

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes  
Regular Meeting  
Thursday, March 21, 2013  
Colchester Town Hall

Meeting Room 1 – 7:00PM

REVISED

NANCY A. BRAY  
TOWN CLERK

2013 APR 17 AM 10:20

RECEIVED  
COLCHESTER, CT

**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, Diana Giles, Jim Paggioli, Maggie Cosgrove, Dot Mrowka, Nancy Bray, Melissa Roberto, 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**

None.

3. **Approve Minutes of the March 7, 2013 Regular Board of Selectmen Meeting**

R. Coyle moved to approve the minutes of the March 7, 2013 Regular Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

4. **Citizen's Comments**

None.

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

a. **Commission on Aging. Resignation of Member Herb Davis**

R. Coyle moved to accept the resignation of Herb Davis from the Commission on Aging, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

b. **Agriculture Commission. Resignation of Alternate Andrew Lyons**

S. Soby moved to accept the resignation of Andrew Lyons from the Agriculture Commission, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

c. **Zoning Board of Appeals. Resignation of Member Patricia Hayn**

R. Coyle moved to accept the resignation of Patricia Hayn from the Zoning Board of Appeals, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

d. **Police Commission. Member appointment to fill a vacancy that expires 11/30/2014. Jeanette Langdon to be interviewed.**

Jeanette Langdon was interviewed.

e. **Police Commission. Member appointment to fill a vacancy that expires 11/30/2014. Darrell York to be interviewed.**

Darrell York was interviewed.

- f. **Zoning Board of Appeals. Member appointment to fill a vacancy that expires 12/31/2015. Jason Radacy to be interviewed.**  
Jason Radacy was interviewed.
6. **Budget Transfers**  
None.
7. **Tax Refunds & Rebates**  
G. Cordova moved to approve tax refunds in the amount of \$18.14 to Kenneth Bragdon Jr., \$29.02 to Marjorie & Eugene Carli, \$16.61 to Jack Nann, and \$91.87 to Ronald Hutchins; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
8. **Discussion and Possible Action on Community Garden**  
Presentation to the Board on the Giving Garden initiative by Katherine Kosiba, Marcia Malloy, and Sumner Biel. Discussion on development of procedures, management of program, and food safety. S. Soby moved to approve coordination of Giving Garden initiative through Colchester Social Services, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on Subdivision Bond Reduction**  
G. Cordova moved that the Town of Colchester reduce Subdivision surety bond No. 5023480 from Bond Safeguard Insurance Company in the amount of \$2,600,977.20 by \$56,980.00 leaving a bond balance of \$2,543,997.20, as recommended by the Town Engineer; seconded by S. Soby. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on Title III Grant – Making Memories Program**  
R. Coyle moved to authorize the First Selectman to submit a preliminary application for grant funding in the amount of \$18,602 to Senior Resources, Title III fund of the Older Americans Act for continued funding of the Making Memories Program, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Elderly & Disabled Demand Responsive Transportation Grant**  
R. Coyle moved to resolve that the Board of Selectmen for the Town of Colchester hereby authorized the First Selectman, Gregg Schuster, to negotiate and execute all necessary agreement/contract documents on behalf of the Town of Colchester with the Department of Transportation of the State of Connecticut and to affix the corporate seal, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Emergency Plan for Election Day**  
S. Soby moved to resolve that 1) The Plan is hereby adopted as an official document by the Board of Selectman, 2) The plan covers ballot shortages, shortage of absence of poll workers, loss of power, fire or the sounding of an alarm within a polling place, voting machine malfunctions, weather or other natural disasters, need to remove a poll worker or moderator and to replace such worker or moderator and disorder in and around the polling place, 3) Upon approval by the legislative body, such plan shall remain on file with the municipal clerk until such plan is amended and approved by the legislative body of the Town of Colchester, and 4) A file of this emergency plan together with evidence of legislative body approval shall be filed with the Secretary of the State; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Energy Performance Contract with Honeywell**  
S. Soby moved to resolve: WHEREAS, the Colchester Board of Selectman hereby finds and determines that the execution of an agreement between the Town of Colchester and Honeywell International, Inc. (the "Honeywell Agreement") for the purchase and installation of various energy/building improvements, primarily devoted to energy conservation efforts of the Town of Colchester and the Colchester School System has been properly approved as required; and, NOW THEREFORE, BE IT RESOLVED by the BOARD OF SELECTMAN as follows: The Honorable First Selectman Gregg Schuster, in consultation with the Chief Financial Officer, and other proper officers and officials of the Town, is hereby authorized to negotiate, approve, execute and sign on behalf of the Town of Colchester any and all documents required to enter into the overall Project Agreement

with Honeywell to deliver the project and its related energy savings to the citizens of Colchester; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

**14. Discussion and Possible Action on Energy Performance Contract Lease-Financing**

R. Coyle moved to acknowledge that the First Selectman was authorized by action taken at the Town Meeting on January 23, 2013 (resolution attached) to sign all necessary documents related to execution of the lease financing with First Niagara Leasing, Inc. for the Energy Performance Contract, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Anthem Group Health Plan Business Associate Agreement**

S. Soby moved to authorize the First Selectman to sign the Business Associate Agreement with Anthem Blue Cross and Blue Shield, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**16. Discussion and Possible Action on Personnel Policies**

Discussion on suggested changes to revised personnel policies and responses to employee feedback. No action taken.

**17. Discussion and Possible Action on Employee Time Tracking**

The motion from the previous meeting, which was tabled, remained for action: G. Cordova moved that all non-exempt employees shall submit their hours with start and end times. Additionally, all exempt employees, including paid elected officials, shall submit their daily hours bi-weekly on the timesheet currently in use for the purpose of documenting hours worked and eligibility for benefits, as defined in the personnel policy; seconded by S. Soby. R. Coyle moved to divide the question between non-exempt and exempt employees, seconded by J. Ford. R. Coyle and J. Ford voted in favor. S. Soby, G. Cordova, and G. Schuster voted against. MOTION DEFEATED. J. Ford commented on various circumstances of time tracking manipulation. R. Coyle commented on employee-determined use of time, exempt vs. non-exempt definitions, and time sheet tracking. Discussion on need for change in policy. S. Soby, G. Cordova, and G. Schuster voted in favor of the main motion. R. Coyle and J. Ford abstained. MOTION CARRIED.

**18. Citizen's Comments**

None.

**19. First Selectman's Report**

First Selectman G. Schuster reported that he is busy working on the Town budget.

**20. Liaison Report**

G. Cordova reported that the Parks & Recreation Commission discussed the hiring of a new Day Camp Director, is working on revising the field use fee schedule, and updating the website.

J. Ford reported that the Conservation Commission approved an application for extension of timber harvest, there were no new applications for review, discussed changes to the zoning regulations, road improvement plan, and Plan of Conservation and Development. Work has stopped at Tony's Junkyard and a permit was approved to start clean-up. Two enforcement actions were heard, one withdrawn.

S. Soby reported that the Agriculture Commission discussed the Cost of Community Services plan from Paula Stahl, the proposed regulation revisions, and the impact of an increase in issues the commission is tackling with the possible need for the development of sub-committees to assist.

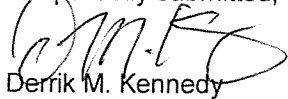
S. Soby reported that the Zoning Board of Appeals discussed an application to deal with a property that in non-conforming (two houses on a one-house lot); this property being developed prior to the adoption of zoning regulations.

S. Soby reported that the Planning & Zoning Commission preliminarily discussed a change to subdivisions, two site plan modification applications were received with one being unable to be acted on due to being incomplete.

**21. Adjourn**

G. Cordova moved to adjourn at 9:13 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy  
Executive Assistant to the First Selectman

Attachment:

- Minutes of January 23, 2013 Town Meeting