

Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Minutes
Thursday, January 6, 2011
Colchester Town Hall**

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

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford, Selectman Greg Cordova, and Selectman Rosemary Coyle
MEMBERS ABSENT: Selectman Stan Soby
OTHERS PRESENT: Derrick Kennedy, Maggie Cosgrove, Patti White, Wendy Mis, Dot Mrowka, Al Hemingway, Ryan Blessing, Katy Nally, and other citizens.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:51 p.m.
2. **Additions to the Agenda**
None.
3. **Approve Minutes of the December 16, 2010 Public Hearing**
G. Cordova moved to approve the minutes of the December 16, 2010 Public Hearing, seconded by R. Coyle. J. Ford abstained. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the December 16, 2010 Regular Board of Selectmen Meeting**
G. Cordova moved to approve the minutes of the December 16, 2010 Regular Board of Selectmen Meeting with the amendment to the term of John Bogush to read 11/21/2011, seconded by R. Coyle. J. Ford abstained. Unanimously approved. MOTION CARRIED.
5. **Approve Minutes of the December 22, 2010 Special Board of Selectmen Meeting**
G. Cordova moved to approve the minutes of the December 22, 2010 Special Board of Selectmen Meeting with the amendment to the date of the meeting on page two, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
6. **Citizen's Comments**
None.
7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
None.

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COLCHESTER, CT

2011 JAN -7 AM 10:33

Gregg Schuster
First Selectman

8. Budget Transfers

R. Coyle moved to approve the budget transfer of \$1,190 from "Fire – Protective Clothing (12202-42323)" to "Fire – Fire Equipment Supplies (12202-42346)," seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

9. Tax Refunds & Rebates

R. Coyle moved to approve the tax refunds of \$18.30 to Mitchell Lucas, \$23.26 to Jacquelyn & Thomas Kitchen, \$8.53 to Dennis Orange, \$291.06 to Toyota Motor Credit Corp., \$5.51 to Lisa Capaldi, and \$189.53 to Richard Legrega, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Inland Wetland Fees

J. Ford moved to approve the Inland Wetland and Watercourse Fee schedule as proposed by the Colchester Conservation Commission, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Joining the Chatham Health District

J. Ford moved to move to a special town meeting to be held at a date to be determined by the First Selectman at the Colchester Town hall; to discuss and vote upon membership in the Chatham Health District, pursuant to C.G.S. §19a-241, seconded by G. Cordova. Discussion by R. Coyle regarding financial analysis of savings with new per capita fee and cost of leaving district after having joining, if necessary. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Extension of Contract with Consultant for Senior Center Study Group

R. Coyle moved to approve the three-month extension (through March 31, 2011) of the contract with Dawn Homer-Bouthiette and authorize the First Selectmen to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Public Health Preparedness Contract

G. Cordova moved to resolve and certify that Gregg Schuster, First Selectman of Colchester is authorized to execute on behalf of this municipal corporation, a Grant Agreement with the State of Connecticut, for continuation of the Public Health Preparedness grant. In addition, Gregg Schuster is hereby authorized to enter into such agreements, contracts, and execute all documents necessary to said grant with the State of Connecticut. It is further moved that Gregg Schuster was elected First Selectman, for a term of office beginning on November 16, 2009 and continuing until November 21, 2011 and that as the First Selectman, Gregg Schuster serves as the Chief Executive Officer for the Town of Colchester and has both the authority and the office to sign a grant agreement on behalf of the Town of Colchester, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Restated Version of the Town of Colchester Police Department Pension Plan

No action taken.

15. Discussion and Possible Action on Public Works Director Job Description

G. Cordova moved to approve the revised job description of the Public Works Director as recommended by the First Selectman, seconded by R. Coyle. Discussion by J. Ford regarding revising the educational requirement. G. Cordova modified the original motion to change #2 under Education and Experience to read "Four Years Supervisory and engineering experience, specifically as it relates to public works operations", seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

16. Discussion and Possible Action on Vehicle Policy (First Reading)

Discussion on color of vehicles, maintenance, and of advertising on vehicles. No action taken.

17. Citizen's Comments

None.

18. First Selectman's Report

First Selectman G. Schuster reported that department heads have begun to work on the FY 2011-2012 budget, that the revenue side of the budget will become clear in February when the grand list is received by the Assessor and the governor introduces his budget to the State, and the probate court has officially changed to its new region.

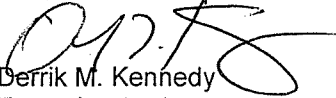
19. Liaison Report

None.

20. Adjourn

G. Cordova moved to adjourn at 8:29 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

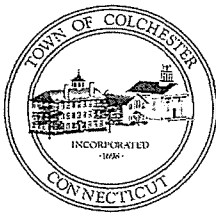
Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Memo from Wendy Mis regarding Public Health Preparedness contract
- Memo from Patti White regarding Senior Center Study Group consultant contract extension
- Memo from First Selectman G. Schuster regarding Public Works Director job description



Colchester Health Department



Public Health
Prevent. Promote. Protect.

MEMORANDUM

DATE: December 16, 2010
TO: Gregg Schuster
FROM: Wendy Mis *W.Mis*
RE: Public Health Preparedness contract

I have received the contract and personal service agreement from the Connecticut Department of Public Health for continuation of the Public Health Preparedness grant. The total grant award for this contract year (August 10, 2010 through August 9, 2011) is \$36,478.00.

As has been necessary in the past for this type of funding, in order for me to complete the paperwork required by the CT Department of Public Health, it is necessary for the Board of Selectmen to pass a resolution allowing the First Selectman the authority to sign the contract. Once this is done, the contract paperwork can be signed, dated, and submitted. Nancy Bray, as the Town Clerk, will certify the First Selectman's signature after it has been signed and dated. Please schedule this item on the BoS agenda at the earliest opportunity so that the package can be submitted as soon as possible. If there are any questions, please contact me.

Please consider a motion by the Board of Selectmen to pass a resolution allowing the First Selectman the authority to sign the contract and grant related paperwork as required for the 2011 Prevention Health Block Grant.

To: Board of Selectmen

From: Patti White, Senior Services Director

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

Date: 1/3/11

This is a request for the Board of Selectmen to approve a three month extension of the existing contract (which expired on 12/31/10) with the consultant working with the Senior Center Study Group and to empower the First Selectman to sign/execute said contract. The total compensation of the extended contract shall not exceed the initial \$2,200.00 approved by the BOS (No additional funds will be allocated).

Recommended Actions:

Motion to approve the three month extension (through March 31, 2011) of the contract with Dawn Homer-Bouthiette and authorize the First Selectman to sign and execute the contract.

Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From : Gregg Schuster, First Selectman

Date: 1/3/11

Re: Public Works Director Vacancy

The current Public Works Director has resigned his position. After much consideration and examining other alternatives, I believe the best course of action is to fill this vacancy as soon as possible within the existing organizational structure.

I have reviewed the Public Works Director job description and recommend revising it per the attached document.

Recommended Motion – “Move to approve the revised job description of the Public Works Director as recommended by the First Selectman.”