

Linda M. Hodge



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COLCHESTER, CT  
2009 JAN 20 PM 3:29  
NANCY A. BRAY  
TOWN CLERK  
*Nancy A. Bray*

**Board of Selectmen Regular Meeting Minutes  
Thursday, January 15, 2009  
Colchester Town Hall**

**Meeting Room 1 – Immediately following the conclusion of the Colchester Chairmen  
Meeting which begins at 7:00 p.m.**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Mike Caplet, Walter Cox, John Jones, Art Standish, Sean O'Leary, Maggie Cosgrove, Dave Martin, Lori Robinson, Ryan Blessing, Bruce Hayn, Mike Trocchi, Linda Akerman, John Knapp, Lynne Stephenson, Bill Otfinoski, and other citizens

1. **Call to Order:** First Selectman L. Hodge called the meeting to order at 7:35 p.m.
2. **Additions to the Agenda:** G. Cordova moved to remove item #13 and item #15 from the agenda, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the January 6, 2009 Board of Selectmen Regular Meeting:** R. Coyle moved to approve the minutes of the January 6, 2009 Board of Selectmen Regular Meeting minutes as presented, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments:** John Knapp spoke regarding finding some word documents on the website that should be formatted as PDF documents. He said that he would find them and report with more detail to the First Selectman's office.
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
  - a. **Historic District Commission (alternate (1 vacancy; term expires 11/01/11): Mike Trocchi (to be interviewed):** The Board of Selectmen interviewed Mike Trocchi.
  - b. **Historic District Commission (alternate (1 vacancy; term expires 11/01/11): Linda Akerman (to be interviewed):** The Board of Selectmen interviewed Linda Akerman.
  - c. **Parks & Recreation Commission (member reappointment; term expires 11/01/12): Lynne Stephenson (to be interviewed):** The Board of Selectmen interviewed Lynne Stephenson. R. Coyle moved to appoint Lynne Stephenson to the Parks & Recreation Commission as a member with a term to expire on 11/01/12, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
  - d. **Parks & Recreation Commission (resignation): Steve Ashe:** J. Malsbenden moved to accept the resignation of Steve Ashe from the Parks & Recreation Commission with regret, seconded by R. Coyle. Unanimously approved.

MOTION CARRIED

6. **Budget Transfers - none**
7. **Tax Refunds & Rebates:** After review, J. Malsbenden moved to approve tax refunds in the amount of \$246.89 to Evan Evans, \$466.64 to Elaine Penn, \$310.76 to Chad Voisine, \$19.58 to Deborah and James Bossie, \$4.60 to William Reinholtz, \$64.77 to Diane Freeman, \$57.48 to John Gagnon's Doghouse, \$194.43 to Winifred Von Roemer, \$5.38 to Patrick Kirby, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
8. **Discussion and Possible Action on CIP Recommendations to the Board of Finance for Bonding in May 2009:** First Selectman L. Hodge presented on CIP recommendations for bonding to the Board of Finance in May 2009. Maggie Cosgrove reported on the Bacon Academy track proposal.
9. **Report on Town Hall HVAC System:** First Selectman L. Hodge reported on the town hall HVAC system and noted that the system should be repaired on Tuesday  
  
R. Coyle left the meeting as voting member. (8:45 p.m.)
10. **Appointment of Jacqueline Langdon as a Deputy Fire Marshal for the Town of Colchester:** G. Cordova moved to appoint Jacqueline Langdon as a Deputy Fire Marshal for the Town of Colchester per the recommendation of Tim York, Colchester Building Official, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
11. **Ratification of Colchester Hayward Volunteer Fire Company Annual Election Results for Chief Officer Positions for 2-Year Terms (William Standish and Kenneth McKenna):** Chief Walter Cox introduced the chief officers. J. Malsbenden moved to ratify the Colchester Hayward Volunteer Fire Company annual election results for chief officer positions for two-year terms, including William Standish as Deputy Chief and Kenneth McKenna as Second Assistant Chief, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.  
  
R. Coyle returned as a voting member. (8:47 p.m.)
12. **Discussion and Possible Action on Job Description for Fire Department Administrative Assistant:** First Selectman L. Hodge presented on the updated job description draft for the fire department administrative assistant position. S. Soby moved to approve the updated job description as presented, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Lego Engineering Program Proposal:** S. Soby moved to approve the Lego Engineering Program Proposal as presented, based on the advisory opinion of the Colchester Ethics Commission stating that approval of this proposal does not constitute a conflict of interest, and to authorize the First Selectman to sign all necessary documents, seconded by J. Malsbenden. Following discussion, all members present voted in favor. MOTION CARRIED.
14. **Discussion and Possible Action on Bond Reduction for Whispering Winds Subdivision, Usher Swamp Road and Founders Way – Owner/Developer Edward Development Co. LLC, Ed Riccio:** J. Malsbenden moved to approve the bond reduction of Subdivision Surety Bond No. 5023486 by \$210,105.<sup>00</sup> from an existing total of \$515,560.<sup>50</sup>, leaving a bond balance of \$305,455.<sup>50</sup>, for Whispering Winds subdivision, Usher Swamp Road and Founders Way – Owner/Developer Edward Development Co. LLC, Ed Riccio, as recommended by Sal Tassone, Town Engineer, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Following discussion, all members present voted in favor. MOTION CARRIED.

15. **Citizen's Comments:** Sean O'Leary asked about the effort to consolidate department brochures.
16. **First Selectman's Report:** First Selectman L. Hodge reported on her upcoming vacation from February 6-14, the dog park, and budget meetings.
17. **Liaison Reports:** Selectmen Malsbenden reported on the Planning & Zoning Commission and the Conservation Commission. First Selectman L. Hodge reported on the Ethics Commission.
18. **Executive Session Regarding Strategies for Collective Bargaining for Police Union AFSCME Council 15 Local 2693T and for Administrators Union MEUI Local 506, SEIU, AFL—CIO, CLC:** J. Malsbenden moved to go into executive session to discuss Strategies for Collective Bargaining for Police Union AFSCME Council 15 Local 2693T and for Administrators Union MEUI Local 506, SEIU, AFL—CIO, CLC, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.


The selectmen entered into executive session at 9:02 p.m. and came out of executive session at 9:36 p.m.

19. **Adjourn:** G. Cordova moved to adjourn at 9:37 p.m., seconded by J. Malsbenden. Unanimously approved. MOTION CARRIED.

#### **Attachments**

1. Memorandum dated 12/22/08, from Maggie Wasicki to the Board of Selectmen, regarding Health Insurance Account Analysis thru 11/30/08
2. Letter dated 12/13/08, from Sally Carbone to First Selectman Linda Hodge, regarding Colchester Commission on Aging
3. Memorandum dated 01/06/09, from Siobhan Grogan to the Board of Selectmen, regarding "Monthly Report for December 2008"
4. Memorandum dated 01/12/09, from Jason Cohen to the Board of Selectmen, regarding "Combine Town Hall Brochure"
5. Letter dated 01/05/09, from Janice LaGrega to Chief Walter Cox, regarding resignation
6. Letter dated 01/14/09, from Janice LaGrega to Chief Walter Cox, regarding resignation
7. Memorandum dated 01/14/09, from Salvatore Tassone to the Board of Selectmen, regarding "Whispering Winds Subdivision" bond reduction

Respectfully submitted,

  
Michael J. Caplet  
Executive Assistant to the First Selectman

BOS Info

Maggie Wasicki



Finance Director

12/22/08

**TO:** Board of Finance  
Board of Selectmen  
Board of Education  
C.F.O.  
Treasurer

**FROM:** Maggie Wasicki, Finance Director

Attached, please find the Health Insurance Account Analysis thru 11/30/08

A handwritten signature in black ink, appearing to be "Maggie Wasicki", is written in a cursive style.

HEALTH ACCOUNT		AS OF NOVEMBER 30, 2008									
	BEG. BAL.	INCOME	INT. INC.	EXP.	MO. END	BEG. BAL.	INCOME	INT. INC.	EXP.	MO. END	COMBINED
	BOE				BOE	TOWN				TOWN	BALANCE
06/30/08 BAL	\$ 1,167,108.22					\$ (181,898.96)					\$ 985,209.26
JULY		\$ 329,313.28	\$ 137.37	\$ (468,303.49)	\$ 1,028,255.38		\$ 79,259.81	\$ -	\$ (90,584.14)	\$ (193,223.29)	\$ 835,032.09
AUGUST		\$ -	\$ 112.94	\$ (434,924.09)	\$ 593,444.23		\$ 88,969.92	\$ -	\$ (94,944.91)	\$ (199,198.28)	\$ 394,245.95
SEPTEMBER		\$ 667,566.50	\$ 86.06	\$ (386,289.59)	\$ 874,797.20		\$ 82,139.34	\$ -	\$ (102,898.37)	\$ (219,957.31)	\$ 654,839.89
OCTOBER		\$ 385,851.92	\$ 110.25	\$ (440,910.78)	\$ 819,848.59		\$ 79,835.16	\$ -	\$ (127,402.66)	\$ (267,524.81)	\$ 552,323.78
NOVEMBER		\$ 328,613.62	\$ 43.99	\$ (338,054.38)	\$ 810,451.82		\$ 82,326.29	\$ -	\$ (93,388.40)	\$ (278,586.92)	\$ 531,864.90
TOTAL		\$ 1,711,335.32	\$ 490.61	\$ (2,068,482.33)	\$ 810,451.82	**	\$ 412,530.52	\$ -	\$ (509,218.46)	\$ (278,586.92)	*** \$ 531,864.90
	AVG. MO. EXP			\$ (413,696.47)					\$ (101,843.70)		
BOE	**	1.96									
TOWN	***	-2.74									
COMBINED RESERVE		1.03				***					
MAGGIE WASICKI - FINANCE DIRECTOR											

December 13, 2008

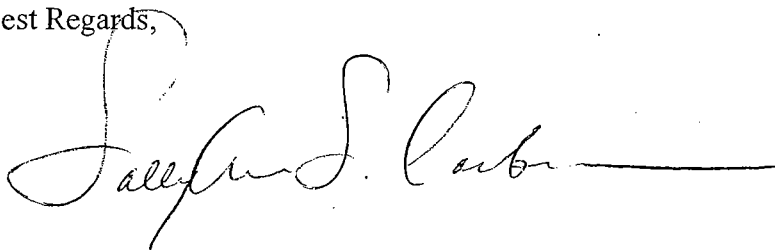
Town of Colchester  
First Selectman Linda Hodge  
95 Norwich Ave.  
Colchester CT 06415

RE: Colchester Commission on Aging

Dear Linda,

My term as member of the Commission on Aging ends December, 2008. I have found my time on the board to be both gratifying and productive. As the new Director of the Connecticut Audubon Society of Central Connecticut, my focus has taken on a more direct route, Conservation. Because of this I wish to continue serving our town of Colchester primarily in the area of conservation and the natural sciences. If you can think of any board in which I may serve, such as the Conservation Commission, it would be my pleasure to contribute. I limit my involvement to a limited number of associations and groups in order to serve them well. Colchester is not only my home but also a source of pride for me. As I have stated, I thoroughly enjoyed my time on the Commission on Aging. I look forward to hearing from you Linda. I'm very pleased with the work you continue to do to make our lovely town such a pleasure to reside in.

Best Regards,

A handwritten signature in cursive script that reads "Sally Carbone". The signature is written in black ink and is followed by a horizontal line.

Sally Carbone, Director  
Connecticut Audubon Society of Central Connecticut  
1361 Main Street  
Glastonbury Connecticut 06033  
scarbone@ctaudubon.org



**Town of Colchester**  
**Cragin Memorial Library**  
*The public library of Colchester since 1905*

**TO:** Board of Selectmen, Town of Colchester  
Board of Finance, Town of Colchester  
Cragin Board of Trustees  
**FROM:** Siobhan Grogan, Library Director  
**RE:** Monthly Report for December 2008  
**DATE:** January 6, 2009

REGISTERED PATRONS: 14,592 (lower # due to deleting expired cards) (Colchester residents: 10,802)  
CIRCULATION for December: 12,685 nonprint circulation: 37.8% of total  
CIRCULATION (Calendar year): **164,144 (up 4.5% over 2007)** CIRCULATION (Fiscal year): 74,093  
Statewide Interlibrary Loan: Borrowed 122 items, loaned 35 items

**Computer Use** (Internet, Microsoft Office, iconn.org, InfoAnytime, etc.): 1,592  
**Computer Assistance to Visitors:** 94 times  
**Newsletter for December:** Circulation 600  
**Children's Display Case:** Doll collection of Stephanie Walsh  
**Upstairs Display Case:** Bells from around the world loaned by Phylis Duncan

**PROGRAMS:**

Internet classes (2)	3 learners
Book Discussion (Ct Humanities Council grant) <i>Complications</i> by Atul Gawande	7 participants
Yoga classes (4)	115 participants
Memory and Aging program	30 in audience
Book Repair programs (4) 73 books repaired	14 participants
Wii game days (new program for tweens and teens) (5)	15 participants
Open craft room (2) Marshmallow snowmen	25 participants
Movie "How the Grinch Stole Christmas"	3 in audience

**continued** → → →

## **PROGRAMS, continued**

### Story Times:

Wild Ones (3)

2 and 3 year olds (3)

4 and 5 year olds (6)

Baby and Me (1)

PJ Story time (1)

19 toddlers, 17 parents

27 children, 21 adults

27 preschoolers

2 babies, 2 parents

4 children, 4 parents

Volunteer program

9 volunteers, 43 hours

Meeting Rooms (4)

49 meetings, 466 attendees



# Colchester and Parks and Recreation

“Creating Community Through People, Parks and Programs”

MEMO

To: Board of Selectmen  
From: Jason Cohen  
Date: January 12, 2009  
Re: Combined Town Hall Brochure

In an effort to improve customer service as well as promotion of Town Hall information and services, a number of community-focused departments are spearheading the creation of a combined brochure.

Rather than each department creating and distributing their own seasonal brochures, there will be one brochure delivered to every home in Colchester four times per year, similarly to Parks & Recreation’s current brochure. This new brochure will include permanent sections for Parks & Recreation, Youth Services, the Senior Center, Cragin Memorial Library and Adult Education. Many other departments will contribute as appropriate, with Public Works and the Fire Department already expressing interest.

There will be many benefits to a combined brochure:

- Cost savings, as some departments would save money on production and distribution
- A one-stop-shop for the community looking for information
- Better coordination and communication among departments
- Increased bargaining power with publishers
- Less solicitation of local businesses for advertising

As this new venture will be a significant project, we will be requesting proposals from multiple local vendors. This project will be coordinated by staff from the above-named departments.

While the current Parks & Recreation brochure will serve as the model for this project, alternative proposals will be considered.

The goal is to have the first combined brochure out for the Spring or Summer issue.



**Department of Fire and  
Emergency Medical Services**

January 5, 2009

Walter Cox, Chief  
Colchester Fire / EMS  
52 Old Hartford Road  
Colchester, CT 06415

CHVFD

WJC received 1.05.09

Dear Walter,

It is with sadness that I tender my resignation as Administrative Assistant to the Fire Department for the Town of Colchester.

I have truly enjoyed my time here and will miss my peers as well as the role I played in serving this community.

My last day in the office will be Friday, January 30, 2009.

Thank you,

Janice LaGrega



**Department of Fire and  
Emergency Medical Services**

January 14, 2009

Walter Cox, Fire Chief  
Colchester Fire Department  
52 Old Hartford Road  
Colchester, CT 06415

Dear Walter,

This is addendum to my resignation letter. My last day in the office will be Friday, January 30, 2009. My last day as a town employee will be Friday, February 6, 2009.

Thank you,

Janice LaGrega, Admin. Asst.  
Colchester Fire Department

January 14, 2009  
Code Administration  
Building Official  
Fire Marshal  
Wetlands Enforcement



Planning and Zoning  
Planning Director  
Zoning Enforcement  
Town Engineer

To: Colchester Board of Selectmen  
From: Salvatore A. Tassone P.E. – Town Engineer *Sal Tassone*  
Re: Whispering Winds Subdivision, Usher Swamp Road and Founders Way  
Owner/Developer – Edward Development Co. LLC, Ed Riccio.

The owner of the referenced subdivision has requested a bond reduction to reflect the public improvements that have been completed. As of a site inspection conducted with the owner's representative (Chris Bell) on January 13, 2009, the following is a list of remaining incomplete public improvements:

Item #	Item	cost
1	Clearing & Grubbing	\$ 5,000.00
2	Earth excavation	20,000.00
4	Channel excavation – earth	826.00
7	Cut bituminous pavement	210.00
13	Formation of subgrade	1,500.00
15	Retention/detention basin	15,000.00
16	Bank run gravel subbase	15,000.00
17	Processed gravel base	44,912.00
19	Sedimentation control system	1,000.00
20	Bituminous concrete class 1	64,000.00
21	Bituminous concrete class 2	48,000.00
22	Tack coat material	2,080.00
23	Type "c" catch basin	5,000.00
25	Type "c" double catch basin	1,000.00
38	24" culvert end	734.00
40	Modified riprap	781.50
43	6" pavement underdrain	16,200.00
46	6" bituminous concrete curb	16,512.00
51	Water for dust control	1,000.00
54	Furnishing and placing topsoil	18,250.00
55	Liming	750.00
57	Turf establishment	2,700.00
59	Maintenance & protection of traffic	1,000.00
60	Construction staking	2,000.00
61	Stop sign and post	150.00
62	Road sign and post	300.00
63	Speed limit sign and post	300.00
65	Monuments and iron pins	5,000.00
66	As-built plans	3,000.00
67	underground utilities	10,000.00
69	Clean sediment from catch basins	750.00
70	Construction entrance	500.00
71	Prefabricated particle separator	2,000.00

Total remaining public improvements = \$305,455.50

The Town of Colchester is currently holding Subdivision Surety Bond No. 5023486 by Bond Safeguard Insurance Company for a total of \$515,560.50. It is therefore recommended that the bond be **reduced by \$210,105.00** leaving a bond balance of **\$305,455.50**