



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Commission Chairmen Regular Meeting Minutes
Thursday, October 15, 2015
Colchester Town Hall – 7:00PM
Meeting Room 1**

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Denise Mizla, Selectman John Reever, and Selectman Kurt Frantzen

MEMBERS ABSENT: Selectman Rosemary Coyle

1. Call to Order

Selectman S. Soby called the meeting to order at 7:00 p.m.

Moment of Silence for Jenny Contois

Jenny was on the Board of Finance for 10 years, and First Selectman for 15 years. She set in motion what you see in town today.

2. Commission Updates – Commission Chairs

- 3. Christopher Bourque reported on the Agriculture Commission** The Food Hub project continues and a subcommittee has been set. Applying for a Grant from the Dept. of Agriculture for signage to direct people to local farms. Looking for one new member for the commission.

Stan Soby reported on the **Blight Task Force** Initial meeting was 10/14, the charge and ground rules were reviewed. Schedule is set up for the remainder of 2015, and then will meet twice a month in 2016.

Falk Von Plachecki reported on the **Conservation Commission** They have been having good attendance at meetings. Not much activity or applications. Application for a multi-family house approved with wetland protection and mitigation. Asked Public Works with assistance to be aware how to maintain low impact design landscaping when conducting work at the roadside. Meeting calendar has been set for 2016.

Daniel Henderson reported on the **Ethics Commission** The commission is constructing a citizens guide on how to file an ethics complaint, along with a new form. Both will be posted on the website. Working on a procedures manual that will give step by step instructions on taking an ethics complaint, procedure, and hearing information. This guide will be utilized for new chair people. Looking to schedule future meetings in the school vs using Town Hall. Looking for one new member.

Christina Maher reported on the **Fair Rent Commission** The commission meets as needed. There have been no issues as of the last chairmen meeting in July.

Edward Fusco reported on the **Police Commission** Two vehicles are out of service, one being repaired and one out of commission for good. Prescription drop off program continues and is a good way to get rid of unwanted prescriptions. Looking for grant funding to purchase body cameras. Looking for available K9's for drug searches. On the facebook page mug shots have been taken down and more positive reports are being posted.

RECEIVED
COLCHESTER, CT
2015 OCT 20 PM 3:10
DANIEL HENDERSON
TOWN CLERK

Stephen Coyle reported on the **Sewer & Water Commission** Report attached

Officer Rob Suchecki reported on the **Youth Services Advisory Board** R Suchecki took over as chairperson of the commission. Fundraising for a new van, partnered with Inishmore Pub on 11/5 to receive a portion of profit. The Youth Center is busy. Community Conversation has been successful. Reviewed upcoming youth trips and programs.

Merja Lehetinen reported on the **Cable Advisory** Relayed that there is a free \$1,000 scholarship available for seniors at Bacon from Comcast. M Lehetinen is the consumer advocacy for the group. School reduced lunch participants families are eligible for a reduced tv/internet package.

First Selectman Stan Soby thanked all the commission chairmen and their respective commissions, on the behalf of the Board for their time and energy and for making the town work.

WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):

Ron Goldstein regarding **Board of Education**
Robert Tarlov regarding **Board of Finance**
Tom Tyler regarding **Building Committee**
Gary Siddell regarding **Commission on Aging**
Ellen Sharon regarding **Historic District Commission**
Joe Mathieu regarding **Planning & Zoning Commission**

NO REPORT RECEIVED FROM THE FOLLOWING:

John Malsbenden regarding **Board of Assessment Appeals**
Gregg LePage regarding **Charter Review Commission**
Mary Ellen Mahoney regarding **Cragin Board of Trustees**
James Ford regarding **Economic Development Commission**
Nick Norton regarding **Open Space Advisory Committee**
Chris Ferrante regarding **Parks & Recreation Commission**
Jan LaBella regarding **Housing Authority**
Brenden Healy regarding **Police Retirement Board**
Laurie Robinson regarding **Zoning Board of Appeals**

3. Adjourn

D Mizla moved to adjourn the Commission Chair Meeting at 7:35 p.m., seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean
Clerk

Sewer and Water Commission – Chairman Report

October 15, 2015

1. The Ct. Dept of Health responded to our application to drill Well 3A. Next step is an RFP for Engineering and management services. It is being is being prepared.
2. Accounting Improvements – We are in the process of identifying a process to reconcile our Cash Balances at the end of the fiscal year with those published in the Town Audit.
3. The Commission has discussed the possibility of expanding the Sewer system westward to accommodate servicing a property on Old Hartford Road.
4. The Water Spray park leak was greatly reduced over the summer due to diligent work by the Water dept. in turning off the water when the park was not being used.
5. Joint facilities. The Rotary Drum Thickener construction is starting later than anticipated. Work will have to be done in the winter months.
6. We sold excess water during the drought this summer, a big turnaround from many years ago.

Stephen Coyle, Chairman

Chairmans' Meeting - BOF Report

Robert Tarlov

Wed 10/14/2015 6:57 AM

Inbox

To: Tricia Dean <tdean@colchesterct.gov>;

Cc: Stan Soby <ssoby@colchesterct.gov>;

Hi Tricia,

I am out of State, here is our BOF report:

The Board continues to complete items on the Board of Finance Initiatives and Objectives.

We are busy preparing for next budget season, meeting with Department Heads to review their long term planning needs.

Next week's meeting has several large items on the agenda:

- Review of the School and Town Building Capital and Maintenance Plans created in 2014 to develop a long term funding plan to meet the needs of the School and Town buildings.
- Review the results of the 1st full year of the savings from the Honeywell energy project.
- Snow removal trends and better ways to budget for the volatility and long term increase in costs.

The 2 Tri-Board Sub-Committees created in 2014 for improving communications on budget issues have begun their work for next year's budget. The subcommittees are each made up of 2 members from BOF, BOS and BOE. One subcommittee is creating plans for how to communicate important budget issues in the period between now and March, and the second in the period from March until referendum passage.

Work is focusing on how to best present information, how to get the information out, and how achieve easy access for voters.

The survey will remain unchanged from last year.

Thanks,

Rob

Completed activities:

- Worked on architectural, construction management (CM) and owner project management (OPM) services for WJJMS project
- Architectural services for final design:
 - Developed and advertised RFQ
 - Received and reviewed 14 proposals
 - Short-listed 4 firms for interview
 - Conducted interviews.
- Construction management services:
 - Developed and advertised RFQ
 - Received 11 proposals
- Owner project management services:
 - Working on developing OPM RFQ

Upcoming Activities:

- Make selection for architect for final design services
- Review CM RFQ responses, develop short list, interview and make selection
- Issue RFQ for owner's rep, review responses, develop short list for interview (depending on number of responses received), interview and make selection.
- Finalize detailed scope for CM and OPM

Commission on Aging
Quarterly Status Update, October 15, 2015

The CoA has focused on several things over the last quarter that we feel are foundational.

First was to strengthen the committee by filling all vacancies, and bring in fresh ideas. We are now fully staffed with 7 members, and 2 alternates.

Our second priority comes under the umbrella of Community Outreach. Jennifer Rayburn DeHay has been leading this effort for us. It has resulted in flyers that promote the CoA, and our first community fund raiser scheduled at Stop & Shop on November 7th.

We are also in the process of updating the very popular Senior Resource Guide so that new copies can be printed. This is a very well received community resource and we are anxious to get new copies in print. Rose Levine is leading this effort.

We have been able to set up a collection and disbursement account for donations and a means of funding our work. Maggie has been very helpful in setting up this account, and the processes around it. We raised \$300 last quarter.

We are fully engaged and focused on future needs and goals that may influence the discussion on a future Senior Center. It is our belief that creating a vision is the foundation of that planning.

Finally, we have the basics of a plan in place for our educational series. Rose Levine is leading the effort to create a series of forums to discuss "The Big Decisions", with potential topics that may include:

- Aging in My Own Home
- What Pays for What in Elder Care
- Caring for a Loved One with Alzheimers Disease
- Help at Home: What is Available and What Does It Cost
- Men's Health

Our goal is to stay active, and proactive.

Gary Siddell, Chairperson

Historic District Commission Report for Thurs.

Ellen Sharon <ellensharon@att.net>

Wed 10/14/2015 11:55 AM

Inbox

To: Tricia Dean <tdean@colchesterct.gov>;

The Historic District Commission has not met in the past quarter, as no business has come before us.

Sincerely,
Ellen

Ellen Sharon
Chair
Historic District Commission

On Oct 13, 2015, at 9:05 AM, Tricia Dean <tdean@colchesterct.gov> wrote:

The next Commission Chairmen Meeting is this Thursday, October 15th at 7pm.
If you are unable to make the meeting or send someone from your commission in your place,
please send me a report by Thursday at noon.
Thank you!

Tricia Dean

Executive Assistant to the First Selectman

Town of Colchester
127 Norwich Avenue
tdean@colchesterct.gov

P: (860) 537-7220

F: (860) 537-0547

<CommissionChairmenMeetingAgenda10_15_2015.pdf>

Untitled

Mathieu, Joseph B (Middle Market + UW Support) <Joseph.Mathieu@thehartford.com>

Thu 10/15/2015 5:40 PM

To:Tricia Dean <tdean@colchesterct.gov>; Stan Soby <ssoby@colchesterct.gov>; soby@sbcglobal.net <soby@sbcglobal.net>;

Cc:Joseph Mathieu <jbmathieu@comcast.net>;

Tricia / Stan,

Sorry to get this to you so late. I had intended to attend the meeting in person but now have a conflict.

Dear Selectmen Soby,

Please accept this as my report on behalf of the Planning and Zoning Commission. As reported in our last session, the Commission completed its work on updated Zoning Regulations and the Plan of Conservation and Development earlier this year so we have now returned to normal business. We have had quite a bit of activity of late, some of which I think can be attributed to applications that were waiting for the passage of the new Zoning Regulations.

We did lose one of our full members last month, so we are now lacking one full member and two alternates. This could begin to affect our ability to conduct business in terms of establishing quorums. I'd ask the Board for assistance in filling those vacancies.

Thank You

Respectfully submitted,

Joe Mathieu
Chairman, PZC

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