



Town of Colchester, Connecticut

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**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, February 20, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1**

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Stan Soby, Selectman Denise Mizla, Selectman Rosemary Coyle and Selectman Mike Caplet

MEMBERS ABSENT: None

OTHERS PRESENT: Rob Esteve, Walter Cox, Sal Tassone, Diana Giles, Nancy Bray, Dottie Mrowka, Tricia Dean, Gail Therian, and other citizens.

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:02 p.m.

2. Additions to the Agenda –

G. Schuster asked the Board if they would be willing to move forward Item #11 regarding the Registrars' presentation. He said that an addendum to Item #12 contract regarding the lease of the Canon Copier with CCP Solutions was received today and this should be removed from this agenda.

R. Coyle moved to move Item 11 "Discussion and Possible Action on Registrars Presentation" to after Item 7 and to remove Item 12 "Discussion and Possible Action to approve the lease of a new Canon Copier with CCP Solutions, LLC for the period 2/24/14 to 2/24/19 and authorize the First Selectman to sign all necessary documents." And to renumber accordingly, seconded by S. Soby. MOTION CARRIED UNANIMOUSLY.

G. Schuster introduced Tricia Dean as the new Executive Assistant.

3. Approve Minutes of the February 6, 2014 Regular Board of Selectmen Meeting

G. Schuster said that under Item 6.B.1 the date 6/1/14 should be 6/1/15.

S. Soby moved to approve the Regular Board of Selectmen Meeting minutes of February 6, 2014 as amended, seconded by M. Caplet. Abstentions: R. Coyle All others in favor MOTION CARRIED.

4. Citizen's Comments- None

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

a. Sewer and Water Commission - K. Frantzen Possible Appointment for a Three year Term to expire 10/01/2015

1. K. Frantzen to be appointed for a Three Year Term to expire 10/01/2015

R. Coyle moved to appoint K. Frantzen as a member of the Sewer and Water Commission for a three year term to expire 10/1/2015, seconded by D. Mizla. MOTION CARRIED UNANIMOUSLY.

b. Historic District Commission – Stanley Stefanowicz Possible Appointment for a Five Year Term to Expire 11/30/2017

1. M. Caplet moved to appoint Stanley Stefanowicz as a member of the Historic District Commission for a five Year Term to expire 11/30/2017, seconded by S. Soby. MOTION CARRIED UNANIMOUSLY.

c. Economic Development Commission – Bruce H. Fox to be Interviewed

Bruce Fox was interviewed.

d. Building Committee

1. Resignation of Pam Scheibelein of WJJS Building Committee

R. Coyle moved to accept the resignation of Pam Scheibelein with regret and a thank you for all the work she did on the Building Committee, seconded by S. Soby. MOTION CARRIED UNANIMOUSLY.

2. **Steve Wells Possible Appointment**

G. Schuster said that Steve Wells had been on the WJJS Building Committee but had to step down due to other commitments. He would like to return to the Commission now. Discussion followed

S. Soby moved to appoint Stephen Wells to the WJJS Building Committee, seconded by R. Coyle. MOTION CARRIED UNANIMOUSLY.

e. **Ethics Commission** – Denise Ward to be interviewed.

Denise Ward was interviewed.

6. **Budget Transfers -**

An Addition Appropriation request had been submitted by Sal Tassone, Town Engineer for \$3,900 for an Engineering Consultant proposal for a Feasibility of Improvements Study for the Paper Mill Road Bridge. Discussion followed and the Board agreed that in order to follow the Purchasing Policy three (3) verbal quotes are needed.

7. **Tax Refunds & Rebates**

S. Soby moved to approved tax refunds in the amount of \$191.01 to Jonathan Ross; \$37.71 to Pamela Bartol; \$2700.98 to Jeffrey Brooks and Dorothy Walden Brooks and \$1118.85 to Jeffrey and Lauren Moroch, seconded by M. Caplet. MOTION CARRIED UNANIMOUSLY.

8. **Discussion and Possible Action on Registrars Presentation**

Todd and Christine Reisel of Coastal Business Technologies, LLC did a presentation on their Voter Registration Program, which the Registrars are considering using for elections. Discussion followed regarding the equipment required, security issues, cost and the generation of reports from the software.

9. **Discussion and Possible Action on Fire Department Task Force Recommendations**

G. Schuster said that the Fire Department Task Force presented their recommendations at the last Board of Selectmen meeting. He asked Board members their ideas on which recommendation should be handled first. Discussion followed with the Board members concurring that the first recommendation to be addressed should be the development of a contract between the Town and the Colchester Hayward Volunteer Fire Company. G. Schuster advised the Board that there is a contract which has been in effect since 1974 but needs updating. Chief Cox said that he was in agreement and that there are templates available to help develop a contract. Don Lee, Deputy Chief, suggested contacting other towns such as Farmington or Essex to review their contracts. The Board also agreed that the second item to be addressed will be a strategic plan.

G. Schuster will begin developing a list of bullet items and concepts to present to the Board to start the development of a contract.

10. **Discussion and Possible Action on Selectmen Operations Committee Recommendations**

R. Coyle moved to establish a bipartisan committee of the First Selectman and a member of the Board of Selectmen and two (2) members of the Board of Finance to enter into negotiations with the Bacon Academy Board of Trustees for the possible purchase of the Senior Center Building and associated property and make a recommendation to both Boards regarding said purchase prior to the end of the current fiscal year, seconded by S. Soby.

Discussion was held regarding the formation of the proposed bipartisan committee. The Board members agreed that the Senior Center issue needs to be addressed and this would be a first step in the process. A \$16,000 place holder in the budget is to help the Bacon Academy Board of Trustees with the operational deficit and this financial help will help to get to the next step of a lease purchase agreement.

Vote was taken. MOTION CARRIED UNANIMOUSLY.

G. Schuster called for a five (5) minute recess at 8:55 p.m. He called the meeting back to order at 9:01 p.m.

11. **Discussion and Possible Action on Restructuring of Town Hall Operations**

G. Schuster presented a power point presentation "Town Hall Utilization of Resources". He said that the Board of Finance asked him to explore the possibility of Town departments sharing personnel. One option was the sharing of a "floater" employee and the other was to combine departments with employees cross trained to serve the public. Discussion followed regarding the advantages of the combination of departments, the configuration of office space, the negotiations with unions regarding job descriptions, the cost of redesigning office space and the next steps in the process.

S. Soby moved to investigate possible options for restructuring Town Hall operations, seconded by M. Caplet. MOTION CARRIED UNANIMOUSLY.

12. Discussion and Possible Action on UTMC Contract

No action was taken on this item as an error was noticed regarding the effective date of Agreement.

13. Discussion and Possible Action on formation of a Charter Review Committee

G. Schuster told the Board that it was time to form a Charter Review Commission which is required by the Town Charter. This Commission will review the present Charter and make recommendations to the Board of Selectmen if any revisions are necessary. Discussion followed regarding the number of members who should be on the Commission.

S. Soby moved that the Board of Selectmen, pursuant to Section-1401 of the Town Charter, form a Charter Review Commission consisting of five members, seconded by D. Mizla. MOTION CARRIED UNANIMOUSLY.

14. Discussion and Possible Action on Security Upgrades

G. Schuster said that Board of Finance had reviewed the Security upgrades.

S. Soby moved that the Board of Selectmen enter into a contract with Associated Security for the supplying of Town Hall and School Security Improvements as detailed in the Town of Colchester RFGP#2013-19 and to award the base and alternative #1 therein and to authorize the First Selectman, with consultation of the Superintendent of Schools to sign and deliver said agreement and necessary documents required, seconded by M. Caplet. MOTION CARRIED UNANIMOUSLY.

15. Discussion and Possible Action on 2014 – 2015 Budget

G. Schuster said that he is still working with the Department Heads to finalize their requests. He distributed copies of the budget survey that will be available to citizens. Discussion followed regarding making the questions open ended.

16. Citizen's Comments –

Dot Mrowka asked for direction regarding the purchasing of the software and computers for voter check-in that was presented this evening. G. Schuster told her to include this into next year's budget at the Department level and to talk with Mark Tate, IT Coordinator regarding the cost of computers.

John Malsbenden said that the Board of Selectmen should remember that the Youth Center needs are equally important along with the Senior Center needs.

Rob Esteve, member of the Board of Finance, said that the Board of Selectmen should consider the training facility when developing a contract with the Fire Company.

17. First Selectman's Report

G. Schuster told the Board that there is a recurring leak at the Senior Center and when the weather clears some patch work will be done to correct the situation. He said that the General Assembly is back in session and he will keep them informed about any new legislation that might affect the Town. He said that Public Works has received 100 tons of salt from the State and received a delivery from the Town supplier of 50 tons. They are mixing sand with the salt to make it last longer. He commended both Jim Paggioli and the Public Works crew for their hard work during these frequent storms. He said that the Board of Education approved the Building Committee Scope Statement.

18. Liaison Reports

S. Soby told the Board that the Planning and Zoning Commission met on Wednesday, February 19th and a few items of business were handled before Glen Chalder of Planimetrics began the discussion on the updating of the Plan of Conservation and Development. G. Chalder reviewed the Potential Planning Program document. He took the comments from the Commission members and audience and will begin drafting the updated Plan of Conservation and Development. This will take at least a month before it is given to the Commission members for their review and then a meeting will be set the public's input.

M. Caplet said that the Sewer and Water Commission were meeting this evening. He did attend the Historic District Commission meeting. He said the Commission discussed the Jack's Chevrolet property and that it is their wish that the Town have control of the look of the property when it is developed. They also discussed the improvements to the Town Green to make it ADA compliant and would like to see a sample of the materials to be used.

No report from R. Coyle or D. Mizla.

19. Adjourn

M. Caplet moved to adjourn at 10:03 p.m., seconded by R. Coyle. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Gail Therian, Clerk