



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Commission Chairmen Regular Meeting Minutes
Thursday, July 16, 2015
Colchester Town Hall – 7:00PM
Meeting Room 1**

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, Selectman John Reeve, and Selectman Kurt Frantzen

MEMBERS ABSENT: None

1. Call to Order

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

2. Commission Updates – Commission Chairs

Ron Goldstein reported on the **Board of Education** Bacon Academy had a successful graduation of 218 students. The WJMS Building Project has been approved and moving forward. The application has been submitted and waiting for approval. Implementing the revised strategic plan that was adopted on 6/9/15. BOE will publicize more in September to the public, as well as presenting to the Board of Finance meeting in August.

Gregg LePage reported that the **Charter Review Commission** has one to two meetings left. Currently the group is documenting, prioritizing, and organizing to move to the revision stage. The next task is to report findings, with recommendations for the Charter Revision Commission, who will then do the wordsmithing.

Gary Siddell stated that the **Commission on Aging** membership has two current resignations. The commission has attracted a core group of volunteers that are present at meetings that can fill in the gaps. Membership continues to grow. Implementing the My Senior Center registration software and getting all members entered in the system. The new policy and procedure will roll out in July, and they are monitoring feedback. A sub-committee has been formed to address community outreach. Also actively working on fundraising events, which will help fund a needed re-print of the Senior Resource guide. Currently working on accreditation. Also discussions taking place on a potential new senior center project. Senior Center statistics were read (attached).

James Ford reported that the **Economic Development Commission** has reformatted their mission statement with goals and objectives. Working on a Municipal Development plan to address what the best course of action is to attract businesses into town and the village district, as well as to attract people to the Historic Center. The commission will be conducting an outreach to businesses asking them to attend meetings to discuss suggested improvements. The commission will also be conducting on-site visits to businesses to discuss concerns. Also will be meeting with neighboring towns EDC's.

Nick Norton reported that the **Open Space Advisory Committee** has had many successful meetings with Planning & Zoning

Joe Mathieu reported that the **Planning & Zoning Commission** currently has a full board, with two alternate positions open. Adopted the Zoning & Planning regulations and new applications have been coming in after the adoption of it without any issues.

2015 JUL 22 AM 10:49

RECEIVED
COLCHESTER, CT

Completed the adoption of the POCD, which is extremely comprehensive. Thanked the Board of Selectmen for assisting in the funding approval process of the POCD. J Mathieu expressed that Town Planner Adam Turner was a pivotal piece to the commission and they are sad to see him leave. He went on further to say Turner has been instrumental in terms of high level though process and left a stamp to the town's betterment.

Stan Soby reported on the **Police Commission** Sgt. Martinez has started on as the Resident State Trooper Supervisor. He is experienced out of Troop K and is ready to go. Officer Mike Brown started on board and brings extensive experience as an officer. Commission is working as the local traffic authority on some concerns by residents.

Merja Lehetinen reported on the **Cable Advisory** A check was presented to the Cragin Library for the purchase of a tv screen to be on display to inform visitors on public announcements and programming. Rapid escalation of consumer problems from cable companies which resulted in having resolution within 24 hours in the last 90 days. M Lehetinen urged the COA to inform their members to assign a family member or 3rd party representative to read their bills.

First Selectman Stan Soby thanked all the commission chairmen for their reports and all the good work they do within their commissions. He stated the town wouldn't exist without the efforts of our volunteers.

WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):

Robert Tarlov regarding **Board of Finance**
Tom Tyler regarding **Building Committee**
Falk von Plachecki regarding **Conservation Commission**
Christina Maher regarding **Fair Rent Commission**
Stephen Coyle regarding **Sewer & Water Commission**

NO REPORT RECEIVED FROM THE FOLLOWING:

Christopher Bourque regarding **Agriculture Commission**
John Malsbenden regarding **Board of Assessment Appeals**
Blight Ordinance Task Force
Mary Ellen Mahoney regarding **Cragin Board of Trustees**
Daniel Henderson regarding **Ethics Commission**
Ellen Sharon regarding **Historic District Commission**
Jan LaBella regarding **Housing Authority**
Chris Ferrante regarding **Parks & Recreation Commission**
Brenden Healy regarding **Police Retirement Board**
Gina Ebbeling regarding **Youth Services Advisory Board**
Laurie Robinson regarding **Zoning Board of Appeals**

3. Adjourn

R. Coyle moved to adjourn the Commission Chair Meeting at 7:28 p.m., seconded by Denise Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean
Clerk



TOWN OF COLCHESTER

Commission on Aging
95 Norwich Ave., Colchester, Connecticut 06415
(860) 537-3911

Where Tradition Meets Tomorrow

RECEIVED
COLCHESTER, CT
2015 JUL 14 AM 11:29

Colchester Commission on Aging Meeting Minutes

Monday July 13, 2015 - Colchester Senior Center

Members Present: Chair Gary Siddell, Jean Stawicki, Goldie Liverant, Marion Stanavage, Rose Levine, Rob Gustafson, Jennifer Raybern DeHay

Members Absent: Wayne Mohrlein

Others Present: Patty Watts, Rosemary Coyle, Mary Tomasi, Laura Falt, other citizens

- 1. Call Meeting to Order:** Chair G. Siddell called the meeting to order at 8:33 a.m.
- 2. Possible Seating of Alternate:** G. Siddell seated alternate J. Rayburn DeHay as a voting member in the absence of a committee member.
R. Gustafson motioned to reorder the agenda to move the Senior Center Director's Report to the next item. J. Stawicki seconded. All members present voted in favor. MOTION CARRIED.
- 3. Senior Center Director's Report:** P. Watts reported that new members for May should have been 16 rather than 12. They are kicking off membership at 9 am this morning. It is free for Colchester residents 55 and up and there's a \$10 annual fee for non-residents. Membership is required for anyone participating in programs, classes, trips or services. There is a welcome bag given to registrants with the registration form, a welcome letter, Policies and Procedures Manual, File of Life Kit and instructions to enroll in town email subscriptions. MySeniorCenter has arrived and key tags will be distributed with membership registration. Feedback is that it's easier than the pen and paper sign in sheets. She met with the Wallingford Senior Center along with G. Siddell and J. Stawicki to discuss steps for accreditation. It was a productive meeting and a steering committee will be formed in August. TVCCA is offering summer salad specials on Wednesdays and Fridays throughout the summer. There are Farmer's market vouchers available for income qualified individuals/couples who register at the center. Stop & Shop is donating baked goods and produce through their Harvest Program which are available at the center. Two senior volunteers coordinate pickup and Patty completes online reporting. The 2nd annual CSC Golf Tournament Fundraiser will be held on August 7th for 9 holes and August 8th for 18 holes. There will be a dinner reception to follow at St. Joseph's Polish Club catered by Papa Z's. Non-golfers can join for \$15.00. The NCOA theme for National Senior Center Month this year is Celebrate LIFE at Your Senior Center (Learning-Expand your knowledge; Independence-Live on your terms; Friends-Enjoy life; Energy-Discover health and vitality). It's an exciting theme and plans are already underway for September. The DOT grant was awarded in the amount of \$33,320.00 and the Making Memories grant was for \$14,648 which was \$5,000 less than requested. They will have to fundraise to cover the gap. July programs are as follows: 7/6 Patriotic Picnic with Youth and Social Services; 7/10 Patriotic Camperdy Trivia and Ice Cream Social; 7/15 Massage Therapy Presentation with Julie Shilosky; 7/17 AARP Smart Driver Class; 7/23 Summer Salad Cooking Demo with Laura Falt; and 7/30 Thimble Islands Cruise with lunch on your own. The following trips are sold out: 7/16 My Name is Barbra-Lobster Bash, 8/13 Sail Away Aboard the Argia, 9/15 9/11 Memorial Museum and 12/2 Radio City Music Hall Christmas Spectacular. There's still room to register for the following: 8/27 Foxwoods Casino, 9/23 Eastern States Expo (CT Day), 12/10 In the Christmas Mood with the Glenn Miller

Orchestra and 3/19-27/2016 No-Fly Cruise to the Bahamas. Missing May statistics: Transports: 926 and 134 Community Café meals served. June Statistics: Attendance: 1,361 over 22 days. 1,091 Transports. 99 Bistro and special meals served, 139 Community Café meals served and 403 Meals-on-Wheels delivered. 9 new members registered in June for a YTD total of 63 new members. Patty also reported that the First Selectman wants to include a new senior center on their agenda. Once the steering committee is named in August, there will need to be a bigger community presence beginning in September. She will be reaching out to senior housing areas to hold information sessions. The Resource Guides are running low. Asked about printing more as she'd like to include them in the welcome bag.

P. Watts left the meeting.

4. **Minutes:** J. Stawicki motioned to accept the June 8, 2015 minutes with the change in May new memberships from 12 to 16. M. Stanavage seconded. R. Levine and R. Gustafson abstained. All other members present voted in favor. MOTION CARRIED.
5. **Financial Report:** There was discussion regarding whether there's a line in the new Commission on Aging budget to keep track of donations and expenditures. Currently they are run through the Senior Center budget. The 2015-2016 CoA budget includes clerk fees, printing and postage. R. Coyle will email Maggie in finance to find out. There is currently \$14.70 left from donations.
6. **Chairman's Report:** G. Siddell reported that the Quarterly Commission Reports are this Thursday at the Board of Selectmen meeting and members are welcome to attend. Also, Susan Choma resigned her position as alternate as she is moving out of state. The Commission thanks her for her service and wishes her luck in her move.
Art Shilosky entered the meeting.
G. Siddell also commented on the great job everyone has done to keep the senior center in the news while the school building project was worked on. There was discussion on whether the next step is to decide on what is needed in a building or an appropriate site for a new building. The building needs will be somewhat determined during the self-assessment process. R. Coyle stressed the need for all boards to work together to move this forward. A. Shilosky stated that the financial planning has already taken a new center into account.
7. **Review Revised Mission Statement Wording:** G. Siddell presented some suggested wordings for members to consider. R. Gustafson motioned to accept the following: "The Commission on Aging shall assist and support the needs of citizens 55 and older in the areas of nutrition, employment, economic and physical well-being, social services, housing and any other areas of concern; develop and implement programs; advocate for this population and collaborate with the Senior Center and the Community." G. Liverant seconded. All members present voted in favor. MOTION CARRIED.
G. Liverant left the meeting.
8. **Status of NCOA Accreditation and Community Outreach Initiative:** G. Siddell reported that the steering committee should be no more than 10 people. R. Coyle suggested having an odd number. J. Raybern DeHay shared a draft flyer to use for advertising/fundraising. There was discussion on some changes to the flyer and how and where it will be used.
9. **Old Business:** No items were reported.
10. **New Business:** No items were reported.
11. **Adjournment:** J. Stawicki motioned to adjourn the meeting at 10:01 a.m. R. Gustafson seconded the motion. All members present voted in favor. MOTION CARRIED.

Respectfully submitted,



Michelle Komoroski

Fw: Commission Chairmen Meeting: BOF Report

Robert Tarlov

Mon 7/13/2015 6:29 AM

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

BOF

In 2014, the Board of Finance created a list of BOF Objectives and Initiatives. With the budget season behind us, we have directed attention back to the list, updating it to reflect those items accomplished and adding new ones.

We continue to work on items such as:

- Updating the Vehicle and Equipment Replacement Plan,
- A funding plan for the new Building Maintenance Plan,
- 2 Tri-Board subcommittee working on budget communications, both during and between budget seasons,
- A strategy plan for the Recreation Program Fund,
- Funding plans for Snow Removal and for Legal.

From: Robert E. <esteverj@comcast.net>
Sent: Sunday, July 12, 2015 12:32 PM
To: 'Rob Tarlov'
Cc: Robert Tarlov
Subject: RE: Commission Chairmen meeting agenda for 7/16/15 @ 7pm

Could you send a written report please.

From: Rob Tarlov [mailto:ctparagon@comcast.net]
Sent: Thursday, July 09, 2015 11:35 AM
To: Rob E.
Cc: BOFChair@colchesterct.gov
Subject: FW: Commission Chairmen meeting agenda for 7/16/15 @ 7pm

I'm out of state.

Do you want to cover or do you just want me to send a written report?

From Tricia Dean [mailto:tdean@colchesterct.gov]
Sent: Thursday, July 09, 2015 9:18 AM

July 16, 2016

Building Committee Chairman's Update

Completed activities:

- Held several presentations on project and tours of WJJMS prior to BOS setting of referendum date (initiation of advocacy rules).
- June 16th referendum majority vote in favor of project.
- Building Committee, architect and Town work to complete project paperwork for submission to State Bureau of Schools for inclusion on project list. Application submitted on June 30th.
- Building Committee met several times to discuss project next steps, architect selection, scheduling, etc.
- Receive guidance from Town Attorney that a new RFQ for architectural design services is required.

Upcoming Activities:

- Develop RFQ for architectural services for detailed design
- Decide on construction management (CM) support methodology for project and issue RFQ for CM services.
- Decide on owner project management (OPM) support methodology for project and potentially issue RFQ for OPM services.
- Goal is to get architect, CM and potentially OPM selected as soon as possible to begin design.

An important point came up at the last Building Committee meeting that I want to make sure the BOS understands: The Building Committee intends to move forward with detailed design as soon as practical. It is our intention that design will be well underway before formal notification of the project's acceptance by the State Bureau of School Facilities is received. In essence, design is at risk, albeit low.

Regards,
Tom

CCC Chairmans Report

Jay Gigliotti

Thu 7/16/2015 2:55 PM

Inbox

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

Cc: ARTHUR F von PLACHECKI <afvp@sbcglobal.net>;

Hi Tricia,

On Behalf of Falk von Plachecki, Chairman of the **Conservation Commission:**

Unable to attend Chairman's Meeting on 7/16/15

CCC Attendance is good, with still one vacant alternate position

no new applications

Status is good

Thank you.

Jay Gigliotti

Town of Colchester

Planning & Zoning Department

(860) 537-7283

jgigliotti@colchesterct.gov

7/9/2015

Re: Commission Chairmen meeting agenda for 7/16/15 @ 7pm - Tricia Dean

Re: Commission Chairmen meeting agenda for 7/16/15 @ 7pm

Christina Maher <christinamaher@live.com>

Thu 7/9/2015 9:20 AM

Inbox

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

Fair Rent Commission

Hi Tricia,

I will be on vacation next week and cannot make it. We have no updates, however. We've had no meetings or activity.

Christina

Sent from my iPhone

On Jul 9, 2015, at 9:18 AM, Tricia Dean <tdean@colchesterct.gov> wrote:

Good morning,

Attached is the Commission Chairmen meeting agenda for next week's meeting on Thursday, July 16th at 7pm in Town Hall.

If you will not be able to attend please send me an update to be included at the meeting by Wed, July 15th.

Regards,

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

<CommisionChairAgenda7_16_2015.pdf>

Sewer and Water Commission – Chairman Report

July 15, 2015

1. The well 3A application has been submitted to the Ct. Dept. of Health.
2. Both of our budgets finished the June 30, 2015 fiscal year in the black. Final figures are not yet available.
3. Credit Card payments have been switched to the Town's vendor. There is a slightly different fee structure for the rate payers.
4. The Water Spray park repairs will commence at the end of August.
5. Joint facilities. A major upgrade to the Treatment plant has begun. This is the Rotary Drum Thickener.
6. Our Prospect Hill Pump station is getting new impellers. When finished, this facility will have undergone an upgrade of every major component since its construction.

Stephen Coyle, Chairman