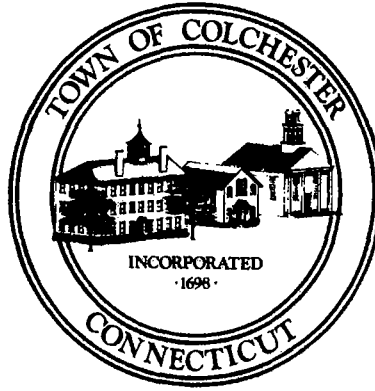


Linda M. Hodge



First Selectman

**Board of Selectmen Special Meeting Minutes
Thursday, March 26, 2009
Colchester Town Hall
Meeting Room 2 at 7:00 p.m.**

RECEIVED
COLCHESTER, CT
2009 MAR 27 PM 3:47
Nancy A. Bray
NANCY A. BRAY
TOWN CLERK

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

MEMBERS ABSENT:

OTHERS PRESENT: Mike Caplet, Gregg Schuster, Ryan Blessing, Bob Hodge, Nancy Bray, Dorothy Mrowka, Maggie Cosgrove, and other citizens

1. **Call to Order:** First Selectman L. Hodge called the meeting to order at 7:00 p.m.

J. Malsbenden moved to delete item #2 "Possible Continuation of Deliberations Regarding Possible Removal of Police Commissioner James Stavola" from the agenda, and to renumber the remaining items consecutively starting with item #2, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

2. **Discussion and Possible Action Regarding Increasing Town Fees:** First Selectman L. Hodge presented on the proposed increases to Town fees. R. Coyle moved to approve the proposed increases in Town fees (attachments) and double the existing rates on the "Building Permits and Fee Schedule" (attachment) as presented and as recommended by the First Selectman, 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.
3. **Discussion and Possible Action Regarding Regionalization Including Possible Use for Fees of Colchester's Dog Pound by East Hampton:** First Selectman L. Hodge presented on regionalization including the possible use for fees of Colchester's dog pound by East Hampton. R. Coyle moved to authorize the First Selectman to enter into negotiations with East Hampton for their use of the Colchester Dog Pound for the appropriate number of dog runs, as recommended by the Colchester Animal Control Officer, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Following discussion, all members present voted in favor. MOTION CARRIED.

G. Cordova moved to authorize the First Selectman to renegotiate the existing contract with Marlborough for "Joint Venture Agreement – Animal Control Officer and Use of Colchester Dog Pound", and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Following discussion, all members present voted in favor. MOTION CARRIED.

4. **Discussion and Possible Action Regarding Current Fiscal Budget (2008-09):** First Selectman L. Hodge and Maggie Cosgrove presented on the current fiscal budget (2008-09). No action was taken.

- 5. Discussion and Possible Action Regarding Amendments to 2009-10 Proposed Budget:** First Selectman L. Hodge and Maggie Cosgrove presented on the 2009-10 proposed budget. No action was taken.

First Selectman L. Hodge called for a five minute recess at 8:24 p.m. by unanimous consent.

First Selectman L. Hodge reconvened the meeting at 8:29 p.m.

- 6. Executive Session Regarding Strategies and Negotiations as it Pertains to Collective Bargaining Units:** S. Soby moved to enter into executive session and invite Maggie Cosgrove to discuss strategies and negotiations as it pertains to collective bargaining units, seconded by J. Malsbenden. Unanimously approved. MOTION CARRIED.

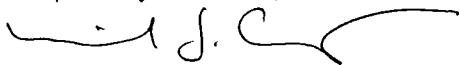
The selectmen entered into executive session at 8:30 p.m. and came out of executive session at 9:18 p.m.

- 7. Adjourn:** G. Cordova moved to adjourn at 9:20 p.m., seconded by J. Malsbenden. Unanimously approved. MOTION CARRIED.

Attachments

1. Revised Fee Schedule for Zoning & Planning Commission – Zoning Board of Appeals – Engineering & Administrative Zoning Fees Effective August 1, 2004
2. Colchester Health Department Proposed Fee Schedule
3. Fee Structure for Inland Wetland and Watercourse Applications Effective October 23, 2000
4. Proposed GIS Mapping Fee Schedule Product Request & Receipt Form dated February 16, 2007
5. Building Permits and Fee Schedule Effective March 25, 1991
6. Memorandum dated 03/26/09, from Mike Caplet to First Selectman Linda Hodge, regarding “Colchester Dog Pound”
7. Memorandum of Agreement dated 10/03/05, from First Selectman Jenny Contois to Town of Marlborough First Selectman Nancy Bader, regarding “Joint Venture Agreement – Animal Control Officer and Use of Colchester Dog Pound”

Respectfully submitted,



Michael J. Caplet
Executive Assistant to the First Selectman

Proposed

**REVISED FEE SCHEDULE
ZONING & PLANNING COMMISSION
ZONING BOARD OF APPEALS
ENGINEERING & ADMINISTRATIVE ZONING FEES
Effective August 1, 2004**

<u>ZONING & PLANNING COMMISSION</u>	<u>FEE</u>	<u>PROPOSED FEE</u>
Base Administrative Fee	\$100.00	\$200.00
+ Public Hearing Fee	\$125.00*	\$200.00
+ Zoning/Planning Review Fee		
Zone or Regulation Change	\$150.00	
Site Plan	\$100.00	
Subdivision	\$ 25.00 per lot	\$ 50.00 per lot
Multi-Unit Housing	\$ 25.00 per unit	\$ 50.00 per unit

*Note: The public hearing fee will be charged for any subdivision wherein the density factor yields ten (10) or more lots and for all re-subdivisions.

ENGINEERING REVIEW FEES

Site Plan (Class 2)	\$ 5.00/parking space	\$ 10/parking space
Subdivision	\$ 85.00/lot w new or improved road	\$100/lot w new or improved road
	\$ 65.00/lot on existing road	\$ 80/lot existing road
Follow up Engineering Review Fee	\$100.00 ea review After 2 ND review	2nd review is free \$ 500. 3rd review \$1,000. 4th review
Driveway permits/apron bonding	\$25/\$1,000.	\$50 for driveway permit \$1,000. for apron bonding

ZONING BOARD OF APPEALS FEES

Base Administrative Fee	\$ 50.00	\$100.00
+Public Hearing Fee	\$125.00	\$200.00
+Zoning Review Fee	\$ 50.00	\$ 50.00

HISTORIC DISTRICT COMMISSION FEES

Base Administrative Fee		\$ 50.00
Public Hearing Fee		\$200.00

ADMINISTRATIVE ZONING FEES

Zoning Permit Fee	\$50.00	\$50.00 to be collected upon issuance of permit
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*A State fee of \$30.00 must be added to the above fees for each application pursuant to CGS22a-27j. (That is, the proposed new fee schedule is cumulative, depending on the nature of the application; the State fee is charged only once for each application.)**

**** NOTE: THIS FEE MAY BE INCREASED TO \$60.00 BEGINNING JULY 1, 2009.**

**COLCHESTER HEALTH DEPARTMENT
PROPOSED FEE SCHEDULE**

SERVICE	Existing Fee	PROPOSED FEE
Soils test- new lot	\$50.00	\$100.00
Soils test- repair	\$25.00	\$75.00
Site Plan review - new	\$50.00	\$100.00
Site Plan review - repair	\$0.00	\$50.00
Site plan review >2000 gpd	\$75.00	\$100.00
Each revised site plan after one free revision	\$35/lot	\$150/lot
Subdivision, multi-lot plan review- subsurface sewage	\$35/lot	\$50/lot
Each revised subdivision, multi-lot plan after one free revision - Subsurface system	\$25/lot	\$75/lot
Subdivision plan review - municipal sewer sites	\$10/lot	\$50/lot
Each revised site plan after one free revision - municipal sewer	\$10/lot	\$75/lot
Septic permit - new lot	\$50.00	\$125.00
Septic permit - repair	\$50.00	\$75.00
Septic permit > 2000gpd	\$150.00	\$150.00
Septic permit > 2000gpd repair	\$150.00	\$150.00
Well permit	\$30.00	\$60.00
Mortgage/bank inspections	\$25.00	\$100.00

FEE STRUCTURE FOR INLAND WETLAND AND WATERCOURSE APPLICATIONS

Effective October 23, 2000

	<u>EXISTING</u>	<u>PROPOSED</u>
1. Permitted as of Right and Non-regulated uses:	No fee	\$75.00
2. Wetlands Agent Approval:	\$30.00	\$50.00
3. Non-significant activity:	\$50.00	\$100.00
4. Significant activity: \$155 plus \$1 for each 1000 square feet of wetlands or fraction thereof on the application property and \$10. for each 1,000 square feet of wetlands or fraction thereof disturbed or created to a maximum of \$500.00		Eliminate \$500 Maximum
5. Subdivision with no municipal improvements: \$50.00 (\$155.00 if significant) Plus \$20.00 per lot		\$55.00/lot
6. Subdivision with municipal improvements: \$50.00 (\$155. if significant) plus \$1 for each 1000 square feet of wetlands or fraction thereof on the application property and \$10 for each 1,000 square feet of wetlands or fraction thereof disturbed or created, to a maximum fee of \$500.00		Eliminate \$500 Maximum; <u>Propose to Include fee of \$65.00/lot</u>
7. Petitions for Changes in Regulations or Wetlands Map	\$155.00	\$200.00
8. In addition to above the following fees are being proposed:		
	Base Administration Fee	\$200.00
	Public Hearing Fee	\$200.00
9. A State fee of \$30.00* must be added to all of the above fees pursuant CGS 22a-27j.		
10. In addition to the above, for major constructions projects, which require environmental site monitoring, the cost of such monitoring shall be at the expense of the applicant.		

Proposed State fee increase to \$60.00 beginning July 1, 2009.



PROPOSED GIS MAPPING FEE SCHEDULE PRODUCT REQUEST & RECEIPT FORM

**Town of Colchester
Department of Planning and Zoning
And Code Administration**

February 16, 2007

Map Product	Cost (each)	# Copies	Total Cost (\$)
8.5" X 11" Site Map With USGS Topography	\$ 1.00		
8.5" X 11" Site Map With Orthophotography	\$ 3.00		
11" X 17" Site Map With USGS Topography	\$ 3.00		
11" X 17" Site Map With Orthophotography	\$ 5.00		
24" x 36" Site Map With USGS Topography	\$25.00		
24" x 36" Site Map With Orthophotography	\$30.00		
36" x 42" Site Map With USGS Topography	\$27.00		
36" x 42" Site Map With Orthophotography	\$32.00		
24" X 36" Town Wide USGS Topography Map	\$30.00		
24" X 36" Town Wide Orthophotography Map	\$30.00		
36" X 42" Town Wide USGS Topography Map	\$35.00		
36" X 42" Town Wide Orthophotography Map	\$35.00		
11" x 17" Zoning Map	\$ 5.00		
24" X 36" Zoning Map	\$25.00		
36" X 42" Zoning Map	\$30.00		
11" x 17" Wetlands Map	\$ 5.00		
24" X 36" Wetlands Map	\$25.00		
36" X 42" Wetlands Map	\$30.00		
11" x 17" Open Space Map	\$ 5.00		
24" X 36" Open Space Map	\$25.00		
36" X 42" Open Space Map	\$30.00		

Total GIS Product Cost: \$ _____

The Town of Colchester provides electronic Geographic Information Systems (GIS) data in good faith. Please be advised that any and all information stored in electronic format is provided "as is" without warranty of any kind, either expressed or implied, including but not limited to, the implied warranties or merchantability and fitness for a particular purpose. The Town of Colchester makes no statement regarding the completeness or accuracy of the data provided. It is the end user's responsibility to establish that the results obtained from the use of this information is correct for the use intended. This information reflects data compiled by the Town of Colchester currently stored in the Town's GIS. The Town of Colchester is not responsible for updates compiled after the date of issuance to the requester.

Signature _____ Date _____

Printed Name: _____ Company Name (if applicable): _____

Address: _____ Phone Number: _____

BUILDING PERMITS & FEE SCHEDULE

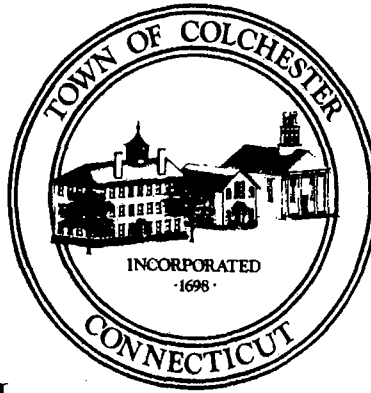
No fee or permit required for necessary routine maintenance or repairs to existing buildings as defined in the basic building code of the State of Connecticut. A permit and fee is required for all new construction, alterations, removal, demolition, plumbing, electrical or other building operations.

<u>NEW CONSTRUCTION</u>	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>
<u>Estimated Building Costs</u>		
\$1,000.00 or less	\$10.00	
\$1,000.01 to 60,000	\$10.00 a thousand or fraction thereof	
\$60,000.01 to \$120,000.	\$10.00 " "	
over 120,000.	\$10.00 " "	
 <u>ADDITIONAL REQUIRED PERMITS</u>		
Plumbing, Electrical & Heating	\$10.00	
 <u>REMODELING ALTERATIONS, REPAIRS & MISC.</u>		
Structural and Finish Work	\$10.00 a thousand or fraction thereof	
Swimming Pool (plus Elect. & Plbg, If required)	\$10.00 " "	
Siding, Reroofing, Chimneys, Decks	\$10.00 " "	
Wood or Coal Stoves	\$10.00 " "	
 <u>OTHER FEES</u>		
House Moving Permit (+ a building permit to erect on a foundation if the house is moved within the town.)	\$50.00	
Demolition Permit	\$10.00 a thousand or fraction thereof	
Signs (if permit is required by zoning reg.)		
\$50.00 or less	No fee	
Over \$50.00	\$10.00 + elec. If required	
Permitted Mobile Homes & Mobile Home Parks	\$50.00	

Exempt from fees above are permit applications for the construction of building from public funds such as schools, churches and charitable organizations in which case the fee shall be \$5.00

Adopted at Town Meeting March 7, 1991. Effective March 25, 1991.

Linda M. Hodge




First Selectman

MEMORANDUM

To: Linda Hodge, First Selectman

Cc: Don Favry, Animal Control Officer
Pam Scheibelein, Department Clerk

From : Mike Caplet, Executive Assistant to the First Selectman 

Date: March 26, 2009

Re: Colchester Dog Pound

Per your request on March 24th, Pam and I met with Don Favry to elicit feedback and data regarding the possible regionalization of the Colchester Dog Pound, including a possible agreement with East Hampton to utilize space for dog impoundment. The results of our meeting and research are as follows:

Facility Data

- The dog pound has 14 or 15 “runs” total, two of which are legal quarantine “runs”. These quarantine runs are used in those circumstances where a dog does not have updated rabies vaccinations and must be kept under mandated separation.
- At this time, and on average, there are usually five open runs. It is important to remember that this is a perceived average, as hard data is not readily available to compute the actual number.
- If the pound were to be filled to capacity, our Animal Control Officer (ACO) has and will “trade” space in one-off occurrences with Hebron. These circumstances have been rare.

Facility Costs

- Electricity costs for the dog pound are calculated as 5% of the total bill from the Highway Maintenance Facility. Since the start of the 2008-09 fiscal year, \$492.99 has been expended. Over the nine months, this equates to an average of \$54.78 per month.
- The dog pound is heated by propane. The estimated propane gas usage for the 2008-09 fiscal year is \$1379.57 (\$2.21 per gallon). Over twelve months, this equates to an average of \$114.96 per month.
- The total expenditure for dog food since the start of the 2008-09 fiscal year to present is \$1164.85. Over the nine months, this equates to an average of \$129.76 per month. Don Favry estimates the cost for feeding one dog per day to be \$2.50.
- The total expenditure for bags/supplies since the start of the 2008-09 fiscal year to present is \$298.79. Over the nine months, this equates to an average of \$33.20.

Memorandum Re: Colchester Dog Pound
Page 1 of 2

March 26, 2009

- The total expenditure for miscellaneous items (boiler repair, license, equip., etc) since the start of the 2008-09 fiscal year to present is \$730.20. Over nine months, this equates to an average of \$81.13.
- Our current ACO's hourly rate is \$16.75. Don estimates that it takes approximately 15 minutes per day to complete feeding and cleaning for each dog impounded. This equates to a man-hour cost of \$4.19 per dog, per day.

Facility Costs Summary

Item	Year-to-Date Total 2008-09 FY	Monthly Average	Cost Per Dog (If Applicable)
Dog Pound Electricity	\$492.99	\$54.78	N/A
Propane Heat	*\$1379.57 (\$2.21 per gallon)	\$114.96	N/A
Dog Food	\$1164.85	\$129.76	\$2.50 / day
Bags/Supplies	\$298.79	\$33.20	N/A
Misc. Items (boiler repair, license, equip)	\$730.20	\$81.13	N/A
Feeding/Cleaning Man Hours	\$16.75 / hour	N/A	\$4.19 / day

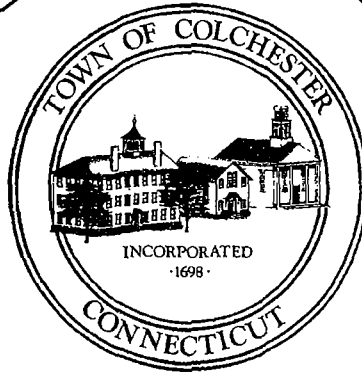
* This cost is for the total 2008-09 fiscal year

Colchester ACO Recommendations

Don Favry, the Colchester ACO, made the following recommendations based on the assumption that the Town of Colchester would have an agreement with the Town of East Hampton for use of the Colchester Dog Pound:

- Additional dog runs would not be needed.
- For any future improvements, Capitol Improvement funds should include a percentage share by East Hampton based on population.
- Colchester ACO should be feeding/cleaning all dogs on a daily basis
- Additional hours at the dog pound would be needed for feeding/cleaning if there was a large increase of dogs kept in runs.
- He strongly recommends an established process for the feeding, including shared responsibility by East Hampton ACO at the time of impoundment.
- East Hampton ACO should handle the entire process for their adoptions and redemptions. ONLY ACOs should have access to release dogs for adoption/redemption.
- East Hampton ACO/AACO should be the only East Hampton officials authorized for access to the Colchester Dog Pound.
- Colchester Veterinary Hospital will not take East Hampton animals due to problems in the past. A system will need to be established where Colchester pays any necessary veterinary bills and are reimbursed by East Hampton for any emergency veterinary needs that may arise while dogs are impounded. Veterinary care is only initiated by the Colchester ACO on an as-needed basis. Most standard treatment (i.e. worms) is given via the Colchester ACO at the Dog Pound.
- Access to the Dog Pound requires entrance through gate, which gives access to all Town vehicles and facilities stored there. Attention to any liability/security issues should the gate be left open by other ACOs should be considered.

Jenny Contois



First Selectman

10-07-05P01:36 RCVD

October 3, 2005

To: Nancy Bader, First Selectman Town of Marlborough

From: Jenny Contois, First Selectman Town of Colchester

A handwritten signature in cursive script, appearing to read "Jenny Contois", is written over the "From:" line.

**SUBJECT: JOINT VENTURE AGREEMENT – ANIMAL CONTROL OFFICER
AND USE OF COLCHESTER DOG POUND**

In 1992, the Town of Colchester and the Town of Marlborough agreed to a joint venture regarding the Animal Control Officer and the Colchester Dog Pound.

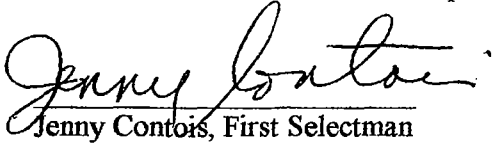
Per our discussion, I have modified the agreement to add two additional items:

- Both Towns pay the ACO individually and each Town is responsible for FICA and Workers Compensation.
- Each Town pays proportionate share of cell phones and beepers
- ACO uses his/her own vehicle
- Mileage is paid by each Town as applicable
- If an accident occurs, applicable Town pays insurance deductible
- Town of Marlborough will reimburse Colchester for their 25% share of Assistant Animal Control Officer's wage and FICA – quarterly billing
- Town of Marlborough will pay Colchester a monthly rent of \$195.00 effective 7/1/05. Monthly rent fee will be evaluated annually. Rent is applied to cost of day-to-day maintenance, water, sewer, insurance, electricity, heat, dog food and supplies, etc.
- The Town of Marlborough will contribute 25% of the cost of all capital improvements to the Dog Pound. Prior to any improvements being made, The First

Selectman of Colchester will consult with the First Selectman of Marlborough to seek approval of the anticipated expenditure.

Further, both Colchester and Marlborough hereby agree to indemnify and hold each other harmless from and against any claims, liabilities, actions or any matter whatsoever pertaining to the capture and keeping of any animal taken into custody by the ACO within each town's respective jurisdictional limits.

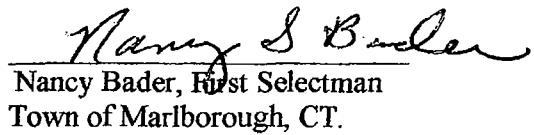
Either Town may terminate its participation in this agreement, effective at the start of any fiscal year, but not less than 90 days advance written notice to that effect. All funds due one Town from the other shall be paid as of the date of termination.



Jenny Contois, First Selectman

Town of Colchester, CT

Date: 10-7-05



Nancy Bader, First Selectman

Town of Marlborough, CT.

Date: 10-5-05