



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, July 17, 2013
Colchester Town Hall – 7:00 PM
Meeting Room 1

NANCY A. BRAY
TOWN CLERK

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COLCHESTER, CT
2013 JUL 22 AM 10:58

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

MEMBERS ABSENT:

OTHERS PRESENT: A. Turner, Jim Paggioli Chief Walter Cox, Don Lee, Patricia Watts, Kate Byroade, Cheryl Hancin, Merja Lehetinen, Gail Therian, and other citizens.

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:23 p.m.

2. Additions to the Agenda - None

J. Ford moved to add to the agenda, "Cyber Safety" as Item 3 and to renumber the agenda accordingly, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

3. Cyber Safety

Merja Lehetinen told the Board that she has concerns about cyber safety. She relayed her experience regarding the use of information about her home. She feels the citizens of Colchester should consider the opt-out option to not have their property listing on the Colchester website. G. Schuster said that he will be following up on a suggestion by the Town's insurance broker regarding Cyber Safety Security insurance. He also said that the Town must remain in compliance with all laws.

4. Approve Minutes of the June 20, 2013 Regular Board of Selectmen Meeting

R. Coyle moved to approve the minutes of the June 20, 2013 Regular Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED

5. Citizen's Comments-

T. Powell expressed concerns about his driveway washing out from runoff and the removal of two items from his tax roll.

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

a. Fire Department Task Force

Judith Didato interviewed for this position.

R. Coyle moved to appoint Judith Didato to the Fire Department Task Force, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

7. Budget Transfers None

8. Tax Refunds & Rebates

R. Coyle moved to approve a tax refund in the amount of \$110.02 to Matthew Macclain-Demar, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Ambulance Incentive Program Status

Chief Cox presented an analysis on ambulance covering including the number of Calls to Paid Staff, Calls to Mutual Aid and Total Openings on EMS schedule. He said there is a need to develop more of an incentive to cover each ambulance shift. His recommendation would be to increase the pay per shift to \$50, and eliminating the \$15 pay for an additional call. To ensure the second ambulance calls are covered, he recommended that the \$15 per call pay be continued. He said that by increasing the overall base for shift coverage, there should be a positive response resulting in ambulance shifts being filled and prevents calls from going to mutual aid. He said that this incentive plan will not have an effect on the current budget. Discussion followed with the Board being in support of this incentive program. No action was taken.

10. **Discussion and Possible Action on Plan of Conservation and Development Contract**

A. Turner presented the draft contract, scope of work and payment schedule of the Updating of the Plan of Conservation and Development. Discussion followed regarding the scope of work.

S. Soby moved to that the Board of Selectmen accept the proposed contract from Planimetrics to complete an update of the Plan of Conservation and development (POCD) and authorize the First Selectman to sign all necessary documents; seconded by J. Ford. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Senior Center Program Coordinator Job Description**

The Board reviewed the Senior Center Program Coordinator Job Description and made one small change.

R. Coyle moved to approve the revised job description for Program Coordinator, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Library Programming Assistant Job Description**

The Board reviewed the Library Programming Assistant Job Description and made several changes.

S. Soby moved to approve the creation of the Library Programming Assistant Job Description as amended, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action Parks & Recreation Office Assistant Job Description**

One minor correction was made to the Job Description and the Board noted that the Work Environment section included in this job description should be included in the two other job descriptions reviewed this evening.

S. Soby moved for the Board of Selectmen to accept the revised Parks & Recreation Office Assistant Job Description position as amended, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Short Term Rental Agreement with Ryan Business Systems, Inc Cragin Library Copier**

K. Byroade, Library Director explained to the Board that after the new lease from Ryan Business Systems was approved It was discovered that the new copier would not have the ability to provide different prices for public users. Ryan Business Systems would like to opportunity to test alternative products. A solution should be reached within the six (6) months.

R. Coyle moved to approve the rental of a new Canon copier with Ryan Business Systems, Inc. for six months and authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED
15. **Discussion and Possible Action on Historic Documents Preservation Grant Program**

R. Coyle moved to pass the following Resolution: **RESOLVED:** That Gregg B. Schuster, First Selectman, is empowered to execute and deliver in the name of, and on behalf of, the Town of Colchester a contract with the Connecticut State Library for a Historic Documents Preservation Grant, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
16. **Discussion and Possible Action on Fire Sprinkler Service, Inspection & Maintenance Bid Award**

J. Paggioli, Director of Public Works presented his award recommendation for Fire Sprinkler Service, Inspection, Maintenance and Repair. Discussion followed.

S. Soby moved that the Board of Selectmen enter into a contract with Simplex-Grinnell for the supplying of Fire Sprinkler Service; Inspection, Testing, Maintenance and Repair in Town and School buildings as detailed in the Town of Colchester RFP #2013-15, for a period of from July 1, 2013 to June 30, 2016; and hereby authorize the First Selectman, with consultation of the Superintendent of Schools to sign and deliver said agreement and necessary documents required. Unanimously approved. MOTION CARRIED.

J. Ford suggested that "subject to a non-appropriation clause be added to the original motion.

S. Soby moved to add "subject to a non-appropriation clause" to the original motion, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on Elevator/Chair Lift Maintenance, Service & Repair Bid Award**

J. Paggioli, Director of Public Works presented his award recommendation for the Elevator – chair Lift Maintenance, Service and Repair.

J. Ford moved that the Board of Selectmen enter into a contract with The Independent Elevator Company for the supplying of Elevator & Chair Life maintenance, Service and Repair in Town and School buildings as detailed in the Town of Colchester RFP #2013-11, for a period of from July 1, 2013 to June 30, 2016, subject to a non-appropriation clause, and hereby authorize the First Selectman, with consultation of the Superintendent of Schools to sign and deliver said agreement and necessary documents required.
18. **Discussion and Possible Action on Personnel Policies**

S. Soby and J. Ford are working on the Hiring and Dismissal policy. This item will remain on the agenda for the next meeting.

19. Discussion and Possible Action on Blight Petition

G. Schuster read a letter from Shipman and Goodwin, the Town attorneys, stating that a Town Meeting will need to be held regarding the petition for a Town Meeting regarding a blight ordinance. Discussion followed regarding the creation and enforcement of a blight ordinance. The setting of a Town Meeting will be discussed at the August 1, 2013 meeting.

20 Citizen's Comments

J. Knapp commented on the law being made part of a Union contract.

21. First Selectman's Report

G. Schuster reported that the Town was one of the fourteen towns to receive a Main Street Investment Fund grant. The grant is in the amount of \$285,000 to improve the streetscape on Linwood Avenue. A new resident trooper has been assigned, but not transferred yet. A bid for the refurbishing of Rescue 128 has been received and is being reviewed. The heat wave is expected to last a few more days and C L & P representatives have asked that everyone try and conserve energy because of the increase in demand. The Fire Department Task Force met on Monday, July 15, 2013. Mary Ellen Harper is now Chairman and David Martin is the Vice Chairman. The Task Force meets on the first and third Monday of the month. No volunteers have come forward for the Elderly Task Force. R. Coyle will send a list of names of people who may want to volunteer to D. Kennedy for him to contact.

22. Liaison Report

S. Soby reported that the Police Commission is working to address concerns about crosswalk safety in the area of the Youth Services building. The Agriculture Commission accepted Liz Gilman's resignation and Allen Zimmerman the newly appointed alternate expressed an interest in becoming a full member. The Agriculture Commission worked with the Planning and Zoning Commission on the development of the draft Zoning regulations regarding agricultural uses. The Planning and Zoning Commission completed the 8-24 review of the school building project and is forwarding a favorable recommendation to the Board of Selectmen. At the July 17th meeting the Planning and Zoning Commission approved a request for partial overhead utilities for a resident on Reservoir Road. A preliminary review was held for a proposed project on Old Hartford Road and Upton Road.

23. Executive Session to Discuss Colchester Firefighters Union UPPFA, IAFF, Local #3831 Contract

R. Coyle moved to enter into executive session to discuss successor contract with Colchester Firefighters Union UPPFA, IAFF, Local 3831 and invite Attorney Patrick McHale, Chief Walter Cox and Dave Martin President of the Fire Department, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:31 p.m.

Exited from executive session at 9:29 p.m.

24. Discussion and Possible Action on Colchester Firefighters Union UPPFA, IAFF, Local #3831 Contract

G. Cordova moved to approve the successor contract with Colchester Firefighters Union UPPFA, IAFF, Local 3831, seconded by S. Soby. Discussion followed. G. Cordova stated that he understood there are issues to be resolved. S. Soby said they need to be legally compliant. R. Coyle encouraged the Board to resolve the problems to be mutually acceptable with everyone. G. Schuster said that if the contract is ratified, he will reach out and try to resolve some of the inadequacies in the contract.

Unanimously approved. MOTION CARRIED.

25 Executive Session to Discuss Memorandum of Agreement with Local 1303-254 of Connecticut Council 4, AFSCME, AFL-CIO (Town Hall Union)

S. Soby moved to enter into executive session to discuss Memorandum of Agreement with Local 1303-254 of Connecticut Council 4, AFSCME, AFL-CIO (Town Hall Union), seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:32 p.m.

Exited from executive session at 9:35 p.m.

26. Discussion and Possible Action on Memorandum of Agreement with Local 1303-254 of Connecticut Council 4, AFSCME, AFL-CIO (Town Hall Union)

R. Coyle moved to approve the Memorandum of Agreement with Local 1303-254 of Connecticut Council 4, AFSCME, AFL-CIO (Town Hall Union), seconded by J. Ford. Unanimously approved. MOTION CARRIED.

27 Adjourn

G. Cordova moved to adjourn at 9:35 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Gail Therian, Clerk