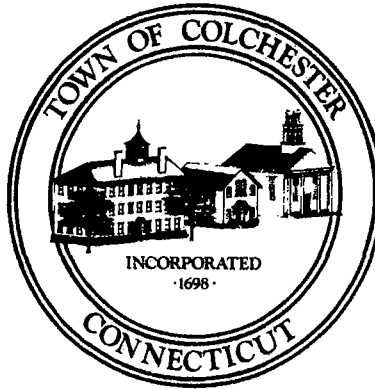


Linda M. Hodge



First Selectman

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**Colchester Commission Chairmen Meeting Minutes
Thursday, October 16, 2008 – 7:00 p.m.
Colchester Town Hall – Meeting Room 1**

MEMBERS PRESENT: First Selectman Linda Hodge, Stan Soby, Greg Cordova, Rosemary Coyle, John Malsbenden

MEMBERS ABSENT:

OTHERS PRESENT: Mike Caplet, Nick Norton, James Ford, Rob Tarlov, Goldie Liverant, Lynne Stephenson, Susan Nikirk, Gerald Nikirk, Patricia Johness, Linda Dart and other citizens

1. **Call to Order:** First Selectman L. Hodge called the meeting to order at 7:00 p.m.
2. **Commission Updates – Commission Chairs:** The Commission Chairs reported on their respective boards.
3. **Any Other Business Deemed Necessary:** First Selectman L. Hodge reported that handouts from a recent FOI workshop will be distributed to all Chairs for their information. She also discussed the new law that requires agendas and minutes to be posted on the town web page at the same time they are posted in the Town Clerk's office and asked the Chairs to regularly monitor their section of the website.
4. **Adjourn:** R. Coyle moved to adjourn at 7:15 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Attachments

1. Quarterly Police commission Update dated 10/16/08
2. Letter dated October 14, 2008, from Jean Stawicki, Chairman of the Commission on Aging to First Selectman Linda Hodge regarding "Commission on Aging Report"

Attachments

1. Next Commission Chair Meeting – January 15, 2009 at 7:00 p.m.

Respectfully submitted,

Michael J. Caplet
Executive Assistant to the First Selectman

Quarterly Police Commission Update (10-16-08)

Officer Eric Watrous is scheduled to complete his on-the-job training (FTO) in early December. At that point he will be ready to be on the road by himself. New officer Adam Regnere is scheduled to graduate from the Police Academy in mid December. When Officer Regnere completes his FTO Colchester will have eleven officers and one trooper on the road.

A second black and white cruiser has been purchased (08/09 budget), outfitted and is now in use. Cruisers 5, 6, 7 and 8 have been outfitted with new central consoles that standardize the location of cruiser equipment and resolves previous intermittent electrical problems. A "Cruiser Safety Inspection" form has been developed. This provides the officer a checklist to go over the car at the beginning of each shift. This helps the officer identify any problems early on that can then be fixed.

The Commission is also developing a list of equipment that will be carried in the trunk of each cruiser. This equipment will be available to the officer to help handle emergencies that arise. Some examples of the equipment are a First Aid Kit/Blood Borne Pathogens Kit, Fire Extinguisher, Sharps Container, Disposable Blanket, Road Flares, Stop Sticks, Traffic Cones and a Rescue Line. The commission is also in the process of purchasing defibrillators for all the cruisers. The police are not first responders and are not dispatched to a medical situation as such but are authorized to use defibrillators and function as a Good Samaritan per state statute.

A Mission Statement for the Police Commission was finalized and approved. It is practical and outlines the future the commission seeks for the Police Department.

Colchester officers have new uniforms that are much more comfortable and allow them more flexibility of movement while looking professional. The officers and commissioners will also look into standardizing a dress uniform and discussing a uniform for private duty jobs.

39 Caverly Mill Road
Colchester, CT 06415
October 14, 2008

Ms. Linda Hodge
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Re: Commission Chairmen Meeting October 16, 2008
Commission on Aging Report

Dear Ms. Hodge,

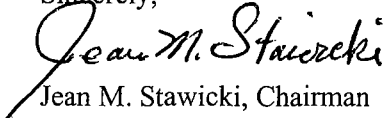
After the Commission's meeting on September 8, 2008, the Commission and other interested citizens and town administrators heard a presentation by Diane Stone about the accreditation process. Handouts were given to the attendees with a visual and verbal presentation. The information about how to go through and complete the process was most informative. However, it was made clear that if the building itself does not meet the accreditation criteria then accreditation will not be obtained, not even provisional accreditation. The building has wiring, rodent access, citizen access, parking, and window issues which will likely make accreditation unattainable unless significant money is allocated to do the upgrades. If the town desires to build either a new senior center or community center in the near future, then such outlays toward an old substandard building may not be desirable.

The cost to proceed with the paper portion of the accreditation process is \$120 for the manual; \$500 for the application and \$1200 - \$2000 for review and certification. The Senior Center has offered to pay the \$120 for the cost of the manual. In that the Center's budget for programming has been cut to \$750, this is a sizable portion of the Center's voluntary budget. The \$120 for the manual is the most cost-effective portion of the outlay in that it will set out the guidelines for a state-of-the-art senior program. The Senior Center should be working toward this goal in its programming and physical building even if the building portion is, in part, unattainable.

The Senior Center Director, Cathy Russi, resigned after working for 30 years in the position and her last day was October 3, 2008. Her retirement was memorialized both at St. Andrews during the day and at the Holiday Inn in the evening. She will be sorely missed by the Commission and the seniors who use the Center or avail themselves of its programs. Cathy helped to write the job description for the new Director. Applications for the job closed on October 10. The Commission has appointed Clara Erickson to participate on behalf of the Commission in the interview process for the new Senior Center Director.

The Commission is also starting a process of reviewing where and who is its discrete clientele, namely citizen seniors, to see how the Commission can best serve them. The Commission will review how and where it can make itself more approachable by seniors. The review will include the possibility that the Commission will hold either some of its regular meetings or additional special meetings at senior residences in 2009. There are 7 senior residences in town with a eighth one being substantially built-out, but not yet occupied. The Commission is aware that its meeting agenda is to be filed with the Town Clerk by January 31.

Sincerely,


Jean M. Stawicki, Chairman