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COLCHESTER, CT  
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NANCY A. BRAY

**Board of Selectmen Regular Meeting Minutes  
Thursday, February 4<sup>th</sup> 2010  
Colchester Town Hall  
Meeting Room 1 – 7:00 p.m.**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** *Candace Barnes, Mike Caplet, Glenn Morron, Guthrie Dinda, Sylvia Miller, Tim York, Nancy Bray, Rob Tarlov, Leann Hill, Patti White, Anita Pizzutiello and community members*

1. **Call to Order:** First Selectman G. Schuster called the meeting to order at 7:02 p.m.  
**First Selectman Shuster took a moment to read a portion of Gary Avery's Obituary.**
2. **Additions to the Agenda:** R. Coyle moved to Add Item # 10 "Discussion and Possible Action on the Compensatory Time Policy for Police Department " and to renumber the remaining items accordingly, seconded by S. Soby. All members present voted in favor.  
**MOTION CARRIED.**
3. **Approve Minutes of the January 21, 2010 Colchester Commission Chairmen Meeting:** R. Coyle moved to approve the minutes of the Approve Minutes of the January 21, 2010 Colchester Commission Chairmen Meeting as presented, seconded by G. Cordova. All members present voted in favor. **MOTION CARRIED.**
4. **Approve Minutes of the January 21, 2010, Special Joint Session of Board of Selectman and The Board of Finance:** S. Soby moved to approve the minutes of the January 21, 2010, Special Joint Session of Board of Selectman and The Board of Finance as presented, seconded by R. Coyle. All members present voted in favor.  
**MOTION CARRIED.**
5. **Approve Minutes of the January 21, 2010 Board of Selectmen Regular Meeting:** R. Coyle moved to approve the minutes of the January 21, 2010 Board of Selectmen Regular Meeting as amended to reflect item #5a Motion was made by R. Coyle and item 5a was seconded by S. Soby, seconded by S. Soby. All members present voted in favor.  
**MOTION CARRIED.**
6. **Citizen's Comments:** None
7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
  - a. **Economic Development Committee (member filling vacancy left by Cathy Pompei for a term to expire on 10/1/2014) William DiCioccio to be interviewed.** William DiCioccio was interviewed.
  - b. **Sewer and Water Commission (member appointment for a new term previously held by Ken Fagnoli to expire 6/2013.) Stephen Coyle to be**

- interviewed.** R. Coyle recused herself from this application. S. Coyle was interviewed.
- c. Commission on Aging (alternate appointment to fill vacancy left by Suzanne Maikshilo for a term to expire on 12/31/2011.) Rose Levine to be interviewed.** (Suzanne Maikshilo is still on the Commission on Aging, she has just moved out of the alternate position) Rose Levine was interviewed.
  - d. Planning and Zoning Board (alternate appointment to fill vacancy left by John Carroll for a term to expire on 12/31/2011.) Terence Clark to be interviewed.** Not Present/ Not Interviewed
  - e. Planning and Zoning (alternate to fill vacancy left by John Carroll for a term to expire 12/31/2011) Patricia C. Hayn to be interviewed.** Not Present/Not Interviewed
  - f. Planning and Zoning (alternate to fill vacancy left by John Carroll for a term to expire 12/31/2011) John R. Novak to be interviewed.** John R. Novak was interviewed.
  - g. Resignation of James A. Ducharmes an alternate on the Zoning Board of Appeals.** S. Soby moved to accept the resignation of James A. Ducharmes as an alternate on Zoning Board of Appeals with regret, seconded by G. Cordova. All others present voted in favor. MOTION CARRIED.
- 8. Budget Transfers – Fleet Maintenance:** S. Soby moved to approve the budget transfer from Fleet Maintenance – Heat (13202-45221) to Fleet Maintenance – Equipment Repairs (13202-46224) in the amount of \$1,300.00, as noted on the attached Budget Transfer/Additional Appropriation form, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. All others present voted in favor. MOTION CARRIED.
- 9. Tax Refunds & Rebates:** After review, R. Coyle moved to approve tax refunds in the amount of \$23.08 to Linda Strickland, \$20.81 to Diane Nagot, \$616.08 to Sharon’s Copper Beach LLC, and \$94.52 to Patrick and Shelly Flynn, seconded by G. Cordova. All others present voted in favor. MOTION CARRIED.
- 10. Discussion and possible action on the Compensatory Time Policy:** G. Moron presented the policy. R. Coyle moved to approve the Police Compensatory Time Policy as amended, seconded by S. Soby. All others present voted in favor. MOTION CARRIED.
- 11. Discussion and possible action on Safety Commitment Policy Statement:** S. Soby moved to approve the Safety Commitment Policy Statement as amended to include the 2<sup>nd</sup> paragraph of the memo to be included as part of the policy, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. All members present voted in favor. MOTION CARRIED
- 12. Discussion and possible action on Architectural Services for Restoration of Original Firehouse:** G. Cordova moved to give retroactive approval on the Architectural Services for Restoration of Original Firehouse as presented, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. All members present voted in favor. MOTION CARRIED
- 13. Discussion and possible action on procurement of vehicle for Senior Center:** R. Coyle moved to approve the procurement of vehicle for Senior Center as presented, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. All members present voted in favor. MOTION CARRIED

14. **Discussion and possible action on Historical Document Preservation Grant:** G. Cordova moved to appoint Town Clerk, Nancy Bray as the applicant for the Historical Document Preservation Grant as presented, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. All members present voted in favor. MOTION CARRIED
15. **Discussion and possible action on grant from TD Bank for Colchester Food Bank:** G. Cordova moved to approve the grant from TD Bank for Colchester Food Bank as presented, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. All members present voted in favor. MOTION CARRIED
16. **Discussion and possible action on Community Services Organization:** First Selectman G. Schuster presented high level discussion.
17. **Discussion and possible action on Colchester Learning Grant:** (R. Coyle recused herself from this discussion) S. Soby moved to approve the Colchester Learning Grant as presented, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. All members present voted in favor. MOTION CARRIED
18. **Discussion and Review of Community Wildlife Habitat of Colchester:** Katherine Kosiba presented successful report.
19. **Discussion and possible action on 2010-2011 Budget:** First Selectman Schuster gave a briefing on what's to come in the next month on the 2010-2011 Budget. First Selectmen Schuster will try to set up another open forum for the citizens to weigh in on budget.
20. **Citizen's Comments:** G. Moron commented on the potential public forum on the budget. G. Dinda commented on informing the citizens as soon as possible. B. Sullivan commented on potential budget cuts.
21. **First Selectman's Report:** First Selectman G. Schuster reported on Three Men in a Tent Fund Raiser.
22. **Liaison Reports:** S. Soby reported on the Police Retirement Board, Planning and Zoning Commission, and Police Commission. G. Cordova reported on Park & Recreation and Youth Services
23. **Executive Session to Discuss Negotiating Strategy With Municipal Employees Union Independent, Local 506, SEIU, AFL-CIO representing Transfer Station, Parks & Recreation, Highway Crew, Fleet Maintenance and Water Department Employees:** Motion to go into Executive Session at 8:29 pm was made by S. Soby, seconded by J. Ford. All others present voted in favor. MOTION CARRIED.  
  
**9:00pm came out of Executive Session**
24. **Adjourn:** S. Soby moved to adjourn at 9:00 p.m., seconded by R. Coyle. All remaining members present voted in favor. MOTION CARRIED.

#### Attachments

1. Budget Transfer Form
2. Compensatory Time Policy (as edited)
3. Memo from Anita Pizzutiello to BOS Re: Safety Commitment Policy Statement

Respectfully submitted,

Candace P. Barnes  
Meeting Clerk

#8

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Replace Defective Fire Alarm Panel

Reason for Available Funds: Waste Oil Furnace Doing Better Than Expected

| From: | Account Number | Account Name | Amount |
|-------|----------------|--------------|--------|
|       | 13202-45221    | Heat         | 1,300  |
|       |                |              |        |
|       |                |              |        |

| To: | Account Number | Account Name      | Amount |
|-----|----------------|-------------------|--------|
|     | 13202-46224    | Equipment Repairs | 1,300  |
|     |                |                   |        |
|     |                |                   |        |

Jan 21, 2010

Date Requested

Department Director or Supervisor - Signature

Print Name Steve Sharpe

1/27/10  
Date Reviewed

Chief Financial Officer

2/1/10  
Date Approved

First Selectman

02/05/10  
Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

TO: Board of Selectman  
FROM: Anita Pizzutiello, Health & Safety Committee Chairman  
DATE: February 1, 2010  
RE: Safety Commitment Policy Statement

**MEMO**

Below is the recommended Safety Commitment Policy Statement. Joey Barbera from CIRMA recommended the policy be updated annually to include meeting dates, and to make the policy more concise. Joey and I worked collaboratively on this statement as presented to you.

Health & Safety Committee members are "front line" town employees appointed by department heads. Each department or off site town building is represented. Members are asked to attend quarterly meetings and support sub committee projects whenever possible.

**Safety Commitment Policy Statement**

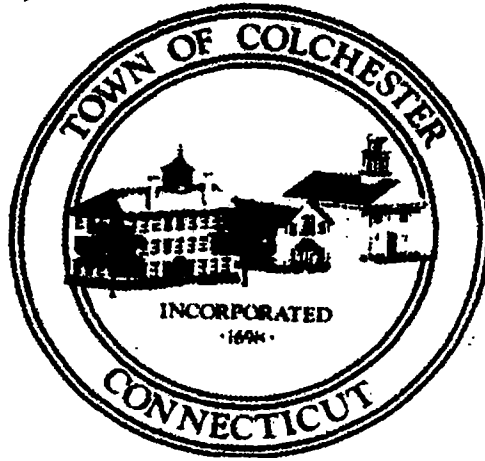
The Town of Colchester recognizes its responsibilities to manage public funds in a responsible manner, which includes identifying, addressing and appropriately managing any risks that may affect (1) the safety and well-being of its employees and citizens, (2) its financial stability, (3) its ability to achieve its mission of providing services to citizens, or (4) its ability to maintain an excellent community.

The Town of Colchester further recognizes that, as a public entity providing a wide range of services, it engages in operations that may carry significant risk, and that are also subject to disruption. Although risks are unavoidable, the Town of Colchester considers no loss or interruption of services to be acceptable.

Therefore, a Safety Committee is established and empowered to assess the risks that may arise from or affect the Town of Colchester operations and activities on behalf of its citizens, and to make recommendations to the governing body or chief executive officer concerning those risks. All Town of Colchester operations are required to cooperate with the safety committee in this effort.

The following schedule of safety committee meetings has been established for 2010:

- January 19, 2010
- April 20, 2010
- July 20, 2010
- October 19, 2010



## **Town of Colchester Health and Policy Statement**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. To accomplish this goal, we must recognize that it is a joint effort on the part of management and employees to share in the responsibility to protect worker safety.

It is the responsibility of the department head to provide a workplace free from recognized hazards. In order to achieve this, he/she must oversee the administration of safety practices in their respective departments, be aware of accident statistics and take appropriate action to ensure continued improvement in eliminating or minimizing hazards in order to prevent or reduce injuries on the job. Investigations of all occupational illnesses or injuries must be conducted, and written reports including corrective action taken must be provided immediately to the First Selectman's Office. Safety audits should be conducted periodically to identify and correct potential hazards. The commitment must be made by management to follow through with required repairs and preventive maintenance of equipment in the workplace.

Employee cooperation is also necessary to achieve a harmonious effort in providing a safe and healthy workplace. It is the responsibility of the employee to report perceived hazardous conditions to management. Employees should refrain from participating in activities that may jeopardize the safety of fellow workers. Inoperative equipment or equipment with defects should be reported immediately. Job-related illnesses or injuries should be immediately reported to management and treatment promptly sought.

While management attention to accident prevention is an important component of a safety program, it is each employee who carries the greatest responsibility for protecting his or her own health. Though we realize that accidents do happen, we hope and expect that all employees can work together to minimize the risk of work related illnesses and injuries.

## Compensatory Time Policy

The purpose of this policy is to define compensatory time, how it is acquired and how it is utilized as it relates to covering patrol shifts and hours worked beyond an officer's regularly scheduled shift.

- 1- Compensatory time is that time accrued by an officer in lieu of being paid overtime. Such compensatory time shall be accrued at a rate of 1 ½ times the normal earnings for the officer.
- 2- No officer can be forced to accrue compensatory time instead of being paid overtime. Once an officer accrues compensatory time, it cannot be taken away.
- 3- Officers will not be allowed to accumulate more than 60 hours of compensatory time. However, should a special condition exist, and only after approval by the Police Commission or ~~their~~ designee, additional compensatory hours may be accrued. Under no circumstances shall compensatory time exceed a maximum of 90 hours.
- 4- Any officer retiring from service or terminating <sup>his/her</sup> ~~their~~ employment as a police officer in the Town of Colchester, with remaining compensatory time on his/her record, shall have the option of being paid for the accrued compensatory hours of service or choose to utilize said hours for approved leave.
- 5- Compensatory time requests for two (2) or more days must be submitted at least fifteen (15) days in advance unless there are extenuating circumstances. All compensatory time requests for one (1) day shall be submitted at least twenty-four (24) hours in advance. All compensatory requests must be submitted to the Supervising Resident Trooper or ~~their~~ designee.
- 6- All requests for compensatory time shall be granted on a first come, first served basis. In the event of conflicting requests, the employee with greater seniority shall have preference.
- 7- The Police Commission shall review this policy from time to time and consider making changes to best serve the needs of the Town of Colchester.
- 8- The Police Commission or the First Selectman may suspend the officer's ability to take compensatory time in lieu of overtime pay, as necessary.