

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Agenda  
Regular Meeting  
Thursday, December 6, 2012  
Colchester Town Hall**

**Meeting Room 1 – 7:00PM**

RECEIVED  
COLCHESTER, CT  
2012 DEC -7 PM 1:16  
NANCY A. BRAY  
TOWN CLERK  
*Nancy A. Bray*

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy, Maggie Cosgrove, James Paggioli, Dot Mrowka, Tricia Coblentz, Adam Turner, Sal Tassone, Jay Gigliotti, Nancy Bray, Don Lee, Paul Guidice, 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**

J. Ford moved to delete from the agenda item #5i, "Zoning Board of Appeals. Member re-appointment for a five-year term to expire 12/01/2017. Patrick Reading to be interviewed," and add to the agenda item #13, "Discussion and Possible Action on Reimbursement Services Agreement - Section 125 Plan," and renumber accordingly; seconded by S. Soby. Unanimously approved. MOTION CARRIED.

3. **Approve Minutes of the November 15, 2012 Regular Board of Selectmen meeting**

R. Coyle moved to approve the minutes of the November 15, 2012 Regular Board of Selectmen meeting, seconded by G. Cordova. S. Soby abstained. All other Selectmen approved. MOTION CARRIED.

4. **Citizen's Comments**

A. Letendre commented on Armory Property (letter attached)

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

a. **Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Nicholas Constant was interviewed on 11/15/12.**  
No action taken.

b. **Ethics Commission. Member appointment for a three-year term to expire 11/01/2015.**  
Stephen Kane was interviewed.

c. **Board or Commission Vacancy. Jeffrey Collins to be interviewed.**  
Mr. Collins was not present.

d. **Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Kristin Moody was interviewed on 10/18/2012.**  
No action taken.

e. **Parks & Recreation Commission. Member re-appointment for a three-year term to expire 11/01/2015. Lynne Stephenson to be interviewed.**  
Ms. Stephenson was not present.

- f. **Commission on Aging. Member re-appointment for a three-year term to expire on 12/01/2015. Jean Stawicki to be interviewed.**  
R. Coyle moved to re-appoint Jean Stawicki to the Commission on Aging for a three-year term to expire 12/01/2015, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
          - g. **Economic Development Commission. Member re-appointment for a five-year term to expire 12/01/2017. Paul Catalano to be interviewed.**  
Mr. Catalano was not present.
          - h. **Zoning Board of Appeals. Member re-appointment for a five-year term to expire 12/01/2017. Laurie Robinson to be interviewed.**  
Ms. Robinson was not present.
          - i. **Planning & Zoning Commission. Member re-appointment for a three-year term to expire 12/01/2015. Stacey Brown to be interviewed.**  
J. Ford moved to re-appoint Stacey Brown to the Planning & Zoning Commission for a three-year term to expire 12/01/2015, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
          - j. **Planning & Zoning Commission. Member re-appointment for a three-year term to expire 12/01/2015. John Novak to be interviewed.**  
S. Soby moved to re-appoint John Novak to the Planning & Zoning Commission for a three-year term to expire 12/01/2015, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
6. **Budget Transfers**  
G. Cordova moved to approve the budget transfers as presented (attached), seconded by J. Ford. Unanimously approved. MOTION CARRIED.
7. **Tax Refunds & Rebates**  
S. Soby moved to approve tax refunds in the amount of 6.05 to Charles Peterson, \$14.30 Sandra A. Reed, \$34.60 to Joel Pelletier, \$15.85 to David Soares, \$26.50 to Vincent Savalle, \$6.05 to Clarence or Geraldine Transue, \$50.00 to Richard Lagrega, \$400.68 EAN Holdings, and \$161.31 to Toyota Financial Services; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
8. **Discussion and Possible Action on Acceptance of Conservation Easement**  
A. Turner and J. Gigliotti presented to the Board. S. Soby moved to accept the 10.65 acre conservation easement located on the Tractor Supply Company development site and authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on Reduction of Subdivision Bond**  
S. Soby moved to reduce the subdivision surety bond (Lexon Insurance Company bond No. 1063781) in the amount of \$291,051.85 by \$172,797.50 leaving a bond balance of \$118,254.35 to guarantee the completion of public improvements within the White Oak Farm Phase A-1 Subdivision, as recommended by the Town Engineer, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on Request for Fee Waiver**  
No action taken.
11. **Discussion and Possible Action on Purchase of Hydraulic Tool System**  
Deputy Chief D. Lee and Captain P. Guidice presented to the Board. R. Coyle moved to purchase the hydraulic tool system from Northeaster Fire Association, also known as TNT Hydraulic Tool System, based on the favorable review of the Colchester Fire Department for the price of \$62,895, and authorize the First Selectman to sign all necessary documents; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

12. **Discussion and Possible Action on Tax Collection Information**  
T. Coblenz presented to the Board. Discussion on service, technical issues, and roll-out process.  
No action taken.
13. **Discussion and Possible Action on Reimbursement Services Agreement – Section 125 Plan**  
R. Coyle moved to approve the Reimbursement Services Agreement and authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Unanimously approved.  
MOTION CARRIED.
14. **Discussion and Possible Action on Amendment to 401(a)/457 Plan Document - Loans**  
Discussion on associated fees. No action taken.
15. **Discussion and Possible Action on Administrators Union Job Descriptions**  
Discussion on revisions to job descriptions. No action taken.
16. **Discussion and Possible Action on Senior Center Director Hiring Process**  
J. Ford moved to approve the Senior Center Director hiring process as recommended by the First Selectman, with the addition of a #8, "Board of Selectmen interviews recommended candidates at the discretion of the Board," seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on Personnel Policy**
  - a. Section IV, pages 38 – 40 (2<sup>nd</sup> Reading)
  - b. Section V, pages 40 – 44 (1<sup>st</sup> Reading)

Discussion on edits to Personnel Policy revision. No action taken.
18. **Citizen's Comments**  
None.
19. **First Selectman's Report**  
First Selectman G. Schuster reported that KX dispatch has settled on their budget for next year with no money allocated for capital expenses and a possible merger with another dispatch center; he attended Connecticut Parks & Recreation Association of meeting where Colchester resident Kathy Kosiba was presented with the ABCD Award and that it is well-deserved; Chatham Health District has recommended a proposed budget with a slight increase in the per capita rate to accommodate more sanitarian hours at a cost of about \$3,500/year to the Town; the State has a roughly \$365 million budget deficit with municipal aid not likely affected this year, but possibly affected next fiscal year; and SCCOG has agreed to form a regional ethics commission with an opt-in provision for each member municipality.
20. **Liaison Report**

R. Coyle reported that the Building Committee held a hearing and presentation with a tour of the facility. The Committee will be coming to the next Board of Selectmen meeting to present and will be looking for direction on issues such as the addition of a swimming pool to the plan and veteran's use of space.

S. Soby reported that the Planning & Zoning Commission has completed the final draft of the zoning regulations and will be holding workshops and public hearings. The Commission also discussed the possibility of a blight ordinance.

S. Soby reported that the Police Commission discussed the possibility of a blight ordinance. The 5-year equipment plan has been completed. Bidding for a new cruiser was done with the Town of Newtown to help reduce prices.

S. Soby reported that the Agriculture Commission has received and is reviewing the revised zoning regulations, they are finalizing their own by-laws, are in discussions about a community garden, and working on creating a volunteer team to respond to large animal incidents.

21. **Adjourn**

G. Cordova moved to adjourn at 9:00 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy  
Executive Assistant to the First Selectman

**Attachments:**

- Letter to Board of Selectmen by A. Letendre
- Budget Transfers
- Memo to Board of Selectmen by Selectman Coyle

Colchester Board of Selectman  
127 Norwich Avenue  
Colchester, CT 06415

December 6, 2012

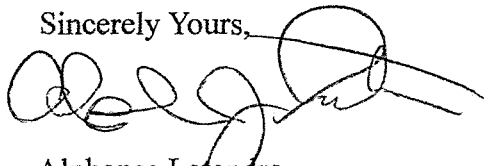
Dear Board:

During the early 1950's Colchester's veteran groups owned and used the Armory Property at the corner of Norwich Ave and Hall's Hill Road as their meeting hall. This is the current location of the CIS School. As the 1955 Bacon Academy was being built, the wing currently proposed of the Community Center, the Board of Selectman promised the veteran's community that the Town would always provide space for their meetings, if the Armory Property was given to the Town. The veteran's groups agreed to this and to date the Town of Colchester, through various means, has kept its promise. It is with this thought in mind that I bring forth the veteran's community's concerns resulting from the Community Center proposal.

1. 6-7 Veterans groups meet at the current senior center once or twice during each month, up to 10 meetings. Our membership is 400-500 people, not including spouses etc.
2. The Antiques Honor Guard meets 3-4 times per week, during the business day hours, for assembly to conduct military funeral squads. Ceremonial rifles are moved in and out of the building during these periods.
3. As noted by the Board of Selectman, Veterans currently have dedicated space, 1 room 30'-50', which also houses Senior Center activities daily.
4. The current room has a gun safe that stores the ceremonial weapons, blank round storage and rifle cleaning supplies. Will this be a problem for the Board of Education at the new location?
5. Cost is also a concern. The Community Center proposal puts the senior center building/youth center building on school property, an area where school custodians normally are required to operate and maintain the structure. Outside groups that use school facilities are usually charged for custodian services for after hours meetings. How will this issue be resolved?

Please review this letter and advise the veterans groups in Colchester how you proposed to resolve the above noted issues while keeping the Town's commitment to the veterans.

Sincerely Yours,



Alphonse Letendre  
Vice Commander  
Post 54, American Legion

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Public Works - Facilities

Reason for Request: Consolidation of VOIP monthly billing for Town Hall in Facilities Telephone account - monthly phone charges previously allocated across all departments in Town Hall.

Reason for Available Funds: Funds included in individual departments located in Town Hall for share of monthly telephone services.

From:	Account Number	Account Name	Amount
	Various 45216	Various - Telephone (see detail list)	10,128

To:	Account Number	Account Name	Amount
	13205-45216	Public Works Facilities - Telephone	10,128

11/2/12  
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/20/12  
Date Reviewed Chief Financial Officer

11/20/12  
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester			
Budget Transfer - Town Hall VOIP Telephone			
Account #	Department & Account Name	From	To
11201-45216	First Selectman's Office - Telephone	1,380	
11301-45216	Finance - Telephone	1,020	
11303-45216	Tax Collector - Telephone	858	
11304-45216	Assessor - Telephone	540	
11411-45216	Planning & Code Administration - Telephone	1,740	
11501-45216	Town Clerk - Telephone	1,050	
11601-45216	Elections - Telephone	180	
12101-45216	Police - Telephone	1,380	
14102-45216	Youth & Social Services - Telephone	1,080	
15201-45216	Parks & Recreation - Telephone	900	
13205-45216	Facilities - Telephone		10,128
	Totals	10,128	10,128

FEY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="44208"/>	<input type="text" value="Professional Services/Crimestar Support"/>	<input type="text" value="400"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="400"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved \_\_\_\_\_ Board of Selectmen Clerk

Date Approved \_\_\_\_\_ Board of Finance Clerk



FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: SCBA repairs - exceeded projection. Frequency usage has increased due to additional training

Reason for Available Funds: - Fire Equipment Supplies - hazmat suits and supplies to be minimized to make this transfer

From:	Account Number	Account Name	Amount
	12202-42346	Fire Equipment Supplies	1,000

To:	Account Number	Account Name	Amount
	12202-46327	Other equipment repair	1,000

Oct 25, 2012  
Date Requested

Walter Cox  
Department Director or Supervisor - Signature

Print Name Walter Cox

11/28/12  
Date Reviewed

[Signature]  
Chief Financial Officer

11/20/12  
Date Approved

[Signature]  
First Selectman

                      
Date Approved

Board of Selectmen Clerk

                      
Date Approved

Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Public Works - Admin & Grounds Maint

Reason for Request:

Reorganization of Facilities & Grounds Maintenance approved by BOE on 7/10/12 and BOS on 8/16/12 - Increased salary for Director of Public Works, and additional compensation for Director of Facilities & Operations to oversee Grounds Maintenance until effective date of reorganization.

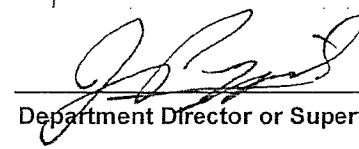
Reason for Available Funds:

Decrease in salary for Director of Facilities & Operations as a result of reduction in responsibilities due to the reorganization of Facilities and Grounds Maintenance as approved by BOE on 7/10/12 and the BOS on 8/16/12.

From:	Account Number	Account Name	Amount
	13205-40101	PW Facilities - Regular Salaries	10,000

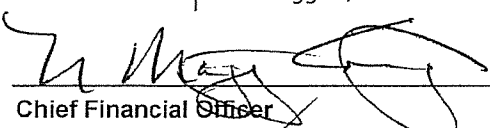
To:	Account Number	Account Name	Amount
	13200-40101	PW Administration - Regular Salaries	9,300
	13203-40101	PW Grounds Maint - Regular Salaries	700

11/20/12  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/20/12  
Date Reviewed

  
Chief Financial Officer

11/20/12  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

To: Colchester Board of Selectman

From: Rosemary Coyle, Selectman

Date: December 6, 2012

Re: Administrative Job Descriptions

1. Work Schedule – I believe all the administrative job descriptions should state the work schedule as identified in the Administrators’ Contract below. The job descriptions should be consistent in format and consistent with the union contract.

For example, Assessor’s Office –

Work Schedule - 8:30a.m.- 4:30p.m. and other times as necessary as directed by the First Selectman subject to the operating needs of the town

Same language for Youth and Social Services Director, Town Engineer, Director of Senior Services, and Library Director. All other job descriptions reflect the contract.

ARTICLE 9

Hours of Work

Normal Workweek/Workday. **Subject to the operating needs of the Town, the Fire Marshal, Highway Supervisor, Fleet Maintenance Supervisor, Water Department Supervisor, Zoning Enforcement Officer/ Assistant Planner, Town Engineer, Director of Senior Services, and Director of Library Services will generally work no less than forty ( 40) hours per week Monday through Friday; the Finance Director will generally work no less than thirty-seven and one-half (37.5) hours per week Monday through Friday; and the Assessor, Youth Services Director, Social Services Director, and Wetlands Enforcement Officer will generally work no less than thirty-five (35) hours per week Monday through Friday.** Subject to the operating needs of the

Town, the normal workday for each position shall generally be as follows:

<u>Position</u>	<u>Normal Workday</u>	<u>Lunch</u>
Fire Marshal	8:30a.m.- 4:30p.m.	“on fly”
Highway Supervisor	7:00a.m.- 3:30p.m.	½ hour unpaid
Fleet Maintenance Supervisor	7:00a.m.- 3:30p.m.	½ hour unpaid
Town Engineer	8:30a.m.- 4:30p.m.	“on fly”
Assessor	8:30a.m.- 4:30p.m.	1 hr. unpaid
Youth Services Director	8:30a.m.- 4:30p.m.	1 hr. unpaid
Social Services Director	8:30a.m.- 4:30p.m.	1 hr. unpaid
Water Department Supervisor	8:00a.m.- 4:30p.m.	½ hour unpaid
ZEO/ Assistant Planner	8:00a.m.- 4:30p.m.	½ hour unpaid
Finance Director	8:30a.m.- 4:30p.m.	½ hour unpaid
Wetlands Enforcement Officer	8:30a.m.- 4:30p.m.	1 hr. unpaid