

Town of Colchester, Connecticut

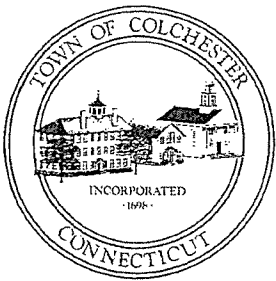
127 Norwich Avenue, Colchester, Connecticut 06415

**Colchester Commission Chairmen Meeting Agenda
Thursday, October 20, 2011
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.**

1. Call to Order
2. Commission Updates – Commission Chairs
3. Adjourn

Received for record at Colchester, Conn.
on 10-14-11 at 1:10 p.m.

Attest, Nancy A. Bray, Town Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

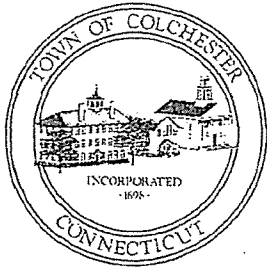
**Board of Selectmen Regular Meeting Agenda
Thursday, October 20, 2011
Colchester Town Hall**

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

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the October 6, 2011 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Agriculture Commission. Joanne Becker to be interviewed.
 - b. Agriculture Commission. David W. Wasniewski to be interviewed.
 - c. Conservation Commission. Member reappointment for a three-year term to expire on 10/31/2014. Susan Bruening to be interviewed.
 - d. Conservation Commission. Alternate reappointment for a three-year term to expire on 10/31/2014. Andrew George to be interviewed.
 - e. Economic Development Commission. Member reappointment for a five-year term to expire on 10/31/2016. Steve Cohn to be interviewed.
 - f. Fair Rent Commission. Member appointment for a two year term to expire on 10/31/2013. Kimberley Russo was interviewed on 10/6/2011.
 - g. Fair Rent Commission. Member appointment for a two year term to expire on 10/31/2013. Samantha Van Zilen was interviewed on 10/6/2011
 - h. Historic District Commission. Alternate reappointment for a three-year term to expire on 11/30/2014. Linda Ackerman to be interviewed.
 - i. Historic District Commission. Member reappointment for a three-year term to expire on 11/30/2014. Michael Trocchi to be interviewed.
 - j. Parks and Recreation Commission. Member reappointment for a four-year term to expire on 11/30/2015. Eric Kundahl to be interviewed.
 - k. Parks and Recreation Commission. Alternate reappointment for a four-year term to expire on 11/30/2014. Clint Williams to be interviewed
 - l. Parks and Recreation Commission. Member reappointment for a four-year term to expire on 11/30/2015. Jody Barr to be interviewed.

Received for record at Colchester, Conn.
on 10/17/2011 at 11:15pm.
Attest, Nancy A. Bray, Town Clerk

- m. Police Commission. Member reappointment for a three-year term to expire on 11/30/2014. Steve Petty to be interviewed.
 - n. Building Committee. Resignation of Theresa Hendrickson.
 - o. Building Committee. Discussion and Possible Appointment of Members or Provisional Alternates.
 - i. John Avery, Sharon Boski, Justin Bunton, Nancy Cordova, John Carroll, Robert Dennehy, Steven Kardys, Robert Sosnoski, William Sullivan, Joseph A. Delucia Jr.
6. Budget Transfers
 7. Tax Refunds & Rebates
 8. Discussion and Possible Action on Board of Selectmen Bylaws
 9. Discussion and Possible Action on 2012 Board of Selectmen Regular Meeting Schedule
 10. Discussion and Possible Action on 2012 Board and Commission Chairmen Meeting Schedule
 11. Citizen's Comments
 12. First Selectman's Report
 13. Liaison Report
 14. Executive Session to Discuss Contract Negotiations with Colchester-Hayward Volunteer Fire Company
 15. Executive Session to Discuss Employee Request for Hardship Withdrawal from Retirement Account
 16. Discussion and Possible Action on Employee Request for Hardship Withdrawal from Retirement Account
 17. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Regular Meeting Minutes Thursday, October 6, 2011 Colchester Town Hall

Meeting Room 1 – 7:00pm

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, and Selectman Rosemary Coyle (via phone)

MEMBERS ABSENT: Selectman Greg Cordova

OTHERS PRESENT: Derrik Kennedy, James Paggiolo, Adam Turner, Maggie Cosgrove, Dot Mrowka, Attorney Patrick McHale, Ryan Blessing, and other citizens.

RECEIVED
COLCHESTER, CT
2011 OCT -7 AM 10:45
Gregg Schuster

1. **Call to Order**
First Selectman Gregg Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
S. Soby moved to remove from the agenda item #15 and renumber accordingly, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the September 1, 2011 Regular Board of Selectmen Meeting**
S. Soby moved to approve the minutes of the September 1, 2011 regular Board of Selectmen meeting, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the September 14, 2011 Tri-Board Meeting**
R. Coyle moved to approve the minutes of the September 14, 2011 Tri-Board meeting, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
5. **Approve Minutes of the September 15, 2011 Regular Board of Selectmen Meeting**
S. Soby moved to approve the minutes of the September 15, 2011 regular Board of Selectmen meeting, seconded by J. Ford. S. Soby abstained. All other selectmen approved. MOTION CARRIED.
6. **Citizen's Comments**
None.
7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Agriculture Commission.** Joanne Becker to be interviewed.
Joanne Becker was absent.
 - b. **Fair Rent Commission.** Member appointment for a two-year term to expire 10/31/2013.
Kimberly Russo was interviewed.
 - c. **Fair Rent Commission.** Member appointment for a two-year term to expire 10/31/2013.
Samantha Van Zilen was interviewed.

d. Building Commission. Discussion and Possible Appointment of Provisional Alternate.

i. Available Alternates: John Avery, Sharon Boski, Justin Bunton, Nancy Cordova, John Carroll, Robert Dennehy, Steven Kardys, Robert Sosnoski, William Sullivan.

R. Coyle moved to postpone action on nominating provisional alternates to the Building Committee until the next Board of Selectmen meeting, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

8. Budget Transfers

S. Soby moved to approve the Debt Service budget transfer of \$44,000 (Debt Service – Lease Principal Payment, Acct. # 18101-49250) and \$6,000 (Debt Service – Lease Interest Payment, Acct. # 18101-49255), as \$50,000 to “Transfer to Debt Service Fund (18501-50700),” seconded by J. Ford. Unanimously approved. MOTION CARRIED.

S. Soby moved to approve the Senior Center budget transfer of \$654 (Service Contracts, Acct. # 44223), in whole, to “Equipment Repairs, Acct. # 46224,” seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

S. Soby moved to approve the Police budget transfer of \$199 (Professional Services, Acct. # 44208), in whole, to “Professional Memberships, Acct. # 43258,” seconded by J. Ford. Unanimously approved. MOTION CARRIED.

9. Tax Refunds & Rebates

J. Ford moved to approve the tax refunds of \$11.64 to George Perkins, \$6.72 to Marjorie Stula, \$25.60 to Daniel Ferrigno, \$16.29 to Michael Carabillo, \$1,855.00 to Norman Jacqueline Ravagnani, \$118.83 to Joseph Colella, Jr., \$5.68 Jerome J. Bednar, \$3.88 to Alan Carlstrom, \$136.49 to Jennifer Mancini, \$25.08 to P.R. or John Korenkiewicz, \$15.76 to Patricia Korenkiewicz, \$34.38 to Jennifer Caron, \$60.75 to Jason Marino, \$81.94 to Kevin or Kim Darling, \$70.83 to Emkay Inc Trust, \$24.57 to Cathy Solis, \$170.09 to Charles Riordan, \$17.06 to William Bartol, \$42.65 to Michael or Alicia Blanco, \$82.46 to Michael L. Blake, \$14.73 to Marie Day, \$22.23 to Victoria Dominick, \$164.24 to Lisa Williamson, \$20.68 to Clifford Pinnock, \$15.51 to Clifford or Bonnie Pinnock, \$12.92 to Jessica Gregoire, \$29.51 to Paul Hunt, and \$7.24 to Joseph R. Kablik; seconded by S. Soby. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Sewer and Water Expansion

Town Planner Adam Turner presented to the Board. No action was taken.

11. Discussion and Possible Action on Vehicle Lease-Purchase Contract

Chief Financial Officer Maggie Cosgrove presented to the Board. S. Soby moved to adopt the resolution included as Exhibit E of the Master Lease Purchase Agreement to approve entering into a lease agreement with Sovereign Leasing and authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Heating Oil Contract

Chief Financial Officer Maggie Cosgrove presented to the Board. S. Soby moved to approve the heating oil contract with East River Energy, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

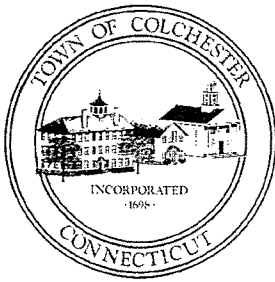
13. **Discussion and Possible Action on 9-1-1 Dispatch Contract with Colchester Emergency Communications, Inc.**
R. Coyle moved to approve the 9-1-1 Dispatch Contract with Colchester Emergency Communications, Inc. with changes to the spelling of "Middleton" in Section I and "SBC Connecticut" in Sections IV, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Engagement Agreement with Randi Frank Consulting**
S. Soby moved to approve the engagement agreement with Randi Frank Consulting with modifications to the agreement to delete the last sentence in Section 1.3 and to edit section 3.1 to read, "Consultant fee of \$85/hour plus unusual expenses, only with prior approval of the Town, not to include travel expenses;" seconded by J. Ford. Discussion on hiring of consultant and start date. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Recreation Manager**
R. Coyle moved to authorize the First Selectman to hire Cheryl Hancin as Recreation Manager, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
16. **Citizen's Comments**
None.
17. **First Selectman's Report**
First Selectman G. Schuster advised all boards and commissions to establish and provide their 2012 meetings dates to the Town Clerk by the end of November; the Chatham Health District is moving towards a sub-committee model for monthly meetings with Board meetings held quarterly or as-needed; the Town received a grant for the Streetscape Project on Lebanon Avenue and went out to bid for development whereby the Town received only one bid, staff recommends rejecting the bid and re-bidding the project; and the Building Committee had their first meeting this week and scheduled the second and fourth Thursdays of each month as their meeting dates.
18. **Liaison Report**
S. Soby reported that the Zoning Board of Appeals meeting was cancelled; the Planning & Zoning Commission gave final approval to Tractor Supply and there were three modifications to plans due to the failure to adopt a sidewalk fee-in-lieu ordinance; and the Police Commission is continuing to revise and update the Department Rules and Regulations.
19. **Executive Session to Discuss Contract Negotiations with Colchester Police Local 2693T AFSCME Council 15 & MEUI Local 506, SEIU, AFL-CIO, CLC (Administrators)**
S. Soby moved to enter into executive session to discuss contract negotiations with Colchester Police Local 2693T AFSCME Council 15 and MEUI Local 506, SEIU, AFL-CIO, CLC (Administrators) and to invite Chief Financial Officer Maggie Cosgrove and Town Labor Attorney Patrick McHale into executive session, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Entered into Executive Session at 8:16 p.m.

Exited From Executive Session at 9:00 p.m.

20. **Adjourn**
S. Soby moved to adjourn at 9:01 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Note: This meeting was recorded by a digital audio recording system and is available through the Colchester First Selectman's office in accordance with the Freedom of Information Act.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From : Gregg Schuster, First Selectman

Date: 10/17/11

Re: Bylaws Revision

Selectman Soby suggested that we update our bylaws to provide for audio recording of Board of Selectmen meetings. Attached is my recommend revision.

Recommended Motion – “Move to amend the Board of Selectmen bylaws as recommended by the First Selectman.”

TOWN
OF
COLCHESTER

BOARD OF SELECTMEN

BYLAWS

Approved: Board of Selectmen, March 16, 2006

Updated: Board of Selectmen, December 3, 2009

TOWN OF COLCHESTER
BOARD OF SELECTMEN – BYLAWS

SECTION 1. PURPOSE AND AUTHORIZATION

The name of the board shall be the 'Board of Selectmen of the Town of Colchester' (the Board). The purpose of the Board is to manage and oversee the internal operations of the Town. The Board of Selectmen oversees all Town Departments, Boards and Commissions and any office the Board fills by appointment.

The Board shall have all of the rights, powers and duties respectively conferred upon Board of Selectmen pursuant to the Connecticut General Statutes, as amended, and Town of Colchester Charter, Section #401, #402, #403, #404 and #405.

SECTION 2. OFFICE OF THE BOARD

The office of the Board shall be the Colchester Town Hall where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Office of the First Selectman, 127 Norwich Avenue, Colchester, CT 06415. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Office of the Town Clerk.

SECTION 3. MEMBERSHIP

- A. The Board shall consist of five (5) members elected in accordance with the provisions of the town Charter.
- B. All members of the Board shall participate fully in Board meetings and activities and shall have such duties as may from time to time be assigned by the Board.
- C. Resignation from the Board shall be in written form and transmitted to the Town Clerk who shall promptly forward same to the Board of Selectmen.

SECTION 4. BOARD MEETINGS

- A. The Board shall hold regular meetings at 7:00 p.m. on the first and third Thursday of every month, except when the Town Hall is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public, as required by the Connecticut General Statutes, unless otherwise specified.

- B. A quorum shall consist of three members.
- C. Minutes of the Board's meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.
- D. All mail addressed to the Board shall be presented by the First Selectman to the Board at its first meeting held after such mail has been delivered to the Board c/o The Office of the First Selectman. All mail shall be deemed 'received' when so presented.
- E. All regular and special meetings of the Board of Selectmen shall be audio recorded. Emergency meetings shall be audio recorded if possible. All recordings shall be made available to the public. The provisions of this section shall not apply to executive sessions.

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SECTION 5. COMMITTEES AND COMMITTEE CHAIRMEN

- A. From time to time, the Board of Selectmen may appoint such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment. The meetings of any committee so appointed are open to the public as required by the Connecticut General Statutes.
- B. At the time of appointment, the members of any committee appointed pursuant to this section shall elect one (1) of their members to serve as Committee Chairman.
- C. The First Selectman and/or member of the Board of Selectmen may serve as an ex-officio member of any committee appointed in accordance with the section.
- D. For purposes of determining whether a committee may conduct business, a majority of committee members shall constitute a quorum.
- E. Minutes of all committee meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.
- F. All mail addressed to any committee shall be deemed addressed to the full Board and shall be treated in the same manner as set forth in Section 4, paragraph D.

SECTION 6. AMENDMENTS

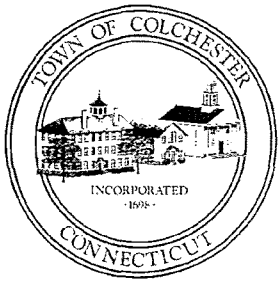
These bylaws may be amended from time to time as deemed necessary or desirable by the Board.

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SECTION 7. EFFECTIVE DATE

These bylaws shall take effect immediately upon adoption by the Board and all photocopies or reproductions hereof shall clearly specify the 'Effective Date' on the cover page.

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Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman 

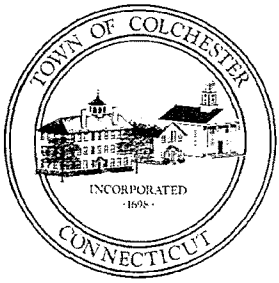
Date: 10/20/11

Re: 2012 Board of Selectmen Regular Meeting Schedule

The following regular meeting schedule is recommended for 2012. All regular meetings are the first and third Thursday of each month.

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

Recommended motion – “Move to adopt the Board of Selectmen 2012 meeting schedule as recommended by the First Selectman.”



Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman 

Date: 10/20/11

Re: 2012 Board and Commission Chairmen Meeting Schedule

The following regular meeting schedule is recommended for 2012. All meetings will take place prior to the regular Board of Selectmen meeting for that evening.

January 19
April 19
July 19
October 18

Recommended motion – “Move to adopt the Board and Commission Chairmen 2012 meeting schedule as recommended by the First Selectman.”