

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Regular Meeting Minutes
Thursday, February 2, 2012
Colchester Town Hall**

Meeting Room 1 – 7:00pm

RECEIVED
COLCHESTER, CT
2012 FEB - 3 PM 12:29
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

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

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Marc Tate, Nancy Bray, Dot Mrowka, Rob Tarlov, Dave Martin, Robert Esteve, Ryan Blessing, 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 add to the agenda item #8, "Discussion and Possible Action on Board of Finance," and renumber accordingly, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

3. Approve Minutes of the January 19, 2012 Regular Board of Selectmen Meeting

R. Coyle moved to approve the minutes of the January 19, 2012 Regular Board of Selectmen meeting with an edit to agenda item #15 to the liaison report on the Open Space Advisory Committee to read, "The Open Space Advisory Committee has asked since the Town ordinance states that the PR Director is a member of Open Space Committee and we no longer have a PR Director, will Town Ordinances be modified and how should they proceed to fill this vacancy on the committee?", seconded by S. Soby. Unanimously approved. MOTION CARRIED.

4. Citizen's Comments

D. Martin inquired as to whether he should speak on agenda item #10 during citizens comments or when the Board gets to that item.

5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations

a. **Ethics Commission. Member re-appointment for a three-year term to expire 01/31/2015. Andrea Riley to be interviewed.**

Andrea Riley was absent.

b. **Building Committee. Discussion and Possible Appointment of Members.**

G. Cordova recused himself from discussion and action on Building Committee.

i. **John Avery, Sharon Boski, Justin Bunton, Nancy Cordova, John Carroll, Robert Dennehy, Norman J. Dupuis, Chuck Guarino, Steven Kardys, Irene Malsbenden, Patricia Moody, Robert Sosnoski, William Sullivan**

R. Coyle moved to appoint Irene Malsbenden to the Building Committee, seconded by S. Soby. Unanimously approved. MOTION CARRIED. S. Soby

commented on the quantity and quality of applicants to the committee and hope that they show an interest in volunteering to serve in the future.

6. Budget Transfers

None.

7. Tax Refunds & Rebates

G. Cordova moved to approve tax refunds in the amount of \$40.00 to Susan A. Bennett, \$3,973.16 to Dominick H. Burba, \$1,400.36 to Deborah M. & Wayne R. Campbell, \$2,267.05 to Carl P. & Bonna C. Cassarino, \$23.00 to Archie & Maureen Everett, \$13.83 to Edward A. Galan, and \$9.69 to Richard A. Giusti; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

8. Discussion and Possible Action on Board of Finance

S. Soby moved that the Board of Selectmen respectfully requests that Bruce Hayn resign from the Colchester Board of Finance. While the presumption of innocence is paramount in American jurisprudence, it is the opinion of the Board that current circumstances will affect Mr. Hayn's ability to carry out the functions of a member of the Board of Finance at a time when this board is conducting deliberations vital to the Town, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Records Management Survey

N. Bray and M. Tate presented to the Board possible solutions to digitize public records and secure records from destruction and to ensure public accessibility. Discussion on recommended systems, cost, personnel time and cost, network capabilities, type of image for each document, and the possibility of grants to assist in funding. No action taken.

10. Discussion and Possible Action on Fire Department Task Force

R. Coyle moved to form the CHVFD Implementation Task Force consisting of seven citizens, no more than three of which shall be associated with the Colchester-Hayward Fire Department, with the charge to be recommended at a subsequent meeting, seconded by J. Ford. D. Martin commented on the Fire Company's reaction and willingness to address the volunteer issue and support the Task Force in working to restore volunteerism at the company. Discussion on scope of committee and concern of expertise needed to serve on task force. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Personnel Policy

Revised Personnel Policy handbooks were distributed to the Board. Discussion on process of reviewing hand book. No action taken.

12. Citizen's Comments

D. Mrowka expressed her concern for the leaking ceilings in town hall.

13. First Selectman's Report

First Selectman G. Schuster reported that we are organizing a Volunteer Fair to be held on March 28 to assist boards and commissions fill vacancies; the assessor is requesting a four-week extension to file the grand list and preliminarily is forecasting a ten percent decrease; the town attorney has finalized a first draft of the Old Firehouse lease agreement and will come to the Board for review shortly; Finance and my office are shifting our focus to primarily work on the proposed budget; and there will be a budget forum held on Monday, February 6 to hear from the public.

14. Liaison Report

S. Soby reported that the Police Commission promoted Officer Owens to Officer First Class, Officer Kowalski will be on FTO, the rules and regulations have been reviewed. He further reported that Planning & Zoning is continuing to review regulations, a public hearing will be held shortly to review, an accessory apartment and commercial building on Parum Road have been approved, and various subdivisions are in the process of

approval. He further reported that the Agriculture Commission discussed and researched farmland preservation, they are reviewing the Farmland Viability Survey, possible locations of the Colchester Farmer's Market, possible tax exemptions of farm structures. He further reported that Freezin' for a Reason (formally Three Men in a Tent) will be held this weekend from Friday to Sunday to support the Colchester Fuel Bank, there will be a concert at the Federated Church to support the Community Lunch Program on Feb. 19, and the Mobile Health Van is starting soon.

J. Ford reported that he attended the Building Committee meeting in place of R. Coyle and the committee selected four architects from the bid results to be interviewed. Interviews will be held on Feb. 6 and 7 to select a finalist.

15. Adjourn

G. Cordova moved to adjourn at 7:56 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

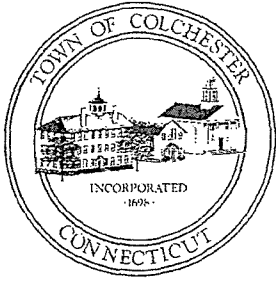
Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman

Attachment:

- Memo regarding Fire Department Task Force



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

MEMORANDUM

To: Board of Selectmen

Cc: Walter Cox, Fire Chief
Dave Martin, CHVFC President

From : Gregg Schuster, First Selectman *gs*

Date: 1/31/12

Re: CHVFD Implementation Task Force

Eight months ago, the UConn study group presented their findings to the town. Their study addressed issues with recruitment, retention, and participation of volunteers in the CHVFD. Our volunteers are a tremendous asset to the community, but like other towns, are struggling to keep up with ever-increasing call volume. Additionally, many volunteers have limited time due to work and family constraints.

I believe the town should do everything possible to support and grow our volunteer base. The alternative, a full-time paid staff, is extremely expensive and not in the best interest of Colchester. It appears that not only is call volume rising, but the rate of volunteerism is declining. This is obviously a bad combination.

There was a lot of good information and recommendations that came out of the UConn study and recognizing that there could be controversy around some of the changes, I believe the best course of action is to form an independent task force whose mission is to implement these changes. The recommended composition of the task force is seven members. Additionally, there would be no more than three members on the task force that are involved with the CHVFD in a volunteer or related capacity.

The charge of the task force is as follows:

1. To read and review the UConn report on Recruitment, Retention, and Participation
2. To recommend a new incentive structure for volunteers. The incentives may include tax abatement, stipends, shift pay, call pay, and retirement contributions. The

recommendation should have a financial analysis, be within the ability of the town to afford, and included any necessary changes to the point structure and associated ordinances.

3. Complete the consolidation of the town and CHVFD website into a single website with a plan for updating it with new information on a regular basis.
4. Review and recommend any changes to the number, title, and duties of the chief officers including revised job descriptions, qualifications, and selection process.
5. Review and recommend any changes to the number, title, and duties of other officers including revised job descriptions, qualifications, and selection process.
6. Recommend cradle to grave human resource process beginning with the selection of a new member through the separation of that member.
7. Review and recommend changes to or creation of "in house" training programs.
8. Review any current recognition programs and recommend changes or any new programs.
9. The disposition of the revenue associated with ambulance services shall not be within the scope of the task force.
10. Any other recommendation that is consistent with the concepts addressed within the UConn report.
11. The work of the task force shall be completed by the end of 2012 unless extended for good reason by the Board of Selectmen.

Recommended Motion – "Move to form the CHVFD Implementation Task Force consisting of seven citizens, no more than three of which shall be associated with the Colchester-Hayward Fire Department, with the charge as recommended by the First Selectman."