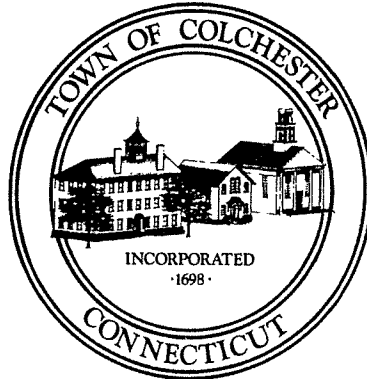


Gregg Schuster



First Selectman

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**Board of Selectmen Regular Meeting Minutes
Thursday, March 4, 2010
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.**

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Rosemary Coyle, Selectman James Ford, Selectman Stan Soby, and Selectman Greg Cordova (arrived at 7:11pm)

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Adam Turner, Kate Byroade, Walter Cox, Patti White, Maggie Cosgrove, Jay Cohen, John Chaponis, Leann Hill, Katy Naly, Ryan Blessing, 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.** S. Soby moved to remove item # 12, remove item # 18, and change item #22 to "Discussion and Possible Action on Memorandum of Agreements with Municipal Employees Union Independent, Local 506, SEIU, AFL-CIO, CLC" and renumber accordingly, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the February 18, 2010 Board of Selectmen Regular Meeting**
R. Coyle moved to approve the minutes of the February 18, 2010 Board of Selectmen Regular Meeting as presented, seconded by J. Ford . S. Soby abstained. All others voted in favor. MOTION CARRIED.
4. **Citizen's Comments.** John Knapp commented on the Fire Memorandum of Understanding as well as appointments to the Planning & Zoning Commissions.
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Planning and Zoning (alternate appointment to fill vacancy left by John Carroll for a term to expire on 12/31/2011).** Terence Clark to be interviewed. Terence Clark was absent.
 - b. **Planning and Zoning (alternate to fill vacancy left by John Carroll for a term to expire 12/31/2011).** Patricia C. Hayn was interviewed on 02/18/2010. Discussion and action on Patricia C. Hayn for filling vacancy. Board took action on Patricia C. Hayn under Agenda Item 5(c).
 - c. **Planning and Zoning (alternate to fill vacancy left by John Carroll for a term to expire 12/31/2011).** John R. Novak was interviewed on 02/04/2010. Discussion and action on John R. Novak for filling vacancy. S. Soby moved to appoint John R. Novak as a member of the Planning and Zoning Commission, filling the vacancy left by John Carroll for a term to expire on 12/31/2011, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

R. Coyle moved to appoint Patricia C. Hayn as a member of the Zoning Board of Appeals, filling the vacancy left by Fay Sherman for a new term to expire 12/31/2015, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

- d. **Economic Development Commission (member appointment for a new term previously held by Cathy Pompei to expire 10/31/2014). Christopher J. Rowlins to be interviewed.** Christopher J. Rowlins was absent. Board took no action.
- e. **Economic Development Committee (member filling vacancy left by Cathy Pompei for a term to expire on 10/01/2014). William DiCioccio was interviewed on 02/04/2010. Discussion and action on William DiCioccio for filling vacancy.** Board took no action.

6. **Budget Transfers.** None.

7. **Tax Refunds & Rebates** After review, R. Coyle moved to approve tax refunds in the amount of \$15.73 to Morduch & Ada Tyles, \$117.33 to Emmanuel Quiles, \$12.30 to Dianne Taylor, \$18.92 to Edward Keeney, and \$18.09 to Erik Randlov. S. Soby seconded. Unanimously approved. MOTION CARRIED.

8. **Discussion and Possible Action on a Proclamation Declaring the Week of March 7-13, "Girl Scout Volunteer Week"**

R. Coyle moved to approve and authorize the First Selectman to sign the proclamation declaring the week of March 7-13 "Girl Scout Volunteer Week," seconded by S. Soby. Unanimously approved. MOTION CARRIED. A representative of the local girl scouts was present and accepted the proclamation from First Selectman Schuster.

9. **Discussion and Possible Action on Proclamations for Bill Hettrick and Jon Sandberg**
R. Coyle moved to approve and authorize the First Selectman to sign the proclamations for Bill Hettrick and Jon Sandberg in recognition of their exemplary service to the Town of Colchester, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

10. **Discussion and Possible Action on Implementing Recommendations from the Salmon River Watershed Municipal Land Use Evaluation Project**

Town Planning Director Adam Turner addressed this issue to the Board and took questions.

11. **Discussion and Possible Action on Renewing Contract with Munis**

Chief Financial Officer Maggie Cosgrove addressed this issue to the Board and took questions. S. Soby moved to renew the contract with Munis and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

12. **Discussion and Possible Action on Fireworks Vendors for 57 Fest**

Parks & Recreation Director Jay Cohen addressed this issue to the Board and took questions. Discussion on time frame of when Board could take action (Ford/Cohen). Discussion on financial solvency of event (Coyle/Schuster/Ford/Cohen). Question from the Board to J. Cohen regarding what information is necessary to approve this event? Discussion on which funding sources will be available to pay for vendor (Ford). J. Ford moved to table this item, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

13. **Discussion and Possible Action on Telephone Services at Cragin Memorial Library**

S. Soby moved to approve AT&T as the telephone service provider for Cragin Memorial Library and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on the 2011 Revaluation

Assessor John Chaponis addressed this issue to the Board and took questions. Question regarding starting the data collection phase of the 2011 revaluation (Coyle/Chaponis). Question regarding the revaluation of houses that have recently added an addition and whether there could be a negative impact based on current assessments of properties (Coyle/Chaponis).

15. Discussion and Possible Action on Personal Property Audits

Assessor John Chaponis addressed this issue to the Board and took questions. Question regarding whether outside services would be hired (Ford/Chaponis). Question regarding the transferring of funds to pick up loss revenue – hiring outside services to add revenue to the current year revenue base (Coyle/Cosgrove/Chaponis).

16. Discussion and Possible Action on Joining a Library Consortium

Library Director Kate Byroade addressed this issue to the Board and took questions – handed out information to the Board (attached). G. Cordova moved to approve Cragin Memorial Library joining Library Connection, Inc. (LCI) and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Discussion on when the library would join the consortium (Coyle/Byroade). Unanimously approved. MOTION CARRIED.

17. Discussion and Possible Action on Renewing Grant with Department of Transportation

Patti White addressed this issue to the Board and took questions. R. Coyle moved to renew the grant with the Department of Transportation and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

18. Discussion and Possible Action on Memorandum of Understanding with Colchester Firefighters Union, UPPFA, IAFF, Local # 3831

S. Soby moved to approve the memorandum of understanding with the Colchester Firefighters Union, UPPFA, IAFF, Local # 3831, as amended (by changing Item #2 to read “in” instead of “it”) and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

19. Discussion and Possible Action on Appointment of Fire Department 1st Assistant Chief

S. Soby moved to approve appointing Don Lee as the 1st Assistant Chief of the Colchester Fire Department and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

20. Discussion and Possible Action on Memorandum of Agreements with Municipal Employees Union Independent, Local 506, SEIU, AFL-CIO, CLC

R. Coyle moved to approve the memorandum of understanding with MEUI, Local 506, AFL-CIO, CLC, regarding union concessions, and to authorize the First Selectman to sign all necessary documents, seconded by Cordova. Unanimously approved. MOTION CARRIED.

S. Soby moved to approve the memorandum of understanding with MEUI, Local 506, AFL-CIO, CLC, regarding library director vacation time, and to authorize the First Selectman to sign all necessary documents, seconded by G.Cordova. Unanimously approved. MOTION CARRIED.

21. Discussion and Possible Action on Memorandum of Understanding with Colchester Police Local 2693T, AFSCME Council #15

Question regarding quotation marks in contract (Coyle/Schuster). R. Coyle moved to approve the memorandum of understanding with Police Local 2693T, AFSCME, Council #15, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

22. Discussion and Possible Action on the 2010-2011 Budget

First Selectman Schuster stated all Board of Selectmen and Board of Finance members have received the proposed budget. The Board wishes to wait until individual budget meetings are completed before Board discussion ensues. Selectman Cordova wanted to know if all meetings are on as regularly scheduled. Schuster stated there is another concession agreement pending.

23. Citizen's Comments

Tony Gallicchio wanted to know why he cannot be on any municipal boards. Other question regarding revaluation in 2001 and requesting that revaluation workers state that they were there, with time and date.

24. First Selectman's Report

First Selectman Schuster has been working on the proposed budget. Further, the First Selectman's office has recently audited billing summaries from the Town's labor attorney and there is the possibility of receiving a refund.

25. Liaison Report

G. Cordova commented on the Parks & Recreation Committee and Youth Services committee. J. Ford commented on the Conservation Committee. S. Soby commented on the Zoning Board of Appeals, Police Commission, and Planning & Zoning.

26. Adjourn Cordova moved to adjourn at 8:06 p.m., seconded by Soby. Unanimously approved. MOTION CARRIED.

Attachment:

- RFP for Library Automation Services: Analysis Summary of Responses
- Costs of Current Library System

Respectfully submitted,

Derrick M. Kennedy
Executive Assistant to the First Selectman

RFP for Library Automation Services Analysis Summary of Responses

	Library Connection, Inc.	Bibliomation-Evergreen Development Partner	LION, Inc.	Auto-Graphics	Spectrum (Status Quo)
Circulation Functionality	Yes	Yes	Yes	Yes	Yes
Answered Insurance Requirement	Yes	Yes	Yes	No	N/A
System Provided	SirsiDynix Symphony	Evergreen	III Millennium	AG ent Verso	Spectrum
Firewall & CEN Management	Yes	Yes	Yes	No	No
Shared E-Collections	Yes--3,150 titles	Yes-665 titles	Yes-1,412 titles	None	None
Enhanced Catalog Content	Yes-Included	Yes-Included	Yes-Included	No-Additional Cost	None
In-System ILL functionality	Yes	Yes--but limited network for 15-24 months, increasing staff support costs	Yes	No-Additional Cost of \$800 per year	None
ReQuest Participation Fee	No	No	No	Yes--\$325 per year	Yes--\$325 per year
ILL Item Conversion cost	No	No	No	Yes--\$9,500 per year	N/A
ILL requests within system	90%--185 per month	30% within network for first two years, then 90% within full network	90%--185 per month	100% within system--at additional cost	None
Cragin/Town Staff Technical Support	No	No	No	Yes	Yes
Availability of Custom Reports	Yes-Included	Yes-Included	Yes-Included	Yes-Additional Cost	None
Included Equipment	Yes-through Technology grant	No	Yes-3 PC's per year	None	None
Shared Bibliographic Records	941,056	879,222	744,315	5,130,562	None
Shared Patron Records	309,452	442,821	188,477	None	None
E-mail Patron Notification	Yes	Yes	Yes	Yes	None
Postage Costs FY 11	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 1,700.00
Library FTEs to provide current services	8.6	9.1 (while in development phase)	8.6	9.1	10.1
First Year System Cost	\$ 30,353.00	\$ 9,500.00	\$ 48,500.00	\$ 6,050.00	
First Year Employee Cost	\$ 358,314.00	\$ 385,672.00	\$ 358,314.00	\$ 385,672.00	\$ 419,393.00
Cumulative Five Year Costs (Estimated Employee costs + System)	\$ 1,883,121.23	\$ 1,933,984.77	\$ 1,954,202.12	\$ 2,067,757.00	

Costs of Current Library System

Hidden Costs

Costs Tied to Re-Builds	Time: Hours per Month	Cost per Hour	Annual Cost in Lost Productivity	Comments
Direct Support of Re-Build	6	\$ 24.88	\$ 1,791.36	Work time and Comp Time involved in supporting a re-build.
Lost Cataloging Time	24	\$ 17.98	\$ 5,178.24	Staff cataloging hours affecting full-time cataloger, and other employees who add materials to the collection.
Database Corrections	0.33	\$ 17.98	\$ 71.20	Six hours of additional cataloging time to correct degraded records.
Lost Circulation Functionality	18	\$ 18.32	\$ 3,957.12	Time the circulation system is down for staff use at three service points.
Town IT Support	1	\$ 31.00	\$ 372.00	Average
Total Costs Tied to Re-Builds	49.33		\$ 11,369.92	

Operational Costs Tied to Functionality

Phone Renewals	19.2	\$ 18.32	\$ 4,220.93	16 phone renewals per day x 3 minutes per call = 48 minutes per day = 4.8 hours weekly x 52 weeks = 249.6 hours * avg. hourly rate of \$18.32 per hour
Registration of Out-of-Town Borrowers	9.58	\$ 18.32	\$ 2,106.80	115 staff hours per year x \$18.32 per hour
Hold Notification via manual e-mail & phone	18	\$ 18.32	\$ 3,957.12	15 notices per day x 3 minutes per notice = 45 minutes per day = 4.5 hours a week x 52 weeks a year = 234 hours * \$18.32 per hour average salary
Inter-Library Loan	90	\$ 18.32	\$ 19,785.60	4.5 hours per day spent on processing ILL requests
Year-End Maintenance	8	\$ 25.23	\$ 201.84	8 hours annually to re-set the system
Total Operational Costs			\$ 30,272.29	

Total Hidden Costs

\$ 41,642.21

Non-Employee Direct Costs

Renewal of Site License/Technical Support		\$ 600.00		This number would be folded into the cost of a new system
Participation Fee in ReQuest		\$ 325.00		Covered by Consortium membership.
Postage for Overdue Notices		\$ 1,700.00		We expect to reduce this cost by 50% the first year
Electricity to power Server		\$ 360.00		Savings based on typical power draw of existing server.
Transfer of New Server to Town		\$ 3,500.00		Town would not expend new money to support IT needs of Fire Dept.
		\$ 6,485.00		

Total Costs of Current System

\$ 48,127.21