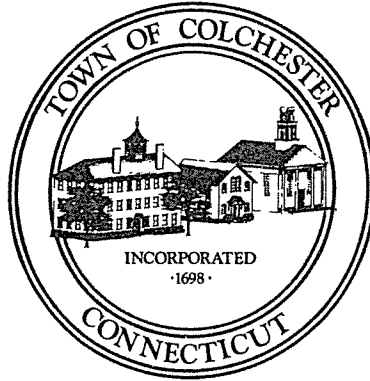


Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Agenda
Thursday, March 3, 2011
Colchester Town Hall**

Meeting Room 1 – 7:00pm

Received
MANOR ALBRAY

RECEIVED
COLCHESTER, CT
2011 MAR - 1 PM 3:16

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the February 17, 2011 Regular Board of Selectmen meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Ethics Commission. Member re-appointment for a new three-year term to expire 02/28/2014. Dan Henderson to be interviewed.
 - b. Commission on Aging. Member appointment for a three-year term to expire 12/31/2013. Herb Davis to be interviewed. Herb Davis was interviewed on 02/03/2011.
6. Budget Transfers
7. Tax Refunds & Rebates
8. Discussion and Possible Action on Historic Documents Program Grant Applicant
9. Discussion and Possible Action on Spring Clean-Up 2011
10. Discussion and Possible Action on 57 Fest 2011
11. Discussion and Possible Action on FY11-12 Town Budget

12. Citizen's Comments
13. First Selectman's Report
14. Liaison Report
15. Executive Session to Discuss Public Works Director Candidates
16. Adjourn

Gregg Schuster



First Selectman

Board of Selectmen Regular Meeting Minutes
Thursday, February 17, 2011
Colchester Town Hall

Meeting Room 1 – 7:00pm

RECEIVED
COLCHESTER, CT
2011 FEB 18 AM 9:37
Gregg Schuster
RANDY A. BRAY

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, and Selectman Greg Cordova

MEMBERS ABSENT: Selectman Rosemary Coyle

OTHERS PRESENT: Derrik Kennedy, Kate Byroade, Mark Decker, Patti White, Rob Esteve, Ryan Blessing, and other citizens

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
J. Ford moved to add to the agenda Item #8, "Discussion and Possible Action on Federal Transit Vehicle Program Grant Application," and to renumber accordingly, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the February 3, 2011 Regular Board of Selectmen meeting**
S. Soby moved to approve the minutes of the February 3, 2011 Regular Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments**
None.
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Ethics Commission. Member re-appointment for a new three-year term to expire 02/28/2014. Dan Henderson to be interviewed.**
Dan Henderson was absent. No action taken.
6. **Budget Transfers**
None.
7. **Tax Refunds & Rebates**
J. Ford moved to approve the tax refunds in the amount of \$14.54 to Laura Palmese, \$19.55 to Ronald Demars, \$174.48 to Ally Financial, \$418.92 to Ally Financial, and \$84.24 to Ally Financial, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

8. Discussion and Possible Action on Federal Transit Vehicle Program Grant Application

J. Ford moved to approve the submission of an application to the State DOT for a federal 5310 grant, to pay for a new wheelchair accessible van to transport elderly and disabled residents, for a purchase not to exceed \$60,000, the Town's share not to exceed \$20,000, and to authorize the First Selectman to sign all necessary documents and to publish public notices of such intent in a major newspaper in accordance with the DOT application procedural requirements, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Sewer & Water Operating Budget

S. Soby moved to approve the 2011/2012 Sewer and Water operating budget, rates, and fees, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on STEAP Recommendation and Weston & Sampson Proposal

S. Soby moved to approve a budget transfer of \$3,150 from *Legal Expenses* to *Professional Services* to make up the difference between the STEAP grant and the cost of the design the Weston & Sampson design proposal, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

S. Soby moved to approve the Weston & Sampson design proposal and authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

12. Citizen's Comments

None.

13. First Selectman's Report

First Selectman G. Schuster commented that he is currently working on the Town budget, looking at information from the newly-released Governor's budget, and how aid to the Town will be flat. The Town budget will not ask for any layoffs, it will enhance the safety net of the town through increases in social services and public safety, and greater investment in capital maintenance of infrastructure.

14. Liaison Report

S. Soby reported that the Police Commission has finalized their proposed budget recommendation and the police are working on their equipment inventory in preparing for their 5-year equipment plan.

S. Soby reported that the Planning & Zoning Commission discussed an EMPAR operation in an industrial zone as well as the continuation of updating the Zoning Regulations.

9. Discussion and Possible Action on Discovery Grant (Colchester Collaborative)

S. Soby moved to approve the Colchester Collaborative to submit an RFP for the continuation of the Discovery Grant, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

J. Ford moved to approve the Memorandum of Agreement between the Colchester Board of Selectmen and Colchester Collaborative, as agreed upon at the May 7, 2009 Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

15. Executive Session to Discuss Agreement with Local 1303-448 Connecticut Council 4, AMERICAN FEDERAL, STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO Library Employees

J. Ford moved to enter in to executive session to discuss the agreement with Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO Library Employees, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:33 p.m.
Returned from executive session at 7:37 p.m.

16. Discussion and Possible Action on Agreement with Local 1303-448 Connecticut Council 4, AMERICAN FEDERAL, STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO Library Employees

G. Cordova moved to accept the agreement with Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO Library Employees and authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

17. Executive Session to Discuss Negotiation Strategy with Colchester Police Local 2693T, AFSCME Council 15

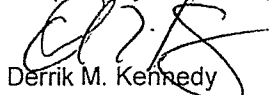
S. Soby moved to enter into executive session to discuss negotiation strategy with Colchester Police Local 2693T, AFSCME Council 15, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:39 p.m.
Returned from executive session at 8:08 p.m.

18. Adjourn

G. Cordova moved to adjourn the regular meeting of the Board of Selectmen at 8:09p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman

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="12101-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="4,000"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

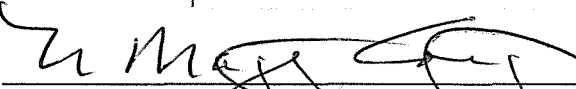
To:	Account Number	Account Name	Amount
	<input type="text" value="12101-42324"/>	<input type="text" value="Uniform Purchases"/>	<input type="text" value="4,000"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

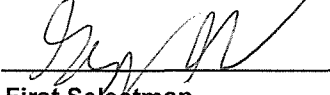

 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Memo

To: Board of Selectmen

From: Nancy A. Bray, Town Clerk

Date: 2/24/2011

Re: Application Targeted Grant FY 2012

This is the Historic Documents Program Grant Application for this year. Gregg needs to sign the second page of the application and we need a **"Motion to appoint Nancy A. Bray, Town Clerk, as the applicant for the Grant"**.

APPLICATION
TARGETED GRANT FY 2012
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 12/10)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at www.cslib.org/publicrecords/histdoc/grantforms.htm.

Name of Municipality:	Town of Colchester		
Name of Municipal CEO:	Gregg B. Schuster	Title:	First Selectman
Phone with Area Code:	860-537-7220	FAX:	860-537-0547
Email:	selectman@colchesterct.gov		
Name of Town Clerk:	Nancy A. Bray	Title:	Town Clerk
Phone with Area Code:	860-537-7217	FAX:	860-537-0547
Email:	townclerk@colchesterct.gov	Check if Designated Applicant:	<input checked="" type="checkbox"/>
TC Mailing Address:	127 Norwich Avenue, Colchester, CT 06415		
MCEO Address if Different:			

Grant Application Deadline: Cycle 1: April 30, 2011 Cycle 2: September 30, 2011

Grant Contract Period: The contract period begins after July 1, 2011 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2012.

Maximum Grant Allowed:

\$3,500	Small Municipality	Population less than 25,000
\$6,000	Medium Municipality	Population between 25,000 and 99,999
\$9,000	Large Municipality	Population of 100,000 or greater

Amount Requested: \$ 3,500

Grant Category(ies):

<input checked="" type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 3,500	\$	\$ 3,500
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 3,500	\$	\$ 3,500

¹ Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.

² Personnel taxes and benefits must be paid by the municipality if grant funds used for base pay.

Narrative

Answer the following four questions on a separate page, numbering each answer to correspond with the question. If applying for more than one project, be sure to include information on each project. A vendor's proposal or prepared text may not be used in place of the applicant's own words.

1. **Describe the project(s).** Identify the specific records involved (including type of records, volume numbers and dates), what will be done, and why.
2. **Identify the vendors and/or town personnel.** Include their assigned duties and the timeframe for completing the work.
3. **Describe what the municipality hopes to accomplish with the grant.** Indicate how the project(s) will impact the records, the office and the municipality.
4. **Provide a detailed budget.** For each Budget Summary line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*), list the detailed expenses that make up that line item. Split the costs between grant and local funds, if applicable. For any *Town Personnel Costs*, include the job title, hourly rate, and total number of working hours for each individual.

Note: If applying for only **one project** and using only **one vendor**, you may **omit** the detailed budget provided that the expenses are clearly indicated on the enclosed vendor proposal.

Supporting Documentation

Enclose copies of 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, Nancy A. Bray, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Gregg B. Schuster
Typed Name and Title of MCEO

Certification of Application

This section must be signed by the applicant.

If the Town Clerk has been 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 2012 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)

Nancy A. Bray, Town Clerk
Typed Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

TOWN OF COLCHESTER
Historic Documents Preservation
Targeted Grant Application Second Page

Narrative Description:

1. The entire amount of grant money will be used for Inventory and Planning. We will retain the services of a records management consultant to establish a needs assessment plan for our office.
2. The Records Management Consultants are K Sickler-Murphy, 2369 W. Old State Road, Schenectady, NY 12306. They will report their findings on storage needs for all types of records, inactive and historical, located in the second floor vault as well as the attic storage space that houses inactive records for all departments within the Town Hall. The company will also submit a plan for establishing a records management program for the Town Hall that the Town Clerk's Office will eventually maintain.
3. We are hoping to organize, store and maintain department records in a way that will enhance our ability to identify and retrieve those documents that we need to access. Various departments in the building have just thrown things into boxes and have been piling the boxes one atop another in the attic storage space that is assigned to them. Some have even spilled out into the walkway areas as well. We have talked about retention schedules for a number of years but very few departments actually follow them. In the future we will speak to both the Board of Education and Board of Selectmen on the project. We are starting with my office by applying for this Grant with the realization that this project will take time and money to accomplish.

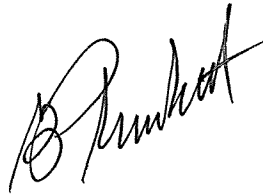
Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

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

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

February 25, 2011

TO: Gregg Schuster
FRPM: Greg Plunkett
RE: Spring Clean-Up 2011



This year we are planning to hold our Spring Clean-Up on Saturday April 9, 2011 with a rain date of April 30, 2011. Each year we secure sponsors who help us provide a t-shirt for each of the volunteers who help clean the winter grime off Town properties. Attached are copies of the agreements we sign with each of the sponsors. They have all verbally agreed to be a sponsor for the event.

I am requesting the you authorize First Selectman, Gregg Schuster to sign the sponsor agreements on behalf of the Town.



Sponsorship Agreement

This agreement on February 28, 2011, between Colchester Parks & Recreation, hereafter referred to as producer, and D.H. Marvin & Son, Inc., hereafter referred to as sponsor, outlines the benefits and responsibilities of the producer and the sponsor, as they apply to the "Spring Clean-Up Volunteer Day," hereafter referred to as the event.

Event Specifics

- Title: Spring Clean-Up Volunteer Day
- Event Type: Community Service
- Location: Colchester Town Green
- Date/Time: Saturday, April 9, 2011; 8:30am-12:00pm

Responsibilities of the Producer

- Maintain regular communication with the sponsor.
- Produce the entire event, including all advertising and promotion.
- Recognize sponsor on media promoting the event, as outlined for "sponsor" in sponsorship opportunity.
- Recognize sponsor at the event.
- Facilitate sponsor activation activities.
- Provide sponsor with copies of all promotional materials.

Responsibilities of the Sponsor

- **Provide a check in the amount of \$300.00, made payable to "Town of Colchester", to the producer by March 11, 2011.**
- Provide hi-resolution logo for use in program promotion.
- Provide any promotional items or materials that the sponsor wishes to distribute/display at the event, with prior approval by Producer.

Agreed to and Accepted:

Producer's Authorized Representative
Gregg Schuster, First Selectman

c/o Greg Plunkett
Colchester Parks & Recreation
127 Norwich Avenue
Colchester, CT 06415
(860) 537-7295
Fax: (888) 468-6093
recdirector@colchesterct.gov

Sponsor's Authorized Representative
Timothy Marvin
D. H. Marvin & Son, Inc.
359 South Main St.
Colchester, CT 06415
860-537-2345



Sponsorship Agreement

This agreement on February 28, 2011, between Colchester Parks & Recreation, hereafter referred to as producer, and Colchester Rotary, hereafter referred to as sponsor, outlines the benefits and responsibilities of the producer and the sponsor, as they apply to the "Spring Clean-Up Volunteer Day," hereafter referred to as the event.

Event Specifics

- Title: Spring Clean-Up Volunteer Day
- Event Type: Community Service
- Location: Colchester Town Green
- Date/Time: Saturday, April 9, 2011; 8:30am-12:00pm

Responsibilities of the Producer

- Maintain regular communication with the sponsor.
- Produce the entire event, including all advertising and promotion.
- Recognize sponsor on media promoting the event, as outlined for "sponsor" in sponsorship opportunity.
- Recognize sponsor at the event.
- Facilitate sponsor activation activities.
- Provide sponsor with copies of all promotional materials.

Responsibilities of the Sponsor

- **Provide a check in the amount of \$300.00, made payable to "Town of Colchester", to the producer by March 11, 2011.**
- Provide hi-resolution logo for use in program promotion.
- Provide any promotional items or materials that the sponsor wishes to distribute/display at the event, with prior approval by Producer.

Agreed to and Accepted:

Producer's Authorized Representative
Gregg Schuster, First Selectman

c/o Greg Plunkett
Colchester Parks & Recreation
127 Norwich Avenue
Colchester, CT 06415
(860) 537-7295
Fax: (888) 468-6093
recdirector@colchesterct.gov

Sponsor's Authorized Representative
Linda Hodge
Colchester Rotary
4 Westerly Terrace
Colchester, CT 06415
860-537-3852
linda.hodge@oceanmists.net



Sponsorship Agreement

This agreement on February 28, 2011, between Colchester Parks & Recreation, hereafter referred to as producer, and Gano's, hereafter referred to as sponsor, outlines the benefits and responsibilities of the producer and the sponsor, as they apply to the "Spring Clean-Up Volunteer Day," hereafter referred to as the event.

Event Specifics

- Title: Spring Clean-Up Volunteer Day
- Event Type: Community Service
- Location: Colchester Town Green
- Date/Time: Saturday, April 9, 2011; 8:30am-12:00pm

Responsibilities of the Producer

- Maintain regular communication with the sponsor.
- Produce the entire event, including all advertising and promotion.
- Recognize sponsor on media promoting the event, as outlined for "sponsor" in sponsorship opportunity.
- Recognize sponsor at the event.
- Facilitate sponsor activation activities.
- Provide sponsor with copies of all promotional materials.

Responsibilities of the Sponsor

- **Provide a check in the amount of \$300.00, made payable to "Town of Colchester", to the producer by March 11, 2011.**
- Provide hi-resolution logo for use in program promotion.
- Provide any promotional items or materials that the sponsor wishes to distribute/display at the event, with prior approval by Producer.

Agreed to and Accepted:

Producer's Authorized Representative
Gregg Schuster, First Selectman

c/o Greg Plunkett
Colchester Parks & Recreation
127 Norwich Avenue
Colchester, CT 06415
(860) 537-7295
Fax: (888) 468-6093
recdirector@colchesterct.gov

Sponsor's Authorized Representative
Tony Gargano
Gano's Power Equipment
120 Linwood Ave.
Colchester, CT 06415
860-537-3431



Sponsorship Agreement

This agreement on February 28, 2011, between Colchester Parks & Recreation, hereafter referred to as producer, and Dunkin' Donuts, hereafter referred to as sponsor, outlines the benefits and responsibilities of the producer and the sponsor, as they apply to the "Spring Clean-Up Volunteer Day," hereafter referred to as the event.

Event Specifics

- Title: Spring Clean-Up Volunteer Day
- Event Type: Community Service
- Location: Colchester Town Green
- Date/Time: Saturday, April 9, 2011; 8:30am-12:00pm

Responsibilities of the Producer

- Maintain regular communication with the sponsor.
- Produce the entire event, including all advertising and promotion.
- Recognize sponsor on media promoting the event, as outlined for "sponsor" in sponsorship opportunity.
- Recognize sponsor at the event.
- Facilitate sponsor activation activities.
- Provide sponsor with copies of all promotional materials.

Responsibilities of the Sponsor

- **Provide a check in the amount of \$300.00, made payable to "Town of Colchester", to the producer by March 11, 2011.**
- Provide hi-resolution logo for use in program promotion.
- Provide any promotional items or materials that the sponsor wishes to distribute/display at the event, with prior approval by Producer.

Agreed to and Accepted:

Producer's Authorized Representative
Gregg Schuster, First Selectman

c/o Greg Plunkett
Colchester Parks & Recreation
127 Norwich Avenue
Colchester, CT 06415
(860) 537-7295
Fax: (888) 468-6093
recdirector@colchesterct.gov

Sponsor's Authorized Representative
Rob Veneziano
Dunkin' Donuts
P.O. Box 847
Colchester, CT 06415
537-0734; 860 933 4226c
Fax:
dunkincolchester@hotmail.com

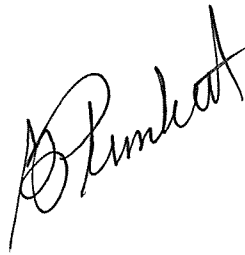
Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

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

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

February 25, 2011

TO: Gregg Schuster
From: Greg Plunkett
RE: 57 FEST 2011



In order to secure vendors and entertainment for the 57 FEST we need to begin planning now. Having examined the calendar for September 2011 and trying to avoid competing activities in surrounding towns we are recommending Saturday September 24, 2011 as the date for this year's event.

I am seeking permission to begin planning the event. Please let me know if you require additional information.