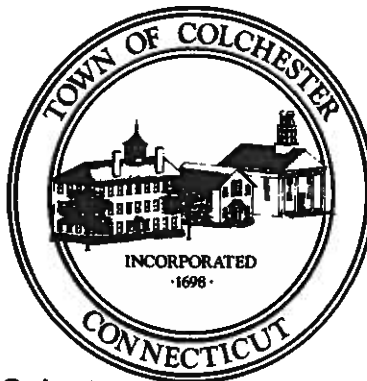


Gregg Schuster

First Selectman



**Board of Selectmen Regular Meeting Minutes
Thursday, November 19, 2009
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.**

RECEIVED
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NANCY BRAY

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Greg Cordova, Selectman Rosemary Coyle, Selectman James Ford

MEMBERS ABSENT: Selectman Stan Soby

OTHERS PRESENT: Mike Caplet, Rob Esteve, Rob Tarlov, Katy Nally, Candace Barnes, Nancy Bray, Dorothy Mrowka, 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 a new item #19 "Discussion and Possible Action on Designation of Signatory for Check Warrants" and to renumber the remaining items accordingly, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the October 15, 2009 Colchester Commission Chairmen Meeting:** R. Coyle moved to approve the minutes of the October 15, 2009 Colchester Commission Chairmen Meeting as presented, seconded by G. Cordova. J. Ford abstained. The remaining members present voted in favor. MOTION CARRIED.
4. **Approve Minutes of the November 5, 2009 Board of Selectmen Regular Meeting:** R. Coyle moved to approve the minutes of the November 5, 2009 Board of Selectmen Regular Meeting as presented, with an amendment to item #6i, so that it reads "J. Malsbenden moved to appoint John Carroll IV as the "resident" member of the Fire Department Strategic Planning Committee, for a new term to expire on 06/18/10, seconded by S. Soby. Unanimously approved. MOTION CARRIED.", and to delete "No action was taken", seconded by G. Cordova. J. Ford abstained. The remaining members present voted in favor. MOTION CARRIED.
5. **Citizen's Comments:** None
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Ethics Commission (member; new term to expire on 01/01/12) or Commission on Aging (alternate; filling vacancy left by Susan Maikshilo for term to expire on 12/31/11):** Susan Mende (interviewed on 11/5): No action was taken.
 - b. **Fire Department Strategic Planning Committee (member (resident); new term to expire on 06/18/10):** John Carroll IV (interviewed on 10/15): No action was taken.

- c. Zoning Board of Appeals (alternate; new term to expire on 12/01/14): Bob Setschinsky (interviewed on 09/17):** G. Cordova moved to appoint Bob Setschinsky as an alternate to the Zoning Board of Appeals for a new term to expire on 12/01/14, seconded by R. Coyle. J. Ford abstained. All remaining members present voted in favor. MOTION CARRIED.
- 7. Budget Transfer – Police Temporary Labor/Overtime:** G. Cordova moved to approve the budget transfer in the amount of \$1,004.⁰⁰ from “Police – Temp Labor (40105)” to “Police – Overtime (40103)” for reason as noted on the attached transfer form, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
- 8. Tax Refunds & Rebates:** After review, G. Cordova moved to approve tax refunds in the amount of \$61.23 to Bruce and Michelle Nye, \$12.70 to Megan Renee Eddy, \$6.15 to Gary Marson, \$39.26 to Dana McNaughton, \$35.71 to Megan Gamache, \$43.76 to Theodore and Dawnlyn Begun, \$24.19 to Deborah and John Grottole, \$, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
- 9. Discussion and Possible Action on Subdivision Bond Reduction for Prospect Hill Re-Subdivision, Prospect Hill Road and Williams Road, prepared for Maiden Builders, LLC. By Anchor Engineering Services, Inc. dated 2/20/07, revised 3/27/07:** G. Cordova moved to approve the bond reduction of the subdivision cash bond by \$24,187.⁰⁰ from an existing total of \$26,875.⁰⁰, leaving a bond balance of \$2,688.⁰⁰, as the required 10% maintenance bond which shall remain in effect for a period of 1 year in accordance with the town’s road ordinance, for Prospect Hill Re-Subdivision, Prospect Hill Road and Williams Road, Colchester, CT prepared for Maiden Builders, LLC. By Anchor Engineering Services, Inc. dated 2/20/07, revised 3/27/07, as recommended by Town Engineer Sal Tassone, and to authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
- 10. Discussion and Possible Action on Subdivision Bond Release for Taylor Woods IV, 8 Lot-Subdivision, O’Connell Road, Prepared for Gary Gallucci, by Vollmer Associates, LLP., Sheets 1 through 8 of 8, dated February 12, 2004, revised 11/5/04:** G. Cordova moved to approve the release of the original subdivision bond – Platte River Insurance Company Surety Bond No. 41011396 in the amount of \$248,443.⁰⁰ to the owner, Taylor Woods IV, 8 Lot-Subdivision, O’Connell Road, Colchester, CT, Prepared for Gary Gallucci, by Vollmer Associates, LLP., Sheets 1 through 8 of 8, dated February 12, 2004, revised 11/5/04, as recommended by Town Engineer Sal Tassone, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
- 11. Discussion and Possible Action on Cash Bond Reduction for Resubdivision Plans prepared for Ernest N. Costa, Chestnut Hill Rd. & Palmer Rd., prepared by Tarbell Heintz & Assoc., Inc., dated 6-7-06, latest revision 8/9/06:** R. Coyle moved to approve the bond reduction of the cash bond by \$3,125.⁶⁰, plus accrued interest, from an existing total of \$13,865.⁶⁰, leaving a bond balance of \$10,740.⁰⁰, which is to remain in effect for a period of one year after formal road acceptance by the town in accordance with the town’s road ordinance, for Resubdivision Plans prepared for Ernest N. Costa, Chestnut Hill Rd. & Palmer Rd., Colchester, CT, prepared by Tarbell Heintz & Assoc., Inc., dated 6-7-06, latest revision 8/9/06, as recommended by Town Engineer Sal Tassone, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Following discussion, all members present voted in favor. MOTION CARRIED.

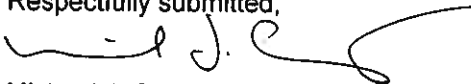
12. **Discussion and Possible Action on Scheduling of Public Hearing for the Acceptance of the Extension of Palmer Road as a Town Road:** G. Cordova moved to schedule a public hearing for the acceptance of the extension of Palmer Road as a town road, as recommended and certified by Town Engineer Sal Tassone that the road meets all applicable specifications and requirements, for Thursday, December 3, 2009 at 7:00 p.m., and to authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Following discussion, all members present voted in favor. MOTION CARRIED.
13. **Discussion and Possible Action on Public Health Preparedness Contract:** G. Cordova moved to approve the Public Health Preparedness Contract as presented, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Board of Selectmen Proposed Liaison List:** First Selectman G. Schuster noted that his assignment as liaison for the CHVFD Strategic Planning Group should be removed. G. Cordova moved to approve the Board of Selectmen Proposed Liaison List as presented with this revision, seconded by R. Coyle. Following discussion, all members present voted in favor. MOTION CARRIED.
15. **Discussion and Possible Action on First Selectman Succession Provisions (Colchester Charter, Article III, C-303):** First Selectman G. Schuster reviewed his designation of the order of succession as Stan Soby, Greg Cordova, Rosemary Coyle, then Jim Ford.
16. **Discussion and Possible Action on Snow and Ice Removal Contracts:** G. Cordova moved to approve the agreement documents between the Town of Colchester and Contractors Supplying Plowing and Sanding Equipment as presented, 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.
17. **Discussion and Possible Action on Job Descriptions:** First Selectman G. Schuster noted that he would like to table all job descriptions with exception to the First Selectman's Office Department Clerk job description. G. Cordova moved to approve the updated First Selectman's Office Department Clerk job description as presented, with – proposed amendments to change the word "require" in the fifth bullet on page one to "required", and to change "and is subject to change by the First Selectman's Office at any time" to "and is subject to change by the Board of Selectmen at any time" in the last line of page two, and to authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Following discussion, all members present voted in favor. MOTION CARRIED.
18. **Discussion and Possible Action on Charge to Senior Center Study Group:** R. Coyle moved to approve the proposed "Charge to Senior Center Study Group" as presented, seconded by G. Cordova. Following discussion, all members present voted in favor. MOTION CARRIED.
19. **Discussion and Possible Action on Designation of Signatory for Check Warrants:** G. Cordova moved to designate R. Coyle as a signatory for check warrants, seconded by J. Ford. Following discussion, all members present voted in favor. MOTION CARRIED.
20. **Citizen's Comments:** Katy Nally asked if the Senior Center Study Group is looking at the senior center as only a stand alone center. First Selectman G. Schuster said that they are looking at all options – specifically whether it should be a stand alone center, a new joint/multi-purpose center, or housed in the existing facilities.

21. **First Selectman's Report:** First Selectman G. Schuster reported on his progress during his first week of the transition period and thanked town staff for their support and assistance. He asked that the Board of Selectmen liaisons ask the new chairs of boards and commissions to communicate updates to the Town Clerk, and asked if the BOS thought it appropriate to bring Linda and John to another meeting so that a proclamation could be presented for their work and efforts. The Board of Selectmen agreed that this was an excellent idea.
22. **Liaison Reports:** Selectman Cordova reported on the Sewer & Water Commission. Selectman Coyle reported on the Commission on Aging, the Colchester Hayward Volunteer Fire Department Officers' Meeting, and the Open Space Advisory Board.
23. **Adjourn:** G. Cordova moved to adjourn at 7:29 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Attachments

1. Budget Transfer/Additional Appropriation Form dated 09/15/09, Police Temp Labor to Police Overtime
2. Parks and Recreation Program Fund Monthly Cash Flow and Balance Report for Fiscal year 2009-10
3. Memorandum dated 11/12/09, from John Malsbenden to the Board of Selectmen, regarding "liaison report"
4. Memorandum dated 10/23/09, from Maggie Wasicki to the Board of Selectmen, regarding "Health insurance Account Analysis thru 09/30/09"
5. Memorandum dated 11/17/09, from Gregg Schuster to the Board of Selectmen, regarding "Board of Selectmen Proposed Liaison List"
6. Memorandum dated 11/17/09, from Gregg Schuster to the Board of Selectmen, regarding "First Selectman Succession Order"
7. First Selectman's Office Department Clerk job description

Respectfully submitted,



Michael J. Caplet
Executive Assistant to the First Selectman

FY 09/10

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation


Department: Police

Reason for Request: These balance of these budgeted funds will not be required as originally planned. The training/monies that were required to ensure a smooth transition from one administrative assistant to another only required an expenditure of \$455.18. The resident State Police Sergeant Supervisor has requested these funds be transferred to the overtime budget line item as he will be utilizing the administrative assistant for additional tasks/duties including the Police Commission usage that was not accounted for.

Reason for Available Funds: Funds were earmarked for training for the incoming administrative assistant by the outgoing administrative assistant in the Police Department. The funds required to ensure a smooth transition from one administrative assistant to another only required an expenditure of \$455.18 due to the skill level of the replacement. Balance of funds to be utilized for overtime for the new administrative assistant.

From:	Account Number	Account Name	Amount
	40105	Temp Labor	1,044.
To:	40103	Overtime	1,044.
-			

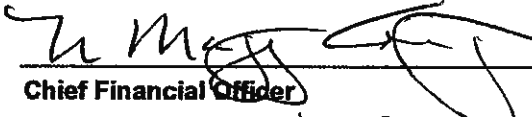
Sep 15, 2009
Date Requested



Department Director or Supervisor - Signature

Print Name Commissioner Anthony J. Camilleri Jr.

9/30/09
Date Reviewed



Chief Financial Officer

11/13/09
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

To: Board of Selectmen
From: John Malsbenden
Date: November 12, 2009
Re: Liaison Report

Conservation Commission

On Tuesday, November 10, 2009, the Conservation Commission held a Special Meeting at which it voted to accept the application for a 12 lot subdivision on Pickerel Lake Rd. One third of the land in the subdivision is going into Conservation - hopefully to the State of CT. Also, the subdivision has land which contains a State designation for endangered species (box turtles in this instance). The application will probably be acted on in December.

The Commission is also working on updating its Erosion and Sedimentation Regulation.

Pickerel Lake is now in a draw-down state.

Housing Authority

The Housing Commissioners continue to meet on the third Thursday of the month making it impossible for a liaison to attend (both meetings begin at 7:00 PM). However, there are still about 50 people on the waiting list which is about the same as it was in 2001 when I first became the Board of Selectmen's liaison to the Housing Authority. In other words, there is still a very serious need for this type of housing in both Colchester and the surrounding area.

All of the units at Dublin Village have been refurbished and have had new fire/police alarms installed. The next project will be the installation of alarms at Ponemah Village.

The Authority is still in financial good health although there was a problem earlier this year before the State budget was passed.

The next challenge, will be the truck/plow which is on its last legs and will be needed for this winter's plowing.

Info
BoS

Maggie Wasicki



Finance Director

10/23/09

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 9/30/09

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

<u>HEALTH ACCOUNT</u>		<u>AS OF SEPTEMBER 30, 2009</u>										
	<u>BEG.BAL.</u>	<u>INCOME</u>	<u>INT.INC.</u>	<u>EXP.</u>	<u>MO.END</u>		<u>BEG.BAL.</u>	<u>INCOME</u>	<u>INT.INC.</u>	<u>EXP.</u>	<u>MO.END</u>	
	<u>BOE</u>				<u>BOE</u>		<u>TOWN</u>				<u>TOWN</u>	<u>COMBINED</u>
												<u>BALANCE</u>
06/30/08 BAL	\$ 880,812.02						\$ (423,796.75)					
JULY		\$ 360,650.01	\$ 34.21	\$ (136,952.83)	\$ 1,104,543.41			\$ 100,864.32	\$ -	\$ (45,681.59)	\$ (368,614.02)	\$ 735,929.39
AUGUST		\$ 685,999.73	\$ 40.97	\$ (1,108,752.04)	\$ 681,832.07			\$ 200,402.89	\$ -	\$ (157,554.10)	\$ (325,765.23)	\$ 356,066.84
SEPTEMBER		\$ 409,319.40	\$ 30.41	\$ (528,143.95)	\$ 563,037.93			\$ 108,297.64	\$ -	\$ (72,437.65)	\$ (289,905.24)	\$ 273,132.69
TOTAL		\$ 1,455,969.14	\$ 105.59	\$ (1,773,848.82)	\$ 563,037.93	**		\$ 409,564.85	\$ -	\$ (275,673.34)	\$ (289,905.24)	*** \$ 273,132.69
	<u>AVG.MO.EXP</u>			\$ (591,282.94)						\$ (91,891.11)		
BOE	**	0.95										
TOWN	***	-3.15										
<u>COMBINED RESERVE</u>		0.40										
<u>MAGGIE WASICKI - FINANCE DIRECTOR</u>												


Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen

From : Gregg Schuster, First Selectman 

Date: November 17, 2009

Re: Board of Selectman Proposed Liaison List

Gregg Schuster

Board of Finance (1st and 3rd Wednesday)
Economic Development Commission (3rd Monday)
Ethics Commission (As needed)
CHVFD Strategic Planning Group (TBD)

Stan Soby

Zoning Board of Appeals (3rd Tuesday)
Police Commission (4th Monday)
CHVFD Tax Exemption Commission (As needed)
Police Retirement Board (Quarterly)
Planning & Zoning Commission (1st and 3rd Wednesday)

Greg Cordova

Board of Education
Parks & Recreation Commission (1st Monday)
Sewer & Water Commission (2nd Wednesday)
Fair Rent Commission (As needed)
Youth Services Advisory Board (1st Wednesday)

Rosemary Coyle

Open Space Advisory Committee (2nd Tuesday)
Housing Authority (As needed)
Commission on Aging (2nd Monday)
CHVFD Officers (2nd Monday)
Senior Center Study Group (TBD)

Page 1 of 2

Jim Ford

Friends of the Cragin Memorial Library (2nd Thursday)

Conservation Commission (2nd Wednesday)

Historic District Commission (2nd Monday)

Board of Assessment Appeals (TBD)

Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen

Cc: Department Heads
Mike Caplet, Executive Assistant to the First Selectman
Karen Loiselle, Superintendent of Schools

From : Gregg Schuster, First Selectman

Date: November 17, 2009

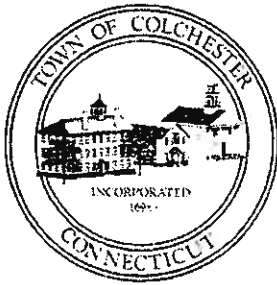
Re: First Selectman Succession Order

Per Article III, Section C-303 of the Town of Colchester Charter, if I am unable to discharge my duties as First Selectman, I designate the order of succession to be:

Stan Soby
Greg Cordova
Rosemary Coyle
Jim Ford

A handwritten signature in cursive script, appearing to read "Gregg Schuster", is written over a solid horizontal line.

Gregg Schuster, First Selectman



Town of Colchester Job Description

First Selectman's Office Department Clerk

GENERAL STATEMENT OF DUTIES

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

Responsible for the distribution of all incoming and outgoing mail. Responsible for performing a variety of secretarial, reception and general clerical duties, answering phones, make copies, perform mass mailings.

WORK SCHEDULE

Monday-Friday, 1:00 p.m. - 5:00pm (primarily)

SUPERVISOR

Works under the direct supervision of the Executive Assistant and the First Selectman

The following is an illustrative and non-exhaustive list of duties:

- Posting and mailing of all outgoing mail, including some packages and Certified Mail.
- Organize work and establish priorities within work assignment.
- Perform general receptionist duties: answer telephones, direct calls, take messages and filing.
- Operate central copier: copy, collate, staple and distribute copies.
- Update bulletin board in lobby. Remove all items placed on the board that are advertisement (for profit companies). Maintain/update second bulletin board with require posters as directed by the State of Connecticut.
- Receive requests for Town Hall meeting rooms via e-mail, phone requests. Add to Meeting Room Calendar. Once a year send out notices to all groups/organization (non profit) that have used rooms during the past year, asking for their requests for the following year.
- Animal Control Officer Liaison responsibilities: Receive all phone calls from the public regarding questions, complaints, etc. Whenever possible advise resident of Town Ordinances.
- Complete time sheet for Animal Control Officer and Assistant Animal Control Officer.
- Complete all invoices for First Selectman's Office and track First Selectman budget through Munis.
- Accept applications from residents for court ordered community service. Forward to State of Connecticut, Department of Public Safety for background checks.
- Administrate State and local permits required by the office/State, i.e. Raffles, Bazaars, etc.
- Liaison for Memorial Day Parade to the Memorial Day Parade Committee.
- Order and maintain all office supplies.
- Be aware of all BID notices (set up folder with pertinent dates and copy of FRP).
- Maintain all Town Hall bulletin boards.
- Produce records in accordance with the Freedom of Information Act.
- Other duties as assigned by the Executive Assistant or the First Selectman.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Ability to handle confidential matters a must.
- 2) Ability to communicate and work effectively with the public and other employees.
- 3) Ability to maintain accurate records.
- 4) Telephone and organizational skills essential.
- 5) Must have:
 - a) Strong interpersonal skills and ability to work well with the public.
 - b) Excellent written and oral communication skills.
- 6) Must be able to:
 - a) Work independently.
 - b) Maintain accurate records.
 - c) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - d) Effectively operate Word, Excel, Outlook, Access, or comparable computer programs.

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent
- Computer and typing experience
- Professional telephone answering experience
- Minimum of 2 Years in general clerical/receptionist work.
- Experience maintaining filing system.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

-

Part-time; non-union; hourly; non-exempt

This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.