



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, October 19, 2017
Colchester Town Hall**

Immediately following the Commission Chairmen Meeting @ 7pm

RECEIVED
COLCHESTER, CT
2017 OCT 16 AM 10:21
KYLE FURMAN
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 1. Approve Minutes of the October 5, 2017 Regular Board of Selectmen Meeting
 2. Action on 2018 Board of Selectmen Meeting Schedule
 3. Action on 2018 Commission Chairmen Meeting Schedule
 4. Tax Refund and Rebates
5. Presentation by Dr. Kyle McClaine from Backus Hospital on ALS/Paramedic Program
6. Presentation by Officer Edwards on Pistol Range
7. Discussion on 129 Westchester Road
8. Discussion and Possible Action on Sewer and Water Proposed Ordinance Public Hearing
9. Discussion and Possible Action on Decommissioning of the Charter Revision Commission
10. Discussion and Possible Action on Town Procedures for Return Checks
11. Citizen's Comments
12. First Selectman's Report
13. Liaison Reports
14. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, October 5, 2017
Colchester Town Hall at 7pm

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

MEMBERS ABSENT: none

OTHERS PRESENT: PW Director J. Paggioli, Registrar D Mrowka, TC G. Furman, ZEO D Schaub, BOF R Tarkenton, Tarkenton, Tarkenton and Clerk T Dean.

1. Call to Order

A Shilosky called the meeting to order at 7:00 pm.

2. Additions to the Agenda

A Shilosky asked to add #12 Discussion and Possible Action on School Snow Plowing Contract Recommendation and renumber remaining items accordingly.

R Coyle moved to add agenda item as presented, seconded by J Jones. Unanimously approved. MOTION CARRIED.

3. Citizen's Comments – none

4. Consent Agenda

1. Emergency Management Director – Rick Peruta reappointment for a one-year term to expire on 11/19/2018
2. Tree Warden – Dean Hunniford reappointment for a one-year term to expire on 11/17/2018
3. Historic District Commission – Stanley Stefanowicz reappointment for a five-year term to expire on 11/30/2022
4. Youth Services Advisory Board – Kathy Wonderly reappointment for a three-year term to expire on 12/1/2020
5. Zoning Board of Appeals – Laurie Robinson reappointment for a five-year term to expire on 12/1/2022
6. Conservation Commission – Susan Bruening reappointment for a three-year term to expire on 10/31/2020
7. Economic Development Commission – Jean Walsh reappointment for a five-year term to expire on 12/15/2022
8. Agriculture Commission – resignation of Charles Csere
9. Police Commission – Carol Vaillancourt reappointment for a three-year term to expire on 11/30/2020
10. Fair Rent Commission – Samantha Van Zilen reappointment for a two-year term to expire 10/31/2017 ~~19~~
11. Agriculture Commission – Donna Rosenblatt reappointment for a three-year term to expire on 11/30/2020
12. Approval on RSM US LLP Business Associate Agreement for Auditing Services FY ending 6/30/2017
13. Tax Refund and Rebates

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

5. Approve Minutes of the September 7, 2017 Regular Board of Selectmen Meeting

R Coyle asked to amend #9, last motion should be seconded by D Mizla.

R Coyle moved to approve the minutes of the September 7, 2017 Regular Board of Selectmen meeting as amended, seconded by D Mizla. Unanimously approved with one abstention by S Soby. MOTION CARRIED

6. Approve Minutes of the September 25, 2017 Special Board of Selectmen Meeting

R Coyle moved to approve the minutes of the September 25, 2017 Special Board of Selectmen Meeting, seconded by S Soby. Unanimously approved with one abstention by J Jones. MOTION CARRIED

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

a. Parks & Recreation Commission – Steve Langello possible appointment as an alternate for a three-year term to expire 1/1/2019

S Soby moved to appoint Steve Langello to the Parks & Recreation Commission as an alternate for a three-year term to expire 1/1/2019, seconded by J Jones. Unanimously approved. MOTION CARRIED.

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2017 OCT -6 AM 11:47
TOWN OF COLCHESTER
REGISTRAR D MROWKA

- b. **Economic Development Commission – Michael Hinchliffe possible appointment for a five-year term to expire on 10/31/2020**

S Soby moved to appoint Michael Hinchliffe to the Economic Development Commission for a five-year term to expire on 10/31/2020, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

8. **Discussion and Possible Action on Small Cities Community Development Block Grant Program Resolution**
D Mizla moved to approve the Small Cities Community Development Block Grant Program Resolution, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

9. **Discussion on Potential Parking Ban Ordinance by Police Commission Chair Rob Parlee**
Rob Parlee was not present. J Paggioli recommended further discussion, stated some items in the memo are not accurate. S Soby asked on what the need was, what problem does it solve? Stated it seemed more an intent to generate revenue vs solving a problem that the citizens are concerned about. Board was in agreement with S Soby. NO ACTION

10. **Discussion and Possible Action on Setting Public Hearing for Proposed Ordinance Concerning Sewer and Water Commission**
R Coyle made a correction to in the first paragraph of the ordinance – should state serve “as” full members.

R Coyle moved to send the proposed ordinance concerning the Colchester Sewer and Water Commission to Public Hearing on October 19, 2017, seconded by S Soby. Unanimously approved. MOTION CARRIED

11. **Discussion and Possible Action on Town Streets and Road Snow Plowing Contract**
D Mizla moved to authorize the First Selectman to enter into a three year contract, and sign all necessary documents, in accordance with the Invitation to Bid Town Street and Road Snow and Ice Control Services RFP 2017-05 dated 14 August 2017 including addendum #1, with (2) two trucks/routes to Clark’s Landscaping at the bid price of \$200.00 per hour and (2) two trucks/routes to B&B Superior Contracting at the bid price of \$195.00 per hour; for a three year period as stipulated within the RFP 2017-05 response, for the winter seasons of 2017-2018, 2018-2019, and 2019-2020, seconded by R Coyle. Unanimously approved. MOTION CARRIED

12. **Discussion and Possible Action on School Snow Plowing Contract Recommendation**
R Coyle moved to authorize the First Selectman to enter into a three year contract, and sign all necessary documents, in accordance with the Invitation to Bid Town School Snow and Ice Control Services RFP 2017-06 dated 15 August 2017, with Clark’s Landscaping for the winter seasons of 2017-2018, 2018-2019, and 2019-2020; for the fixed price per year of \$94,000 for each of the three years listed, seconded by S Soby. Unanimously approved. MOTION CARRIED

13. **Discussion and Possible Action to Opt Out of Public Act 17-155 for Temporary Health Care Structures**
S Soby stated it’s the best option for the town with zoning regulations currently allowing accessory apartments, and there are significant number of houses that can accommodate multi-generations. The town already has solutions in place.

S Soby moved that the town opt out of Public Act 17-155 for Temporary Health Care Structures, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

14. **Discussion and Possible Action on Rec Plex Athletic Fields and Dogs**
A Shilosky recommends putting signage up at all recreation fields. This is not an ordinance. S Soby asked to take a look at the ADA requirements for service dogs. D Mizla stated that the leagues would be in charge of enforcing the rule at their games. Signs will be ordered and installed by the town. J Paggioli stated that the schools have their own autonomy over their fields. He also stated that the rule on the signage will apply to any sport league games that are permitted by the town.

S Soby moved to install signage regarding dogs on recreation fields as noted by the Public Works Director and pursue any issues regarding ADA 504 compliance, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

15. **Citizen’s Comments - none**

16. **First Selectman’s Report**
Building department fees and permits are up from last year. BOF Chair asked for FOI costs – 2 FOI hearings took

place and pending decision. To date the cost for the hearings are \$3,500. Recommends sending out motor vehicle tax bills, BOF needs to make a motion to set the mill rate, they will do this at their next meeting with a mill rate of 32.37. \$4.4 million coming to the town for the school project. Incorp meeting on 10/11 to discuss abatement for construction on Upton Rd. Stop & Shop plaza developers putting up a multi-purpose building next to Starbucks. Marketing analysis for potential retail store in process. Policy for check writing to the town will be on the next BOS agenda to discuss.

17. Liaison Reports

D Mizla reported on the Board of Education – the opening of school went well, traffic patterns at the middle school has gone very well. Board extended appreciation to the Bacon Academy Board of Trustees. Interim Superintendent Goodwin term ends in January. Dr Mary Conway will start as interim on Jan. 1, 2018.

Park & Recreation – 57 Fest went well. Four new programs added. Will be recommending a program fund account policy to the BOS shortly.

Youth Services – Junk in the trunk event raised \$641. Community Conversations to discuss the opioid issue took place at Bacon on 10/4. 5K resolution run taking place on 1/1 at 10am.

S Soby reported on Planning & Zoning – opt out for temporary structure discussed. Discussion around signage and regulations regarding temporary signage, i.e. parasail flags. Recent regulation in place to allow additional signage on side or back of business. Building. Working on helping residents/businesses understand the process of importance regarding pre-development with town staff. Planning & Zoning dept. is there as a checks and balance to make sure fair for all.

Sewer & Water – working on making sure water and sewer systems running and maintained efficiently and being proactive on any potential issues.

Chatham Health – Environmental Committee met and adopted new FDA rules. Changes the classes of facilities for inspections. Reduces the number of inspections. Need to re-look at the frequency and fee structure, along with revenue. Will review at the committee level and bring to the full Health Board.

R Coyle reported on Commission on Aging – report attached

J Jones reported on Historic Commission – opening for the School for Colored Children was widely attended. The Fire Museum was also open for visitors. Old Bacon Academy was approved to use synthetic material inside the chimney.

18. Executive Session to Discuss Personnel Matters

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

Entered into executive session at 7:46 p.m.

Exited from executive session at 7:50 p.m.

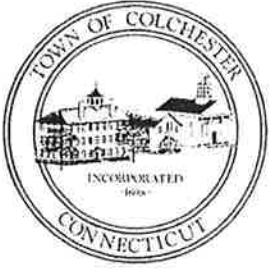
18. Adjourn

S Soby moved to adjourn at 7:50 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment: Commission on Aging report

Respectfully submitted,

Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

RECEIVED
COLCHESTER, CT
2017 OCT 16 AM 10:22
Shirley Furman
SHIRLEY FURMAN
TOWN CLERK

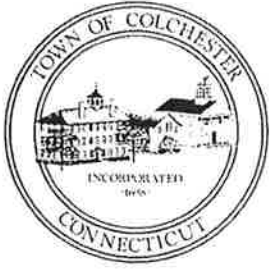
MEMORANDUM

To: Board of Selectmen
Cc:
From: Art Shilosky, First Selectman
Date: 10/19/2017
Re: 2018 Board of Selectmen Regular Meeting Schedule

The following meeting schedule is recommended for the regular monthly meetings of the Board of Selectmen for 2018.
Unless otherwise noted, meetings are held on the 1st and 3rd Thursday of each month at 7:00 PM, at the Town Hall, located at 127 Norwich Ave, Colchester, CT.

January 4	July 19
January 18	August 2
February 1	August 16
February 15	September 6
March 1	September 20
March 15	October 4
April 5	October 18
April 19	November 1
May 3	November 15
May 17	December 6
June 7	December 20
June 21	
July 5	

Recommended Motion – “Move to adopt the Board of Selectmen 2018 meeting schedule as recommended by the First Selectman”



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

MEMORANDUM

To: Board of Selectmen
Cc:
From: Art Shilosky, First Selectman
Date: 10/19/2017
Re: 2018 Commission Chairmen Meeting Schedule

The following regular meeting schedule is recommended for 2018. All meetings will take place prior to the regular Board of Selectmen meeting for that evening, at 7pm.

January 18
April 19
July 19
October 18

Recommended Motion – “Move to adopt the Commission Chairmen 2018 meeting schedule as recommended by the First Selectman.

RECEIVED
COLCHESTER, CT
2017 OCT 16 AM 10:22
Art Shilosky
ART SHILOSKY
FIRST SELECTMAN

Town of Colchester Interoffice Memorandum

To: Art Shilosky, First Selectman
From: James Paggioli, L.S., Director of Public Works *JP*
CC:
Date: 8-19-2017
Re: Proposed Ordinance concerning Colchester Sewer and Water Commission

As part of the proposed Town of Colchester Charter Revision, the proposed direction is to remove the Sewer and Water Commission from within the Charter portion of the organization of the Town Government and place it within the Ordinance Code for the Town, similar with other Appointed Boards within the Town government. At the 9-14-17 meeting of the Sewer and Water Commission a motion was carried to recommend the following proposal for language of the new ordinance(s). If acceptable, the Board of Selectmen should schedule a public hearing on the issue as would be standard for all new Ordinances.

Chapter 18 – Boards, Committees, & Commissions Article XV – Sewer and Water Commission

§18-60 Establishment – Subject to the passage of a Charter Revision referendum in November of 2017; The Board of Selectmen shall appoint a seven (7) member Sewer and Water Commission which shall be subject to the oversight and supervision of the Board of Selectmen. There may be an additional two alternate members appointed by the Board of Selectmen that may serve ~~a full~~ *as* members of the Commission in lieu of members that may not be in attendance at a meeting of the Commission.

§18-61 Service Area – The area of the Town served by the public water and sewer system of the Colchester Sewer and Water Commission, *as* may be expanded or reduced from time to time, shall be designated as the Sewer and Water District. Those areas beyond the Sewer and Water District, under the established Exclusive Service Area of the Town of Colchester are to be determined by the Board of Selectmen for service provision, acting as either the Water Pollution Control Authority or Municipal Exclusive Service Provider for the Town of Colchester as provided for by State of Connecticut Regulation.

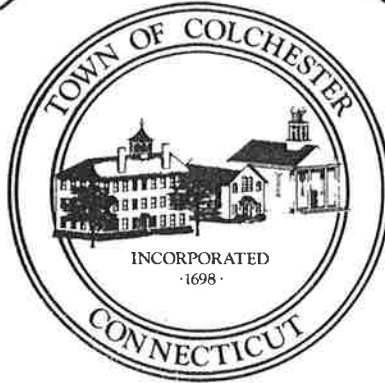
§18-62 The Sewer and Water Commission annually will develop a budget of Operating and Maintaining the Sewer and Water District services. The Public Works Director shall submit the draft budget to the Commission for final recommendation to the Board of Selectmen for approval and adoption. The Sewer and Water Commission annually shall develop and recommend to the Board of Selectmen a schedule of rates and fees for sewer and water services. Prior to submitting the recommendation the Sewer and Water Commission shall hold a public hearing to present the budget and these rates, along with a comparison of such budget and rates to those in effect in the last completed fiscal year and in the current year to date fiscal year. The Director of Public Works shall prepare, review, and present to the Board of Selectmen the recommended budget and rate of the Sewer and Water Commission. The Board of Selectmen may alter such budgets and rates as it deems appropriate.

§18-63 The Sewer and Water Commission shall annually recommend to the Department of Public Works any construction and expansion of the Sewer and Water District and any expenditure for the care, maintenance or reconstruction of the sewer and water system.

§18-64 The Sewer and Water Commission shall administer the operations of the Sewer and Water District, including the construction, reconstruction, establishment, planning, restoration, enlargement, improvement, removal, care, repair and maintenance of all sewer and water systems in the District, and shall exercise all those responsibilities and provided recommendations to the Board of Selectmen in regard to the water system and Exclusive Service Area provider responsibilities.

§18-65 The Sewer and Water Commission may, upon the authorization of the Board of Selectmen, negotiate any contract incidental to the provision of sewer and/or water services, such contracts for system repair or system expansion, except any labor contract or collective bargaining agreement. In no event shall the sewer and Water Commission or any member thereof execute these contracts or bind the Town in any way.

Maggie Wasicki



Finance Director

As you know your check # in the amount of \$ that you issued on
was returned because the account on which it was drawn has insufficient funds to
cover this check.

Please make arrangements to send or bring a Money Order, or bring cash, in the
amount of \$ (\$20.00 NSF fee and \$ for the returned check) to me at the
Town Hall, Finance Office, Room #203, 127 Norwich Avenue, Colchester, CT 06415.

If payment is not received by this matter will be turned over to
the Police Department to investigate the issuance of a bad check.

The town and BOE will no longer accept personal checks from you. All future
payments are to be paid with a Money Order, or cash.

Sincerely,

Margaret G. Wasicki
Finance Director



Town of Colchester, Connecticut

OFFICE OF THE TAX COLLECTOR
127 Norwich Avenue, Colchester, Connecticut 06415

August 9, 2017

Re: RETURNED CHECK

This letter is to inform you that the bank has returned your check stating "NON SUFFICIENT FUNDS" as the reason. If you believe it was returned in error, I would suggest immediately contacting the financial institution. Please be advised that:

- Your paid tax receipts have been voided from the system.
- Your account has been assessed a \$20.00 return check fee.
- Full restitution of \$36,903.60 must be received by August 31, 2017. Payment must be made by money order, bank check or cash.

Failure to contact the office by **August 31, 2017** may result in further enforcement action. Should you have any questions or require further information, do not hesitate to contact me.

Sincerely,

Michele Wyatt
Tax Collector



Town of Colchester, Connecticut

OFFICE OF THE TAX COLLECTOR

127 Norwich Avenue, Colchester, Connecticut 06415

October 11, 2016

1 7199 9991 7033 0878 8662

Re: RETURNED CHECK

We have not heard from you since our last letter on August 16, 2016. You have bounced a check with the TOWN OF COLCHESTER. Unless we hear from you FIFTEEN (15) days from this letter we will start enforcements. Please be advised that under State Statute 952 – section 53A-128 **ISSUING A BAD CHECK IS A FELONY.**

*ISSUING A BAD CHECK IS (1) A CLASS D FELONY IF THE AMOUNT OF THE CHECK WAS MORE THAN 2,000;
(2) A CLASS A MISDEMEANOR IF THE AMOUNT OF THE CHECK WAS MORE THAN 1,000 BUT NOT MORE THAN 2,000;
(3) A CLASS B MISDEMEANOR IF THE AMOUNT OF THE CHECK WAS MORE THAN 500 BUT NOT MORE THAN 1,000;
OR (4) A CLASS C MISDEMEANOR IF THE AMOUNT OF THE CHECK WAS 500 OR LESS.*

In order to avoid further enforcements please send in payment of \$83.24. This amount is only good thru October 31, 2016. Failure to contact the office by **October 31, 2016** may result in further enforcement action. Should you have any questions or require further information, do not hesitate to contact me.

Sincerely,

Michele Wyatt
Tax Collector

enclosure