

Linda M. Hodge



First Selectman

**Board of Selectmen Regular Meeting Minutes
Thursday, May 21, 2009
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.**

NANCY A. BRAY
TOWN CLERK

Nancy A. Bray

2009 MAY 26 PM 3:25

RECEIVED
COLCHESTER, CT

MEMBERS PRESENT: First Selectman Linda Hodge, Selectman John Malsbenden, Selectman Rosemary Coyle, Selectman Greg Cordova, Selectman Stan Soby (arrived at 8:10 p.m.)

MEMBERS ABSENT:

OTHERS PRESENT: Mike Caplet, John Jones, Anthony Camilleri, Adam Turner, Dawn LePage, Gregg Schuster, Dorothy Mrowka, Glenn Morron, Jay Cohen, Richard Kemmett, Scott Dubb, Robert Parlee, John Carroll, Ryan Blessing, Sgt. Mike Hassett, Tim Edwards, Maggie Cosgrove, Greg Plunkett, Chris Ferrante, Kathy Steffens, and other citizens.

1. **Call to Order:** First Selectman L. Hodge called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda:** J. Malsbenden moved to delete item #13 and item #14, and to add a new item #13 "Discussion and Possible Action on Stop Loss Letter Re: Anthem Insurance", and to add a new item #14 "Discussion and Possible Action on Smoke Blotters", seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the May 5, 2009 Board of Selectmen Special Meeting:** G. Cordova moved to approve the minutes of the May 5, 2009 Board of Selectmen special meeting as presented, seconded by R. Coyle. All members present voted in favor. MOTION CARRIED.
4. **Approve Minutes of the May 7, 2009 Board of Selectmen Regular Meeting:** R. Coyle moved to approve the minutes of the May 7, 2009 Board of Selectmen regular meeting as presented, seconded by G. Cordova. All members present voted in favor. MOTION CARRIED.
5. **Citizen's Comments:** None
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Economic Development Commission (filling member vacancy left by Robert Boucher; new term to expire on 10/01/14): Kele Issa (interviewed on 05/07/09):** J. Malsbenden moved to appoint Kele Issa as a member to the Economic Development Commission, filling the vacancy left by Robert Boucher, for a new term to expire on 10/01/14, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

- b. **Police Commission (filling member vacancies left by Bill Otfinoski for a term to expire on 11/01/09, Arthur Standish for a term to expire on 11/01/11, James Stavola for a term to expire on 11/01/10): Anthony Camilleri, Richard Kemmett, Scott Dubb, Robert Parlee, John Carroll (to be interviewed):** The Board of Selectmen interviewed Anthony Camilleri, Richard Kemmett, Scott Dubb, Robert Parlee, and John Carroll. Selectman S. Soby joined the meeting as a voting member during the interview of Robert Parlee. The Board of Selectmen discussed appointing one member at this meeting so that the Police Commission could meet with a quorum. R. Coyle moved to appoint Anthony Camilleri as a member of the Police Commission, filling the vacancy left by Arthur Standish, for a term to expire on 11/01/11, second by G. Cordova. Following discussion, S. Soby voted against, all remaining members voted in favor. MOTION CARRIED.

First Selectman L. Hodge introduced Sgt. Mike Hassett, the new Resident Trooper Supervisor.

7. Budget Transfers

- a. **Fund Balance – Administrative Union 2007-08 Retroactive Salary Adjustments**
 - b. **Fund Balance – Police Union 2007-08 Retroactive Salary Adjustments**
 - c. **Contingency - Administrative Union 2008-09 Salary Adjustments**
 - d. **Contingency - Police Union 2008-09 Salary Adjustments**
 - e. **Contingency – Board of Education Supervisory Union 2008-09 Salary Adjustments for Assistant Facility Manager:** R. Coyle moved to approve the budget transfers (a) through (e) as presented and noted above (detailed transfer forms attached – (12) total forms), seconded by S. Soby. Unanimously approved. MOTION CARRIED.
8. **Tax Refunds & Rebates:** After review, G. Cordova moved to approve tax refunds in the amount of \$849.07 to Marcus and Rashale Burrus, \$30.78 to Sheila Mulka, \$79.81 to Russell Bruce, \$51.18 to Jamie Miller, \$43.93 to Valmont and Marcel Violette, \$9.27 to Danielle Smith, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
 9. **Discussion and Possible Action on Ice Cream Concession Bid:** This item was addressed following item #10 so that Jay Cohen could be present. R. Coyle moved to award the bid to New England Soft Serve for the four dates that they could provide service for, and the remaining two dates to Scotties Frozen Custard LLC, motion died for lack of a second. J. Malsbenden moved the award the bid per the recommendation of the Parks & Recreation Commission (attached), seconded by S. Soby. Following discussion, R. Coyle voted against on the basis that the process was not followed. All remaining members voted in favor. MOTION CARRIED.
 10. **Discussion and Possible Action on Reverse Auction Program Participation Agreement:** R. Coyle moved to approve the Reverse Auction Program Participation Agreement as presented, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
 11. **Discussion and Possible Action on Community Development Block Grant:** Town Planner Adam Turner presented on the Community Development Block Grant. (attachment) S. Soby moved to authorize the Town Planner to apply for a STEAP Grant for the Lebanon Avenue project instead of the Community Development Block Grant, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

12. **Discussion and Possible Action on Connecticut State Library for an Historic Documents Preservation Grant Application, Resolution, and Nondiscrimination Certification:** J. Malsbenden moved to approve the Historic Documents Preservation Grant Application, Resolution, and Nondiscrimination Certification as presented, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Stop Loss Letter Re: Anthem Insurance:** R. Coyle moved to approve the draft letter from the Board of Selectmen, Board of Education, and Board of Finance to the Connecticut Commissioner of Insurance regarding stop loss insurance coverage for the Town of Colchester, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Smoke Blotters:** First Selectman L. Hodge reviewed the bid process, award process, and the subsequent communications with Smoke Blotters.
15. **Citizen's Comments:** Gregg Schuster spoke gave his concerns regarding the approval of the application that came before the Planning & Zoning Commission to build a wind turbine on a residential parcel and his opinion on the possible splitting of the Planning & Zoning Commission into a Planning Board and a Zoning Board.

Kathy Steffens spoke regarding her opinion on the fairness of the ice cream bid award and the process for their submission.

Dawn LePage spoke regarding her opinion regarding the successful role that Dave Dander's business has played in the Town of Colchester and the importance of giving new businesses opportunities in town.
16. **First Selectman's Report:** First Selectman L. Hodge reported on Ellen Yacono's retirement, coffees held on the day before the budget referendum, the Board of Finance approved mill rate of 23.65, her work with the Town Hall Union to update job descriptions, the referendum results, her work on the Continuity of Operations Plan, Pan Flu meetings, Social Services policies for expenditures, the Lion's Night of Giving, the Salmon River Watershed Consortium Breakfast, Hazardous Waste Collection day (June 6th), her attendance with three veterans at the Armed Forces Day Luncheon, the Time Use Project for Parks & Recreation, Assessor, Town Clerk, Social Services, and Youth Services departments, progress with fire department, energy efficiency & conservation, JAG, and accident prevention grants, consolidation of probate courts, her meeting with TVCCA in early June to examine additional partnerships, the upcoming Memorial Day Parade on Sunday the 24th at 12:30 p.m., and the Youth Center Open House on Wednesday, June 3rd at 5:30 p.m.
17. **Liaison Reports:** Selectman Malsbenden reported on the Planning & Zoning Commission, the Conservation Commission, and the Economic Development Commission. Selectman Coyle reported on the Historic District Commission and the Commission on Aging. Selectman Soby reported on the Zoning Board of Appeals.
18. **Adjourn:** R. Coyle moved to adjourn at 9:40 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Attachments

1. Parks & Recreation Program Fund cash flow report dated 05/18/09
2. Memorandum dated 05/14/09, from Maggie Wasicki to the Board of Selectmen, regarding "Health Insurance Account Analysis thru 4/30/09"
3. Email dated 05/17/09, from Sean O'Leary to Mike Caplet, regarding the Parks & Recreation Commission recommendation for the ice cream bid award
4. (12) budget transfer/additional appropriation forms approved during item #7 of this meeting
5. Town Planner Adam Turner's presentation of information on CDBG and STEAP programs (2 pages)

Respectfully submitted,



Michael J. Caplet
Executive Assistant to the First Selectman

BoS

Maggie Wasicki



Finance Director

5/14/09

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 4/30/09

A handwritten signature in black ink, appearing to be "Maggie Wasicki", is written across the lower left portion of the page.

9

Mike Caplet

From: seaneo@comcast.net
Sent: Sunday, May 17, 2009 7:49 PM
To: Mike Caplet
Subject: Ice Cream Bids

Mike,
Please pass this on to the BOS.

To: Colchester Board of Selectmen,

On Thursday, May 14th, the Colchester Parks & Recreation Commission held a special meeting concerning Ice Cream Concessions at Summer Concerts on the Green. After much discussion, we, the Commission, are forwarding our recommendation for the BoS approval. The recommendation is to award three(3) dates each to New England Soft Serve and Scotties Frozen Custard LLC. Jay Cohen will work with the two entities in selecting the dates.

The P&R Commission sites the following reasons for their decision:

- 1) All requirements requested by the P&R Department's bid process have been received and in proper order.
- 2) The Commission, in it's decision to split the award, feels it is in the public's best interest offering a more diverse choice of concessions during the concerts.
- 3) The Commission endeavored to support two local businesses.

I can be reached for any clarifications or questions until Tuesday May 19th at 860-685-1219. I will be on vacation and out of state from May 20th thru May 30th. I will consult with other members who were in attendance at the May 14th meeting to see who will be available to attend The BoS's next scheduled meeting in my stead.

Sean O'Leary, Chairman
Colchester Parks & Recreation Commission

8194

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

Department: Various

Reason for Request: FY 2007-2008 retroactive salary payments per union contract settlement

Reason for Available Funds: Fund balance designated for contract settlements and undesignated fund balance

From:	Account Number	Account Name	Amount
	18501-36250	Designated Fund Balance	20,343
	18501-36250	Undesignated Fund Balance	5,861
To:	11301-40101	Accounting - Regular Payroll	2,300
	11301-41230	Accounting - FICA & Retirement	337
	11304-40101	Assessor - Regular Payroll	2,528
	11304-41230	Assessor - FICA & Retirement	370

May 18, 2009
Date Requested Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009
Date Reviewed Chief Financial Officer

5/19/09
Date Approved First Selectman

5/21/09
Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

P 3 2 4

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

Department: Various

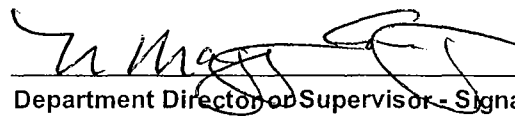
Reason for Request: FY 2007-2008 retroactive salary payments per union contract settlement

Reason for Available Funds: Fund balance designated for contract settlements and undesignated fund balance

To:

Account Number	Account Name	Amount
13204-40103	Snow Removal - Overtime	259
13204-41230	Snow Removal - FICA	20
13301-40101	Engineering - Regular Salaries	2,568
13301-41230	Engineering - FICA & Retirement	376
14102-40101	Youth Services - Regular Salaries	4,832
14102-41230	Youth Services - FICA & Retirement	708

May 18, 2009
Date Requested

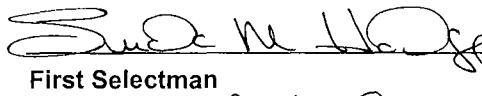

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

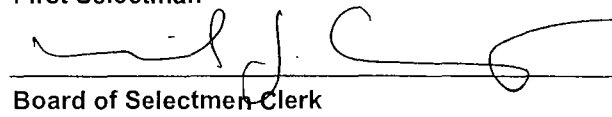
May 18, 2009
Date Reviewed


Chief Financial Officer

5/19/09
Date Approved


First Selectman

5/21/09
Date Approved


Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester

P-494

General Fund

Budget Transfer/Additional Appropriation

Department: Various

Reason for Request: FY 2007-2008 retroactive salary payments per union contract settlement

Reason for Available Funds: Fund balance designated for contract settlements and undesignated fund balance

Account Number	Account Name	Amount
15401-40101	Senior Services - Regular Salaries	1,763
15401-41230	Senior Services - FICA & Retirement	258

May 18, 2009
Date Requested

[Signature]
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009
Date Reviewed

[Signature]
Chief Financial Officer

5/19/09
Date Approved

[Signature]
First Selectman

5/21/09
Date Approved

[Signature]
Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester

General Fund

~~Budget Transfer~~/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
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<input type="text" value="18501-36250"/>	<input type="text" value="Undesignated Fund Balance"/>	<input type="text" value="22,172"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="12101-40101"/>	<input type="text" value="Police - Regular Payroll"/>	<input type="text" value="31,463"/>
<input type="text" value="12101-40103"/>	<input type="text" value="Police - Overtime"/>	<input type="text" value="2,810"/>
<input type="text" value="12101-41230"/>	<input type="text" value="Police - FICA & Retirement"/>	<input type="text" value="5,931"/>

Date Requested

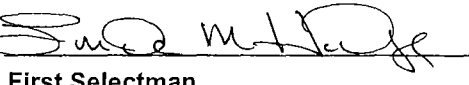

Department Director or Supervisor - Signature

Print Name


Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved


Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

P 193

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Various

Reason for Request: FY 2008-2009 Town Administrators' union contract settlement

Reason for Available Funds: Contingency funds budgeted for contract settlement


From:	Account Number	Account Name	Amount
	11101-50950	Contract Settlements	44,318
To:	11301-40101	Accounting - Regular Payroll	4,511
	11301-41230	Accounting - FICA & Retirement	683
	11304-40101	Assessor - Regular Payroll	4,957
	11304-41230	Assessor - FICA & Retirement	751

May 18, 2009
Date Requested

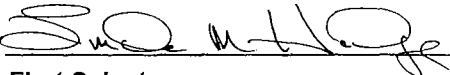

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

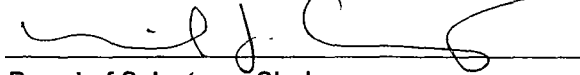
May 18, 2009
Date Reviewed


Chief Financial Officer

5/19/09
Date Approved


First Selectman

5/21/09
Date Approved


Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

P 2 of 3

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Various


Reason for Request: FY 2008-2009 Town Administrators' union contract settlement

Reason for Available Funds: Contingency funds budgeted for contract settlement

TO:


Account Number	Account Name	Amount
11411-40101	Planning & Code Admin - Reg Payroll	8,161
11411-41230	Planning & Code Admin - FICA/Retire	1,235
13201-40101	Highway - Regular Salaries	4,500
13201-41230	Highway - FICA & Retirement	681
13202-40101	Fleet Maintenance - Regular Payroll	4,550
13202-41230	Fleet Maintenance - FICA & Retirement	690

May 18, 2009
Date Requested


Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009
Date Reviewed


Chief Financial Officer

5/19/09
Date Approved


First Selectman

5/21/09
Date Approved


Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

0393

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Various

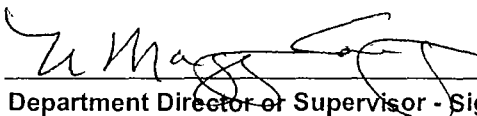
Reason for Request: FY 2008-2009 Town Administrators' union contract settlement

Reason for Available Funds: Contingency funds budgeted for contract settlement

To:


Account Number	Account Name	Amount
13301-40101	Engineering - Regular Salaries	5,037
13301-41230	Engineering - FICA & Retirement	763
14102-40101	Youth Services - Regular Salaries	6,592
14102-41230	Youth Services - FICA & Retirement	999
15101-40101	Library - Regular Salaries	180
15101-41230	Library - FICA & Retirement	28

May 18, 2009
Date Requested


Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO


May 18, 2009
Date Reviewed


Chief Financial Officer

5/19/09
Date Approved


First Selectman

5/21/09
Date Approved


Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Police

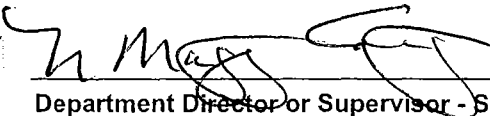
Reason for Request: FY 2008-2009 Police Union contract settlement

Reason for Available Funds: Contingency funds budgeted for contract settlement

From:	Account Number	Account Name	Amount
	11101-50950	Contingency - Contract Settlements	38,804

To:	12101-40101	Police - Regular Payroll	32,677
	12101-41230	Police - FICA & Retirement	6,127

May 18, 2009
Date Requested

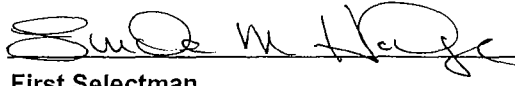

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

May 18, 2009
Date Reviewed


Chief Financial Officer

5/19/09
Date Approved


First Selectman

5/21/09
Date Approved


Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Facilities

Reason for Request: FY 2008-2009 BOE Supervisory union contract settlement - Assistant Facility Manager split 50/50 Town & BOE

Reason for Available Funds: Contingency funds budgeted for contract settlement


From:	Account Number	Account Name	Amount
	11101-50950	Contingency - Contract Settlements	1,006
To:	11901-40101	Facilities - Regular Payroll	893
	11901-41230	Facilities - FICA & Retirement	113

May 18, 2009
Date Requested

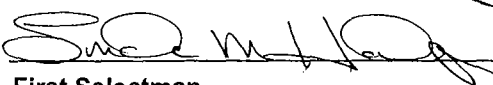

Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

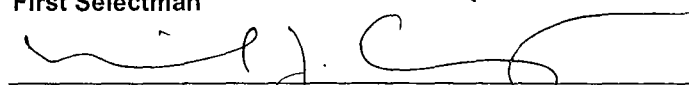
May 18, 2009
Date Reviewed


Chief Financial Officer

5/19/09
Date Approved


First Selectman

5/21/09
Date Approved


Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Facilities

Reason for Request: 1) Mileage incurred for use of personal vehicle by Assistant Facilities Manager when Town owned vehicle was not available due to necessary maintenance.
2) Advertising costs for custodial supplies, service contracts

Reason for Available Funds: Cost savings realized in relocation of computer server room to 3rd floor of Town Hall

From:	Account Number	Account Name	Amount
	11901-48417	Building & Grounds Improvements	511

To:	Account Number	Account Name	Amount
	11901-43213	Mileage, Training & Meetings	323
	11901-44231	Advertising	188

Mar 9, 2009
Date Requested

Department Director or Supervisor - Signature

Print Name Greg Plunkett, Director of Facilities

3/12/09
Date Reviewed

Chief Financial Officer

5/19/09
Date Approved

First Selectman

5/21/09
Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Board of Finance

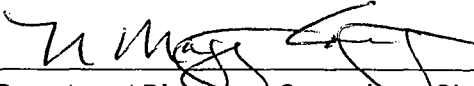
Reason for Request: Non-employee provided services as Clerk for BOF in August & September

Reason for Available Funds: Funds budgeted for overtime for regular employee serving as Clerk for BOF meetings

From:	Account Number	Account Name	Amount
	11101-40103	BOF - Overtime	80

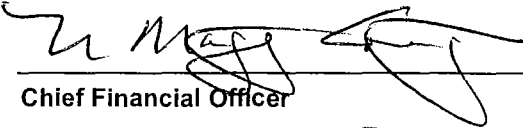
To:	11101-40105	BOF - Contractual Temp Occasional P/R	80

Mar 9, 2009
Date Requested

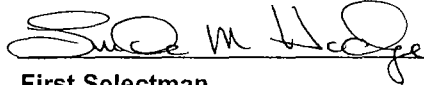

Department Director or Supervisor Signature

Print Name: N. Maggie Cosgrove, CFO

Mar 9, 2009
Date Reviewed


Chief Financial Officer

5/19/09
Date Approved


First Selectman

5/21/09
Date Approved


Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

- After working with the DECD for several months on the CDBG funding for Lebanon Avenue project we recommend to the Board that our efforts to fund the Lebanon Avenue streetscape project shift from the CDBG program to the Small Town Economic Assistance Program (STEAP).

DECD Process

- We had several pre application conferences with the DECD over the last several months beginning in January regarding the specifics of our streetscape project.
- DECD had issue with the Lebanon avenue project meeting their standards for being “primarily residential”.
- We offered compelling evidence that it was residential (300 residents in a ½ mile* area). Our evidence was professional and clearly made our case in terms of:
 - Area
 - Character
 - Land use type
- Selectman Hodge and I met with DECD Executive Director Lusardi two weeks ago
- DECD still hasn’t accepted our submitted information as meeting their standards. DECD did not offer any rationale except concluding that their standards and practices have changed and to recommend that we shift our project funding focus to STEAP.
- We could still submit our project as a CDBG project but that will be contrary to the recommendation of the DECD and would likely be met with denial and then appeal.

STEAP

- In April of 2008, the Town became eligible for funding under the STEAP program. Previously Colchester had been classified as an Urban Action Area which is primarily a State guaranteed bonding program for larger areas (cities).
- STEAP funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action (CGS Section 4-66c) bonds. This program is administered by the Office of Policy and Management.
- Projects eligible for STEAP funds include:
 - economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads access ways, and other site improvements;
 - recreation and solid waste disposal projects;

- social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- housing projects;
- pilot historic preservation and redevelopment programs that leverage private funds; and
- Other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

Eligibility

- Localities may receive up to \$500,000 per year if
 - they are not designated as a distressed municipality or a public investment community, and
 - The State Plan of Conservation Development does not show them as having a regional center.

Streetscape Projects funded through STEAP

FY 2008

Avon - lighting and streetscape - \$309,000

Berlin – Construction of streetscape improvement in the downtown - \$400,000

Bethlehem – Construction of Sidewalks \$80,000

Cheshire – Sidewalk Improvements - \$400,000

Deep River – Main Street Streetscape \$400,000

Essex – Additional Sidewalks in Ivorytown \$91,300

Marlborough – Town Center sidewalk and streetscape plan \$400,000

Newtown – Streetscape improvements \$276,500

Seymour – sidewalks - \$150,000

Thomaston – sidewalks - \$498,000

Voluntown – streetscapes \$300,000

Winchester – pedestrian and civic improvements - \$250,000

Total \$3.5 million is sidewalks/streetscapes

- A STEAP round of projects is expected this summer

*Correction of an notation error