



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Regular Meeting immediately following  
Commission Chairmen Meeting @ 7PM  
Thursday, January 21, 2016  
Colchester Town Hall  
Meeting Room 1**

RECEIVED  
COLCHESTER, CT  
2016 JAN 15 PM 1:12  
*John Surman*  
JOHN CLERK

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the January 7, 2016 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Cable Advisory Board – Merja Lehtinen possible reappointment for a five-year term to expire 1/21/2020
  - b. Planning & Zoning Commission – Beverly Seeley to be interviewed
  - c. Charter Revision Commission
    1. Betty Wagner to be interviewed
    2. Daniel Henderson to be interviewed
  - d. Open Space Commission – Linda Grzeika to be interviewed
6. Town Planner Interviews
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on the Recreation Park Improvement Fund
10. Discussion and Possible Action on Senior Center
11. Citizen's Comments
12. First Selectman's Report
13. Liaison Reports
14. Executive Session to Discuss a Personnel Issue
15. Adjourn



Chapter 136-Town Center Strategic Plan- POCD currently governs the village district in zoning regulations. Chapter 77 - Housing Partnership – 1988 approved to participate in Housing Partnership, however couldn't find any record going forward to correlate. S Soby suggested to touch base with Maggie Wasicki in Finance regarding this possibly falling under Small Cities Grants.

**9. Discussion and Possible Action on Tax Exemption for Real & Personal Property**

Legal counsel memo stated that the town does not have the authority to enforce this exemption. NO ACTION

**10. Discussion and Possible Action on Tecton Agreement**

S Soby moved to approve the contract with Tecton and authorize the First Selectman to sign all necessary documents, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**11. Discussion and Possible Action on Proposed 'Disposition of Building Applications upon Delinquent Taxes' Ordinance**

S Soby moved to table the discussion until legal counsel review has been submitted, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**12. Discussion and Senior Center Building – no update**

**13. Discussion on Norton Mill Project**

J Paggioli reissued the RFP based on Phase 2 environmental plan. Sections to include; 1)Demolition, 2)20,000gallon underground tank leaking petro contaminated soil, 3)Spread material for cap, 4)soil price per cubic yard. It's an 'ala carte menu' of what is to be awarded. Final remediation above the current grant amount. Would need to go out and look for additional funding. 9 bids received. R Coyle asked if only 1 and 2 items were done, how does that leave the property? J Paggioli stated that the structure would be removed, foundation would be bare of anything above floor level, materials uncontaminated into small particles and stock piled for eventual cap, and floor level stabilized for a site that nature conservancy can have work in for dam and dredging. S Soby noted that Brownfields grant may be able to be revisited since now it's in the remediation stage and would qualify. J Wertham at Shipman, said the procedure going forward is to have a meeting with the owners to explain the process of due diligence period and that ends on Tuesday 1/12. The town's option to complete due diligence or not because of what was found. If the town chooses to continue it would go to the Board of Selectmen and then to Town meeting. This however does not obligate the town to the second step. Board still has another opportunity to discuss final purchase after moving ahead with this phase. All Board members were in agreement in proceeding.

**14. Citizen's Comments – D Wasniewski** stated that if the town needs more time, the Nature Conservatory did apply successfully for a grant. He cautioned on environmental remediation. S Soby stated that it was a good point and should be addressed with counsel.

**15. First Selectman's Report**

No applications for IT position; Five applications for Town planner, position closed on 1/8; Mobil Station on 16 torn down; Einhorn building in demolition, no plans proposed; Fuel and oil purchase for 2016-2017 large savings locked into; Northwood's 10 more new homes available (55+ community); terminated KX contract June 2016-contract with Quinebaug with substantial saving in process; Building Dept. processed more permits than several years between Dec-Jan1st; Fire Marshall received a grant for equipment; Youth Services received grant for \$2,200; Polish Club gave a \$1,900 donation to the Fuel Bank and donating food to the Food Bank; CBA donated around \$1,300 to the Fuel Bank

**16. Liaison Reports**

S Soby reported on Planning & Zoning Commission – Election of officers; Chair J Mathieu, VC J Novak, Secretary M Noniewicz. ZEO gave a report-zoning violations assessor found an accessory apartment with no permit. Potential projects in the pipeline that waited for the new zoning regulations to go into effect. Permit process is starting now.

D Mizla reported on Parks & Recreation Commission – Tri-board Field Sustainability to set up next meeting on 2/1 at 6pm. J Paggioli drafted a proposed recreation park improvement fund. RFP for ice cream concessions for the concerts on the Green and the Food Festival will go out soon. 53 programs held in 2015 vs 42 in 2014. Youth Advisory Board – 5K run on New Year's day netted \$2,300 with 217 runners. Community Conversations next session is 2/3 to discuss Heroin and prescription drugs. Received a grant for \$2,250 for a program at the middle school for 7<sup>th</sup> and 8<sup>th</sup> grade girls to discuss Healthy Relationships. Program Coordinator last day at the end of January, an offer for her replacement has been made. Goal for 2016 is fundraising for a new van.

**17. Adjourn**

S Soby moved to adjourn at 8:28 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

## **Town of Colchester Interoffice Memorandum**

**To:** Art Shilosky, First Selectman  
**From:** James Paggioli, L.S., Director of Public Works  
**CC:** Cheryl Hancin, Recreation Director  
**Date:** 1/15/16  
**Re:** Proposed Recreation Park Improvement Fund

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At the November, December 2015, and January 2016 Park and Recreation Commission Meeting, the discussion and eventual recommendation of a proposed Recreation Park Improvement Fund have occurred. The fund was described and approved with language as shown on the accompanying 10/21/2015 memo. The minutes of the 1/4/2016 Park and Recreation Commission are attached as well. The significant portions of the memo that the Park and recreation Commission is recommending is as follows:

Recreation Park Improvement Dedicated Fund. 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.

The recommendation and request is to create a account that would be utilized for Improvement of the parks, that would be funded outside of General Fund taxation, and primarily from a user fee or donation basis. The Improvement Fund would operate similar to the Program Fund (being revenue generated from users of the Parks), with the same appropriation process as the Sewer and Water Capital budgets ( S&W Commission recommendation –BOS authorization) The has not been any determination of an amount that would be charged to the individual at the present time. The request is to establish the fund in accordance with the language above, and to determine the detail within the Tri-Committee studying the sustainability of the fields.

Meeting Minutes  
Colchester Parks & Recreation Commission  
January 4, 2016 7:00 p.m.  
Colchester Town Hall, Room 3

Members Present: L. Stephenson, E. Kundahl, C. Ferrante, K. Moody, N. Kaplan, F Ricci  
Others Present: C. Preston, J. Paggioli, D. Mizla

**1. Call to Order**

Chairman Ferrante called the January 4<sup>th</sup> meeting to order at 7:02 p.m.

**2. Citizen's Comments**

None

**3. Acceptance of Minutes: December 7, 2015**

E. Kundahl MOTIONED to approve the minutes of the December 7, 2015 meeting. SECONDED by L. Stephenson

**4. Reading of Correspondence**

None

**5. Committee Reports**

- Facilities/Sustainability Task Force - Goal is to set a meeting for February 1<sup>st</sup> at 6:00 p.m.
- Finance/Administration – None
- Programs – None
- BOS Liaison – D. Mizla reported that budget presentations were underway and that C. Preston has presented already to the BOF.
- BOF Liaison – None
- BOE Liaison – None

**6. Discussion and Possible Action on Endorsement of Youth Lacrosse**

League is meeting requirements and any issues have been resolved. E. Kundahl MOTIONED to Endorse Youth Lacrosse. SECONDED by L. Stephenson. All members present voted in favor. MOTION CARRIED.

**7. Discussion and Possible Action on the Sport League Endorsement Policies**

At December 7<sup>th</sup> meeting the Charland Family presented their concern in regards to Colchester Cougars Football. The concern allowed the Parks & Recreation Commission to review the policy for Sport League Endorsements. Several changes were talked about regarding the verbiage in the Policies & Procedures for Sport League Endorsement as well as the Application for Endorsement. Endorsed eligibility and requirements are over and above standard field use policies and any violation may result in revocation of endorsement or permits. Discussion was had regarding requiring a copy of League By-Laws furnished upon request, a Concussion Training Policy and a response protocol. Changes will be made and brought to next meeting. NO ACTION.

**8. Discussion and Possible Action on the RFP's for the Summer Concerts and Food Fest**

Commission discussed some changes to the RFP's. With the changes F. Ricci MOTIONED to accept the RFP's. SECONDED by N. Kaplan. All members present voted in favor. MOTION CARRIED.

**9. Discussion and Possible Action on Park Improvement Fund**

Commission reviewed memo presented by J. Paggioli. It will be presented to the Board of Selectmen meeting on January 21<sup>st</sup> E. Kundahl MOTIONED to accept. SECONDED by L. Stephenson. All members present voted in favor. MOTION CARRIED.

**10. Tri-Board Update**

No Update - C. Ferrante to talk with First Selectman's Office to arrange meeting for February 1<sup>st</sup> @ 6 p.m.

**11. Recreation Supervisor's Report**

Written report submitted for review. Next year Commission would like to promote the Holiday Ornaments within the High School. C. Ferrante MOTIONED to accept report. SECONDED by K. Moody. All members present voted in favor. MOTION CARRIED

**12. Recreation Manager's Report**

Written report submitted for review. C. Ferrante MOTIONED to accept report. SECONDED by N. Kaplan. All members present voted in favor. MOTION CARRIED

**13. General Comments**

None

**14. Adjournment**

F. Ricci MOTIONED to adjourn the meeting at 8:42 p.m. SECONDED by L. Stephenson. All members present voted in favor. MOTION CARRIED

Respectfully Submitted,

Joanie Campbell

## **Town of Colchester Interoffice Memorandum**

**To:** Parks and Recreation Commission  
**From:** James Paggioli, L.S., Director of Public Works  
**CC:**  
**Date:** 10/21/2015  
**Re:** Proposed Recreation Park Improvement Fund

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At the October 2015 Park and Recreation Commission Meeting, as well as at other Board and Commission meetings during the past few months, the need to identify funding for field maintenance and improvements to the Recreation Fields and Complex has been a point of discussion.

The primary challenge is that throughout the budget approval process, the funds necessary to provide a consistent level of upkeep maintenance required to keep the recreation fields in a condition that is desired by the various youth and adult leagues, are not approved. The endorsed sports leagues are continually facing participation challenges that require expanded use of the fields over the past several years. The total number of the fields has remained unchanged since the 1997 plan when the expansion to the RecPlex occurred. Only one additional field R-7 (constructed in 1999) represents an improvement within the plan, however the vast majority of the facility is as depicted within the 1989 acquisition plan. The approximate population at that time was 11,000, presently the population is 17,000.

Of the 1997 study, R-7, the Spray Park and the lighting have been constructed, but this has only increased the demand on the fields. Field study in 2007 conducted by Standtec, was never pursued due to costs. Quite frankly, the studies and plans have stalled for the past 16 years.

Recreationally, there are 7 and ½ (R-4 is not considered a full size field) fields for the population. Additional leagues have been created and year around league expansion having also placed demands on the available space. There has also been a loss of fields at the town education properties which further complicate the issue. The result has been the systematic deterioration of the fields.

There have been items identified for necessary improvements, with the former plans and recent studies. As in the case of sports activities within the education budget being user funded, the need to create a user based funding methodology has become apparent, in order to fund improvements that will increase the sustainability of the playing fields and resources available within the Recreation Complex.

As such, I would recommend the creation of a: Recreation Park Improvement Dedicated Fund. 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.

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