

Gregg Schuster



First Selectman

RECEIVED  
COLCHESTER, CT  
2010 SEP - 3 PM 2:11

*Nancy A. Dray*  
NANCY A. DRAY  
TOWN CLERK

**Board of Selectmen Regular Meeting Minutes  
Thursday, September 2, 2010  
Colchester Town Hall**

**Meeting Room 1 – 7:00pm**

**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, Dorothy Mrowka, Patti White, Sal Tassone, Donald Lee, Walter Cox, Glenn Morron, John Jones, Don Philips, Robert Tarlov, Ryan Blessing, and Katy Nally.

1. **Call to Order**  
First Selectman G. Schuster called the meeting to order at 7:00pm.
2. **Additions to the Agenda**  
R. Coyle moved to add to the agenda Item #9, "Discussion and Possible Action on Police Department Budget," seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the August 19, 2010 Public Hearing**  
G. Cordova moved to approve the minutes of the August 19, 2010 public hearing, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the August 19, 2010 Board of Selectmen Regular Meeting**  
R. Coyle moved to approve the minutes of the August 19, 2010 Board of Selectmen Regular meeting with the amendment of changing agenda item #3 to read "seconded by J. Ford, G. Cordova abstained," seconded by J. Ford. Unanimously approved. MOTION CARRIED.
5. **Citizen's Comments**  
Scott and Paulette Buchanan addressed the Board of Selectmen regarding a tax issue.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
  - a. **Senior Center Study Group. To extend the term of the Senior Center Study Group for one year to expire on 10/15/2011.**  
R. Coyle moved to approve to extend the term of the Senior Center Study Group for one year to expire on 10/15/2011, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

- b. **Senior Center Study Group. Members Winifred Standish, Theresa Hendricksen, Jody Barr, Jack Faski, Pam Scheibelein, Goldie Liverant Patricia Nardella, Michelle Komoroski, Norman Dupuis, and alternate Donna Skawinski to be reappointed for a one-year term to expire 10/15/2011**

R. Coyle moved to reappoint members Winifred Standish, Theresa Hendricksen, Jody Barr, Jack Faski, Pam Scheibelein, Goldie Liverant, Patricia Nardella, Michelle Komoroski, Norman Dupuis, and alternate Donna Skawinski for a one-year term to expire 10/15/2011, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

7. **Budget Transfers**

None

8. **Tax Refunds & Rebates**

G. Cordova moved to approve tax refunds in the amount of \$146.91 to Honda Lease Trust, \$135.12 to Honda Lease Trust, \$17.05 to Kenneth or Dorothy Tibbetts, \$218.36 to Donald & Eloise Belanger, \$42.37 to P&J CT, LLC, \$9.69 to Timothy Curtis, \$53.90 to Mollie Quinn, \$8.78 to Donald Quinn III, \$163.97 to Richard Santasiere, \$88.74 to Frank Mabey, \$88.00 to Marek & Mariola Wdowiak, \$9.27 to Jim & Mary Ann Powell, \$26.33 to Kathryn & Christopher Pianta, \$46.38 to Michael Blake, \$5.27 to William Hochholzer Jr., \$109.05 to Brian Engleman, \$6.77 to Glen & Marie Campbell, \$15.55 to Anne Robida, \$6.77 to Stephen Loomis, \$12.79 to Jennifer & Donald Bradley, \$68.94 to Grundmann Landscaping LLC, \$29.33 to Donald & Hazel Shurtleff, \$207.08 to Leonard Viggiani, \$6.51 to Walter Orr, \$10.46 to Norman & Lydia Main, \$12.53 to Michael Bibisi, \$14.54 to Ann Taylor, \$158.80 to Karen Rose, \$7.53 to Scott Melvin, \$38.36 to Honda Lease Trust, \$22.31 to Peterson DL Trust, \$14.29 to Paul & Geri Ann Hunt, \$494.88 to DCFS Trust, \$18.80 to Elizabeth Kleeman, and \$21.38 to Graham Denne, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

9. **Discussion and Possible Action on Police Department Budget**

Police Commissioner Glenn Morron presented to the Board of Selectmen on potential staffing options

10. **Discussion and Possible Action on Approval of Consultant Contract for Senior Center Study Group**

R. Coyle moved to approve the contract with Dawn Homer-Bouthiette for the senior center study group and authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

11. **Discussion and Possible Action on Fire Suppression Standpipe System for LAH Route 2**

R. Coyle moved to approve the Town of Colchester to enter into an agreement with the Connecticut Department of Transportation for the installation and maintenance of, at LAH Route 2 overpass locations, fire suppression systems for the expressed purpose of having an adequate water supply for fire department use, seconded by J. Ford. Unanimously approved. MOTION CARRIED

12. **Discussion and Possible Action on Kabera Parcel Acquisition**

Town Engineer Sal Tassone presented to the Board of Selectmen

13. **Discussion and Possible Action on Discontinuance of Old Prospect Road between Southerly Limit of Route 2 and current Prospect Road**

Board took no action

14. **Discussion and Possible Action on Mail System Contract with Pitney Bowes**

G. Cordova moved to approve the early lease renewal agreement with Pitney Bowes and authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Town Policy Manual**

R. Coyle moved to approve the Town Policy Manual with the following understanding: (1) that the exclusion of a previously adopted policy from this manual does not mean that the policy is no longer in place, and (2) that the inclusion of a policy in the policy manual that does not contain current language, shall be updated immediately, and followed per the most current language, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**16. Citizen's Comments**

None

**17. First Selectman's Report**

First Selectman G. Schuster reported on Hurricane Earl and it's effect on Colchester, a part-time firefighter has resigned, and interviews are currently underway for the Social Services Coordinator and Economic Development Coordinator.

**18. Liaison Report**

G. Codova reported on Youth Services Bureau with regards to the food bank, current interviews for the Social Services Coordinator, fundraising for the new Youth Services van, and the upcoming spaghetti dinner on 9/30/10. R. Coyle reported on the Senior Center Study Group with regards to a recent meeting where the group discussed and evaluated a 2007 facility report for possible locations of the new senior/community center.

**19. Adjourn**

G. Cordova moved to adjourn at 8:03 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy  
Executive Assistant to the First Selectman

**Attachments:**

- Budget worksheet from Police Commission Glenn Morron
- Memo from Senior Center Director Patti White regarding Senior Center Study Group Consultant Contract
- Memo from Fire Chief Walter Cox regarding Fire Suppression Standpipe System for LAH Route 2
- Memo from Town Engineer Sal Tassone regarding Discontinuance of Old Prospect Hill Road
- Memo from Executive Assistant to the First Selectman Derrik Kennedy regarding Early Lease Contract with Pitney Bowes



**COLCHESTER POLICE COMMISSION  
BUDGET/STAFFING PLAN #1**

Employee	Title	Department	FY 09-10 Step	FY 10-11 Step	FY 10-11 Hourly Rate	Hours Per Day	# Days	FY 10-11 Annual Salary	FY 10-11 Furlough Days	FY 10-11 Pro-rated Salary	FY 10-11 Police Budget	FY 10-11 FICA	FY 10-11 DB Plan	Longevity	Health Insurance	Life/AD&D	LTD	Uniform Allowance	Total
New Officer	Police Officer	Police	1	1	22.17	8	261	46,290.96	-1064.16	-4434	40,793	3,121	6,604					1,150	51,667
New Officer	Police Officer	Police	1	1	22.17	8	261	46,290.96	-1064.16	-5320.8	39,906	3,053	6,461					1,150	50,570
* Certified Officer	Police Officer	Police	1	1	22.17	8	261	46,290.96	-1064.16	-10641.6	34,585	2,646	5,559					1,150	43,940
<b>Total salary for new hires</b>																			
Current TFC	Trooper First Class	CSP Troop K	8																146,177
<b>Cost for 3 new officers (step 1) and current TFC (CSP step 8)</b>																			
<b>Total Available Budget</b>																			
<b>Cost for 3 new officers (step 1) and current TFC (CSP step 8)</b>																			
<b>Savings</b>																			
<b>26,894</b>																			

The following figures are if another Officer were to leave the department on October 21, 2010

Officer #9	Police Officer	Police	2	3	25.39	8	261	53,014.32	-1,218.72	-16249.6	35,546.00	2,641	5,591					798	44,575.51
<b>Savings</b>																			
<b>26,894</b>																			
<b>Total</b>																			
<b>71,470</b>																			
<b>**Additional Trooper</b>																			
<b>Savings</b>																			
<b>-67,846</b>																			
<b>3,623</b>																			

\* This assumes a starting date of October 01, 2010 (12 weeks)

\*\* This assumes a 16 week pro-rated cost; start date of October 21, 2010

\*\*\* The salary figure used is based on the highest Trooper First Class pay grade. Although it is more than likely that this position would be filled by a trooper at a lower pay grade, that cannot be determined until the actual trooper is assigned to our department.

**Colchester Police Commission  
Budget/Staffing Plan #2**

Employee	Title	Department	FY 09-10 Step	FY 10-11 Step	FY 10-11 Hourly Rate	Hours Per Day	FY 10-11 Annual Salary	FY 10-11 Furlough Days	FY 10-11 Pro-rated Salary	FY 10-11 Police Budget	FY 10-11 FICA	FY 10-11 DB Plan	Longevity	Health Insurance	Life/AD&D	LTD	Uniform Allowance	Total	
New Officer	Police Officer	Police	1	1	22.17	8	46,290.96	-1064.16	-4434	40,793	3,121	6,604					1,150	51,667	
New Officer	Police Officer	Police	1	1	22.17	8	46,290.96	-1064.16	-5320	39,907	3,053	6,461					1,150	50,570	
<b>Total Salary for New Hires</b>																			
Current TFC	Trooper First Class	CSP Troop K	8																79,225
*Additional Trooper	Trooper First Class	CSP Troop K	11				98,000		-24,501										73,499
<b>Total Cost</b>																			
<b>Total Available Budget</b>																			
<b>Cost for 2 New Officers (step 1) and 2 Trooper First Class</b>																			
<b>Available Budget</b>																			
<b>**Projected Reduction in Overtime</b>																			
<b>Projected Savings</b>																			
* The salary figure used is based on the highest Trooper First Class pay grade. Although it is more than likely that this position would be filled by a trooper at a lower pay grade, that cannot be determined until the actual trooper is assigned to our department.																			
** This projection was from the First Selectman																			
<b>The following figures are if another Officer were to leave the department on October 21, 2010</b>																			
Officer #9	Police Officer	Police	2	3	25.39	8	59,014.32	-1,218.72	-16,249.6	35,546	2,641	5,591					798	44,576	
<b>Savings</b>																			
<b>Total</b>																			
*Additional Trooper	Trooper First Class	CSP Troop K	11				98,000		-30,154										50,911
<b>Over Budget</b>																			
<b>Total</b>																			
<b>Over Budget</b>																			

-16,935

## Colchester Senior Center

**To: Board of Selectmen**

**From: Patti White, Senior Services Director**

**Re: Approval of Contract with Consultant to work with Senior Center Study Group**

**Date: 8/27/2010**

In their efforts to reach a consensus on a recommendation to the Board of Selectmen regarding a new senior center, the Senior Center Study Group has reviewed and approved the attached contract with a consultant to assist them in this process.

This is a request for the Board of Selectmen to approve the contract and to empower the First Selectman to sign/execute said contract. The compensation of the contract shall not exceed \$2,200.00. These funds will come from either the Community Center Building Fund or the Senior Center Donation Account.

**Recommended Actions:**

BE IT RESOLVED that the Board of Selectmen approve the attached contract with Dawn Homer-Bouthiette and authorize the First Selectman to sign and execute the contract.

# Memo



**Date:** 8/17/2010

**To:** Gregg Schuster CEO, Town of Colchester Ct, 1st Selectman

**Cc:** BOS, D. Kennedy

**From:** Fire Chief Walt Cox *wjc*

**RE: Fire Suppression Standpipe System for LAH Route 2**

---

I am requesting to be put on the agenda for the September 02, 2010 BOS meeting to seek approval of the agreement between the CT DOT and the Town of Colchester for the installation of a fire suppression standpipe system on the Mill Hill overpass on Route 2.

The installation of these systems would greatly enhance the fire department's ability to efficiently and safely move large amounts of water for fire suppression purposes in the event of a significant emergency on Route 2.

"Recommended Motion" –Motion for approval for the Town of Colchester to enter into agreement with CT DOT for the installation and maintenance of, at LAH Route 2 overpass locations, fire suppression systems for the expressed purpose of adequate water supply for fire department use.

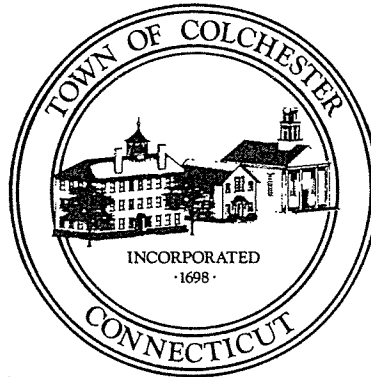
WJC

8/17/2010



August 6, 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 and *Sal Tassone*  
Mark Decker P.E. – Public Works Director *MD*  
Re: Request by State of Connecticut DEP Land Acquisition & Management for the Town to formally discontinue the old Prospect Hill Road located between the Southerly limit of Route 2 and the current Prospect Hill Road as shown on the attached 7/26/2010 letter and plans submitted to BOS by Elizabeth Brothers of DEP.

The old section of Prospect Hill Road in question is approximately 520 feet long and traverses two properties. One parcel is owned by "One Way Realty LLC." and the other is owned by "Binder Alfred C. ETAL". Formal discontinuance of this old road bed will revert the land back to these two properties. Although, as indicated in the referenced DEP letter, "This old roadway bed was never released and still exists west of the current travel way.", the town's long ago abandonment of maintenance activity for this old road bed has effectively accomplished the discontinuance of the old road bed as a public travel way.

The proposed DEP request does not appear to have any adverse impact to the Town, therefore it is recommended that the town formally take action to discontinue this old section of Prospect Hill Road.

Prior to taking action to discontinue this old road bed, it is recommended that the Board of Selectmen send notification to the two abutting property owners directly impacted by such action to afford them the opportunity to comment on the proposed road bed discontinuance. The two property owners are as follows:

**ASSESSOR LOT 33, MAP 6-10**

Owner – One Way Realty LLC.  
Robert G. Siegel ESQ./Day Berry  
City Place 1  
Hartford, CT. 06103-3499

**ASSESSOR LOT 44, MAP 5-12**

Owner – Binder Alfred C. ETAL  
15 Old Clark Hill Road  
East Hampton, CT. 06424

The BOS will need to Notice a BOS Public Hearing for "Discussion and possible formal discontinuance of old abandoned section of Prospect Hill Road". **The Recommended Motion is as follows: "Motion to discontinue the old abandoned portion of Prospect Hill Road located between the Southerly limit of Route 2 and the current Prospect Hill Road."**

Please notify Mark Decker or I of the Date that this item will be on the BOS agenda so we can plan to attend to respond to any questions. Also, please notify the DEP in the event they wish to have someone present at the meeting. Please note that neither Mark or I will be available for the August 19, 2010 BOS meeting.

Gregg Schuster



First Selectman

## MEMORANDUM

TO: Board of Selectmen

FROM: Derrick Kennedy, Executive Assistant to First Selectman

RE: Contract with Pitney Bowes for Mail Metering and Delivery System

The current lease agreement with Pitney Bowes expires October 30, 2010. The new lease calls for a brand new metering and postage system at no additional cost, reduced lease rates from the current contract by \$48/month, and reduced Certified Mail rates from current contract.

Overall, the new lease saves the Town money on a lower lease rate and lower bulk postage rates.

### RECOMMENDED MOTION:

Move to approve the early lease renewal agreement with Pitney Bowes and authorize the First Selectman to sign all necessary documents