



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, September 7, 2017
Colchester Town Hall at 7pm**

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Rosemary Coyle, Selectman Denise Mizla and Selectman John Jones

MEMBERS ABSENT: Selectman Stan Soby

OTHERS PRESENT: PW Director J. Paggioli, Registrar D Mrowka, TC G. Furman, FD Chief Cox, R. Gustafson, L Wagner, S Shoemaker, L Shoemaker, G LePage and Clerk T Dean.

1. Call to Order

A Shilosky called the meeting to order at 7:01 pm.

2. Additions to the Agenda - none

3. Citizen's Comments – none

4. Consent Agenda

1. Parks & Recreation Commission – Norm Kaplan reappointment for a four year term to expire on 11/1/2021
2. Parks & Recreation Commission – Frank Ricci reappointment for a four year term to expire on 11/1/2021
3. Tax Refund and Rebates
\$48.38 to Nicholas Poppetti, \$2292.77 to Richard Talbot, and \$347.27 to CCAP Auto Lease

J Jones moved to approve the consent agenda, seconded by R Coyle. Unanimously approved. MOTION CARRIED

5. Approve Minutes of the August 17, 2017 Regular Board of Selectmen Meeting

R Coyle asked to amend #10 to not exceed \$14,665.00.

R Coyle moved to approve the minutes of the August 17, 2017 Regular Board of Selectmen meeting, seconded by J Jones. Unanimously approved with one abstention by D Mizla. MOTION CARRIED

6. Approve Minutes of the August 31, 2017 Special Board of Selectmen Meeting

D Mizla moved to approve the minutes of the August 31, 2017 Special Board of Selectmen Meeting, seconded by J Jones. Unanimously approved with one abstention by R Coyle. MOTION CARRIED

7. Discussion on Small Cities Grant with Larry Wagner

The BOS would need to approve using funds allocated to the Housing Rehabilitation Account. R Gustafson indicated that there is additional work that would like to be completed at the Dublin Village. There are additional sidewalks to fix, tree work not in the scope as well as catch basins. If the BOS approves a notice to the public will be done by Wagner notifying the change use of funds with no adverse impact using the funds.

R Coyle moved to allocate up to \$60,000 from the loan repayment account to be used at Dublin Village to finish the project started by Small Cities Grant, seconded by D Mizla. Unanimously approved. MOTION CARRIED

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

a. CHVFD Exemption Eligibility Committee – James Caronna to be interviewed – was interviewed.

R Coyle moved to make an exception to the policy due to the commission only meeting once a year and appoint James Caronna to the CHVFD Exemption Eligibility Committee for a four-year term to expire 11/1/2020, seconded by J Jones. Unanimously approved. MOTION CARRIED.

RECEIVED
COLCHESTER CT
2017 SEP 11 PM 9:05
R. Gustafson

9. Discussion and Possible Action on Charter Revision

G LePage discussed updates/changes. Explanatory text should be received by the BOS once signed off by the attorneys. Discussion on order of ballot questions. (questions attached)

R Coyle moved to approve the proposed Charter ballot questions, changing the order of #5 to #4 and #4 to #5, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

D Mizla moved to set the date for the Charter Revision vote as the Municipal Election on November 7, 2017, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

D Mizla moved to authorize the development of the explanatory text for Charter questions by the Town Clerk, seconded by J Jones. Unanimously approved. MOTION CARRIED.

R Coyle moved to approve the final Charter revision draft and summary of changes from the Charter Revision Commission, seconded by R Coyle. Unanimously approved. MOTION CARRIED

10. Presentation by Eagle Scout Kevin Payne

Presented before and after pictures of the dug-out project. The Board thanked K Payne and the group for giving back to the town.

11. Presentation by Fire Marshall Sean Shoemaker on Drones

Powerpoint presentation attached

12. Discussion and Possible Action on Fire Marshall's Office Proposed Fee Schedule

S Shoemaker stated that state regulations allow municipalities to charge for inspections. The reasoning for charging a fee is that businesses get inspected as required by state and usually need a yearly, if not more inspections. There is quite a bit of work involved. Also recommended Burn Permits to start charging for a 30-day permit that can burn up to four times. S Shoemaker noted that the P&Z dept. does not charge for inspections. An ordinance would need to be enacted in order to start the fee schedule. Suggested start date 7/1/2018. R Coyle asked for hard numbers on how many other municipalities currently charge an inspection fee. The revenue from fees would go into the General Fund as all other fees. Board consensus to have the Fire Marshall move forward to drafting an ordinance for the Board review.

13. Discussion and Possible Action on transfer Station MSW Disposal Fees

R Coyle moved that the town of Colchester enters into a contract with Willimantic Waste Paper Company, Inc. for the receivership and disposal of MSW with Willimantic Waste Paper Company, Inc. in accordance with the terms as submitted in response to the Request for Price Proposals Municipal Solid Waste Disposal Town of Colchester (rfp 2017-04), and that the First Selectman is authorized to sign such agreement as necessary, seconded by J Jones. Unanimously approved. MOTION CARRIED.

14. Citizen's Comments - none

15. First Selectman's Report

Re-roofing Town Hall due to substantial leaks. Loader for Public Works being purchased. Alpha Q starting the addition. Management property of Stop & Shop plaza will be putting up a multi-purpose building on the lot next to Starbucks. IT replacing some computers, \$25,000 from general fund to capital.

16. Liaison Reports

R Coyle reported that the Building Committee completed items for the first day of school. Site work is in good shape, mid-Sept the windows will be done. Approved out of scope changes, they are within budget and on time.

17. Executive Session to Discuss Personnel Matters

J Jones moved to enter into executive session to discuss Personnel Matters and invite Public Works Director James Paggioli and Executive Assistant to the First Selectman Tricia Dean, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:25 p.m.

Exited from executive session at 8:54 p.m.

18. Adjourn

J. Jones moved to adjourn at 8:54 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment: Charter Ballot Questions
Drone Presentation

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tricia Dean', with a long horizontal flourish extending to the right.

Tricia Dean, Clerk

Proposed Ballot Questions – August 31, 2017

Question 1

Shall the Town Charter be amended to make grammatical, technical and other changes and clarifications?

Question 2

Shall the Town Charter be amended to change the terms of office of the position of First Selectman, and members of the Board of Selectmen, Board of Finance and Board of Assessment Appeals, to four year terms? *terms would be in explanatory text*

Question 3

Shall the Town Charter be amended to make changes to the annual budget meeting and update the approval of financial matters? *specifics will be in explanatory text*

Question ~~4~~ 5

Shall the Town Charter be amended to change the position of Tax Collector from an elected position to an appointed position?

Question ~~5~~ 4

Shall the Town Charter be amended to eliminate the position of an elected Town Treasurer and transfer the statutory duties of a Town Treasurer to the Town Department of Finance?

Question 6

Shall the Town Charter be amended to change the position of Town Clerk from an elected position to an appointed position?



Background

- ❑ The CHFD recently received a donation of a DJI Phantom 4 Unmanned Aircraft System (UAS), otherwise referred to as a Drone.
- ❑ The DJI Phantom 4 is a Entry Level Professional Drone w/Obstacle Avoidance
- ❑ 12.4 Megapixel camera and video
- ❑ Auto Return to Home
- ❑ 30 Minute Flight Time

Operational Status (1)

- ❑ There are two (2) options for the department to utilize the UAS.
 - Blanket Area Public Safety Certificate of Authorization (PAO/COA)
 - Fire departments fall under the definition of public safety aircraft per Title 49.
 - Self Certification of UAS Pilots and the option to obtain emergency COAs under special circumstances.
 - FAA feels safest and most effective deployment for public safety does NOT fall under Blanket Area COA but will cover 75% of the needs.

Blanket Area Certificate of Authorization

- ❑ UAS must weigh less that 55 pounds.
- ❑ Limited to town geographic boundaries.
- ❑ Limited to 400' above ground level (AGL).
- ❑ Limited to daytime flights hours.
- ❑ Limited to "line of sight" flight operations.
- ❑ Must not fly over crowds of people.

Operational Status (2)

- ⊖ Fly under the Part 107 small UAS rule.
 - Follow all rules listed under 14 CFR Part 107.
 - Includes aircraft and pilot requirements.
 - VFIS recommends all UAS operators obtain their Remote Pilot Airman Certification from the FAA.

Part 107 COA

- ⊖ Covers all town geographic area.
- ⊖ Can operate in other jurisdictions that have mutual aid agreements.
- ⊖ UAS must weigh less than 55 pounds.
- ⊖ Limited to 400' above ground level (AGL).
- ⊖ Limited to daytime flight hours.
- ⊖ Limited to "line of sight" flight operations.

Use on State Property

- ⊖ Public Safety use of UASs is allowed on all state owned property for life safety and property conservation purposes.
 - Lost person searches
 - Brush fires
 - Hazardous Materials incidents
 - Survey of flooding
 - Etc.

Pilot Requirements

- ⊖ Pilots can be either internally trained/certified or FAA Part 107 licensed.
- ⊖ Training must include:
 - Hands on flight time (20 hours)
 - Should cover following rules:
 - Operating Near Other Aircraft
 - Right of Way Rules; Except Water Operations
 - Alcohol or Drugs
 - Minimum Safe Altitudes; General
 - Basic VFR Weather Minimums

Insurance

- ❑ Starting June 1, VFIS clients will automatically receive drone coverage as a part of their policy at no additional cost.
- ❑ Coverage includes repair or replacement, general and excess liability for drones that are owned, operated, rented or loaned to an emergency service organization.
- ❑ CIRMA coverage would cost \$

Areas of Concern

- ❑ Wind, rain, and other weather restrictions
- ❑ Powerline proximity policies
- ❑ Privacy policies and guidelines
- ❑ Battery charging, inspection and maintenance programs
- ❑ Data protection of drone footage

Operations Manual

- ❑ Department must have a written set of operating procedures covering:
 - Administration
 - Safety
 - Training
 - General Operating Procedures
 - Pre-flight checks/maintenance
 - Post-flight checks/maintenance

Questions ???