

Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Minutes
Thursday, August 19, 2010
Colchester Town Hall**

RECEIVED
COLCHESTER, CT
2010 SEP - 7 AM 11:18
Nancy A. Bray
NANCY A. BRAY
TOWN CLERK

Meeting Room 1 – Immediately following Public Hearing at 7:00pm

REVISED

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

MEMBERS ABSENT: Selectman Stan Soby

OTHERS PRESENT: Derrik Kennedy, Timothy York, Patti White, Jason Cohen, Robert Tarlov, Ryan Blessing, Katy Naly, and Al Hemingway.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:01pm.
2. **Additions to the Agenda**
None
3. **Approve Minutes of the August 5, 2010 Board of Selectmen Regular Meeting**
R. Coyle moved to approve the minutes of the August 5, 2010 Board of Selectmen Regular Meeting with the revision of agenda item #6a to state "with regret" after "Economic Development Commission" instead of after "S. Soby," seconded by J. Ford, G. Cordova abstained. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments**
None
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
None
6. **Budget Transfers**
None
7. **Tax Refunds & Rebates**
R. Coyle moved to approve tax refunds in the amount of \$33.34 to Ashley McKenna, \$12.03 to Susan Bailey, \$130.37 to Jerry & Diane Perkins, \$44.62 to David & Anne Fitzgerald, \$5.01 to Arlene Probus, \$6.27 to Robert Ehlers, and \$32.34 to Allan Pellatier, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

8. **Proclamation for Colchester Rotary Celebrating their 50th Anniversary**
R. Coyle moved to approve the proclamation for the Colchester Rotary Club to celebrate the Rotary's 50th anniversary in Colchester, seconded by J. Ford. Unanimously approved. MOTION CARRIED
9. **Discussion and Possible Action on Senior Center Job Descriptions**
R. Coyle moved to approve the senior center job descriptions as presented, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on Senior Center Title III Grant Contract Extension and Resolution**
G. Cordova moved to approve the resolution stating that the Board of Selectmen for the Town of Colchester hereby empower the First Selectman, Gregg Schuster, to enter into and amend contractual instruments in the name and on behalf of the Town of Colchester with the Eastern Connecticut Agency on Aging and to affix the corporate seal, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

R. Coyle moved to approve the resolution stating that Board of Selectmen for the Town of Colchester hereby authorize the First Selectman, Greg Schuster, to certify that the town of Colchester has adopted as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes 4a-60 (a) (1) and 4a-60a (a) (1), as amended in State of Connecticut Public Act 07-245 and sections 9 (a) (1) and 10 (a) (1) of Public Act 07-142, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Automatic External Defibrillator at Recreation Complex**
G. Cordova moved to approve the installation of automatic external defibrillators at the recreation complex, seconded by R. Coyle. Discussion on security of AED box. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Acceptance of Founders Way and Usher Swamp Road as Town Roads and Reduction of Subdivision Bond by \$19,872**
R. Coyle moved that the Town accept Founders Way and the improved portion of Usher Swamp Road contained within the Whispering Winds Subdivision as town roads and the Town reduce the existing subdivision bond by \$19,872.00, leaving a bond balance of \$56,468.00, as recommended by the Town Engineer, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Building Permit Late Fees**
Board agreed to proceed with the creation of a formal proposal to be considered at a future Board of Selectmen meeting.
14. **Discussion and Possible Action on Board and Commission Handbook**
G. Cordova moved to accept the board and commission handbook, as amended, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Town Policy Manual**
Board took no action
16. **Discussion on Town Studies and Plans**
Board took no action
17. **Citizen's Comments**
None

18. First Selectman's Report

First Selectman's G. Schuster reported: the RFP for revaluation of real property for grand list 2011 has been sent out and the Town is awaiting bids, there has been an unidentified smell in the Town Clerk's Office this week and an air quality technician has been in to investigate, the Board of Finance was presented with a plan to replace aging town vehicles over a ten-year time frame, an open space acquisition in White Oak Development is imminent, and he recently took a tour of the KX Dispatch center and recommends others to do so as well.

19. Liaison Report

J. Ford commented on the Conservation Commission and the Health District Task Force.
R. Coyle commented on the CHVFD Officers Meeting and the Commission on Aging.

20. Adjourn

J. Ford moved to adjourn at 7:42pm, seconded by R. Coyle. Unanimously approved.
MOTION CARRIED.

Respectfully submitted,

Derrick M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Memo from Patti White, Senior Center Director, regarding extension of Title III grant
- Memo from Patti White, Senior Center Director, regarding revised job descriptions and revised job descriptions
- Memo from Sal Tassone, Town Engineer, regarding acceptance of town roads and bond reduction

Colchester Senior Center

To: Board of Selectmen

From: Patti White, Senior Services Director

Re: Need Resolutions Passed for Title III Grant Contract Execution

Date: 8/13/2010

This is a request for the Board of Selectmen to adopt the following resolutions which are required by the local Area on Aging which is the fiduciary agency for the Federal Title II \$9,998.19 grant funds that we have been awarded for our Making Memories program.

The first resolution empowers Greg Schuster, First Selectman to negotiate and execute all necessary documents pertaining to the grant/contract with Eastern Connecticut Agency on Aging.

The second empowers Greg Schuster, First Selectman to certify that the town of Colchester has adopted as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes.

Recommended Actions:

BE IT RESOLVED that the Board of Selectmen for the Town of Colchester hereby empower the First Selectman, Greg Schuster, to enter into and amend contractual instruments in the name and on behalf of the Town of Colchester with the Eastern Connecticut Agency on Aging and to affix the corporate seal.

BE IT RESOLVED that the Board of Selectmen for the Town of Colchester hereby authorize the First Selectman, Greg Schuster, to certify that the town of Colchester has adopted as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes 4a-60 (a) (1) and 4a-60a (a) (1), as amended in State of Connecticut Public Act 07-245 and sections 9 (a) (1) and 10 (a) (1) of Public Act 07-142.

Senior Center

To: Board of Selectmen

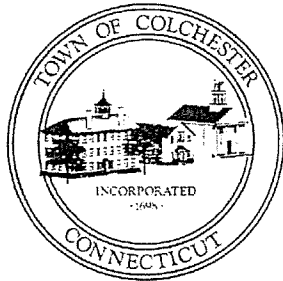
From: Patti White

Re: Request for approval of Senior Center Bus Driver job descriptions

Date: August 16, 2010

Over the years there appears to have been several bus driver job descriptions written that are outdated and do not accurately reflect the actual work being done by the drivers. This is an effort to update the descriptions to fit with the current needs of the senior center transportation operations.

Recommended action: That the Board of Selectmen approve the four proposed bus driver job descriptions for the senior center (Full - Time Bus Driver, Part-Time Bus Driver, Per Diem Bus Driver and Part Time Municipal Matching Grant Bus Driver) as presented.



Town of Colchester Job Description

Senior Center Per Diem Driver

GENERAL STATEMENT OF DUTIES

Provide general transportation for elderly/disabled individuals to and from appointments.

WORK SCHEDULE

Upon request as the need arises.

SUPERVISOR

Works under the direct supervision of the Senior Services Director

ESSENTIAL DUTIES

- Transport clients to and from appointments.
- Maintain daily logs, mileage reports and other forms as required.
- Record all malfunctions and vehicle service needs to the Senior Center Director and Town's Fleet Maintenance staff.
- Maintain safety of clients while providing transportation, reporting client safety issues promptly as they arise.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to cope with the needs of the elderly
- Ability to drive a passenger van and/or a 14 passenger bus.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

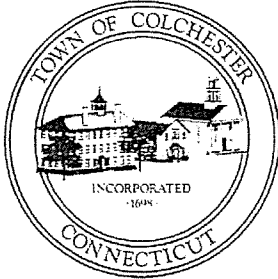
EDUCATION AND EXPERIENCE

- Maintain and provide proof of valid CT driver's license
- Attain and maintain a public service license or be able to obtain one within thirty (30) days of hire.
- Be willing to obtain a CDL
- High School Diploma or Equivalent
- One year of public service driving

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.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Per-Diem; non-union; hourly; non-exempt*



Town of Colchester Job Description

Senior Center Part-Time Driver

GENERAL STATEMENT OF DUTIES

Provide general transportation for elderly/disabled individuals to and from appointments.

WORK SCHEDULE

20 hours per week (9:00-2:00) Monday-Friday

SUPERVISOR

Works under the direct supervision of the Senior Services Director

ESSENTIAL DUTIES

- Transport clients to and from appointments.
- Maintain daily logs, mileage reports and other forms as required.
- Record all malfunctions and vehicle service needs to the Senior Center Director and Town's Fleet Maintenance staff.
- Maintain safety of clients while providing transportation, reporting client safety issues promptly as they arise.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to cope with the needs of the elderly.
- Ability to drive a passenger van and/or a 14 passenger bus.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

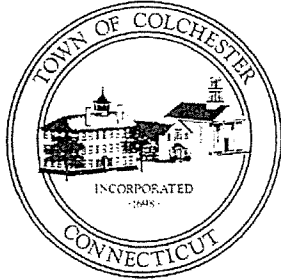
EDUCATION AND EXPERIENCE

- Maintain and provide proof of valid CT driver's license
- Attain and maintain a public service license or be able to obtain one within thirty (30) days of hire.
- Be willing to obtain a CDL
- High School Diploma or Equivalent
One year of public service driving

WORK ENVIRONMENT

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



Town of Colchester Job Description

Senior Center Full-Time Driver

GENERAL STATEMENT OF DUTIES

Provide general transportation for elderly/disabled individuals to and from appointments.

WORK SCHEDULE

35 hours per week (8:00-3:30) Monday-Friday

SUPERVISOR

Works under the direct supervision of the Senior Services Director.

ESSENTIAL DUTIES

- Transport clients to and from appointments.
- Maintain daily logs, mileage reports and other forms as required.
- Record all malfunctions and vehicle service needs to the Senior Center Director and Town's Fleet Maintenance staff.
- Maintain safety of clients while providing transportation, reporting client safety issues promptly as they arise.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to cope with the needs of the elderly.
- Ability to drive a commercial vehicle bus.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

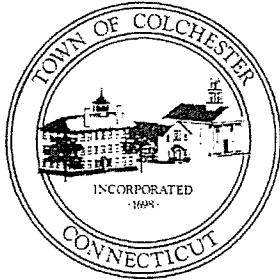
EDUCATION AND EXPERIENCE

- Maintain and provide proof of valid CT CDL
- High School Diploma or Equivalent
- One year of public service CDL driving

WORK ENVIRONMENT

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Full-time; non-union; hourly; non-exempt*



**Town of Colchester
Job Description**

**Senior Center
Matching Grant Driver/Scheduler (PT)**

GENERAL STATEMENT OF DUTIES

Schedule and provide transportation for seniors and disabled individuals to non-emergency medical appointments, shopping and special social events. Serve as a back up driver to the regular drivers.

WORK SCHEDULE

Approximately 32 hours per week Monday-Friday. Flexible hours as-needed. Some evenings and weekends required.

SUPERVISOR

Works under the direct supervision of the Senior Services Director

ESSENTIAL DUTIES

- Schedule transportation for clients to non emergency medical/social appointments.
- Transport clients to and from appointments.
- Maintain daily logs, mileage reports and other forms as required.
- Record all malfunctions and vehicle service needs to the Senior Center Director and Town's Fleet Maintenance staff.
- Maintain safety of clients while providing transportation, reporting client safety issues promptly as they arise.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to cope with the needs of the elderly
- Ability to drive a passenger van and/or a 14 passenger bus
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND EXPERIENCE

- Maintain and provide proof of valid CT driver's license
- Attain and maintain a public service license or be able to obtain one within thirty (30) days of hire.
- Be willing to obtain a CDL
- High School Diploma or Equivalent
- One year of public service driving

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.

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

July 20, 2010
Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

To: Colchester Board of Selectmen
From: Salvatore A. Tassone P.E. – Town Engineer 
Re: Whispering Winds Subdivision, Usher Swamp Road and Founders Way
Owner/Developer – Edward Development Co. LLC, Ed Riccio.
New/current Owner/Developer – Whispering Winds Estates LLC –
James Marino

The current owner of the referenced subdivision has requested that Founders Way and the improved section of Usher Swamp Road contained within the referenced Subdivision be accepted by the Town of Colchester as town roads (see attached map for road locations) and accordingly, the subdivision bond be reduced to the 10% maintenance bond level required by the Town's Road Ordinance.

As of July 20, 2010, all of the required public improvements have been completed and are in good condition. In addition, all necessary documents and as-built plans have been submitted as required. It is therefore recommended that the Town accept Founders Way and the improved portion of Usher Swamp Road contained within the Whispering Winds Subdivision as town roads.

In Addition, the town is currently holding Subdivision Surety Bond No. 5023486 by Bond Safeguard Insurance Company for a total of \$76,340.00. The required 10% road maintenance bond is \$56,468.00. It is therefore recommended that the Subdivision Surety Bond be reduced by \$19,872.00 **leaving a bond balance of \$56,468.00** which is to remain in effect for a period of 1 year from the date the Town accepts the subdivision roads as town roads.

Recommended motion:

Motion that the Town of Colchester accept Founders Way and the improved portion of Usher Swamp Road contained within the Whispering Winds Subdivision as town roads and that the Town reduce the existing subdivision bond by \$19,872.00, leaving a bond balance of \$56,468.00 as recommended by the Town Engineer.