



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, November 6, 2014  
Colchester Town Hall – 7:00 PM  
Meeting Room 1**

**MEMBERS PRESENT:** First Selectman Stan Soby, Selectman Denise Mizla, Selectman Bill Curran and Selectman Kurt Frantzen.

**MEMBERS ABSENT:** Selectman Rosemary Coyle

**OTHERS PRESENT:** Superintendent Jeff Mathieu, Tax Collector Don Philips, Public Works Director Jim Paggioli, Town Planner Adam Turner, Town Engineer Sal Tassone, Tricia Dean Clerk, and other citizens

**1. Call to Order**

First Selectman S. Soby called the meeting to order at 7:03 p.m.

**2. Additions to the Agenda**

S. Soby asked that the following item be added to the agenda as Item #7G Open Space Commission, Nick Norton possible reappointment for a three year term to expire 3/31/2017; Item #16 Discussion and Possible Action on Town Clerk recommendations for revenue options; Item #17 Discussion and Possible Action on Town Clerks recommendation for Mortgage Electronic registrations systems revenue; Item #18 Discussion and Possible Action on Budget Transfer Procedure, remaining agenda items be renumbered accordingly.

B Curran moved to approve the additions to the agenda as presented, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

**3. Approve Minutes of the October 16, 2014 Commission Chairmen Regular Meeting**

D Mizla moved to approve the Regular Commission Chairmen Meeting minutes of October 16, 2014, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

**4. Approve Minutes of the October 16, 2014 Regular Board of Selectmen Meeting**

K Frantzen moved to approve the Regular Board of Selectmen Meeting minutes of October 16, 2014, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**5. Approve Minutes of the October 31, 2014 Special Board of Selectmen Meeting**

D Mizla moved to approve the Special Board of Selectmen meeting minutes of October 31, 2014, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

**6. Citizen's Comments - None**

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

**a. Conservation Commission – Susan Bruening Possible Reappointment for a Three Year Term to expire 10/31/2017**

Susan Bruening was interviewed.

K Frantzen moved to reappoint Susan Bruening as a member of the Conservation Commission for a Three Year Term to Expire 10/31/2017 , seconded by B. Curran. Unanimously approved. MOTION CARRIED

Susan Bruening was presented with a Town of Colchester pin, by S Soby, for her hard work and dedication to the Conservation Commission.

**b. Historic District Commission – Linda Akerman, current Alternate Member, Possible Appointment to Regular Member for a Five Year Term to Expire 11/30/2018**

Linda Akerman was not present.

RECEIVED  
COLCHESTER, CT  
2014 NOV 12 AM 8:45  
D. MIZLA  
CLERK

D Mizla moved to appoint Linda Akerman as Regular Member of the Historic District Commission for a Five Year Term to Expire 11/30/2018, seconded by Kurt Frantzen. Unanimously approved. MOTION CARRIED

**c. Police Commission – Jeannette Langdon Possible Reappointment for a Three Year Term to Expire 11/30/2017**

Jeannette Langdon was interviewed.

D Mizla moved to reappoint Jeannette Langdon as a member of the Police Commission for a Three Year Term to Expire 11/30/2017, seconded by B Curran. Unanimously approved. MOTION CARRIED

Jeannette Langdon was presented with a Town of Colchester pin, by S Soby, for her hard work and dedication to the Police Commission.

**d. Economic Development Commission – Bruce Fox Possible Reappointment for a Five Year Term to Expire 10/1/2019**

Bruce Fox was interviewed.

B Curran moved to reappoint Bruce Fox as a member of the Economic Development Commission for a Five Year Term to Expire 10/1/2019, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Bruce Fox was presented with a Town of Colchester pin, by S Soby, for his hard work and dedication to the Economic Development Commission.

**e. Commission on Aging – Resignation of Joe Menhart**

D Mizla moved to accept the resignation, with regret, of Joe Menhart from the Commission on Aging, seconded by Bill Curran. Unanimously approved. MOTION CARRIED

**f. Agriculture Commission – Donna Rosenblatt to be interviewed**

Donna Rosenblatt was interviewed.

K Frantzen moved to appoint Donna Rosenblatt as an alternate member to the Agriculture Commission for a Three Year Term to Expire 11/30/2017, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**g. Open Space Commission – Nick Norton Possible Reappointment for a Three Year Term to Expire 3/31/2017**

Nick Norton was interviewed.

K Frantzen moved to reappoint Nick Norton as a member of the Open Space Commission for a Three Year Term to Expire 3/31/2017, seconded by B Curran. Unanimously approved. MOTION CARRIED

Nick Norton was presented with a Town of Colchester pin, by S Soby, for his hard work and dedication to the Open Space Commission.

**8. Budget Transfers**

**2014-2015 Budget Transfer relates to the legal challenge on the absentee ballot applications**

D Mizla moved to approve the 2014-2015 budget transfer, seconded by B Curran. Unanimously approved. MOTION CARRIED.

**2013-2014 Budget Transfer Package**

B Curran questioned the Cragin Library transfer. S Soby explained that it was due to the variable rate on electricity, currently have plans to ensure that it won't happen going forward.

D Mizla moved to approve the package as presented, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

**9. Tax Refunds & Rebates**

D Mizla moved to approve tax refunds in the amount of \$429.20 to Aaron Supreme, \$21.40 to Curtis Kraemer, \$6.00 to Irving or Roselyn Plotkin, \$451.57 to Honda Lease Trust, \$19.96 to Tommy Verian, \$6.64 to Maureen McDermott, \$6.09 to Sandra Gregory, \$58.60 to Denay Latz, seconded by B Curran. Unanimously approved. MOTION CARRIED

**10. Discussion on Colchester Public Schools Strategic Plan facilitated by Doreen Marvin**

J Mathieu discussed the process; focus groups will be done by early January. Focus groups will consist of Administration from all four schools, Colchester Business Association, Senior Center, and there will be two public open forums that will ask the question: In the next five years or so where do you see the district heading towards? Then early spring the plan will be ready to present to all Boards.

Debra facilitated a conversation to gather input on the direction for Strategic Plan for Colchester Schools with the Board.

**11. Discussion and Possible Action on Point & Pay On-line Tax Bill Payment Vendor**

Tax Collector D Philips presented the board with the steps involved in selecting the recommended vendor, the pros of implementing the system to the residents, and the impact on the office in implementation.

Questions were posed by the board in relation to security, cost implications, and productivity.

K Frantzen moved to authorize the First Selectman to negotiate and execute an agreement and any required ancillary

documents with Point & Pay to enable taxpayers to make payments to the Tax Collector using on-line payment products and services provided by the vendor, seconded by B Curran. Unanimously approved. MOTION CARRIED.

**12. Discussion and Possible Action on Paper Mill Road Bridge over Jeremy River**

S Tassone, Town Engineer, discussed two repair options from a feasibility report that was done on the bridge. Grant funding may be an option, if awarded, to offset the cost of repairs. Grant application through STEAP needs to be submitted by November 28, 2014, with an application fee of \$975.

D Mizla moved that the Town of Colchester Board of Selectmen move forward with a STEAP grant application to be prepared by Anchor Engineering for the design/reconstruction of Paper Mill Road Bridge over Jeremy River as recommended by the Town Engineer, seconded by B Curran. Unanimously approved. MOTION CARRIED

**13. Discussion and Possible Action on Roof Evaluation Proposals**

J Paggioli, PW Director, and K Jackson, Director of Educational Operations, submitted three proposals for the recommended roof evaluations of the Town and Board of Education facilities. Of the three proposals, K Jackson is recommending The Garland Company as their cost was reasonable and he has worked with the company before and finds that they were extremely thorough.

K Frantzen moved to award the work for roof evaluation to The Garland Company as recommended, in the amount of \$5,775.00 and sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**14. Discussion and Possible Action on Conn DOT Master Municipal Agreement for Right of Way Projects**

J Paggioli, PW Director, explained the two choices for the Agreement for Right of Way Projects. State guidelines must be met for local roads right of way. The master agreement states that the Town will handle the projects one of the two ways for the next ten years. A decision on which way to follow does not need to be made until the first project takes place.

B Curran moved that the First Selectman be authorized to enter into a Master Municipal Agreement for Right of Way Projects for the Town of Colchester, with the State of Connecticut Department of Transportation, and sign all necessary Documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Local Prevention Council Grant**

D Mizla moved to approve the application for the Local Prevention Council Grant and authorize the First Selectman to Sign all necessary documents, seconded by B Curran. Unanimously approved. MOTION CARRIED.

**16. Discussion and Possible Action on Town Clerk Recommendations for Revenue Options**

Town Clerk suggested charging for Notary Services that are currently offered as a free service, and selling Vital Envelopes for documents. So Soby stated that it would have an impact on the town by charging fees and services. This will be revisited at the next meeting.

**17. Discussion and Possible Action on Town Clerks recommendation for Mortgage Electronic Registrations Systems Revenue**

In the MERS agreement, it is not stated how the funds received are to be used. Town Clerk would like to use the accumulated funds to be used for a new map cabinet.

K Frantzen moved to authorize the First Selectman and Town Clerk to make use of available MERS account funds to purchase a map cabinet and possibly supply cabinet to support Town Clerks office records, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**18. Discussion and Possible Action on Budget Transfer Procedure**

S Soby discussed final revision to the budget transfer procedure document.

K Frantzen moved to approve the draft of Town Budget Transfer Procedure as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**19. Discussion and Possible Action on 2015 Board of Selectmen Meeting Dates**

B Curran moved to adopt the 2015 Board of Selectmen meeting dates, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**20. Discussion and Possible Action on 2015 Chairmen Commission Meeting Dates**

D Mizla moved to adopt the 2015 Chairmen Commission meeting dates, seconded by B Curran. Unanimously approved. MOTION CARRIED

**21. Discussion and Possible Action on Code Enforcement Department Re-design**

A continuation of discussion from the last Board of Selectmen meeting ensued. A Turner, Town Planner, outlined the qualifications of the current Fire Marshall in regards to the Building Inspector position. A Turner is recommending that R Gustafson moves into the Building Inspector position while maintaining the position of Fire Marshal. A salary adjustment will need to be made accordingly. A Turner is also recommending hiring a second Assistant for inspections and technical duties. Along with these changes all Planning & Zoning employees will report to A Turner.

B Curran moved to authorize the First Selectman to take necessary actions to instigate the organizational redesign of Planning & Zoning as outlined in the town Planners memo and any additional steps as appropriate under the Charter, seconded by B Curran. Unanimously approved. MOTION CARRIED

**22. Citizens Comments**

D Philips advised the board in regards to charging for notary fees, that there may be a state statute on what the fee can be set at.

**23. First Selectman's Report**

Sgt. Mercer will be discussing cost for advertising of replacement officer. Temp coverage is needed in the Police Dept for an administrative assistant; Stan has reviewed the Fire Dept. RFQ Strategic Plan submissions. A consultant selection has been agreed upon. Discussion with the Board of Finance will be on the Agenda on the next meeting; Town was awarded Open Space \$33,183 for 10 acres; Pictures of the banners going on the lamp posts on the streetscape was shown and they will go through the EDC for approval at their next meeting; Reimbursement of the SAFER grant due to year over year decline, midway through the software was changed and the cost was recalculated ahead of time. Town's CFO is working on maximizing the reimbursement on the SAFER grant; Senior Center engineering report has come in although costs were not included. J Paggioli is gathering numbers, then the committee will regroup on how to proceed; KX Consolidation continues. Lebanon will be going with Willimantic and East Hampton is talking with Valley Shore; an increase was seen at the library for electricity. Going forward looking to secure wholesale purchase for stable pricing.

**24. Liaison Reports**

D Mizla – Park & Rec Commission, Trick or Trunk was a great success, election day bake sale generated \$457 for youth services fund, Consignment tag sale raised \$430 that will be donated to youth and social services.

K Frantzen – Ethics, efforts to resolve the committee issues continues. Hope to have resolution within 2-3 weeks.

B Curran – Economic Development meeting did not meet because of no quorum

**25. Executive Session to Discuss a Pending Claim**

D Mizla moved to enter into executive session to discuss a pending claim, invited Adam Turner seconded by K Frantzen. Unanimously approved. MOTION CARRIED

S Soby, D Mizla, K Frantzen, and Bill Curran entered into executive session. Town Planner, Adam Turner was invited into executive session.

Entered into executive session at 9:19 p.m.

Exited from executive session at 9:54 p.m.

**26. Discussion and Possible Action on Pending Claim**

K Frantzen moved that the pending claim be addressed by the First Selectman in conjunction with the necessary departments and Town Counsel, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**27. Adjourn**

K Frantzen moved to adjourn at 9:56 p.m., seconded by B Curran. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk