



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, May 5, 2016  
Colchester Town Hall @ 7pm

RECEIVED  
COLCHESTER, CT  
2016 MAY -6 PM 1:55  
TOWN OF COLCHESTER  
CLERK T. DEAN

**MEMBERS PRESENT:** First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Dennis Mizla, and Selectman John Jones.

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Cindy Praisner, JLN Associates Nick Delia and Wayne Gronlund, civic students, and Clerk T. Dean

**1. Call to Order**

First Selectman A Shilosky called the meeting to order at 7:00 p.m.

**2. Additions to the Agenda - none**

**3. Approve Minutes of the April 21, 2016 Regular Commission Chairmen Meeting**

R Coyle corrected #2, last paragraph, 2<sup>nd</sup> sentence to add "Proposed" 1 ½ water increase.

J Jones moved to approve the Regular Commission Chairmen meeting minutes of April 21, 2016, as amended, seconded by R Coyle. Unanimously approved. MOTION CARRIED

**4. Approve Minutes of the April 21, 2016 Regular Board of Selectmen Meeting**

R Coyle corrected #14 to remove "stated" after Shilosky and before reported.

R Coyle moved to approve the Regular Board of Selectmen meeting minutes of April 21, 2016, as amended, seconded by J Jones. Unanimously approved. MOTION CARRIED

**5. Citizen's Comments**

D Dander commented on the April 7, 2016 meeting minutes regarding Chatham Health. Distributed a letter to the Board which he read (attached). Also commented on the executive session portion of the April 7<sup>th</sup> meeting.

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

**a. Youth Advisory Board – Resignation of Tricia Dean**

S Soby moved to accept, with regret, the resignation of Tricia Dean as member of the Youth Advisory Board, seconded by R Coyle. Unanimously approved. MOTION CARRIED

**7. Budget Transfers - none**

**8. Tax Refunds & Rebates**

R Coyle moved to approve tax refund in the amount of \$20.90 to Jerome Thompson 3<sup>rd</sup> or Jerome Thompson Jr., seconded by S Soby. Unanimously approved. MOTION CARRIED

**9. Discussion and Possible Action on the Competitive School Readiness Application**

S Soby asked why the grant paperwork was not available for review, as he was not comfortable approving without seeing documentation. C Praisner stated the packet wasn't completed, as she is waiting for state notification on implementors, and that the submittal date is 5/20. S Soby stated the Board can do a special meeting via conference call to approve once they see the documents. Requested to receive documentation by 5/11 for the Board to review.  
NO ACTION

**10. Discussion and Possible Action on the Quality Enhancement Grant Application**

Documentation also not received for this application for review. NO ACTION

**11. Discussion and Possible Action to Accept the 2 Generational Pilot Project Grant Funds**

Documentation also not available for review. NO ACTION

**12. Discussion on JLN Associates Colchester Hayward Fire Department Strategic Plan**

Nick Delia, Project Lead, would like feedback from the Board regarding SWAT analysis and their views on strengths, weaknesses and threats. Conducted a similar exercise with the Fire Dept./EMT personnel, as well as the Chief and Deputy Chief of the Fire Dept. The Board indicated they were not aware this was the plan of JLN for the evening and they were expecting an update on the strategic plan. R Coyle asked that they frame the conversation for a future meeting by giving the Board general questions to think up on before meeting next.

**13. Discussion and Possible Action on Police Department Grant Opportunity**

A Shilosky stated that there is quite a bit of paperwork to be done with this grant and the cost factor would be expensive. R Coyle stated that a discussion can't take place without presenting a financial analysis, along with how to incorporate the final package into the budget. S Soby stated a plan for utilizing the additional officer is needed and how it would fit into current staffing needs. NO ACTION

S Soby requested a work flow analysis for the Police Department office.

**14. Discussion on Security System Policy**

S Soby stated a draft policy that clearly states policy and procedure for use of the security system is needed for the Board to review before input. Once a draft is completed for Board review, it will be held in executive session for discussion due to the nature of security.

**15. Citizens Comments - none**

**16. First Selectman's Report**

A Shilosky reported that the town is talking with a developer about 55+ affordable housing and a possible grocery store.

**17. Liaison Reports**

R Coyle reported on the WJMS Building Committee – discussed roofing options of re-roofing existing or new, no significant difference and warranty is the same. Discussed having exploratory work on infrared scans. K Jackson will be involved in the PO. Committee also discussed interior design overview, abatement and demotions, and commissioning agent. Hope to start demolition by July 1<sup>st</sup>. Project manager discussed phases of construction. Attended Senior Center Volunteer Luncheon (attachment). Meals on Wheels being cut back, also looking for more volunteers to deliver meals.

S Soby stated KX continues to work with QVEC on an orderly transfer. He is on a list to receive agendas and minutes to keep apprised on progress and updates.

Health District – hired Don Mitchell as Director, with a one-year contract that includes performance measures. Back on the right path with the State Department Public Health.

Planning & Zoning special meeting and regular meeting – approved change request to project on Rte 149 & 16. Approved expansion plans for Alpha Q. Approved zone change for parcel on Old Hartford Rd for commercial development. Approved four regulation changes.

D Mizla reported on Charter Revision – Discussed time line and deadlines. Plan is to be finished by May 2017 and present on suggested changes. Two public forums will be planned for public input. Should be done with suggested changes by Sept 2017 to be included on the 2017 November ballots.

Recreation Field Sustainability – recapped at last meeting with a time frame for the commission. Draft with short and long term recommendations to present to the Board. Field use is currently at 80-100%. D Mizla submitted to clerk, Proposed Recreation Park Improvement Dedicated Fund draft language to forward to Board members (attached). C Ferrante will be resigning as chairperson effective June 6<sup>th</sup> due to relocating.

S Soby stated that the town is well served in legislation by delegates Art Linares, Linda Orange and Melissa Ziobron.

**17. Adjourn**

J Jones moved to adjourn at 8:00 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attached: D Dander Letter & FOIA Executive Session web information submitted by D Dander  
Senior Center Volunteer Luncheon – Statistics  
Proposed Recreation Park Improvement Dedicated Fund Draft Language

Respectfully submitted,

Tricia Dean, Clerk

May 5, 2016

Dear members of Colchester's Board of Selectmen and members of the Chatham Health District's Board of Health,

It is my belief that Chatham Health District's Public Hearing held April 28, 2015 to amend the Chatham Health District Food Service Ordinance (*attached*) was not properly warned as required by Colchester's Town Charter. Health Director, Don Mitchell and Colchester's Assistant Town Clerk, Joan Campbell both confirmed that there was not a public notice placed in a local newspaper, warning of that April 28, 2015 Public Hearing regarding proposed amendments to Chatham Health District Food Service Ordinance (*attached correspondence between myself, Mr. Mitchell and Ms. Campbell*).

- ❖ Per state statute (*below*), Chatham Health District has a requirement to perform the duties previously borne by the Town of Colchester and its former Health Department.

Connecticut General Statutes Section 19a-241 cites requirements of health districts when it states, " The affairs of any such district department of health shall be managed by a board, which shall have all the duties exercised or performed immediately prior to the effective date of the creation of such district by directors of health or boards of health of the municipalities..." (*attached CGS Section 19a-241*).

- ❖ Colchester's Town Charter requires a warning in a local newspaper at least 10 days prior to any hearing to amend or enact ordinances, including amendments to Colchester's Health Ordinance. (*attached Colchester's Town Charter, Section C-403, Limited Power to Adopt Ordinances*).
- ❖ Colchester's Town Charter requires that abolished or modified boards and departments (*the former Colchester Health Department, previously governed by Colchester's Board of Selectman*) continue to hold their respective duties in accordance with the Town Charter, until provisions are made for the transfer or modifications of these duties. (*attached Colchester's Town Charter, Section C150, Transfer of Power*).

I believe that not properly publishing a warning (*in a local newspaper*) of Chatham Health District's April 28, 2015 Public Hearing to amend its Food Service Ordinance, results in a breach of Colchester's Town Charter. As such, the deliberations and actions at that Public Hearing last April by Chatham Health District's Board are questionable, if not invalid.

As a citizen of the town of Colchester, served by the Chatham Health District, I'm requesting that the Town of Colchester and the Chatham Health District Board of Health act to reconcile what I believe is a breach of Colchester's Town Charter, in order to legitimize the Health District's Food Service Ordinance and regulations.

Respectfully,



David Dander  
Colchester, CT

## FOOD SERVICE ORDINANCE

PURSUANT TO THE PUBLIC HEALTH CODE OF THE STATE OF CONTECTICUT AND RELEVANT STATE STATUTES AND BY THE TERMS OF THIS ORDINANCE, THE FOLLOWING ORDINANCE VOIDS ANY EXISTING MUNICIPAL FOOD SERVICE ORDIANCE, AND BECOMES EFFECTIVE JANUARY 1, 2003:

### SECTION I - Definitions

As used in this ordinance, the following terms shall have the meanings indicated:

1. FOOD Any raw, cooked or processed edible substance, drink or ingredient, including ice, used or intended for use, in whole or in part or otherwise handled for human consumption.
2. FOOD ESTABLISHMENT Any place, fixed or mobile, where food intended for human consumption is manufactured, prepared, stored, offered for sale, sold, served or given to the public or handled in any other manner for public use, regardless of whether consumption is on or off the premises or whether there is a charge for the food including, food stores, itinerant vendors, and caterers. The term does not include private homes where food is prepared for individual family consumption, or a bed-and-breakfast operation that prepares and offers food to the guests if such operation is owner occupied, has a total occupancy load of no more than 16 persons, does not provide for cooking or warming food in the guest rooms, and breakfast is the only meal served.
3. FOOD VENDING MACHINE A device automatically operated to supply food without the direct supervision of a human being.
4. DIRECTOR OF HEALTH The District Director of Health for the Chatham Health District or the Registered Sanitarian, who is his/her authorized agent, who shall enforce this ordinance.
5. CERTIFIED AGENT One who has been certified by the State of Connecticut for food establishment inspections.
6. SEASONAL ESTABLISHMENT A food Establishment which is seasonal in nature, i.e., not to exceed a six month duration in any given year.
7. TEMPORARY FOOD SERVICE ESTABLISHMENTS Food establishments that may operate in the Chatham Health District at fixed locations for periods not to exceed fourteen (14) days in any thirty (30) day period, in connection with a carnival, circus, public exhibition, festival, or similar transitory gathering.
8. HAZARD ANALYSIS An evaluation of food handling operations to identify points of potential product contamination and an assessment of the adequacy of hot processing and hot and cold storage methods for foods.

### Section II - Food Service Establishment Classification

The director of health or his/her authorized agent shall classify each food service establishment at the time of licensure, licensure renewal, or other registration with the director of health.

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### Chatham Health District Forms / Fees

#### Chatham Health District Fees

[Application for General Service 3](#)

[Application for Community Health Services](#)

To use Online Forms you will need to install Adobe Reader

If you do not already have Adobe Reader you may download it for free by clicking this icon



Forms Marked (Online Submission Available) will automatically download when you click the link. Open the file in Adobe Acrobat Reader. Browser reader plugins are not supported at this time.

#### Food Service Forms

[Chatham Health District Food Service Ordinance](#)

[Food Establishment Plan Review Application](#)

[Food Service License Application](#)

[Temporary Event Directions](#)

[Temporary Event Application](#)

[Farmers Market Temporary Permit Application](#)

[Farmers Market Reference Guide](#)

[Food Vending Plan Review Application](#)

[Alternate Person in Charge Demonstrated Knowledge Statement](#)

[Employee Training Sheet](#)

#### Septic Forms

[Application to Construct or Repair Sewage Disposal System](#)

[B100a Review \(for Building Permits\) \(Online Submission Available\)](#)

[Permit to Discharge Application for SSDW](#)

[Septic Tank Cleaning Permit \(Online Submission Available\)](#)

[Licensed Cleaner Registration Registered Cleaner List](#)

[Waste Water Pumping and Permit to Discharge Regulation](#)

[Frequently Asked Questions](#)

[Pump Out Database](#)

[Other Waste Water Discharge Registration Form](#)

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AOL Mail

Inbox (898)

Drafts (174)

Sent

Spam (38) [Empty]

Trash (12) [Empty]

My Folders [Edit]

Ben Bronz

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Notes

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aarp.thehartford.com You Deserve Better Auto Insurance



Fisher Investm... Sponsored

Beware of Annuities! If you have a \$500K portfolio & own an annuity,

Re: Legal Notice of Public Hearing to amend or dinance

From: "Don Mitchell" <don.mitchell@chathamhealth.org> To: "David Dander" <ddander@sbcglobal.net> Cc: "jcampbell@colchesterct.gov" <jcampbell@colchesterct.gov>

Full Headers Printable View

Dear Mr. Dander, I cannot confirm the publication of the notice 10 days before the meeting at this point though I know it had been a general (unwritten) policy to do so. Ms. Campbell may be better able to answer if this is a requirement under the FOIA. Even if it were not it is just good policy. The section of General Statutes you quoted does not mean (in my understanding) what you think it means. It addresses that powers that towns had are powers that districts now have. I do know that in an effort to reach as many food service establishments as possible, we emailed those for which we had email addresses. We sent the proposed regulation highlighting changes and itemizing them on another attachment. I hope you understand that I'm only telling you what I know. Going forward you raise a good issue I will explore. I will try to schedule a Freedom of Information Act training for District employees and put forth a policy for the District regarding such notices. In the next couple of months I hope to form a food advisory group with both staff and industry professionals such as yourself. The intent will be to work cooperatively on issues of concern from either side in the spirit of improving communication and making the inspectional process more beneficial to both sides. Please let me know if you would be interested in being part of such a group. Sincerely, Don Mitchell

From: David Dander <ddander@sbcglobal.net> Sent: Monday, February 22, 2016 5:08 PM To: Don Mitchell Cc: jcampbell@colchesterct.gov Subject: Legal Notice of Public Hearing to amend ordinance

Dear Mr. Mitchell,

Thank you again for your explanation regarding the confusion and delay surrounding my application for a health license renewal for calendar year 2016.

As you requested, I am contacting you to let you know what I discovered from the Colchester Town Clerk today, regarding the warning of the public hearing held last April 28th to amend the Chatham Health District Food Service Ordinance. As you know, the amended Chatham Health District Food Service Ordinance was not updated on your website until January 14th, 2016, thus the confusion.

You are correct that the town clerk received the agenda for that meeting with the time prescribed for warning a meeting. The Clerk sent me the agenda with a date stamp of April 23, 2015 (attached).

However, there was no record by the Town Clerk of a public notice being placed in the local newspaper at least 10 days prior to the Public Hearing on amending Chatham Health District Food Service Ordinance. This is a requirement per Colchester's Town Charter (specific to the BOS). I believe that this same requirement is necessary for the Chatham Health District to amend an ordinance, per the duties of District Board of Health as outlined in Connecticut General Statutes Section 19a-241.

Can you tell me if the Chatham Health District published any legal notice in local newspapers warning of this meeting and if not, what the position of the health district is regarding my interpretation of the requirement to publish a legal notice of this public hearing?

I've attached an excerpt from Colchester's Town Charter, together with the text of Connecticut General Statutes Section 19a-241. I've also copied Joan Campbell, Colchester's Assistant Town Clerk who helped me today.

Thanks for your attention to my questions.

Sincerely,

Member guarantees include quality service at a fair price. Angie's list Home is where our heart is. Get Started. For a little more on qualified purchases.

Dave Dander

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On Sat, 2/20/16, David Dander <[ddander@sbcglobal.net](mailto:ddander@sbcglobal.net)> wrote:

Subject: Re: Chatham Health District 2016 Vendor's License Application  
To: "[ddander@sbcglobal.net](mailto:ddander@sbcglobal.net)" <[ddander@sbcglobal.net](mailto:ddander@sbcglobal.net)>, "Jim Karrenberg" <[jim.karrenberg@chathamhealth.org](mailto:jim.karrenberg@chathamhealth.org)>  
Cc: "Tina Lanzi" <[tina.lanzi@chathamhealth.org](mailto:tina.lanzi@chathamhealth.org)>, "Don Mitchell" <[don.mitchell@chathamhealth.org](mailto:don.mitchell@chathamhealth.org)>, "Steve Knauf" <[steve.knauf@chathamhealth.org](mailto:steve.knauf@chathamhealth.org)>  
Date: Saturday, February 20, 2016, 2:33 PM

Dear Mr. Karrenberg,

Thank you for your email. Please see the attached documents and thank you in advance for your attention to my questions and request.

Sincerely,  
Dave Dander  
New England Soft Serve  
Colchester, CT

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On Fri, 2/19/16, Jim Karrenberg <[jim.karrenberg@chathamhealth.org](mailto:jim.karrenberg@chathamhealth.org)> wrote:

Subject: Chatham Health District 2016 Vendor's License Application  
To: "[ddander@sbcglobal.net](mailto:ddander@sbcglobal.net)" <[ddander@sbcglobal.net](mailto:ddander@sbcglobal.net)>  
Cc: "Tina Lanzi" <[tina.lanzi@chathamhealth.org](mailto:tina.lanzi@chathamhealth.org)>, "Don Mitchell" <[don.mitchell@chathamhealth.org](mailto:don.mitchell@chathamhealth.org)>, "Steve Knauf" <[steve.knauf@chathamhealth.org](mailto:steve.knauf@chathamhealth.org)>  
Date: Friday, February 19, 2016, 9:35 AM

Hello David,

I have reviewed your submitted Chatham Health District Food Service License Application for a Vendor for calendar year 2016 and I have the following items that need to be addressed for approval of this license:

Your submitted application is not the current Chatham Health District Food Service License Application for 2016. Please see the attachment which is the current application, fill out and submit back to the Chatham Health District with the following requested items listed below:

You submitted Check # 5979 for the amount of \$50.00. The Vendor or as noted on the current application as 'Mobile Food Unit' fee is \$100.00. Please submit an additional \$50.00 fee to cover the remaining balance; We need to know where you are obtaining your potable water for use in the trailer. Please note that on your application.

If I can be of assistance, I can be reached at [jim.karrenberg@chathamhealth.org](mailto:jim.karrenberg@chathamhealth.org) or by phone at 860-537-7214.

Sec. 19a-241. (Formerly Sec. 19-106). Formation of district departments. Board. (a) Towns, cities and boroughs, by vote of their respective legislative bodies, after a public hearing, may unite to form district departments of health, which shall be instrumentalities of their constituent municipalities. The affairs of any such district department of health shall be managed by a board, which shall have all the duties exercised or performed immediately prior to the effective date of the creation of such district by directors of health or boards of health of the municipalities and which shall exercise all the authority as to public health required of or conferred upon the constituent municipalities by law and shall have the powers of the district set forth in section 19a-243. Towns, cities and boroughs may, in like manner, join a district department of health previously formed with the approval of the board of such district.

**§ C-403. Limited power to adopt ordinances.**

A. The Board of Selectmen shall have the power to enact, amend and repeal ordinances only for the following purposes:

(1) To incorporate any nationally recognized code, rules or regulations, which have been published or any code officially adopted by any administrative agency of the State of Connecticut, or any portion thereof, provided upon adoption of any such code, rules or regulations, copies of such shall be maintained and made available to the public in the office of the Town Clerk or in the office of the Town department directly responsible for enforcing such code, rules or regulations and in the public library; and

B. No ordinance shall be acted upon by the Board of Selectmen pursuant to this section until a public hearing concerning such ordinance shall have been held by the Board of Selectmen. Notice of such public hearing shall be given at least 10 days in advance by publication of a legal notice in a newspaper having a general circulation in the Town and by posting a notice in the office of the Town Clerk. Copies of any such proposed ordinance shall be available to the public in the office of the Town Clerk at least 10 days prior to the date set for the public hearing. If substantive changes, as determined by Town counsel, are made to the proposed ordinance after the public hearing, a second public hearing shall be held prior to final action by the Board of Selectmen.

**§ C-1507. Transfer of power.**

All commissions, boards, departments and offices which are either abolished or modified by this Charter, or any amendment thereto, shall continue to hold their respective duties and powers until such time as provision shall have been made for either the transfer or the modification of these duties and powers in accordance with the terms of this Charter or any amendment thereto. All members of appointed and elected boards whose positions are either abolished or modified by this Charter, or any amendment thereto, shall continue to hold their respective duties and powers until such time as provision shall have been made for either the transfer or modification of these duties and powers in accordance with the terms of this Charter or any amendment thereto.



Source: Connecticut General Assembly website (hyperlink below); and 1<sup>st</sup> result from a search on that website of "Executive Session".

<https://www.cga.ct.gov/2010/rpt/2010-R-0130.htm>

March 5, 2010

2010-R-0130

## EXECUTIVE SESSIONS

By: Kristin Sullivan, Principal Analyst

You asked for a summary of the procedure public agencies must follow under the Freedom of Information Act (FOIA) for conducting executive sessions.

**Summary:** FOIA generally requires all public agencies to open their meetings, hearings, and other proceedings to the public. However, it specifies limited circumstances under which members, by a two-thirds vote of those present, may conduct proceedings behind closed doors in executive session. The reason or reasons for entering into executive session must be stated at the public meeting. And any vote resulting from discussion during an executive session must occur during the portion of the public meeting.

**Reasons:** Executive sessions may be held to discuss:

1. individual officers or employees (unless the officer or employee asks for a public hearing);
2. strategies and negotiations about pending claims or pending litigation involving the agency or a member;
3. security matters;
4. real estate transactions by a political subdivision when publicity would likely cause a price increase; or
5. any matter that would result in disclosing a public record that is exempt from disclosure (CGS § 1-200(6)).

FOIA specifically prohibits an agency from calling an executive session to receive or discuss oral communication that would be protected by attorney-client privilege if the agency were a nongovernmental entity. But the agency may do so if it needs to discuss the communication for any of the purposes listed above. It may also invite people to present testimony or opinions, but their attendance must be limited to the time necessary to make their presentation (CGS § 1-231).

**Procedure:** An executive session may convene if two-thirds of the agency members attending a public meeting vote to close it for one of the reasons listed above. The reason or reasons for entering into executive session must be stated at the public meeting. If the public meeting's primary purpose is to enter into executive session, its agenda must be filed like any other—24 hours in advance—and indicate the anticipated executive session (CGS §§ 1-225(c) and (f)).

Business or discussion during an executive session must be limited to the subject(s) covered by the vote to close a portion of the meeting (CGS § 1-231). Any vote on topics

discussed during the executive session must be taken during the public portion of the meeting (see Docket #FIC 2005-590).

The public meeting minutes must include the (1) reason for entering into executive session, (2) vote to convene, and (3) votes on any other issue. The executive session minutes must include the names of each attendee, excluding job applicants whom the members interview (CGS §§ 1-225(a) and 1-231).

KS:df

(CGS § 1-200(6)). "Executive sessions" means a meeting of a public agency at which the public is excluded for one or more of the following purposes:

(A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting;

(B) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of the member's conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled;

(C) matters concerning security strategy or the deployment of security personnel, or devices affecting public security;

(D) discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and

(E) discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210.

Subsec. (b): Cited. 201 C. 685. Cited. 230 C. 441. Cited. 231 C. 922. Section must be construed to contemplate a bifurcated grievance hearing; judgments of appellate court in *Waterbury Teachers Assn. v. Freedom of Information Commission*, 42 CA 700 reversed. 240 C. 835. Cited. 19 CA 352. Cited. 42 CA 402. Grievance hearings involve "negotiations with respect to collective bargaining" pursuant to the statutory exception of the section. *Id.*, 700; judgment reversed, see 240 C. 835. Grievance arbitration hearings before Board of Mediation and Arbitration are not public meetings within the meaning of the section. 43 CA 133. Gathering of Republican members of board of aldermen attended by persons other than Republicans was not a caucus under this subsection but a public meeting subject to the notice and record requirements of sections 1-7 to 1-21k. 36 CS 117. When members of a public agency who are of the same political party gather for the limited purpose of discussing and deciding the party's position on matters to come before the agency, that gathering is a caucus under this subsection. *Id.* Cited. 39 CS 56. Cited. 42 CS 84.

## Rosemary Coyle

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**From:** Patty Watts [seniorcitizens@colchesterct.gov]  
**Sent:** Thursday, May 05, 2016 4:05 PM  
**To:** Rosemary Coyle  
**Subject:** Re: statistics from Volunteer Luncheon

For 2015, senior center volunteers logged a combined 5269.25 hours, which equates to the hours of nearly 3 extra full time staff members. When calculated at the state minimum wage, it saves the Town \$50,584.80 in labor. Yay volunteers!

Patty

*Patricia A. Watts  
Director of Senior Services  
Municipal Agent for the Elderly  
Town of Colchester  
95 Norwich Ave.  
Colchester, CT 06415  
phone-860-537-3911  
fax-860-537-5574*

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**From:** Rosemary Coyle <[rosemarycoyle@sbcglobal.net](mailto:rosemarycoyle@sbcglobal.net)>  
**Sent:** Thursday, May 5, 2016 3:44:14 PM  
**To:** Patty Watts  
**Subject:** statistics from Volunteer Luncheon

At the luncheon, you stated numbers of volunteer hours and other statistics appropriate to volunteers. Do you have those handy that I could share with BOS tonight?

# Proposed Recreation Park Improvement Dedicated Fund

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## DRAFT LANGUAGE

Said fund shall be used for the exclusive benefit for the improvement of the condition at the recreation complex or any park facility utilized under the jurisdiction of the Board of Selectmen and advised upon by the Parks and Recreation Commission. Said Fund shall be allowed to accumulate from fiscal year to fiscal year, and may not be utilized to balance the annual operational budget of the Town.

Said Recreation Park Improvement Dedicated Fund may receive revenue from any of the following sources: 1) Donation or Foundation Funding; 2) Grant Award Proceeds; 3) Governmental Appropriation; 4) User Fee Collection; 5) Investment Earning and/or Interest; 6) Any Inter-Governmental Transfers; and other means that may be determined by proper legal authority in the future.

Said Recreation Park Improvement Dedicated Fund shall have expenditures for the following purposes only: 1) Capital Improvement Projects located within the Recreation Complex or any Park Facility- including materials and/or labor to conduct said projects; 2) Technical Expertise and or Consultant Services in regard to the Recreation Facilities or Field Construction; 3) The acquisition of property for new park and/or recreation purposes; 4) Any non-recurring expenditures incurred for park or recreational purposes; 5) Specialized equipment necessary for the maintenance of park or recreational facilities, 6) Any enhanced park or recreational facilities or field materials as determined eligible for funding as defined below.

Said fund expenditures can only be appropriated by a motion from the Board of Selectmen, as recommended by the Parks and Recreation Commission. The Town shall not utilize the Recreation Park Improvement Dedicated Fund for normal operating expenses or routine maintenance, nor reduce its Parks and Recreation or Grounds Maintenance budget to reflect any Recreation Park Improvement Dedicated Fund monies that the Town expends.