

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Agenda
Regular Meeting
Thursday, October 3, 2013
Colchester Town Hall**

Meeting Room 1 – 7:00PM

NANCY A. BRAY
TOWN CLERK

2013 OCT -1 AM 11:07

RECEIVED
COLCHESTER, CT

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the September 19, 2013 Regular Board of Selectmen Meeting
4. Approve Minutes of the September 26, 2013 Special Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Agriculture Commission. Member Leslie Curtis to be Appointed Alternate.
 - b. Agriculture Commission. Alternate appointment for a vacant term to expire 11/30/2013. Olivia Duksa was interviewed on 09/19/2013.
 - c. Conservation Commission. Member re-appointment for a three-year term to expire 10/31/2016. Kurt Frantzen to be interviewed.
 - d. Fair Rent Commission. Member re-appointment for a two-year term to expire 10/31/2015. Samantha Van Zilen to be interviewed.
 - e. Blight Ordinance Task Force
 - i. William Belch, Jr.
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Non-Union Salary Increase
10. Discussion and Possible Action on Veterans' Service Contact Person
11. Discussion and Possible Action on Revision of Hours of Operation for Senior Center
12. Discussion and Possible Action on Contract with East River Energy
13. Citizen's Comments

14. First Selectman's Report
15. Liaison Report
16. Executive Session To Discuss Town Hall Employee
17. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Minutes
Regular Meeting
Thursday, September 19, 2013
Colchester Town Hall

Meeting Room 1 – 7:00PM

RECEIVED
COLCHESTER, CT
2013 SEP 20 AM 11:45
NANCY A. PRAY
TOWN CLERK

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

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Jim Paggioli, Maggie Cosgrove, Walter Cox, Don Lee, Dot Mrowka, Ryan Blessing, Melissa Roberto, 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**
R. Coyle moved to add to the agenda item #7C, "Agriculture Commission. Olivia Duksa to be interviewed;" seconded by J. Ford. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the August 15 Regular Board of Selectmen Meeting**
R. Coyle moved to approve the minutes of the August 15 Regular Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the August 28 Special Board of Selectmen Meeting**
R. Coyle moved to approve the minutes of the August 28 Special Board of Selectmen meeting, seconded by G. Cordova. G. Cordova abstained, all others voted in favor. MOTION CARRIED.
5. **Approve Minutes of the September 13 Special Board of Selectmen Meeting**
G. Cordova moved to approve the minutes of the September 13 Special Board of Selectmen meeting, seconded by S. Soby. Unanimously approved.
6. **Citizen's Comments**
J. McNair read a comment to the Board regarding conduct at the September 18 Town Meeting (attached).
L. Hodge read a comment to the Board regarding the conduct of the Board at a previous Board of Selectmen meeting whereby a letter she wrote to the Board was not read aloud (attached).
C. Bourque commented in opposition of a blight ordinance and further commented on the Linwood Avenue streetscape project.
A. Harrison agreed with Mr. Bourque's comment on the blight ordinance.
J. Kelly commented on the actions of the Board at the Sept. 18 Town Meeting and commented in agreement with Ms. Hodge's statement.
7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Economic Development Commission. Member re-appointment for a five-year term to expire 10/01/2018. Andreas Bisbikos to be interviewed.**
S. Soby moved to re-appoint Andreas Bisbikos to the Economic Development Commission for a five-year to expire 10/01/2018, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

b. **Blight Ordinance Task Force**

- i. Alan Harrison – Alan Harrison was interviewed.
- ii. Nathaniel Shiff – Nathaniel Shiff was interviewed.
- iii. Ron Silberman – Ron Silberman was interviewed.

c. **Agriculture Commission. Olivia Duksa to be interviewed.**
Olivia Duksa was interviewed.

8. **Budget Transfers**

Discussion on need for explanation in executive session and where the money will come from. S. Soby moved to approve the supplemental appropriation of \$2,500 from "Appropriation from Fund Balance (18501-36250)" to Tax Collector – "Regular Payroll (11303-40101)," seconded by J. Ford. Unanimously approved. MOTION CARRIED.

R. Coyle moved to approve budget transfers in the amount of \$1,385 from Finance - "Mileage, Training & Meetings (11301-43213)" to "Professional Services (11301-44208);" \$24 from Library – "Fuel/Heating (15101-45221) to "Water & Sewer (15101-45222);" \$124 from Library – "Service Contracts (15101-44223)" to "Office Supplies (15101-44223);" \$65 from Library – "Service Contracts (15101-44223)" to "Copier (15101-42233);" and \$151 from Assessor – "Data Processing (44205)" to "Postage (44217);" seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

9. **Tax Refunds & Rebates**

G. Cordova moved to approve the tax refunds of \$28.76 to Karl Young and Evamarie Kelly-Young, \$26.04 to Jamie Roach and Mark Decker, \$169.87 to Richard Giusti, \$998.33 to Hyundai Lease Titting, \$4.23 to Lorraine Tierney, \$53.59 to Michael Guarino, \$72.06 to Melanie or Patrick Michaud, \$30.28 to Rebecca and Brian Engleman, \$83.57 to Tina and Jason Rosenthal, \$15.44 to Francis Blume, \$51.00 to Ronald Abate, \$19.68 to Deborah Hulien, and \$23.92 to Oliver Huse; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

10. **Discussion and Possible Action on Deputy Emergency Management Director Job Description**

Discussion on process of development. S. Soby moved to approve the Deputy Emergency Management Director, as presented, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

11. **Discussion and Possible Action on FY 2012 Homeland Security Grant Program**

R. Coyle moved the resolution, "Be it RESOLVED that the First Selectman, Gregg Schuster, may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and FURTHER RESOLVED, that Gregg Schuster, as First Selectman of Town of Colchester, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents;" seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

12. **Discussion and Possible Action on AppliTrack Agreement**

Discussion on explanation of the product. G. Cordova moved to approve the AppliTrack Terms of Service and authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

13. **Discussion and Possible Action on Employee Assistance Program Contract with Solutions**

S. Soby moved to approve the contract with Solutions to serve as the Town's Employee Assistant Program from July 1, 2013 to June 30, 2014 and authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

14. **Discussion and Possible Action on Voluntary Life Insurance Agreement with Texas Life Insurance Company**
G. Cordova moved to authorize the First Selectman to sign the Texas Life Employer Agreement, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Linwood Avenue Streetscape Grant Award**
Discussion on in-house versus consulting design, grantee match cost, solar versus conduit wire cost benefit analysis, and extruded curbing. S. Soby moved the resolution, "Be it RESOLVED, that the Town of Colchester Board of Selectmen authorizes submission of the funding application for the Linwood Avenue Streetscape Project under the Main Street Investment Fund Program referenced in Section 78 and 79 of the PA 11-1; and, FURTHER RESOLVED, that Gregg Schuster, First Selectman of the Town of Colchester, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Colchester and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents;" seconded by J. Ford. Unanimously approved. MOTION CARRIED.
16. **Discussion and Possible Action on Concrete Sidewalk Repair Contract**
R. Coyle moved to award concrete sidewalk repair work detailed in RFP 2013-17 to PHC Construction in accordance with the pricing provided within their response and conditions listed in the RFP, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on Board Responsibilities with Regards to Blighted Properties**
J. Ford commented on blight Town Meeting and appearance of downtown. He asked, "What should we be doing as a Town for upkeep?" S. Soby stated that there is little area on Lebanon Avenue that would be considered Town property. He asked, "What is the property owner's responsibility before the Town gets involved?" J. Ford commented that appearance had an impact and the Board should care about what the Town looks like. S. Soby reiterated, "Who is ultimately responsible for getting work done?" J. Paggioli commented on the Department of Public Works activities with regards to cleaning and improvements. J. Ford commented on the conditions for maintenance in STEAP contracts. S. Soby suggested adding cleaning weeds up in the downtown area to Spring Clean Up Day activities. J. Ford suggested adding trash receptacles to the Linwood Avenue Streetscape Project. R. Coyle commented on the charges to be given to the Blight Task Force. G. Cordova suggested that town staff, when driving around town, look at blighted properties and bring to staff or the board's attention. No action taken.
18. **Citizen's Comments**
E. Evans suggested a name change to the Blight Ordinance Task Force to the Blight Planning Task Force.
C. Bourque suggested the Town be more proactive in helping those in-need instead of being punitive, the Town budget for maintenance costs to streetscapes, and requests continuity of streetscape projects.
O. Duksa agreed with Mr. Bourque's comments on serving those in-need.
R. Silberman commented on hardship versus blight and laziness. He also commented on the value of curb appeal and that the maintenance budget should be for all facilities.
19. **First Selectman's Report**
First Selectman G. Schuster reported that there have been suspicious fires around the downtown area for several months and asks all residents to get the word out and report any suspicious activity. All reports of suspicious activity should be called into Troop K at (860) 537-7500. He further reported that Tractor Supply will be opening soon and they have already begun the hiring process. Finally, he reported that the Executive Assistant will be leaving to become Assistant Town Manager in Enfield and thanked Derrik Kennedy for all his hard work on behalf of the Town.

20. **Liaison Report**

R. Coyle reported that the Commission on Aging received an Eagle Scout candidate who would like to build room dividers for the Senior Center, they are actively working on completing their Resource Guide, the Director has done a remarkable job with her façade improvements, the last COA meeting was held at Dublin Village, elderly housing has an extensive waitlist, there has been a dramatic increase in attendance at the Senior Center, and the Director is doing a great job.

S. Soby reported that the Planning & Zoning Commission received a request for application for accessory apartment. The Town is working with the applicant to correct form work. The Zoning Enforcement Officer's monthly report details efforts to seek compliance before enforcement actions. On 9/30 there will be the first public session for the Plan of Conservation and Development and will be held at the Bacon Academy Cafeteria.

S. Soby further reported that the Agriculture Commission had a discussion on the POCD meeting and is continuing to give feedback, there is new leadership on the Commission with Mr. Bourque as chairman and Mr. Zimmerman as vice chair, they are continuing to discuss the Slembek Farm, they are providing information on resources for farmers after emergencies, and is working with teachers to assist with agriculture education.

21. **Executive Session to Discussion Negotiations with Colchester Firefighters Union UPPFA, IAFF, Local #3831**

S. Soby moved to enter into Executive Session to Discuss Negotiations with Colchester Firefighters Union UPPFA, IAFF, Local #3831 and invite Maggie Cosgrove and Walter Cox; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:45 p.m.
Exited from executive session at 9:32 p.m.

22. **Discussion and Possible Action on Revised Successor Contract with Colchester Firefighters Union UPPFA, IAFF, Local #3831**

The Board agreed to postpone action pending advice from the Town Attorney on one issue. No action taken.

23. **Executive Session to Discussion Performance of Town Hall Employee**


G. Cordova moved to enter into Executive Session to Discuss Performance of Town Hall Employee and invite John Chaponis, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:34 p.m.
Exited from executive session at 10:31 p.m.

24. **Adjourn**

G. Cordova moved to adjourn at 10:32 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy

Executive Assistant to the First Selectman

Attachments:

- Statement from James McNair
- Statement from Linda Hodge

September 19, 2013

At last night's Town meeting I was surprised in several ways. First, while the number of supporters was about par for the course, the number of those in opposition was higher than I can remember. Normally the No voters wait until the privacy of the voting booth to express their opinion.

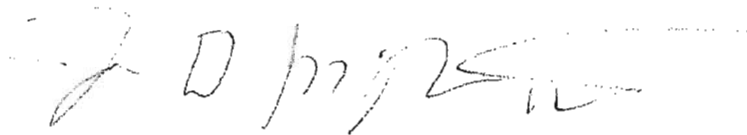
More surprising was hearing a challenge from Selectman Coyle to allow 1st Selectman Schuster to explain why he is not supporting the building referendum. In brief, she said it was not germane to the motion. Fortunately, she was over ruled by the moderator.

I understand Selectman Coyle has invested a lot of political capital into getting the project approved. Yet, I hope she understands a troubling precedent this could have set.

Town Meetings are a New England institution. In the many, many Town Meetings I have attended everyone was given a chance to speak. Sometimes what was said was unpopular in the room. Yet, 1st Amendment rights were maintained. All citizens must feel they will receive equal consideration. I hope the Board of Selectman agree.

Sincerely,

James D, McNair III
Colchester CT

A handwritten signature in black ink, appearing to read "J D McNair III". The signature is written in a cursive, somewhat stylized script.

Good evening. My name is Linda Hodge. Please excuse me when I leave immediately after my comments. I am in the middle of a human resources course and have to get back to class. I will also provide you with a written copy of my comments and, again, request they be entered into the minutes.

Tonight I speak about what I perceive as a suppression, or even worse, a manipulation of information. On the morning of August 1st, while on vacation, I read the meeting agenda for that evening's Board of Selectmen meeting. After seeing the topics on the agenda, I sent a letter to each of you as well as the First Selectman's Executive Assistant. That letter stated my concerns and suggestions for the WJJMS Community Center project. My letter was not derogatory of any individual or committee. In fact, my letter praised the building committee's work. I simply stated concerns regarding several portions of the project - including the increase in taxes, safety of our children on school grounds, and storage of firearms for the veterans who perform funeral services. I also questioned the validity of surveys regarding the importance of a stand-alone senior center and suggested alternatives.

At the top of the letter, in 16 point bold type, I asked that the letter be read aloud into the minutes during citizen's comments that evening as I was out of town and could not be present to make the comments in person. In listening to Board of Selectmen meetings over the past four years, I know this has often been your practice. As far as I was concerned, I was "done" - I had sent my thoughts to you during Citizen's Comments and the matter was over. If that was the end of the story, I would not be here tonight.

Later that week, I heard from three separate individuals, who do not even know each other, about the "crazy lady" who sent a letter to the Board of Selectmen. Curious, I asked them who wrote the letter and was told that they "did not know" - that was never made public. Even more curious, I asked what the letter was about and again was told "they did not know" - it was never read. All they knew was that the Board of Selectmen received a letter, they all knew about it, a couple of them snickered when it was brought up, and Mr. Malsbenden, who also had a copy of the letter, asked to address it during Citizen's Comments. All three individuals gave fairly close accountings of the event.

To make a long story short, my curiosity and suspicions aroused, I listened to the tapes of that specific Board of Selectmen meeting and found that it was MY letter they were talking about ... that the Board of Selectman had chosen not to read the letter aloud - it was passed by the First Selectman to the recording secretary to be filed in the evening's minutes -- and it was. Again, if that was the end of the story I would not be here tonight as I know that not all citizens' letters are read aloud.

What disturbs me is the fact that John Malsbenden stood up from the audience during Citizens Comments to speak against my letter - which he stated clearly on the record, he had been given a copy of. At that point, the letter had only been sent to the First Selectman's office and to each member of the Board of Selectman. It was not public record until handed to the Clerk. Mr. Malsbenden is NOT a member of the Board of Selectmen and no one else in the audience had been provided a copy of the letter.

My question to all of you is - how did Mr. Malsbenden, a political insider, get a copy of my letter? Which one of you used your position to share information with your "friends" that should have been shared with all present if any one individual was going to be allowed to address the contents? What kind of ethics are in play when not only does this happen, but the entire board allows it to occur without anyone speaking out? I know that you followed the letter of the law. But leadership is not only about following the letter of the law - it is about ensuring that EVERY citizen of our community is treated equally and fairly.

I want to clarify that this is not an attack upon Mr. Malsbenden. He and his wife are friends of Bob and I and we value that friendship. We just don't discuss politics and sometimes have to agree to disagree.

In closing, I don't care that you did not read my letter into the minutes - it was purely a request. But I do condemn the actions of this Board in this instance. What I want to know tonight is ***who passed a copy of my letter to Mr. Malsbenden so he could stand up during citizen comments, speak against a letter that no other citizen had access to at that point, and express hypothesizes that were in no way part of the letter's content or intent?*** If just one of you stands up and speaks the truth I will applaud you. If you all sit in silence leaving my question unanswered I will have lost faith in the ability of this board to provide all of its citizens an equal voice in government.

Thank You.
Linda Hodge



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Minutes
Special Meeting
Thursday, September 26, 2013
Colchester Town Hall**

Meeting Room 1 – 7:30PM

HANCOY A. BRAY
TOWN CLERK

RECEIVED
COLCHESTER, CT
2013 SEP 27 AM 9:45

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

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy and Don Lee

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:31 p.m.
 2. **Budget Transfers**
S. Soby moved the budget transfers of \$250 "First Selectman – Legal Notices (11201-44230)" and \$58 "First Selectman – Equipment Repairs (11201-46224)" to "First Selectman – Parades & Celebrations (11201-47242);" \$115 from "First Selectman – Technical Reference Materials (11201-42343)" to "First Selectman – Printing & Publications (11201-44232);" \$67 "First Selectman – Office Supplies (11201-42301)," \$113 "First Selectman – Professional Memberships (11201-43258)," and \$815 "First Selectman – Postage (11201-44217)" to "First Selectman – Professional Services (11201-44208);" \$135 "First Selectman – Office Supplies (11201-42301)" to "First Selectman – Mileage, Training, & Meetings (11201-43213);" and \$12,538 "Human Resources – Professional Services (11205-44208)" to \$9,241 "Human Resources – Legal (11205-44203)" and "Human Resources – Employment Advertising (11205-44231);" seconded by J. Ford. Unanimously approved. MOTION CARRIED.
 3. **Discussion and Possible Action on Personnel Policies**
Discussion on changes made by Town Counsel and next steps before voting to accept. No action taken.
 4. **Executive Session to Discussion Negotiations with Colchester Firefighters Union UPPFA, IAFF, Local #3831**
R. Coyle moved to enter into executive session to discussion negotiations with Colchester Firefighters Union UPPFA, IAFF, Local #3831; seconded by J. Ford. Unanimously approved. MOTION CARRIED.
- Entered into executive session at 7:36 p.m.
Exited from executive session at 7:40 p.m.
5. **Discussion and Possible Action on Revised Successor Contract with Colchester Firefighters Union UPPFA, IAFF, Local #3831**
J. Ford moved to approve the revised successor contract with Colchester Firefighters Union UPPFA, IAFF, Local #3831, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
 6. **Executive Session to Discuss Hardship Withdrawal Request from a Public Works Employee**
R. Coyle moved to enter into executive session to discuss a hardship withdrawal request from a public works employee, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:42 p.m.

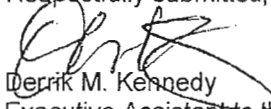
Exited from executive session at 7:45 p.m.

7. **Executive Session to Discuss Performance of Town Hall Employee**
S. Soby moved to enter into executive session to discuss performance of Town Hall employee, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:46 p.m.
Exited from executive session at 8:22 p.m.

8. **Adjourn**
G. Cordova moved to adjourn at 8:23 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman

Sylvia Miller

From: Derrick Kennedy
Sent: Monday, September 23, 2013 9:42 AM
To: Sylvia Miller
Subject: FW: Leslie Curtis: Request Change of Membership Status on Agriculture Commission

Follow Up Flag: Follow up
Flag Status: Flagged

From: Gregg Schuster
Sent: Monday, September 23, 2013 9:14 AM
To: Derrick Kennedy
Subject: FW: Leslie Curtis: Request Change of Membership Status on Agriculture Commission

For next BOS

Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415
860.537.7220

From: Leslie Curtis [<mailto:lesliescurtis@yahoo.com>]
Sent: Friday, September 20, 2013 4:43 PM
To: Gregg Schuster
Cc: Chris Bourque
Subject: Leslie Curtis: Request Change of Membership Status on Agriculture Commission

September 20,2013

To the Colchester Board of Selectmen:

Effective as soon as possible I request that my membership status on the Agriculture Commission be changed from Member to Alternate.

My term is up anyway in November, and since there is another viable candidate who has already been interviewed and seeks to become a full Member of the Agriculture Commission, it makes the most sense for the continuity of the membership on this Commission to make this change in my status as soon as possible.

I realize that this change of status will no longer officially allow me to be the Secretary of this Commission. However, I am perfectly willing to continue to take the minutes at the monthly meetings in the unofficial status of "scribe" if the other members of the commission so desire.

Thank you all for giving me the opportunity to serve our town as a full Member of the Agriculture Commission. I have found it very rewarding to be a part of our municipal government, and I hope to continue to serve this cause until we move to another community after our home here is sold.

Thanks,
Leslie Curtis
110 Cato Corner Road
Colchester



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 9-16-13

BOARDS & COMMISSIONS APPLICATION

Name: William Belch, JR

Address: 79 Brindlewood Path Colchester, CT. 06415

Home Phone: 860-537-5055 Email pam.roberts@aetna.com FAX: _____

Work Phone: 860-798-3184 Email _____ Town Residency 13 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Blight Task Force

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate? Yes

High School: Penney High School
EAST HARTFORD, CT
Attended 4 years
General studies

College: NONE

Trade, Business NONE
Or Correspondence
School _____

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

Self-employed. OWN a landscaping company and have been in business over 30 years.

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? The issue effects me personally and I see many other properties in town that I feel should be cleaned up. Its an issue affecting many families and needs to be addressed.

Do you have any experience or familiarity with this area?

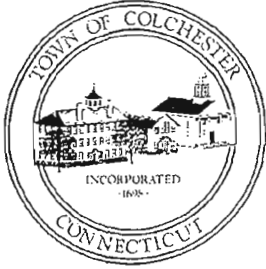
I've lived in Colchester for 13 years.

If you are not appointed to this board or commission, would you be interested in other forms of public service? NO

Which ones? _____

Date: 9-16-13

Signature: William Belch Jr



Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

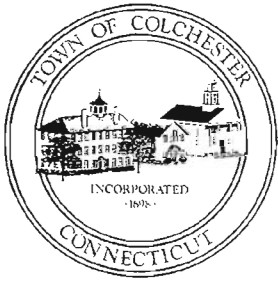
From : Gregg Schuster, First Selectman 

Date: 9/12/13

Re: Non-union Salary Increases

The recommendations for increases, retroactive to 7/1/13, are in my office for your review. If you would like to discuss the performance of a specific employee in relation to a salary increase, please let me know by 9/20/13.

In order to ensure strict compliance with the FOIA, I will have to give each employee that is to be discussed in executive session notice of that session and give them the opportunity to require us to hold that discussion in open session.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

TO: Board of Selectman

FROM: Gregg Schuster, First Selectman 

DATE: 9/30/2013

RE: Veterans' Service Contact Person

During the last session of the General Assembly, Public Act 13-24, which modifies sections 27-1021 and 27-135 of the statutes, was passed and signed into law by Governor Malloy. The changes to the statutes are attached.

The law now requires towns that do not have a local veterans' advisory committee to designate an employee to serve as a veteran's contact person. At a recent SCCOG meeting, Commissioner Schwartz of the Department of Veterans' Affairs states that towns could use volunteers instead of employees. An e-mail clarifying this discrepancy is attached.

The board should have a discussion on how to fulfill our obligation under the law.



Substitute House Bill No. 5388

Public Act No. 13-34

AN ACT REQUIRING CITIES AND TOWNS TO DESIGNATE A VETERANS' SERVICE CONTACT PERSON.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (b) of section 27-102l of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2013*):

(b) The commissioner may appoint a unit head to administer a veterans' advocacy and assistance unit for the aid and benefit of veterans, their spouses and eligible dependents and family members. Such unit shall conduct an annual training course for any city or town employee designated a veterans' service contact person pursuant to subsection (b) of section 27-135, as amended by this act. The unit shall have a staff of not less than eight men and women, including six service officers, and clerical personnel. The unit head and the service officers shall be veterans, as defined in section 27-103, or veterans who were awarded the armed forces expeditionary medal for service by the armed forces. At least one of the service officers shall be a woman having a demonstrated interest in the concerns of women veterans, who shall be responsible for addressing those concerns, and, effective upon the next opening of a service officer position occurring on or after July 1, 2010, at least two of the service officers shall be individuals having bilingual proficiency in English and Spanish, within existing authorized positions. Each service officer shall successfully complete a course in veterans' benefits within one year of commencement of employment and shall be assigned to one of the five congressional districts of the state.

Sec. 2. Section 27-135 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2013*):

(a) Any city or town, either separately or with one or more other cities and towns, may, by ordinance, establish a local veterans' advisory committee which shall have the responsibility of carrying out locally the duties and purposes of this section and, within their charter powers and as otherwise provided by law, may make available to such local committees the necessary funds to carry out their duties and responsibilities. The committee may [(a)] (1) act as the coordinating agency in all matters concerning veterans and their dependents, coordinating the activities of public and private facilities concerned with veterans' reemployment, education, rehabilitation and adjustment to peacetime living; [(b)] (2) cooperate with all national, state and local governmental and private agencies in securing services and benefits to which a veteran or his dependents may be entitled; [(c)] (3) use the services and facilities of the veterans organizations so far as possible to carry out the purposes of this section; and [(d)] (4) encourage and coordinate vocational training services for veterans.

(b) Any city or town that (1) has not established a local veterans' advisory committee pursuant to subsection (a) of this section, and (2) does not otherwise provide funding for a veterans' service officer shall designate a city or town employee to serve as a veterans' service contact person in such city or town. Any city or town employee designated as a veterans' service contact person shall carry out the duties described in subsection (a) of this section and may complete an annual training course conducted by the veterans' advocacy and assistance unit, as described in subsection (b) of section 27-102l, as amended by this act.

Approved May 24, 2013

Sylvia Miller

From: Gregg Schuster
Sent: Tuesday, October 01, 2013 9:18 AM
To: Sylvia Miller
Subject: FW: Veterans' Contact Person

Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415
860.537.7220

From: James Butler [<mailto:jbutler@seccog.org>]
Sent: Wednesday, September 25, 2013 9:34 AM
To: Gregg Schuster
Cc: Alan Bergren; Catherine Osten; congdon@preston-ct.org; Daryl Finizio; dsteward@waterfordct.org; ehaberek@stonington-ct.gov; franklin@99main.com; Gregg Schuster; Heather Somers; Jeffrey Callahan; John Rodolico; Kevin Lyden; Mariann Galbraith; moefinger@town.groton.ct.us; Nicholas Mullane; Paul Formica; Peter Nystrom; Phil Anthony; Ron McDaniel; Ron Millovitsch; tsparkman@lisbonct.com; William Ballinger
Subject: RE: Veterans' Contact Person

Gregg:

I agree with you that the Public Act is very specific in requiring a town employee to be so designated. I too heard the Commissioner state that she would accept the names of volunteers. Since I had nothing else to clarify this, I called Tammy Marzik in the Commissioner's office. She informed me that a number of towns have designated a volunteer who is not a municipal employee, and that the Department of Veterans' Affairs is accepting those designations on the premise that if a town cannot designate/does not have an employee to designate it is better to have a volunteer designated than to have no one at all designated. She also said that a few towns designated an employee so the Town Hall will be notified about any announcements concerning this program, along with a volunteer who would actually be the person a Veteran with a question would be referred to. Ms. Marzik informed me that her office is considering asking the Veterans' Affairs Committee to consider amending the legislation to expressly allow a volunteer non-employee to be designated the Veterans' service contact person.

I hope the above helps. I am copying all SCCOG members to assist in the event this information could prove useful to them.

Jim

James S. Butler, AICP
Executive Director
Southeastern CT Council of Governments
860-889-2324

From: Gregg Schuster [<mailto:FirstSelectman@colchesterct.gov>]
Sent: Monday, September 23, 2013 4:05 PM
To: James Butler
Subject: Veterans' Contact Person

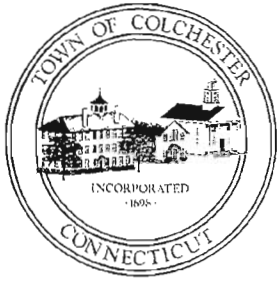
Jim,

When looking at the new law that we discussed at the last meeting, I noticed that the statute requires towns to designate an employee as the contact. I believe I heard the commissioner say that we could appoint volunteers. Do you have anything that could clarify this?

Thanks,

Gregg

Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415
860.537.7220



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

MEMORANDUM

To: Board of Selectmen
From: Patricia A. Watts, Director of Senior Services
Date: 09/27/2013
Re: Proposal for Revision in Hours of Operation for the Colchester Senior Center

The hours of operation for the Colchester Senior Center were revised from 8:00 a.m.-4:30 p.m. to 8:00 a.m. -4:00 p.m. when Patti White resigned, because the only remaining full-time staff in the office work a 37.5 hour work week and the revised hours accommodated their work schedule. When I arrived in June, I asked Gregg if it would be permissible to keep the same schedule, knowing that I was soon-to-be short staffed when Priscilla retired and he agreed. Because I am the only staff member at the senior center who works a 40 hour work week, I have been arriving at 7:30 a.m. and working until 4:00 p.m. (minimally) to fulfill my scheduled work hours. I have found that this schedule works well for several reasons:

- Getting in a half hour before the building is open to the public allows me to open the building, turn on lights, adjust the heating/air conditioning and inspect the building for any issues (cleanliness, safety hazards, etc.) before the seniors arrive.
- I am able to let in the volunteers who prepare the coffee and baked goods for breakfast service earlier, so everything is ready for when the seniors arrive at the center.
- I am able to check and follow up with phone calls and/or emails and answer incoming calls for changes to the transportation and/or meals schedule for the day.
- For safety reasons, this change would insure that no one is coming or going from the building alone. In the morning, the Director is in the building with the volunteers from 7:30-8:00 a.m. (all other staff report at 8:00 a.m.) and in the evening, all full-time staff would be finishing their day at 4:00 p.m.
- If I am out of the office, the hours of operation remain the same. The hours of operation would not be dependent upon the Director's schedule, as it is currently.

I raised this issue at our last meeting of the Colchester Commission on Aging and shared my concerns. A motion was made by J. Stawicki that the COA draft a letter to the BOS supporting this change. The motion, seconded by R. Gustafson, was voted upon favorably by all present and the Motion was carried. (Please see attached Meeting Minutes, item 10.)

Recommended Motion

Move to approve the revised Hours of Operation for the Colchester Senior Center to 8:00 a.m. to 4:00 p.m. Monday through Friday.

Respectfully Submitted,

Patricia A. Watts

Patricia A. Watts

Director of Senior Services/Municipal Agent



TOWN OF COLCHESTER

Commission on Aging
95 Norwich Ave., Colchester, Connecticut 06415
(860) 537-3911

Where Tradition Meets Tomorrow

RECEIVED
COLCHESTER, CT

2013 SEP 11 PM 1:54

Nancy A. Bray

NANCY A. BRAY
TOWN CLERK

Colchester Commission on Aging Meeting Minutes

Monday, September 9, 2013 - Dublin Village

Members Present: Chairperson Rose Levine, Marilyn Finnegan, Jean Stawicki, Goldie Liverant, Gary Siddell, Rob Gustafson

Members Absent: Betty Ann Oppelt, Joe Menhart

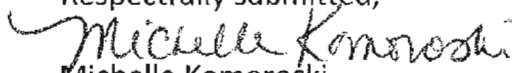
Others Present: Patty Watts, Rosemary Coyle, Mary Tomasi, other citizens

1. **Call Meeting to Order:** The meeting was called to order by Chair R. Levine at 8:34 a.m.
2. **Minutes:** M. Finnegan motioned to approve the regular meeting minutes of 7/8/13. G. Siddell seconded. J. Stawicki abstained. All others voted in favor. MOTION CARRIED. J. Stawicki motioned to approve the regular meeting minutes of 8/12/13. G. Siddell seconded. G. Liverant abstained. All others voted in favor. MOTION CARRIED.
3. **Financial Report:** No items were reported.
4. **Chairman's Report:**
 - a. **Resignation of B. Oppelt:** R. Levine reported that she regretfully learned that B. Oppelt resigned from the Commission. R. Coyle said she would inform the Board of Selectmen. G. Siddell motioned to request that the Board of Selectmen move J. Menhart from an alternate to a full Commission member. G. Liverant seconded. All others voted in favor. MOTION CARRIED.
5. **Senior Center Director's Report:** P. Watts reported that the new program director will begin on September 25th. She comes with wonderful work experience and credentials. The building façade project is almost completed. There is a volunteer group working on some paneling and painting the hallway. Patty will meet with Jim Paggioli to map out the remaining portion of the project which she hopes will be completed by December. There is an Eagle Scout candidate who is fundraising for and will build some new shelving that will also act as a room divider. And Mr. Peterson from Bacon Academy contacted her about building library shelving and an entertainment center. The newsletter has been reformatted and renamed. There have been a lot of compliments. The monthly 'getting to know you' sessions have helped ease into some of the changes. The summer picnic in August had 35 people in attendance. There was also a back to school pancake breakfast. September is 'Hunger Action Month'. They are collecting for school lunches for the town food pantry. September is also 'National Senior Center Month'. The nationwide theme for 2013 is "Senior Centers: Experts at Living Well". Seniors are asked to complete the sentence; "I believe older adults _____." The responses will be compiled and presented on Monday September 23rd by motivational speaker Kathie Nitz. There will be a

\$7 lunch from 12 – 1 then the presentation from 1-2. There is no charge for the program. A new craft class began last Thursday. They are working on a scarecrow for the green and a holiday tree for the Wadsworth Atheneum. Patty also met with the drivers. There has been an increase in usage of the center. Donna has been tracking new people that either come in or call. There were 12 in August and 5 so far in September. The new state trooper began last week. Patty will get in touch with him regarding TRIAD.

6. **Current Senior Center Building Update:** Reported on in #5.
7. **Senior/Community Center Building Committee Update:** R. Coyle reported that the final informational meeting will be held on September 9th at 7 pm at town hall. The Town Meeting to send the project to referendum will be on September 18th at 7 pm at the town hall. Then the referendum will be on October 1st from 6 am to 8 pm, also at town hall. They discussed the cost increases if the combined project does not move forward, i.e. doing the school and senior center separate as well as the increased cost of approximately a million dollars per year if it gets postponed. They have special permission to receive this years state reimbursement if it is passed on October 1st.
8. **Discussion with Housing Authority:** R. Gustafson reported that there are 70 units between Dublin Village and Ponemah Village. There are currently 46 people on the waiting list which is relatively low compared to past years. Placements are done for those most in need. It is determined with a point system. Criteria for placement is 62 years of age or older, or collection of Social Security Disability. There is also an income limit which is determined by the state and changes every year. 14 people were placed last year which is a higher number than in the past. There have been years with no turnover at all. One of the goals of the Housing Authority is aging in place. Some of the older buildings are not up to current Americans with Disabilities Act standards. Louis Delpivo, Tenant Commissioner, related that other towns have requested grants to rehabilitate senior housing which seem to carry more weight than when a Housing Authority makes the grant request. P. Watts reported that she is planning on holding some meetings at the senior housing complexes so she can meet seniors that live there and share what is going on at the center.
9. **Old Business:** R. Levine is hoping to have resource guide published by the end of September.
10. **New Business:** There was discussion on the hours that the senior center is open. Currently the hours are 8 am - 4:30 pm. J. Stawicki motioned for the Commission to write a letter to the Board of Selectmen supporting changing the hours to 8 am - 4 pm with the ½ hour from 7:30 - 8 am for administrative time. R. Gustafson seconded the motion. All other members present voted in favor. MOTION CARRIED.
11. **Citizen's Comments:** There are some pressing issues at the senior housing areas such as the sidewalk near Dublin Village which is dangerous to walk on, converting tubs to walk in showers, widening doorways to accommodate walkers and making other structural updates to comply with new disability standards.
12. **Adjournment:** G. Liverant motioned to adjourn the meeting at 9:45 a.m. J. Stawicki seconded the motion. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,


Michelle Komoroski



**N. Maggie Cosgrove
Chief Financial Officer
Finance Department**

Date: September 24, 2013

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Contract with East River Energy – Unleaded Gasoline, Diesel Fuel
and Heating Oil

Description

The attached contract allows the Town to purchase unleaded gasoline at a differential price per gallon of \$0.0018 per gallon (excluding taxes), diesel fuel at a differential price of \$0.0053 (excluding taxes) and heating oil at \$0.0124 (excluding taxes). The differential pricing is offered at the current State contract. At any point in time during the contract period, the Town may enter into a fixed price per gallon for the remaining gallons and remaining term of the contract.

Recommendation

Authorize First Selectman to sign the attached contract with East River Energy for the purchase of unleaded gasoline, diesel fuel and heating oil for the contract period of September 16, 2013 through June 30, 2014.



East River Energy

· Premium Quality Fuel Oils · Natural Gas · Electricity · Bio Fuels · HVAC

September 24, 2013

Mr. Gregg Schuster
First Selectman
Mr. Jeffrey P. Mathieu
Superintendent
Town of Colchester &
Colchester Public Schools
127 Norwich Avenue
Colchester, CT 06415

REVISED

Transmitted via Electronic Mail

Dear Mr. Schuster & Mr. Mathieu:

East River Energy is pleased to confirm the following contract which has already been processed effective September 13 2013, as per the agreement between the Town and the Public Schools of Colchester and Maryanne Little of East River Energy. This is in accordance with terms and conditions through the State of Connecticut contracts for fuel.

East River Energy shall supply and the Town of Colchester and the Colchester Public Schools shall purchase the following as listed below.

Product	Estimated Gallons	Contract Period	Differential Price Per Gallon Excluding Taxes
Clear Ultra Low Sulfur Diesel Fuel	88,533	9/16/13-6/30/14	+\$0.0053
#2 Heating Oil	16,920	9/16/13-6/30/14	+\$0.0124
Regular Unleaded Gasoline	32,000	9/16/13-6/30/14	+\$0.0018

Please note that the differential for Clear Ultra Low Sulfur Diesel Fuel will be added to the Oil Price Daily New Haven Harbor Average posting, date of delivery, plus L.U.S.T. of \$0.0010 per gallon and the Federal Spill Fund Tax of \$0.0019 per gallon. The differential for #2 Heating Oil will be added to the OPIS New Haven Harbor Average posting, date of delivery, plus L.U.S.T. of \$0.0010 per gallon and the Federal Spill Fund Recovery Tax of \$0.0019 per gallon. In addition, the differential for Regular Unleaded Gasoline will be added to the OPIS New Haven Harbor Average posting, date of delivery, plus the CT Gross Receipts Tax, L.U.S.T. of \$0.0010 per gallon and the Federal Spill Fund Recovery Tax of \$0.0017 per gallon.

The Town of Colchester and the Colchester Public Schools reserve the right to lock into a firm and fixed price with East River Energy at any point during the contract period.

East River Energy's payment terms are net 45 days.

Your Energy Partner

401 Soundview Road · P.O. Box 388 · Guilford, CT 06437-0388

203.453.1200 · 800.336.3762 · FAX: 203.453.3899

www.eastriverenergy.com

Est. 1984



East River Energy

· Premium Quality Fuel Oils · Natural Gas · Electricity · Bio Fuels · HVAC

Please sign below where indicated, and return to my attention, via email or facsimile, immediately.

Thank you for your most valued business. I look forward to continuing our mutually rewarding relationship.

Sincerely,

Accepted by:

Electronically Signed By

Donald M. Herzog
President & CEO

Mr. Gregg Schuster
First Selectman
Dated: _____

Mr. Jeffrey P. Mathieu
Superintendent
Dated: _____

Your Energy Partner

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