

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

## Board of Selectmen Regular Meeting Minutes Thursday, October 20, 2011 Colchester Town Hall

### Meeting Room 1 – Immediately Following the Commission Chairmen Meeting at 7:00pm

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy and other citizens.

1. **Call to Order**  
First Selectman G. Schuster called the meeting to order at 7:20 p.m.
2. **Additions to the Agenda**  
None.
3. **Approve Minutes of the October 6, 2011 Regular Board of Selectmen Meeting**  
G. Cordova moved to approve the minutes of the October 6, 2011 Regular Board of Selectmen meeting, seconded by S. Soby. G. Cordova abstained. All other Selectmen approved. MOTION CARRIED.
4. **Citizen's Comments**  
None.
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
  - a. **Agriculture Commission. Joanne Becker to be interviewed.**  
Joanne Becker was interviewed.
  - b. **Agriculture Commission. David W. Wasniewski to be interviewed.**  
David W. Wasniewski was interviewed.
  - c. **Conservation Commission. Member reappointment for a three-year term to expire on 10/31/2014. Susan Bruening to be interviewed.**  
R. Coyle moved to re-appoint Susan Bruening as a member to the Conservation Commission for a three-year term to expire on 10/31/2014, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
  - d. **Conservation Commission. Alternate reappointment for a three-year term to expire on 10/31/2014. Andrew George to be interviewed.**  
R. Coyle moved to re-appoint Andrew George as an alternate to the Conservation Commission for a three-year term to expire on 10/31/2014, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Filed for record at Colchester, Conn.  
October 21, 2011 at 10:30 AM.  
Attest, Nancy A. Bray, Town Clerk

- e. **Economic Development Commission. Member reappointment for a five-year term to expire on 10/31/2016. Steve Cohn to be interviewed.**  
R. Coyle moved to re-appoint Steve Cohn as a member to the Economic Development Commission for a five-year term to expire on 10/31/2016, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
- f. **Fair Rent Commission. Member appointment for a two year term to expire on 10/31/2013. Kimberley Russo was interviewed on 10/6/2011.**  
S. Soby moved to appoint Kimberley Russo as a member to the Fair Rent Commission for a two-year term to expire on 10/31/2013, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
- g. **Fair Rent Commission. Member appointment for a two year term to expire on 10/31/2013. Samantha Van Zilen was interviewed on 10/6/2011.**  
S. Soby moved to appoint Samantha Van Zilen as a member to the Fair Rent Commission for a two-year term to expire on 10/31/2013, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
- h. **Historic District Commission. Alternate reappointment for a three-year term to expire on 11/30/2014. Linda Ackerman to be interviewed.**  
Linda Ackerman was absent.
- i. **Historic District Commission. Member reappointment for a three-year term to expire on 11/30/2014. Michael Trocchi to be interviewed.**  
R. Coyle moved to re-appoint Michael Trocchi as a member to the Historic District Commission for a three-year term to expire on 11/30/2014, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
- j. **Parks and Recreation Commission. Member reappointment for a four-year term to expire on 11/30/2015. Eric Kundahl to be interviewed.**  
Eric Kundahl was absent.
- k. **Parks and Recreation Commission. Alternate reappointment for a four-year term to expire on 11/30/2014. Clint Williams to be interviewed.**  
Clint Williams was absent.
- l. **Parks and Recreation Commission. Member reappointment for a four-year term to expire on 11/30/2015. Jody Barr to be interviewed.**  
Jody Barr was absent.
- m. **Police Commission. Member reappointment for a three-year term to expire on 11/30/2014. Steve Petty to be interviewed.**  
J. Ford moved to re-appoint Steve Petty as a member to the Police Commission for a three-year term to expire on 11/30/2014, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
- n. **Building Committee. Resignation of Theresa Hendrickson.**  
R. Coyle moved to accept the resignation of Theresa Hendrickson from the Building Committee, with regret, seconded by J. Ford. G. Cordova recused himself from action. Unanimously approved. MOTION CARRIED.

**o. Building Committee. Discussion and Possible Appointment of Members or Provisional Alternates.**

**i. John Avery, Sharon Boski, Justin Bunton, Nancy Cordova, John Carroll, Robert Dennehy, Steven Kardys, Robert Sosnoski, William Sullivan, Joseph A. Delucia Jr.**

S. Soby moved to appoint Joe DeLucia, Jr. as a member to the Building Committee, seconded by R. Coyle. G. Cordova recused himself from action. Unanimously approved. MOTION CARRIED.

Discussion on alternates.

**6. Budget Transfers**

None.

**7. Tax Refunds & Rebates**

S. Soby moved to approve tax refunds in the amount of \$18.61 to Patrick Madden, \$4.66 to Patrick Madden, \$11.12 to Joyce Madden, \$41.10 to Joyce or Patrick Madden, \$274.52 to Honda Lease Trust, \$4.91 to Mark or Jodi Ogle, \$10.08 to James B. Seger, \$835.73 to Ally Financial (formally GMAC), \$33.28 to Jerome or Donna Thompson, \$3.87 to Walter or Kathleen Smolenski, \$38.77 to Christopher Markovitz, \$3,259.10 to CEDEX Associates, LLC, \$65.43 to Nancy L. Demorest, \$118.83 to Joseph F. Colella, \$34.64 to Joseph F. Colella, \$5.69 to Carla Ann Iezzi, and \$39.60 to David Lee; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**8. Discussion and Possible Action on Board of Selectmen Bylaws**

R. Coyle moved to amend the Board of Selectmen by-laws as recommended by the First Selectman, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

**9. Discussion and Possible Action on 2012 Board of Selectmen Regular Meeting Schedule**

R. Coyle moved to approve the 2012 Board of Selectmen regular meeting schedule as recommended by the First Selectman, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**10. Discussion and Possible Action on 2012 Board and Commission Chairmen Meeting Schedule**

S. Soby moved to approve the 2012 Board and Commission Chairmen meeting schedule as recommended by the First Selectman, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

**11. Citizen's Comments**

Civics student questioned in what circumstances a member of a board or commission may not be re-appointed.

**12. First Selectman's Report**

First Selectman G. Schuster reported that an ambulance is out of service after striking a deer, State funding for the sewer expansion is on the October Bond Commission agenda, there seems to be a higher rate of motor vehicle accidents or incidents involving motor vehicles in town lately and that an internal task force is being established to review statistics, and last week the Southeastern Connecticut Council of Governments met with executives of CL&P to discuss responses to Tropical Storm Irene.

**13. Liaison Report**

J. Ford reported that the Conservation Commission is considering new applications, a final resolution of enforcement action resulted in a positive outcome, the annual CACIWC conference will be coming up, and members will be attending a commission training program. He further reported that the Friends of Cragin Library recently held their annual book sale and it was another success.

S. Soby referred his update on the Planning & Zoning Commission to the Commission Chairmen meeting notes. He further reported that the Zoning Board of Appeals closed the hearing of an appeal and decided to uphold the action on the Zoning Enforcement Officer.

**14. Executive Session to Discuss Contract Negotiations with Colchester-Hayward Volunteer Fire Company**

R. Coyle moved to enter into executive session to discussion contract negotiations with Colchester-Hayward Volunteer Fire Company, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into Executive Session at 8:30 p.m.  
Exited from Executive Session at 9:01 p.m.

**15. Executive Session to Discuss Employee Request for Hardship Withdrawal from Retirement Account**

J. Ford moved to enter into executive session to discuss employee request for hardship withdrawal from retirement account, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into Executive Session at 9:02 p.m.  
Exited from Executive Session at 9:04 p.m.

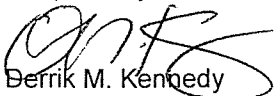
**16. Discussion and Possible Action on Employee Request for Hardship Withdrawal from Retirement Account**

G. Cordova moved to approve the employee request for hardship withdrawal from retirement account, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**17. Adjourn**

G. Cordova moved to adjourn at 9:05 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy  
Executive Assistant to the First Selectman

Attachments:

- Revised Board of Selectmen Bylaws
- 2012 Board of Selectmen Regular Meeting Schedule
- 2012 Board and Commission Chairmen Schedule

**TOWN**  
**OF**  
**COLCHESTER**

**BOARD OF SELECTMEN**

**BYLAWS**

Approved: Board of Selectmen, March 16, 2006  
Updated: Board of Selectmen, October 20, 2011

**TOWN OF COLCHESTER**  
**BOARD OF SELECTMEN – BYLAWS**

**SECTION 1. PURPOSE AND AUTHORIZATION**

The name of the board shall be the ‘Board of Selectmen of the Town of Colchester’ (the Board). The purpose of the Board is to manage and oversee the internal operations of the Town. The Board of Selectmen oversees all Town Departments, Boards and Commissions and any office the Board fills by appointment.

The Board shall have all of the rights, powers and duties respectively conferred upon Board of Selectmen pursuant to the Connecticut General Statutes, as amended, and Town of Colchester Charter, Section #401, #402, #403, #404 and #405.

**SECTION 2. OFFICE OF THE BOARD**

The office of the Board shall be the Colchester Town Hall where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Office of the First Selectman, 127 Norwich Avenue, Colchester, CT 06415. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Office of the Town Clerk.

**SECTION 3. MEMBERSHIP**

- A. The Board shall consist of five (5) members elected in accordance with the provisions of the town Charter.
- B. All members of the Board shall participate fully in Board meetings and activities and shall have such duties as may from time to time be assigned by the Board.
- C. Resignation from the Board shall be in written form and transmitted to the Town Clerk who shall promptly forward same to the Board of Selectmen.

**SECTION 4. BOARD MEETINGS**

- A. The Board shall hold regular meetings at 7:00 p.m. on the first and third Thursday of every month, except when the Town Hall is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public, as required by the Connecticut General Statutes, unless otherwise specified.

- B. A quorum shall consist of three members.
- C. Minutes of the Board's meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.
- D. All mail addressed to the Board shall be presented by the First Selectman to the Board at its first meeting held after such mail has been delivered to the Board c/o The Office of the First Selectman. All mail shall be deemed 'received' when so presented.
- E. All regular and special meetings of the Board of Selectmen shall be audio recorded. Emergency meetings shall be audio recorded if possible. All recordings shall be made available to the public. The provisions of this section shall not apply to executive sessions.

#### **SECTION 5. COMMITTEES AND COMMITTEE CHAIRMEN**

- A. From time to time, the Board of Selectmen may appoint such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment. The meetings of any committee so appointed are open to the public as required by the Connecticut General Statutes.
- B. At the time of appointment, the members of any committee appointed pursuant to this section shall elect one (1) of their members to serve as Committee Chairman.
- C. The First Selectman and/or member of the Board of Selectmen may serve as an ex-officio member of any committee appointed in accordance with the section.
- D. For purposes of determining whether a committee may conduct business, a majority of committee members shall constitute a quorum.
- E. Minutes of all committee meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.
- F. All mail addressed to any committee shall be deemed addressed to the full Board and shall be treated in the same manner as set forth in Section 4, paragraph D.

#### **SECTION 6. AMENDMENTS**

These bylaws may be amended from time to time as deemed necessary or desirable by the Board.

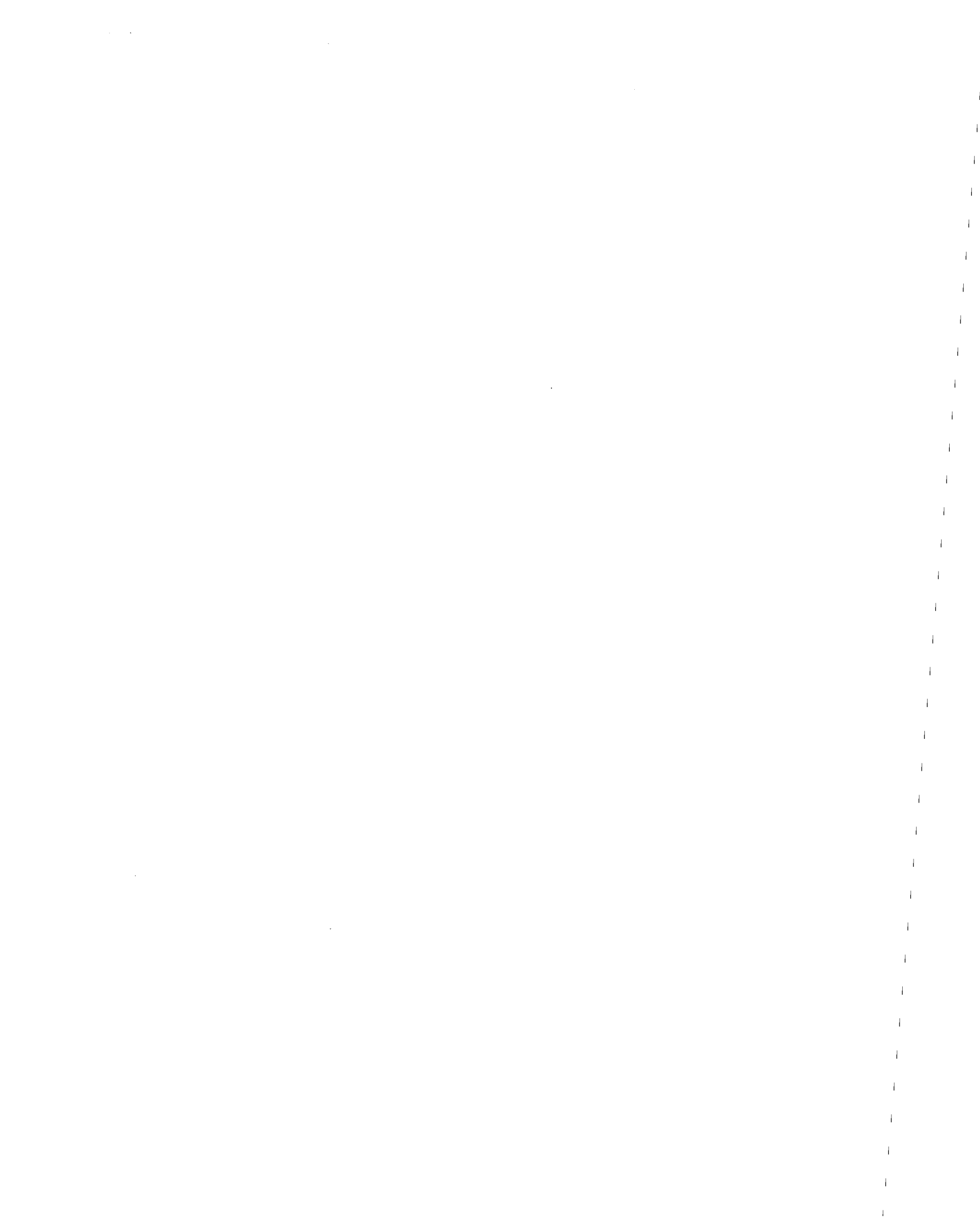
**Pg. 2**

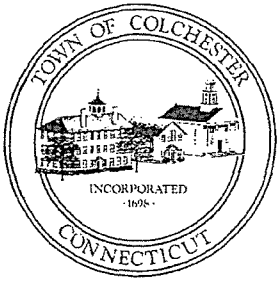
**SECTION 7. EFFECTIVE DATE**

These bylaws shall take effect immediately upon adoption by the Board and all photocopies or reproductions hereof shall clearly specify the 'Effective Date' on the cover page.

**Pg. 3**







# Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

## MEMORANDUM

**To:** Board of Selectmen

**Cc:**

**From:** Gregg Schuster, First Selectman 

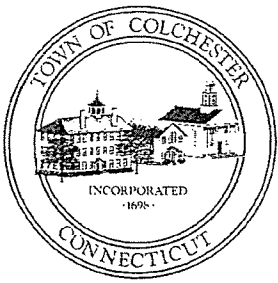
**Date:** 10/20/11

**Re:** 2012 Board of Selectmen Regular Meeting Schedule

The following regular meeting schedule is recommended for 2012. All regular meetings are the first and third Thursday of each month.

January 5	July 5
January 19	July 19
February 2	August 2
February 16	August 16
March 1	September 6
March 15	September 20
April 5	October 4
April 19	October 18
May 3	November 1
May 17	November 15
June 7	December 6
June 21	December 20

Recommended motion – “Move to adopt the Board of Selectmen 2012 meeting schedule as recommended by the First Selectman.”



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415


---

Gregg Schuster, First Selectman

## **MEMORANDUM**

**To:** Board of Selectmen

**Cc:**

**From:** Gregg Schuster, First Selectman 

**Date:** 10/20/11

**Re:** 2012 Board and Commission Chairmen Meeting Schedule

---

The following regular meeting schedule is recommended for 2012. All meetings will take place prior to the regular Board of Selectmen meeting for that evening.

January 19  
April 19  
July 19  
October 18

Recommended motion – “Move to adopt the Board and Commission Chairmen 2012 meeting schedule as recommended by the First Selectman.”