101)" to \$62,279 to "Highway – Vehicle Repairs (13201-46390);" \$83 from "Fleet Maintenance – Heating Fuel (13202-45221)" to \$83 to "Fleet Maintenance – Uniforms (13202-44238);" \$325 from "Fleet Maintenance - Heating Fuel (13202-45221)" to \$325 to "Fleet Maintenance – Electricity (13202-45622);" \$8,528 from "Transfer Station – Regular Payroll (13601-40101)" to \$8,528 to "Transfer Station – Overtime (13601-40103);" \$497 from "Transfer Station – Other Purchases Supplies (13601-42340)" to \$497 to "Transfer Station – Electricity (13601-45622);" \$69 from "Social Services – Overtime (14101-40103)" to \$69 to "Social Services – Regular Payroll (14101-40101);" \$114 from "Youth Services – Heating Fuel (14102-45221)" to \$114 to "Youth Services – Professional Services (14102-44208);" \$40 from "Youth Services – Heating Fuel (14102-45221)" to \$40 to "Youth Services – Postage (14102-44217);" \$388 from "Youth Services – Heating Fuel (14102-45221)" to \$388 to "Youth Services – Service Contracts (14102-44223);" \$193 from "Health – Regular Payroll (14201-40101)" to \$193 to "Health – Employee Related Insurance (14201-41210);" \$316 from "Health – Office Supplies (14201-42301)" to \$316 to "Health – Telephone (14201-45216);" \$153 from "Cragin Library – FICA & Retirement (15101-41230)" to \$153 to "Cragin Library – Regular Payroll (15101-40101);" \$290 from "Cragin Library – Electricity (15101-45622)" to \$290 to "Cragin Library – Photocopier (15101-42233);" \$1,886 from "Cragin Library – Office Supplies (15101-42301)" to \$1,886 to "Cragin Library – Library Media Supplies (15101-42344);" \$1,051 from "Cragin Library – Electricity (15101-45622)" to \$1,051 to "Cragin Library – Service Contracts (15101-44223);" \$112 from "Cragin Library – Electricity (15101-45622)" to \$112 to "Cragin Library – Telephone (15101-45216);" \$820 from "Cragin Library – Fuel (15101-45221)" to \$820 to "Cragin Library – Water & Sewer (15101-45222);" \$3,381 from "Police – Resident Trooper Overtime (12101-44204)" to \$3,381 to "Police – Overtime (12101-40103);" \$135 from "Police – Regular Payroll (12101-40101)" to \$135 to "Police – Contractual, Temp, Occasional P/R (12101-40105);" \$98 from "Police – Office Supplies (12101-42301)" to \$98 to "Police – Postage (12101-44217);" \$753 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$753 to "Parks & Recreation – Overtime (15201-40103);" \$1,887 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$1,887 to "Parks & Recreation – Contractual/Temporary (15201-40105);" \$232 from "Parks & Recreation – Electricity (15201-45622)" to \$232 to "Parks & Recreation – Copier (15201-42233);" \$56 from

"Parks & Recreation – Electricity (15201-45622)" to \$56 to "Parks & Recreation – Protective Clothing & Safety Equipment (15201-42323);" \$532 from "Parks & Recreation – Grounds Maint Supplies (15201-42334)" to \$532 to "Parks & Recreation – Other Purchased Supplies (15201-42340);" \$246 from "Parks & Recreation – Grounds Maint Supplies (15201-42334)" to \$246 to "Parks & Recreation – Equipment Rental (15201-44327);" \$249 from "Parks & Recreation – Professional Services (15201-44208)" to \$249 to "Parks & Recreation – Telephone (15201-45216);" \$632 from "Parks & Recreation – Professional Services (15201-44208)" to \$632 to "Parks & Recreation – Equip Repairs (15201-46224);" \$297 from "Parks & Recreation – Electricity (15201-45622)" to \$297 to "Parks & Recreation – Other Repair Services (15201-46229);" \$5,916 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$5,916 to "Parks & Recreation – Vehicle Maintenance & Fuel (15201-46390);" \$875 from "Parks & Recreation – Heating Fuel (15201-45221)" to \$875 to "Parks & Recreation – Equipment (15201-48404);" \$840 from "Senior Center – Regular Payroll (15401-40101)" to \$509 to "Senior Center – FICA & Retirement (15401-41230)" and \$331 to "Senior Center – Employee Related Insurance (15401-41210);" \$88 from "Senior Center – Office Supplies (15401-42301)" to \$88 to "Senior Center – Copier (15401-42233);" \$1,000 from "Senior Center – Custodial/ Maintenance Supplies (15401-42331)," \$1,000 from "Senior Center – Heating Fuel (15401-45221)," and \$1,000 from "Senior Center – Electricity (15401-45622)" to \$3,000 to "Senior Center – Service Contracts (15401-44223);" \$800 from "Senior Center – Building Repairs (15401-46226)" to \$800 to "Senior Center – Vehicle Maintenance & Fuel (15401-46390);" seconded by S. Soby. Unanimously approved. MOTION CARRIED.

**8. Tax Refunds & Rebates**

S. Soby moved to approve tax refunds in the amount of \$17.92 for Toby & Maria Cormier, \$26.91 to Richard & Shirley Barber, \$8.27 to Pamela Gonzalez, \$34.59 to Nancy Riella, \$77.71 to Jeffrey Space, \$7.00 to Irene Knapp, \$6.36 to John Dapkus, \$16.55 to Robert & Jennifer Wheaton, \$211.34 to Toyota Motor Credit Corp, \$99.43 to Steven Norman, \$13.04 to Tod & Kristina Swain, \$25.07 to Michael Blake, and \$276.27 to Toyota Motor Credit Corp, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**9. Discussion and Possible Action on Inland Wetland and Watercourse Fee Schedule**

G. Cordova moved to approve the revised Inland Wetland and Watercourse Fee schedule as presented, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

**10. Discussion and Possible Action on Sewer and Water Commission Appropriation Request**

R. Coyle moved to accept the recommendation from the Sewer and Water Commission and approve the appropriation of \$28,000 from water capital undesignated fund balance to account 3053210-68110 – Water Capital Meter Replacement, and \$28,000 from sewer capital undesignated fund balance to account 3253209-68110 – Sewer Capital Meter Replacement, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

**11. Discussion and Possible Action on Formation of an Agriculture Commission**

Chris Bourque (Birch Pond) and Wayne Budney (New London Farm Bureau) presented to the Board of Selectmen. R. Coyle moved to endorse the concept of an Agriculture Commission and have Town Counsel draft language to form the commission, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**12. Discussion and Possible Action on Acceptance of LSTA Grant Contract with Connecticut State Library**

R. Coyle moved the resolution that Gregg Schuster, the duly elected First Selectman in empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for an LSTA grant in the category of Community Needs Assessment, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**13. Discussion and Possible Action on Sidewalk Plan**

S. Soby moved to approve the Pedestrian Access Plan (PAP) dated September 16, 2010 and establish the attached priority list in terms of the initial five projects to be constructed, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**14. Discussion and Possible Action on Acceptance of Open Space from White Oak**

R. Coyle moved to accept the property transfer of 9.2 acres of land (as written in the attached deed) within the White Oak Farm subdivision from the owners Sarah Mazur, Etta Isenberg, Ada Nidzon, and Faye Peltz, and to authorize the First Selectman to sign all necessary documents, prepare forms, and other materials as needed to complete the transfer, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Job Descriptions**

No action taken.

**16. Discussion and Possible Action on Formation of a Joint Facilities Committee**

S. Soby moved to form the Ad-Hoc Facility Committee comprised of two members of the Board of Education, two members of the Board of Finance, and two members of the Board of Selectmen, as selected by their respective boards, seconded by G. Cordova. Unanimously approved. MOTION CARRIED. G. Cordova move to appoint S. Soby and R. Coyle to be the Board of Selectman Liaisons to the Ad-Hoc Facility Committee, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**17. Discussion and Possible Action on Police Commission Operating Policy**

S. Soby moved to adopt the Police Commission Operating Policy as Section 5.3 in the Town Policy Manual as amended (attached), seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**18. Discussion and Possible Action on Facility Use Policy**

G. Cordova moved to accept the Facility Use Policy as presented and incorporate it into the Town Policy Manual, seconded by S. Soby. Discussion on amendments and changes. G. Cordova and S. Soby WITHDRAW THEIR MOTIONS. No action taken.

**19. Citizen's Comments**

None.

**20. First Selectman's Report**

First Selectman G. Schuster commented on Anthem Insurance and Hartford Hospital being considered "out-of-network" if the current contract expires and an agreement between the two entities is not reached by October 31 at 12:00 a.m.; the SCCOG legislative agenda has been approved and there was discussion at the recent meeting regarding a regional ethics board; as part of the SCCOG meeting, area First Selectmen and Mayors toured the Groton Sub Base and submarines; and we recently received a letter from a gentleman in Arizona that contained an old post card with a picture of the Broadway House for donation to the Town (letter and response letter attached).

**21. Liaison Report**

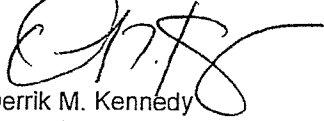
S. Soby commented that the Planning & Zoning Commission has had two hearings regarding the removal of gravel on one farm property and the rezoning of a property on Lebanon Avenue and the Police Commission has been working on a Hiring Policy and an Operating Policy.

J. Ford commented that the Conservation Commission has received two applications, there is an enforcement action pending, and there have been some clarifications to the regulations. The Health District Task Force is close to coming to a decision and reporting it to the First Selectman and Board of Selectmen. Friends of Cragin Library have worked with other boards and commission in the Town along with the Library staff to get best selling author Kathleen Kent to come and have a book signing at the Library on Friday, November 12, 2010 at 5:30 p.m. – 8:00 p.m.

**22. Adjourn**

G. Cordova moved to adjourn at 8:42 p.m., seconded by J. Ford. Unanimously approved.  
MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy  
Executive Assistant to the First Selectman

Attachments:

- Memo from Jay Gigliotti regarding Inland Wetlands Fee Schedule change
- Memo from Mark Decker regarding Sewer and Water Commission Appropriation request
- Information given to the Board from Chris Bork and Wayne Budney regarding Agriculture Commission
- Memo from Kate Byroade regarding LSTA grant with State Library
- Memo from Adam Turner regarding Sidewalk Plan
- Memo from Adam Turner regarding White Oak Farm property transfer
- Memo from First Selectman G. Schuster regarding Ad-Hoc Facilities Committee
- Police Commission Operating Policy (amended)

Code Administration  
Building Official  
Fire Marshal  
Wetlands Enforcement



Planning and Zoning  
Planning Director  
Zoning Enforcement  
Town Engineer

## Memorandum

**To:** Board of Selectmen

**From:** Jay Gigliotti, Wetlands Enforcement Officer JRG

**Subj:** Fee schedule

**Date:** 10.19.10

**RE** Update Inland Wetland and Watercourse Fee Schedule

On Wednesday June 9<sup>th</sup>, 2010, The Colchester Conservation Commission voted to send a revised fee schedule to the Board of Selectman for approval.

The fee schedule was revised to correct inconsistencies with the existing schedule and . The new proposed fees have been established by comparison to other towns similar in size, population and potential development. Amount of time required to review applications was also considered.

Attached is the fee proposed fee schedule. Any changes are highlighted in Red.

**Recommended Motion:** Motion to approved Colchester's revised Inland Wetland and Watercourse Fee schedule as shown on the attached and proposed by The Colchester Conservation Commission.

# Memo

**To:** Gregg Schuster  
**From:** Mark Decker  
**CC:** Board of Selectmen, Maggie Cosgrove  
**Date:** 10/18/2010  
**Re:** Appropriation Request

---

At their 13 October regular monthly meeting, the Sewer and Water Commission motioned to appropriate \$28,000 from each of the sewer and water capital undesignated fund accounts to the respective Meter Replacement capital accounts for the purchase of the remaining meters needed to complete the Town-wide meter replacement program. A copy of the minutes and appropriation request are attached.

Please contact me if you have questions.

*Requested action: Motion to accept the recommendation of the Sewer and Water Commission and approve appropriation of \$28,000 from water capital undesignated fund balance to account 3053210-68110 – Water Capital meter Replacement, and \$28,000 from sewer capital undesignated fund balance to account 3253209-68110 – Sewer Capital meter Replacement.*



The Agriculture Commission shall have the following responsibilities:

**A. Information and Education.**

- To serve as a conduit of agricultural information among local farmers and Town boards, commissions, and officials, as well as non-profit agencies, civic organizations, and other governmental agencies and officials.
- To serve as a source of information to the public about local agricultural enterprises; for example, by creating an informational website and maps of local farms.
- To provide information to Town agencies and officials about agricultural laws and legal issues regarding farm machinery, buildings and operations.
- To provide information and guidance to Town agencies and officials on agriculture-related issues, including but not limited to zoning, inland wetlands, and public

**B. Agricultural Support.**

- To support young farmers and new farmers.
- To support local, regional and state vocational agriculture education programs.


**C. Conflict Resolution.**

- To review regulatory language and practices among Town agencies and, if appropriate, recommend changes to help assure a consistent definition and treatment of agriculture, farming and farms.
- To act as a sounding board and offer guidance, as it deems appropriate, to Town agencies and officials concerning the impact of proposed Town ordinances, regulations and policies on farms.
- To serve as a resource for information and non-binding advice for Town Agencies, officials, residents and taxpayers, concerning the resolution of agriculture-related conflicts.

**D. Economic Opportunities.**

- To identify innovative opportunities for farming additional lands in Colchester.
- To promote opportunities for residents and local businesses to support and value farming.
- To serve as a conduit between non-profit agencies, funders, and local farmers.
- To work to create a climate that supports the economic viability of farming as a career in Sterling.
- To create a sustainable agriculture community in Colchester.



Cragin Memorial Library  
8 Linwood Avenue  
Colchester, CT 06415  
860-537-5752  Fax: 860-537-4559

TO: Board of Selectmen, Town of Colchester  
FROM: Kate Byroade, Library Director  
Date: October 21, 2010  
Re: Acceptance of Grant Contract with the Connecticut State Library

Cragin Library submitted an application for an LSTA grant from the Connecticut State Library in the amount of \$1,500 to perform a Community Needs Assessment targeting Colchester's low-income residents, particularly those with children. This grant will pay for the services of a consultant to conduct focus groups and surveys with community service providers and the target population to develop a comprehensive needs assessment for the Library to effectively target its services for this population. The date generated by this assessment will be used next spring to apply for a larger LSTA grant to support any identified needed services. All other costs associated with the Community Needs Assessment will be in the form of in-kind contributions from the Library's staff and donations to cover incidental hospitality costs from the Friends of Cragin Library. The grant has been awarded and the Town of Colchester Board of Selectmen must to pass a resolution authorizing the First Selectman to sign the contract and all grant materials.

**Motion:**

Resolved, that Gregg Schuster, the duly elected First Selectman is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for an LSTA grant in the category Community Needs Assessment.

TO: Gregg Schuster

FROM: Adam Turner

SUBJECT: 9.2 Acres of Open Space Land located within the White Oak Farm Conservation Subdivision.

DATE: October 14, 2010

## MEMO

The Town has been offered a 9.2 acre parcel of land located within the White Oak Farm Subdivision. The parcel, located within an un-developed phase of the subdivision, is completely subject to a Conservation Easement. The owners, Sarah Mazur, Etta Isenberg, Ada Nidzon, and Faye Peltz originally retained the parcel to dedicate it to a passed family member, entitling the parcel with signage, "Jack Nidzon Preserve". The family now offers the land to the town.

On August 9, 2010, the proposed purchase was reviewed and recommended by the Open Space Committee. The Colchester Conservation Commission unanimously recommended the acceptance of the land and the Conservation Easement as proposed in the above referenced subdivision on August 11, 2010 with a condition that the entire parcel be marked with Conservation Easement markers (As stated within the Quit claim Deed) prior to the acceptance from the Town.

Attached are the Quit Claim Deed and a map highlighting the parcel.

The Board of Selectman forwarded these matters to the Planning and Zoning Commission and the Board of Finance for their review under the CT Statutes 8-24 review. Both commissions favorably supported the transfer at their respective meetings on October 8, 2010.

Recommended Motion – Move to accept the property transfer of 9.2 Acres of land (as shown on Map 1 and included within the deed included) within the White Oak Farm subdivision from the owners Sarah Mazur, Etta Isenberg, Ada Nidzon, and Faye Peltz and to authorize the first selectman to sign all documents and prepare form and other materials as needed to complete the transfer.

To: Board of Selectmen

From: Adam Turner

Re: Sidewalk Plan

Date: October 21, 2010

Walkable communities are desirable places to live, work, learn, socialize and play. Providing pedestrian access is a primary tool to promote “smart growth”, a critical element to economic development, and a major goal of the Colchester Plan of Conservation and Development (POCD).

For several months, staff has developed a Pedestrian Access Plan (PAP). The main focus of this Plan is to provide walking pathways to the Town Center which has historically been the main commercial and service hub of Colchester and to provide safe access to schools and bus stops.

While areas outside the Town Center, experienced residential development, most of the non-residential growth has been concentrated in the RT 85/Lebanon Ave/Old Hartford Road/RT 16 corridors. It is important to provide pedestrian opportunities to service these areas.

Colchester remains a primarily rural community whose character is represented by significant environmental assets and large expanses of open space. Placing sidewalks along open areas and rural subdivisions is not recommended as they do not connect to other sidewalks and diminish the natural landscape.

It is also important to offer “safe routes” to local schools. Public schools in Colchester are concentrated on Norwich Avenue therefore sidewalk routing can be done efficiently. It is also essential to provide protected, centralized school bus pickup locations.

In order to determine and address local pedestrian access issues, the following POCD goals relating to pedestrian and bicycle access were reviewed.

- Establish a series of trails as a key element in connecting open space and recreation areas into an integrated system
- Expand and maintain sidewalks in the Town Center and adjacent areas
- Establish pedestrian and bicycle trails in open space areas of Colchester and on open space greenways

In addition to the POCD, the Colchester Board of Education policies which include needs for sidewalks to schools and school bus waiting area were also considered.

In June 2010, the Planning and Zoning Commission (PZC) adopted a revised sidewalk policy. The new policy required mandatory provisions of sidewalks for all new development coupled with

increased flexibility in terms of meeting such provisions. Included was a voluntary option to provide off-site sidewalk funding. Funding could be used to develop off-site sidewalk projects provided they were included in the Town's sidewalk plan and the amount of funding provided was equivalent to any proposed on-site spending for sidewalks.

The Board of Selectman, with the approval of the Board of Finance and Planning and Zoning Commission in this case, is responsible for the establishment of such funding schemes and is for the determination and identification of capital improvement infrastructure including sidewalks.

The PAP was completed in September and was distributed to the BOS at the last meeting (September 15, 2010). The PAP:

- Establishes goals and principals in determining which sidewalks are to be improved over the next ten years
- Identifies 15 pedestrian access projects that were evaluated by staff, the Board of Education and the Planning and Zoning Commission. Each project includes vicinity and aerial mapping and a basic price toward development.

Staff also appeared at the Board of Finance meeting on October 8, 2010 and outlined the Sidewalk Plan and Fee structures.

Staff has prepared an offsite sidewalk fee assessment methodology that is recommended to be considered and adopted separately from the PAP so that it can be amended regularly as conditions change. The assessment methodology is based on the cost of providing a 1 foot square section of sidewalk as prepared by the Town Engineer. We also recommend that the BOS consider applying that cost in the following manner:

- Within 1 mile of the towns center - 100% of the offsite improvement cost given that these areas should be serviced by sidewalks
- Within 2 miles of the town's center - 75% of the off-site improvement cost given that these areas are more rural in nature and would not always require on site sidewalk provision.
- Other property outside of 2 miles from the town center – 50% of the off-site improvement cost. These areas are rural/suburban zones that would not benefit from sidewalks although internal access and school bus waiting areas are to be considered.

Two motions have been included, the first to adopt the sidewalk CIP and establish priorities regarding which projects are completed first and the second to establish a methodology to estimate the voluntary contributions totals for off-site walks and their application to specific properties.

**First Motion:**

Approve the Pedestrian Access Plan (PAP) dated September 16, 2010 and establish the following priority in terms of the initial 5 projects to be constructed\*:

1. Chestnut Hill and Halls Hill Road – link several multi-family developments to central sidewalk grid. Based on 350 lineal feet of sidewalk (\$20,125)
2. Linwood Avenue (South side) – former Stebbins Road to Church entrance driveway. Based on 330 lineal feet of sidewalk (\$18,975)
3. Dr. Foote Road (south side) from S. Main Street to westerly terminus of existing sidewalks. Based on 350 lineal feet of sidewalk and necessary retaining wall section (\$37,375)
4. Norwich Avenue repairs (South Side) – Repair aging sidewalk from Pleasant Street to William Johnston School – heavily traveled routes to school. Based on 1300 lineal feet of sidewalk (\$74,750)
5. Prospect Street between Westerly Terrace and Halls Hill Road – link dense housing area with town center and school zones. Based on 1,600 lineal feet of sidewalk and necessary retaining wall section (\$109,250)

\*Cost Estimate by Town Engineer

Gregg Schuster

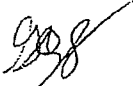


First Selectman

## MEMORANDUM

To: Board of Selectmen

Cc: Ron Goldstein, Board of Education Chairman  
Bruce Hayn, Board of Finance Chairman

From: Gregg Schuster, First Selectman 

Date: 10/18/10

Re: Ad-Hoc Facility Committee

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At the 9/14/10 Board of Education meeting, the board voted to appoint members of an Ad-Hoc Facility Committee with the understanding that the Board of Selectmen would form this committee. The charge of this committee is to review and discuss the needs of the William J. Johnston Middle School as identified in the 2007 Facility Study completed by Lawrence Associates and make recommendations for next steps to the full Board. This committee will be in a position to take input from the Senior Center Study Group and other sources.

Recommended Motion – “Move to form the Ad-Hoc Facility Committee comprised of two members of the Board of Education, two members of the Board of Finance, and two members of the Board of Selectmen as selected by their respective boards.”

# Colchester Police Commission Operating Policy

## Purpose

The Police Commission, First Selectman, Resident Trooper Supervisor, Board of Selectmen, and Board of Finance all have some role in the makeup and operation of the department. In order to ensure that all parties have a full and complete understanding of their roles, the following policy is adopted.

## Administration

1. The First Selectman's office is the Human Resources office for the town.
2. All personnel information including, but not limited to offer letters, disciplinary matters, and grievances shall originate from the First Selectman's office.
3. All personnel information shall reside in the First Selectman's office.

## Chain of Command

1. Commissioners shall respect the order of command as set forth in the Colchester Police Rules and Regulations Manual at all times.
2. Individual commissioners have no authority except as stated in ordinance 18-31 which is "Liaison officer to Division of State Police". Only the commission acting as a body has authority.
3. No commissioner shall issue orders or requests to officers. Such requests will be directed to the Resident Trooper Supervisor or his designee.
4. Commissioners shall understand that they do not have any police powers within the town of Colchester.

## Communication

1. As stated in the charter, the commission, as a body and as individual officials, reports to the First Selectman.
2. The commission shall respond to any request from the First Selectman as soon as possible by discussing at the next regular commission meeting or by calling a special meeting if necessary.
3. The First Selectman shall respond to any request from the commission in a timely manner.



## Rules and Regulations

1. The commission shall keep the rules and regulations governing the police department current and in accordance with applicable laws and best practices.
2. When advised by the Resident Trooper Supervisor that a rule or regulation needs to be changed, the commission shall enact such change within three months or provide a reason why they are not able to do so.
3. The commission shall abide by the Colchester Police Rules and Regulations.

## Hiring

1. When an officer vacancy occurs, the commission shall first obtain the authority to hire from the First Selectman. This is to ensure that the funds needed to hire an officer are not needed for some other purpose.
2. The First Selectman's office shall do any necessary advertising for the position.
3. The commission shall designate the hiring process to be followed after consulting with the Resident Trooper Supervisor.
4. The Resident Trooper Supervisor shall oversee the hiring process enacted by the commission including all testing, background checks, and interviews.
5. Any meeting of the commission for hiring purposes must be a warned meeting with agenda and minutes. The commission may enter executive session as provided for in the Freedom of Information Act.
6. The commission shall either vote to make an offer to a candidate or will empanel a subcommittee to make the decision and vote to make an offer. Any vote by the commission or a subcommittee must be done in a warned meeting with an agenda and minutes. The commission or subcommittee may enter executive session as provided for in the Freedom of Information Act.
7. The commission is the sole authority that decides who to hire.
8. All offers shall come from the First Selectman's office after the Police Commission or subcommittee has voted to hire.

### Promotions

1. The commission shall only promote officers when there is a budgeted position to be filled.
2. If the commission wishes to promote an officer and there is not a budgeted position, the commission shall obtain the necessary budget transfers from the Board of Selectmen and Board of Finance. Once the transfer is complete, the commission may conduct the promotion.
3. All promotions must be in accordance with the collective bargaining agreement.

### Discipline

1. All discipline must be in accordance with the collective bargaining agreement.
2. For any action that may result in discipline greater than a written reprimand, the commission shall immediately inform the First Selectman prior to taking any action so that legal counsel may be consulted.

### Collective Bargaining

1. Prior to the commencement of collective bargaining with the police union on successor contracts, the First Selectman shall meet in executive session with the commission. The commission shall make the First Selectman aware of their concerns and recommended changes to the contract.
2. The First Selectman shall negotiate on behalf of the town. The First Selectman may involve others, including commission members, in negotiations.

### Annual Budget

1. The commission shall recommend a police department budget to the First Selectman for the next fiscal year by January 1<sup>st</sup>.
2. The First Selectman shall advise the Police Commission of any proposed changes to the budget and allow them to comment.
3. While the commission may make recommendations, it is ultimately the First Selectman's budget that will be presented to the Board of Selectmen and the Board of Finance.

### Budget Management

1. Budget management ultimately rests with the Board of Selectmen and the Board of Finance. The boards have the authority to adjust the budget and staffing as they deem appropriate throughout the budget year as they would with any other department.
2. The Resident Trooper Supervisor shall have daily management of the police department budget.
3. Should a budget transfer be required, the Resident Trooper Supervisor shall make that recommendation to the commission and/or the commission, in consultation with the Resident Trooper Supervisor, shall make the recommendation. The commission shall forward any transfer request to the Board of Selectmen.

All actions shall be governed by sections 18-27 through 18-39 of the town ordinances and sections 7-274 through 7-300 of state statutes.

October 10, 2010

Selectmen Office  
127 Norwich Ave  
Colchester CT 06415

Good Morning:

I sure hope this letter brightens your day.

I was at an antique store here and found this old circa 1940's picture card from Colchester of a pretty place called the Broadway House.

It's a real old time classic, for sure. I thought to myself, "By golly, I think I'll send it back to folks where it can be appreciated." Our heritage is valuable to all of us. Lots of changes, too, over the years I'm sure. Enlarged it will make a much-talked-about display.

Well, I gave 4.00. for it so if you want it for 5.00 or 6.00 why that's sure o.k. Throw in a little postage if you want, too.

And my wife says if I hear from you I'll have to take her to lunch. I am eighty-two years old and still going strong.

I like to call my little hobby, "A re-distribution of happiness." Our world sure needs it.

Thank you, and Godspeed in your work.

A handwritten signature in cursive script that reads "Lowell Joerg". The signature is written in dark ink and is positioned above the typed name and address.

Lowell Joerg  
6120 W. Rafter Circle  
Tucson Arizona 85713

PS: Send along a little about your place today if you want. I enjoy souvenirs, too, if it's o.k. with you. A lady friend looked up your address for me on the net.

Gregg Schuster



First Selectman

October 14, 2010

Mr. Lowell Joerg  
6120 W Rafter Circle St.  
Tucson, AZ 85713-4367

Dear Mr. Joerg

I am writing to thank you for the old post card with a landmark of our Town on the front. Your thoughtfulness in ensuring that this card returned home after all of these years is very much appreciated. Colchester is a small town that is proud of our past and we are happy that so much of our beautiful history can be seen around the country.

Due to the limitations of our budget and town policies, the town cannot pay you for this item. I will, however, donate the postcard on your behalf to the Colchester Historical Society. As a token of our appreciation, I have enclosed a lapel pin with the official seal of the Town of Colchester.

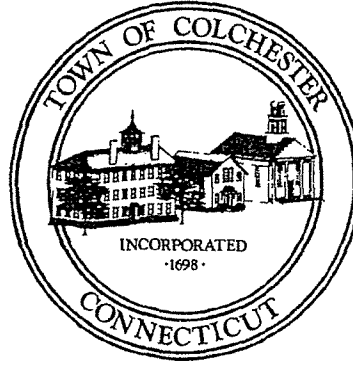
Again, thank you for the thoughtful gift and for thinking of Colchester.

Sincerely,

Gregg Schuster  
First Selectman

P.S. Please take your wife out someplace nice for lunch.

Gregg Schuster



First Selectman

**Board of Selectmen Special Meeting  
Tuesday, October 26, 2010  
Colchester Town Hall – 7:00PM**

**MINUTES**

**MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, Selectman Greg Cordova, and Selectman Rosemary Coyle.

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy and Glenn Morron

1. **Call to Order**  
First Selectman G. Schuster called the meeting to order at 7:00 p.m.
2. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
  - a. **Police Commission. Patrick W. Mickens, Sr. to be interviewed.**  
Patrick W. Mickens was not present.
  - b. **Police Commission. Frank Jackter to be interviewed.**  
Frank Jackter was interviewed.
  - c. **Police Commission. Stanley L. Nolan to be interviewed.**  
Stanly L. Nolan was interviewed.
  - d. **Police Commission. Edward Fusco to be interviewed.**  
Edward Fusco was interviewed.
  - e. **Police Commission. John W. Carroll IV to be interviewed.**  
John W. Carroll IV was interviewed.
  - f. **Police Commission. Robert L. Kanaitis to be interviewed.**  
Robert L. Kanaitis was interviewed.
3. **Adjourn**  
G. Cordova moved to adjourn at 9:05 p.m., seconded by J. Ford. Unanimously approved.  
**MOTION CARRIED.**

RECEIVED  
COLCHESTER, CT  
2010 OCT 27 AM 10:08

*Rosemary A. Coyle*  
NANCY A. BRAY  
TOWN CLERK

Nancy W. Riella  
611 Fieldstone Ct  
Colchester, CT 06415

RECEIVED  
COLCHESTER, CT  
2010 NOV -1 PM 3:17  
Nancy W. Riella  
NANCY W. RIELLA  
TOWN OF COLCHESTER

Greg Schuster, First Selectman  
Town of Colchester  
127 Norwich Ave.  
Colchester, CT 06415

RE: Resignation from Board of Assessment Appeals (BAA)

Dear Greg:

As you are aware, I am heavily involved in Rotary. You may not be aware that in addition to my Rotary commitment in Colchester, I am heavily involved at the state and international level.

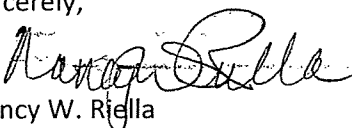
I accepted the position of being Chair of the Vocational Training Team (VTT) program for the next 3 years for my Rotary District (7980). This is a new program to Rotary International and basically I am 'writing' the book, the policies and procedures. Under this program, two Rotary Districts exchange VTT Teams for the purpose of alleviating hunger, or improving literacy, health practices or economic practices.

This year, District 7980 (CT) has entered into an exchange with District 9400 (South Africa) to help them set up Early Childhood Education and Development Centers and assist with training and best practices. This grant under Rotary International is the 1<sup>st</sup> grant of its kind globally and I am the District representative responsible for implementation and oversight. Our CT team leaves for South Africa January 8, 2011 and the South African Team arrives in Mid March, 2011.

Needless to say, the time needed getting this program started and the necessary time to oversight the implementation has become the equivalent of a part-time position.

I fear I will not have the time to adequately fulfill my obligations during the spring BAA hearings. I respectfully resign my position and certainly hope my replacement on the BAA will be found post haste.

Sincerely,

  
Nancy W. Riella

November 1, 2010

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: Police

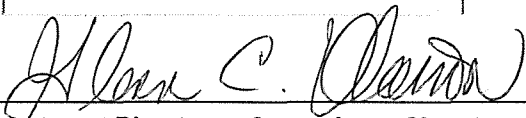
Reason for Request: Funding for additional Resident Trooper currently assigned to Colchester for patrol coverage - FY 2010-2011

Reason for Available Funds: Position vacancies - officer resignations and Workers compensation. Delay of replacement of one cruiser until FY 2011-2012

From:	Account Number	Account Name	Amount
	12101-40101	Regular Payroll	42,012
	12101-48467	Vehicles	37,243


To:	Account Number	Account Name	Amount
	12101-44200	Resident Trooper	79,255

Sep 30, 2010  
 Date Requested

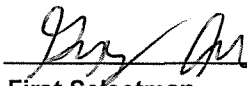
  
 Department Director or Supervisor - Signature

Print Name Glenn Morron, Police Commission Chair

9/30/10  
 Date Reviewed

  
 Chief Financial Officer

11/2/10  
 Date Approved

  
 First Selectman

   
 Date Approved

Board of Selectmen Clerk

   
 Date Approved

Board of Finance Clerk



October 29, 2010

**Code Administration**  
Building Official  
Fire Marshal  
Wetlands Enforcement



**Planning and Zoning**  
Planning Director  
Zoning Enforcement  
Town Engineer

To: Colchester Board of Selectmen

From: Salvatore A. Tassone P.E. – Town Engineer

Re: Subdivision for # 612 Westchester Road LLC., Westchester road –  
CT. Route 149 Colchester CT - Veccadola Drive  
Owner/developer – Claudio Vecchiarino.

The owner of the referenced Subdivision has requested a bond reduction to reflect the public improvements that have been completed to date. As of October 28, 2010, the following items are incomplete:

Item No.	Item	Cost
1	Clearing and grubbing	\$ 1,000
19	Sedimentation control system	3,500
57	Turf establishment	1,440
65	Monuments and iron pins	2,500
66	As-built plans	1,000
67	Underground utilities	10,000
69	Clean sediment from catch basins	450
75	Street trees	14,700

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Total cost of remaining incomplete items = \$ 34,590.00

The town is currently holding a Subdivision cash bond in the amount of \$62,630.00.

**Recommended motion:**

**Motion that the Town of Colchester reduce the existing Subdivision cash bond by \$28,040.00, thus leaving a bond balance of \$34,590.00**

**Town of Colchester**  
**127 Norwich Avenue**  
**Suite 202**  
**Colchester, CT 06415**

Gregory J. Plunkett  
Director of Facilities and Operations  
gplunkett@colchesterct.org

Tel. (860) 537-2296  
Fax. (860) 537-1252  
Cell (860) 303-0125

October 28, 2010

TO: Gregg Schuster  
FROM: Greg Plunkett  
RE: Facility Use Policy

Attached is the facility use policy. I have tried to include the modifications requested at the last Board of Selectmen's meeting. Additional language is underlined and in bold while deleted language is in parenthesis. I have also included drafts of the forms identified in the draft policy.

## Town of Colchester

June 2010

### Proposed Facility Use Policy

#### Use of Town Facilities

The Board of Selectmen recognizes the Colchester citizens' investment in Town facilities (buildings, grounds and equipment). Use of these facilities by our community is encouraged for cultural, civic, social, governmental, educational and recreational purposes when such use, as permitted by law, is sponsored by responsible individuals, organizations, agencies or institutions and where such use does not hinder the programs and activities of the Town of Colchester.

Programs and activities of the Town of Colchester will be given priority when scheduling Town facilities. All facilities, grounds, buildings and equipment **except those under the control of the Colchester Board of Education** shall be in the charge and control of the First Selectman or his/her designee.

A uniform system to regulate the use of these facilities to promote the goals of the Town and to fairly balance competing community interests for these limited resources will be established.

If a request is denied for use of Town facilities, the decision may be appealed to the First Selectman and may be further appealed to the Board of Selectmen.

## **Use of Town Facilities**

### **1. Application Requirements**

1.1 The following are required items:

- All forms completed in their entirety
- “Indemnification and Release”
- The First Selectman may require certain activities to supply a certificate of Liability/Property Damage Insurance naming the “Town of Colchester” as an additional insured.

1.2 Forms required for special circumstances:

- Fire Marshall Approval Form
- Use of Equipment Form.
- Payment for applicable fees, check made payable to "Treasurer, Town of Colchester."
- Any needed waivers as determined by the First Selectman and/or his/her designee.

### **2. Fees**

2.1 Custodial fees will be charged to all applicants who do not meet the criteria of Section 3 or when special custodial services and/or work hours are required. Custodial fees must be paid at the time of application. (I don't think this required a change)

2.2 For kitchen utilization, fees shall be charged for staff as required for safe use of kitchen equipment. Kitchen fees must be paid before a Facilities Use Permit is issued.

## Fees - continued

- 2.3 A rental fee shall be charged to those who do not meet the criteria for free use as specified below. Rental charges must be paid at time of application.
- 2.4 All fee schedules will be determined by the Board of Selectmen
- 2.5 Checks shall be made payable to **"Treasurer, Town of Colchester."**

### 3. Free Use Criteria

Town facilities may be used without a fee if the activity is held during the regular custodial workday and meets the following:

- 3.1 Use by the Town of Colchester, the State of Connecticut, and the United States of America's boards, commissions and departments.
- 3.2 Use by a non-profit organization, whose non-profit status is determined by the U.S. Internal Revenue Service, which use is for the benefit of the Colchester community.
- 3.3 Use by a Colchester group/individual, which has not obtained non-profit status, for an activity which benefits Colchester residents.
- 3.4 In certain instances a deposit may be required at the time of application.
- 3.5 There is a charge for using the meeting rooms at the Fire Department, the pavilion at the Recreation Complex, and athletic fields for non-endorsed leagues.

### 4. Application Process and Approval

- 4.1 Town events will take priority over all other scheduled events. Every effort will be made to not reschedule community events; however, if the Town needs to reschedule a community activity due to unavoidable circumstances, the Town will notify the sponsors and help them reschedule. Major community events that involve a large number of participants and advance advertising will only be rescheduled if an emergency arises which makes cancellation unavoidable.
- 4.2 Requests for use of (all) Town facilities, **should normally be submitted** to (must be approved by) the Department Head responsible for the facility being requested at least three weeks prior to the date of use **to ensure the requested facility is available**. An application will **normally** be approved or denied within five (5) working days of receipt.

- 4.3 Requests for use of athletic fields will be made to Colchester Parks and Recreation and be considered according to their use policy.
- 4.4 Applications shall be approved on a first come, first served and space available basis.
- 4.5 Criteria for denying an application:
  - An application shall not be approved unless all necessary information and documentation is provided.
  - Applicants who reserve a facility and subsequently do not use the facility without notifying the department office before the event may be denied future use and/or have other Facilities Use Permit(s) revoked.
  - Previous misuse of a facility by the applying organization.
  - Failure to pay for damages caused by the applying organization.
  - Failure of the applying organization to take appropriate precautions to ensure the safety of the participants.
  - Determination that a use is inappropriate for the facility.

## **5. Facility Use Rules**

The following shall be adhered to:

- 5.1 All posted rules shall be followed.
- 5.2 No alcohol, illegal drugs, weapons, or tobacco products are permitted in Town facilities or on Town grounds unless otherwise authorized by Connecticut General Statutes.
- 5.3 Trash will be placed in provided receptacles or in an area designated by the staff member on duty.
- 5.4 Applicants using the facilities are responsible for providing for the safety of all participants.
- 5.5 No motorized vehicles of any type shall be operated on Town lawns, sidewalks, fields, wooded areas or playgrounds, whether paved or not, unless specifically permitted by the Department Head.
- 5.6 The applicant or designee shall have a copy of the Facilities Use Permit with them when using the facility.
- 5.7 The First Selectman and/or designee shall appoint a staff member to be in charge of the facility whenever it is in use. That staff member may immediately terminate the

activity because of health or safety hazards presented or because Town property is jeopardized.

- 5.8 Users may not adjust or move Town equipment other than tables or chairs unless authorized. Staff members will be responsible for adjusting and moving other equipment.
- 5.9 Only those facilities for which the permit is granted may be used. The staff member in charge may substitute a facility in consultation with the organization's designated site supervisor should the need arise.
- 5.10 All indoor programs may not begin before 7:00 a.m. and must be completed by 9:00 p.m. Exceptions may be granted by the First Selectman.
- 5.11 Facilities and equipment used shall be protected and safeguarded by the permit holder. A staff member will inspect the facilities for cleanliness and/or damage at the termination of the use. The permit holder will be billed for any extra clean-up needed or damage caused during the activity.

## **6. Appeal Process**

- Any applicant denied a Facility Use Permit may submit a signed letter requesting reconsideration of the application to the authority which issued the denial. That authority shall have five (5) working days to respond.
- Any applicant denied a permit at Step 1 may appeal in writing to the First Selectman within ten (10) working days of the date of denial of reconsideration. The appeal shall include a copy of the original application and a copy of the denial of the reconsideration, as well as the reason for the appeal. The First Selectman and/or his/her designee shall respond within ten (10) working days.
- Any applicant denied a permit by the First Selectman may appeal that decision in writing to the Board of Selectmen. The appeal must be made within ten (10) working days of the date of the First Selectman and/or his/her designee denial and shall include a copy of the original application and both denials, and the reason for the appeal. Should the organization not be satisfied with the response, they may file a written request for a meeting with the Board of Selectmen. The Board will consider the matter and will respond to the requesting organization within thirty (30) days of receipt of the request.

## **7. Equal Access**

In accordance with Public Law 98-377, Title VIII - The Equal Access Act, the Board of Selectmen will grant equal access without discrimination within the meaning of the law.

## **8. Facilities Available**

There are meeting rooms available at Town Hall, Fire Department Co #1, and Cragin Memorial Library. In addition the Town Green, Ruby Cohen Woodlands and athletic fields and the pavilion at the Recreation Complex are available for community use. Reservations can be made by contacting the responsible department directly.





**TOWN OF COLCHESTER**

**INDEMNIFICATION AND RELEASE**

This form is valid for a period of one year from the date signed.

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Town of Colchester to use certain buildings, grounds, facilities, and/or equipment owned by the Town of Colchester and under the direction of the Town of Colchester, the undersigned, in recognition of the fact that the Town of Colchester has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Town of Colchester, does hereby release the Town of Colchester, its agents, servants, and employees from liability in the event of injury to any person using the said buildings, grounds, facilities, and/or equipment in connection with the activity sponsored by the undersigned or to any person attending any such activity. The undersigned intends this release to be effective and binding on itself and on all members, guests, invitees or observers of the activity sponsored by it.

The undersigned, on behalf of itself and its members, does hereby agree to indemnify the Town of Colchester and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability, losses, and damages of any nature whatsoever, that the Town of Colchester shall or may at any time sustain or be put to by reason of the usage by the undersigned or its members of buildings, grounds, facilities, and/or equipment as contemplated herein.

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*(Name of Organization)*

By \_\_\_\_\_  
*(Signature)* *Title*

**TOWN OF COLCHESTER**

**FIRE MARSHALL APPROVAL FORM**

This completed form shall be approved by the local Fire Marshall and accompany any application proposing that any building space will be utilized DIFFERENTLY from the use for which the space is normally utilized and it is expected that 50 or more people will be in attendance in such space. (such as exhibit halls, craft fairs, etc.)

Applicant: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time of Activity: \_\_\_\_\_

Describe any floor or wall covering which will be needed for the activity. Describe the material of which the covering is made or the method used to make it flame retardant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a dimensional sketch of the space being applied for including exit openings and layout: (Utilize this space for the sketch or attach a sketch to this form)

Other requirements as deemed necessary by the local Fire Marshall:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature, Fire Marshall Approval* *Date*

**The undersigned agrees to provide the layout/physical set up as approved and agrees, to any other requirements deemed necessary by the Fire Marshall. Any deviation from the permit without the Fire Marshall's written consent shall make the entire permit null and void.**

\_\_\_\_\_  
*Signature of Applicant* *Date*

**Use of Town Equipment  
Or  
Other Agreements**

Requests for additional equipment, special setups, security, or other agreements between the Town and the Applicant. Example: Storage of applicant's personal property, whether food and beverages are being provided during the event.

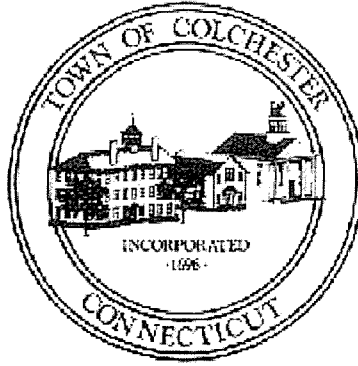
First Selectman \_\_\_\_\_ Date \_\_\_\_\_

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The undersigned agrees to repair or replace any equipment, structure or physical components of the buildings or facilities which are damaged or lost pursuant to the applicants use of the Town's buildings, facilities, or equipment. Furthermore, the undersigned agrees to any special setups, additional security or to any request by the First Selectman. Changes to the activity or other requests shall be in writing on this form. Non-compliance with the Town's policies, regulations and/or with agreements contained in this application shall be cause for immediate revocation of the permit. This applicant shall cease and desist all activities once directed to do so by the school staff members and shall immediately vacate the premises. If no agreement and action to rectify, the hazard is forthcoming.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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## **DISPOSAL AND WRITE-OFF PROCEDURES FOR TOWN OF COLCHESTER OWNED SURPLUS MOVEABLE ASSETS**

### **Effective Date**

The present document contains the text of the policy, as approved by the Town of Colchester Board of Selectmen on \_\_\_\_\_ and is effective immediately.

### **Preface**

The intent of this policy is to optimize and standardize the process for disposing of surplus, moveable Town of Colchester assets. Moveable assets are Town assets exclusive of land and buildings.

### **Ethics**

The disposal of surplus Town of Colchester assets attracts considerable interest in industry and the general public. Public servants and contractors involved in the disposal process should demonstrate the highest integrity in all their actions. Care should be taken to avoid any actual or perceived conflict of interest.

### **Objective**

To provide the best overall outcome for the Town of Colchester in its disposal of surplus moveable assets with value, to the end that:

- The highest net value is obtained through disposal;
- An open opportunity for all to participate in the disposal;
- The disposal process is characterized by prudence, probity and integrity;
- The health and safety of persons and the environment are protected.

### **Procedure**

#### **Declaring an Asset Surplus:**

The department that has custody of an asset is responsible for identifying and declaring assets which are surplus to its requirements. The Department head should provide, in writing, to the First Selectman the declaration as surplus, the basis for the declaration, and an accurate appraisal of the sale value of each asset to be disposed of. Typical reasons for disposal include:

- The asset is no longer needed due to change in operational requirements;

- The asset is technologically obsolete or incompatible with other asset(s);
- The asset has reached the point at which it is most economical to dispose of it (from age, usage, mileage, etc.), thus minimizing through-life costs;
- The asset is beyond economical repair;
- The cost of capitol tied up, storage, handling, etc. cannot be justified when compared with the cost of alternatives, such as rental or just-in-time procurement;
- Continued possession or use of the asset contradicts occupational health or safety standards, or the asset contains hazardous materials, and so forth.

**Preparing an Asset for Disposal:**

It is the Department head’s responsibility, before releasing an asset or for sale, to remove all:

- Town of Colchester markings, inventory, stickers, etc.
- Any hazardous material or dangerous or controlled substances;
- Town of Colchester two-way radios or telephones;
- Valuable or re-usable material contained therein.

**Disposal Options:**

Surplus moveable assets owned by the Town of Colchester are to be disposed of, when practical, by any of the following means as determined by the First Selectman to be in the best interest of the Town of Colchester to maximize revenue and minimize expenses. To the greatest extent feasible, the general public should have the opportunity to purchase surplus Town of Colchester assets.

- Public advertisement and sealed bid;
- Auction;
- Advertised “For Sale” at defined price;
- As trade value on a subsequent purchase;
- Transferred to another Town Department
- Assets with little or no market value may be transferred gratuitously or may be scrapped in an environmentally acceptable manner when this is the most cost-effective means of disposal and will withstand public scrutiny;
- In exceptional circumstances, valuable surplus assets may be transferred gratuitously to another town or city, or to a recognized charitable or non-profit organization, or sold at other than appraised value when, in the opinion of the First Selectmen, such action serves the public interest better than sale on the open market;

Department heads wishing to introduce alternative disposal means are to present their proposals to the First Selectmen requesting approval to use an alternative mean. This submission must present a clear

business case showing the proposed disposal mechanism will result in greater overall benefit to the Town of Colchester than those already put in place.

Surplus assets are always to be sold, donated or transferred “as is, where is” with no warranty as to condition, serviceability or fitness for use. The Town of Colchester assumes no liability for accident, injury or loss resulting from the use of the asset subsequent to disposal.

Department heads are responsible for ensuring that any restrictions regarding disposal that were imposed as a condition of original purchase (e.g. agreements, treaties or licensing requirements) are respected and are imposed on any subsequent buyer with full force and effect. It is the department head’s responsibility to ensure the buyer of any such assets can be relied on to meet these obligations. Where such assets are being sold for museum display or scrapped, it is the department head’s responsibility to ensure the assets are permanently disabled to the satisfaction of the First Selectmen.

The First Selectman shall take into account the heritage value of surplus assets. When appropriate, representative examples of surplus equipment may be preserved and made available to organizations such as municipal and not-for-profit museums. Items designated lethal equipment (e.g. police weapons and weapon delivery systems) which must be rendered permanently inoperable.

**Sale to a limited market or sale at other–than–appraised market value:** The sale of Town of Colchester assets to a restricted group of purchasers at what may be other than the fair market value in order to meet specific purposes of the Town of Colchester must be approved by the Board of Selectmen. In cases where the asset has marketable value exceeding the projected cost of sale, a decision to dispose of the asset at lower than market value or by gratuitous transfer constitutes a donation from the Town of Colchester to the recipient. Forgoing potential revenue is equivalent to an expenditure of capital funds; this decision must always be approved by the Board of Selectmen as they will ensure that the arrangement constitutes the best interest of the Town of Colchester and that the decision would withstand the test of public scrutiny.

### **Proceeds of Disposal**

Proceeds from all sales of Town of Colchester surplus moveable assets are to be made payable to the Town of Colchester. The benefit and costs of sales are to be assigned to the Town of Colchester’s Equipment Reserve budget regardless of the method of disposal.

Gregg Schuster



First Selectman

## MEMORANDUM

**To:** Board of Selectmen

**Cc:**

**From:** Gregg Schuster, First Selectman

**Date:** 11/1/10

**Re:** 2011 Board of Selectmen Regular Meeting Schedule

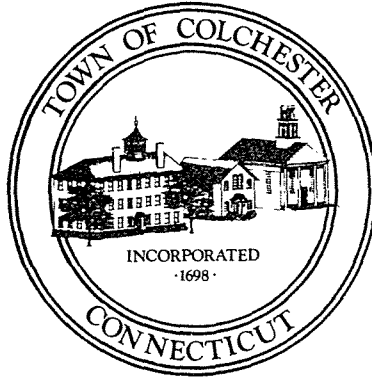
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The following regular meeting schedule is recommended for 2011. All regular meetings are the first and third Thursday of the month.

January 6	July 7
January 20	July 21
February 3	August 4
February 17	August 18
March 3	September 1
March 17	September 15
April 7	October 6
April 21	October 20
May 5	November 3
May 19	November 17
June 2	December 1
June 16	December 15

**Recommended Motion – “Move to adopt the Board of Selectmen 2011 meeting schedule as recommended by the First Selectman.”**

Gregg Schuster



First Selectman

## MEMORANDUM

**To:** Board of Selectmen

**Cc:**

**From:** Gregg Schuster, First Selectman

**Date:** 11/1/10

**Re:** 2011 Board and Commission Chairmen Meeting Schedule

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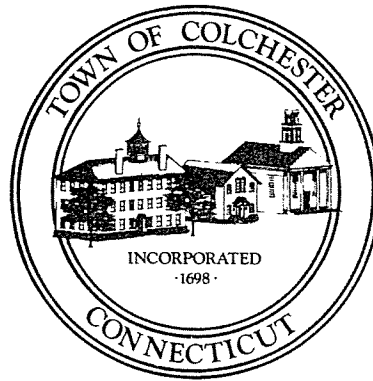
The following regular meeting schedule is recommended for 2011. All meetings will take place prior to the regular Board of Selectmen meeting for that evening.

January 20  
April 21  
July 21  
October 20

**Recommended Motion – “Move to adopt the Board and Commission Chairmen 2011 meeting schedule as recommended by the First Selectman.”**



Gregg Schuster



First Selectman

## MEMORANDUM

**To:** Board of Selectmen

**Cc:**

**From:** Gregg Schuster, First Selectman

**Date:** 11/2/10

**Re:** Virtual Town Hall Contract

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**To perform the work previously reviewed with the board, the contract with Virtual Town Hall must be executed. This is a budgeted expense.**

**Recommended Motion – “Move to execute the contract with Virtual Town Hall, excluding options, and authorize the First Selectman to sign any and all documents.”**



## Contract For Additional Services Town of Colchester, CT

### Website Redesign Services:

Custom redesign current Colchester website (graphics, structure, and navigation) including:

- a. Custom graphical redesign per the criteria developed with Town
- b. Updating of department/board/committee homepages to the latest VTH First Class release
- c. Migrate content as necessary from current website design to new design

Cost: \$1,500

### Optional Items:

Online Polling & Survey Module: \$400 One-Time Set-Up & \$400/year hosting/support \_\_\_\_ (Initial)  
Day of On-Site User "Refresher" Training: \$750 (including travel expenses) \_\_\_\_ (Initial)

Payment Terms: 50% billed at time of signed contract and 50% billed upon completion of project

**The services and pricing quoted in this proposal will be honored until November 30, 2010.**

Town of Colchester, CT  
127 Norwich Avenue  
Colchester, CT 06415

Virtual Town Hall Holdings, LLC  
4 Clock Tower Place, Suite 100  
Maynard, MA 01754

\_\_\_\_\_  
Signature (Date)

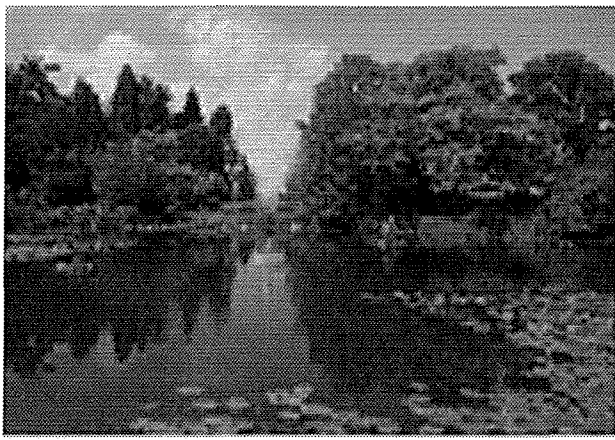
\_\_\_\_\_  
Millard Rose  
President

\_\_\_\_\_  
Name

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Title

Keeping You Ahead of Rising Expectations



## ENVIRONMENTAL MANAGEMENT

# BULLETIN



THE VOICE OF LOCAL GOVERNMENT

### CONNECTICUT CONFERENCE OF MUNICIPALITIES

900 CHAPEL STREET, 9th FLOOR, NEW HAVEN, CT 06510-2807 PHONE (203) 498-3000 • FAX (203) 562-6314

[www.ccm-ct.org](http://www.ccm-ct.org): Your source for local government management information on the Web

October 27, 2010; No. 10-10

## Proposed Stream Flow Regulations Unanimously Rejected by the Regulations Review Committee

After heavy lobbying by CCM and municipal officials, in collaboration with a coalition of other affected parties, the legislature's Regulations Review Committee *unanimously rejected* DEP's proposed stream flow regulations without prejudice, after more than an hour of discussion.

Lawmakers directed DEP to go back to the drawing board and narrow the scope of the regulations, particularly with respect to regulating groundwater. In addition to concerns regarding groundwater, much of the discussion focused on problems regarding (1) the uncertainty of the classification process and (2) that it would be difficult to assess the impact of the regulations until the classifications were done. Several members questioned why DEP couldn't first complete the classification process and then determine compliance requirements. Lawmakers directed DEP to include all stakeholders in the process of revising the regulations to ensure that the interests of municipalities, agriculture, the business community, golf courses, and water companies were addressed.

Under the rulemaking procedures, DEP has 35 days from the date of rejection to resubmit the regulations to the Regulations Review Committee, although it could request an extension. If no extension is granted, the revised regulations will be voted on by the Regulations Review Committee on December 21, 2010.

CCM will keep you apprised of any future actions.

## ## ##

If you have any questions regarding this bulletin, please contact Kachina Walsh Weaver, CCM Senior Legislative Associate, at (203) 498-3000 or at [kweaver@ccm-ct.org](mailto:kweaver@ccm-ct.org)

*This bulletin has been sent to all CCM-member Mayors, First Selectmen, Town/City Managers, and Public Works Directors.*