

Linda M. Hodge



First Selectman

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NANCY A. BRAY
TOWN OF COLCHESTER, CT

**Board of Selectmen Regular Meeting Minutes
Thursday, June 4, 2009
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.**

MEMBERS PRESENT: First Selectman Linda Hodge, Selectman John Malsbenden, Selectman Rosemary Coyle, Selectman Greg Cordova, Selectman Stan Soby

MEMBERS ABSENT:

OTHERS PRESENT: Mike Caplet, Adam Turner, Donald Philips, Deanna Bouchard, Glenn Morron, Dorothy Mrowka, Gregg Schuster, Robert Parlee, Ryan Blessing, Andy George, Janet Taylor, Anthony Camilleri, John Jones, Scott Boyden, and other citizens.

1. **Call to Order:** First Selectman L. Hodge called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda:** S. Soby moved to add "Don Philips (to be interviewed)" as item #7a2, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
3. **Amend and Approve Minutes of the May 7, 2009 Board of Selectmen Regular Meeting:** J. Malsbenden moved to amend item #14, changing "\$54000.⁰⁰" to "\$5400.⁰⁰", seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the May 19, 2009 Board of Selectmen Special Meeting:** J. Malsbenden moved to approve the minutes of the May 19, 2009 Board of Selectmen Special Meeting as presented, seconded by S. Soby. G. Cordova abstained. All remaining members voted in favor. MOTION CARRIED.
5. **Approve Minutes of the May 21, 2009 Board of Selectmen Regular Meeting:** R. Coyle moved to approve the minutes of the May 21, 2009 Board of Selectmen Regular Meeting with an amendment to item #9, changing "voted against on the basis that the process was not followed" to "voted against on the basis that the bid process was not followed", seconded by S. Soby. Unanimously approved. MOTION CARRIED.
6. **Citizen's Comments:** Deanna Bouchard voiced her concern regarding a comment that she heard which alleged that there was an effort underway to disband the police department and replace the Colchester officers with resident troopers. S. Soby noted this was not true. First Selectman L. Hodge commented that data was being gathered so that it could be examined to allow for informed discussions in the future. S. Soby also noted that the discussion regarding Colchester's police services initially came up at a Board of Finance meeting, which included discussions about alternatives and cost/benefits of the resident trooper program, including regionalization. R. Coyle noted that the BOS has never had a discussion on this, nor have they been presented with information relative to such a decision. The First Selectman thanked Deanna for coming to them directly to ask the question.

Anthony Camilleri commented that as the newest member of the Police Commission he will work tirelessly for the Town and thanked the Board of Selectmen for their trust.

Glenn Morron asked whether there have been any presentations regarding State Police services which could replace the existing Colchester police officers. First Selectman L. Hodge noted that she was not aware of any presentations that have taken place.

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

a. Sewer & Water Commission (reappointment; new term to expire on 06/01/12): Scott Boyden (to be interviewed): The Board of Selectmen interviewed Scott Boyden. G. Cordova moved to reappoint Scott Boyden as a member of the Sewer & Water Commission for a new term to expire on 06/01/12, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

b. Police Commission (filling member vacancies left by Bill Otfinoski for a term to expire on 11/01/09, James Stavola for a term to expire on 11/01/10): Richard Kemmett, Scott Dubb, Robert Parlee, John Carroll (interviewed on 05/21/09)

7b2. Don Philips (to be interviewed): The Board of Selectmen interviewed Don Philips.

S. Soby moved to appoint Don Philips as a member of the Police Commission, filling the vacancy left by James Stavola 11/1/10, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

S. Soby moved to appoint Richard Kemmett as a member of the Police Commission, filling the vacancy left by Bill Otfinoski for a term to expire on 11/01/09, seconded by G. Cordova. Following discussion, S. Soby and G. Cordova voted in favor. R. Coyle and J. Malsbenden voted against. MOTION FAILED.

R. Coyle moved to appoint Robert Parlee as a member of the Police Commission, filling the vacancy left by Bill Otfinoski for a term to expire on 11/1/09, seconded by J. Malsbenden. Following discussion, S. Soby voted against. All remaining members present voted in favor. MOTION CARRIED.

8. Budget Transfers: None

9. Tax Refunds & Rebates: After review, J. Malsbenden moved to approve tax refunds in the amount of \$193.47 to Stevina Cullen and Steven Skinner, \$261.70 to Joseph and Yvonne Lefebvre, \$5.07 to Judith McGowen, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Colchester Social Services Donation Accounts Policy: R. Coyle moved to approve the Colchester Social Services Donation Accounts Policy as presented, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

11. **Discussion and Possible Action on Transfer of Conservation Easement from Mohegan Land Trust:** Adam Turner presented on the proposed transfer of the conservation easement from the Mohegan Land Trust to the Town of Colchester. G. Cordova moved to approve the assignment of the Conservation Easement located in the Heatherwood subdivision as presented from the Mohegan Land Trust, per the recommendation of the Town Planner, subject to the conditions that, (a) a legal description stating all meets and bounds of the easement, (b) installation of easement tags (to be provided by the Town), (c) notification to the homeowners to which the easement is located on, that the easement will be changing hands, (d) The Mohegan Land Trust will make \$1,000 available to staff to mark the property with conservation tags and establish firm boundary lines, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Colchester Building Official Appointment:** S. Soby moved to reappoint Timothy York to the position of Colchester Building Official, for a term to expire on 06/05/13, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Bond Release for Phase II, 18-Lot Resubdivision, Parum Road (Route 354) for Ventura & Colburn – Daniel Drive:** G. Cordova moved to approve the release of the road maintenance cash bond in the amount of \$40,298.⁰⁰ plus accrued interest to the owner for Phase II, 18-lot Resubdivision, Parum Road (Route 354) for Ventura & Colburn – Daniel Drive, per the recommendation of the Town Engineer, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
14. **Citizen's Comments:** None
15. **First Selectman's Report:** First Selectman L. Hodge reported on the resignation of Siobhan Grogan, furlough days for staff, the C-Town Crew Program grant award of \$9,952, the Old Firehouse Grant contract award of \$50,000, her follow up on coverage for the colored school, the JAG Grant application process for \$9,100, the Accident Prevention Grant application process for \$70,000, and the announcement of firehouse grant availability with possible award of \$9,100.

R. Coyle moved to forward a letter to staff members to thank them for their extensive efforts in working toward seeking out and acquiring grants for the town, seconded by J. Malsbenden. Unanimously approved. MOTION CARRIED.

First Selectman L. Hodge continued to report on her attendance at a workshop scheduled by OPM regarding stimulus funds, ongoing work on the purchasing policies, regionalization of the dog pound with East Hampton, the accident investigation workshop (Risk Management), the fire department's work on a strategic plan, Norton Dam, the Youth Center open house, a meeting with TVCCA regarding energy assistance, and the Kids Health and Safety Day on June 20th at Country Place from 10:00 a.m. to 2:00 p.m.
16. **Liaison Reports:** Selectman Cordova reported on the Youth Services Advisory Board and the Parks & Recreation Commission. Selectman Malsbenden reported on the Planning & Zoning Commission.
17. **Adjourn:** R. Coyle moved to adjourn at 8:26 p.m., seconded by J. Malsbenden. Unanimously approved. MOTION CARRIED.

Attachments

1. Proposed Colchester Social Services Donation Accounts Policy
2. Memorandum dated May 20, 2009, from Adam Turner to Linda Hodge, regarding “Transfer of Conservation Easement”
3. Memorandum dated May 26, 2009, from Salvatore Tassone to Colchester Board of Selectmen, regarding “Phase II, 18-lot Resubdivision, Parum Road (Route 354) for Ventura & Colburn – Daniel Drive

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael J. Caplet". The signature is fluid and cursive, with a prominent initial "M" and a long, sweeping underline.

Michael J. Caplet
Executive Assistant to the First Selectman

COLCHESTER SOCIAL SERVICES DONATION ACCOUNTS POLICY

The Town of Colchester Social Service's purpose is to develop and maintain a coordinated system of services for the residents of Colchester. Those services include but are not limited to: advocacy, information and referral, support services, assistance in completing applications for a variety of state, federal, and private programs, grants for basic needs, and promoting a higher quality of life.

Grants provided from donation accounts are **supplemental** in nature and not meant to be the sole source of household support. The following Social Services programs rely entirely on donations which are placed in specific donation accounts within the Town's general funds but independent of the Town's fiscal budget, to be used for Colchester residents only:

- Back-to-School
- Emergency Needs – for rent/mortgage, medical needs, utilities/heating, food, holiday programs, back-to-school
- Food Bank
- Fuel Bank
- Santa
- Well Child – to meet preventative child health needs

Funds donated may be used to purchase items associated with the running of the individual programs with the approval of the First Selectman. All items purchased remain property of that program. If for some reason another entity takes over any/all of these programs, all monies on account and items purchased/donated would be forwarded within thirty days to that entity to meet the needs of Colchester residents only.

Criteria for Assistance

Assistance is based on financial hardship, with the past history of assistance and availability of funds taken into consideration before any grants are made. For purposes of this policy, several households may be domiciled under one roof. Except on an emergency basis, before providing a grant or items from any Colchester donation account, staff members are required to verify and document (1) residency; (2) financial information; and (3) that applicants have applied for and/or exhausted all other resources available for that purpose.

A household may receive a maximum of \$500 per fiscal year in assistance grants if funds are available. At no time are funds provided directly to the household, instead they are paid directly to the approved vendor, i.e. fuel, landlord, utility company, etc.

A detailed record of all transactions is kept at Social Services with back up documentation in case of audit. No identifying information is forwarded to accounting for processing of the payments complete documentation will be kept in the Social Service office.

The Social Services Coordinator or First Selectman will review each case and determine approval for assistance. The Coordinator may make exceptions to these criteria with the approval of the First Selectman for individual(s) with emergency needs.

To: Linda Hodge

From: Adam Turner

Re: Transfer of Conservation Easement

Date: May 20, 2009

MEMO

Background

The Mohegan Land Trust is disbanding as entity later this year. As part of their “closing shop”, they must transfer/reassign properties they control or are responsible to other entities. One property under their control is in Colchester.

The trust controls a Conservation Easement in the southern portion of Colchester. The parcels are part of the Heatherwood residential subdivision and encompasses wetlands, streams and a great deal of wildlife. This easement covers residential land, lots in the Heatherwood Subdivision, specifically between Thornridge Dr. and Briarwood Dr. have conservation easements on the rear portions of their property. In total the easement encompasses 12 Lots and about 18+/- acres.

The matter was proposed by the Trust in February and was recommended for approval by the Open Space Advisory Committee at their March Meeting. The Open Space Advisory Committee conditioned their approval on:

- A precise legal description and graphic description being produced
- Some Commitment from The Mohegan Land Trust to assist in the marking of the easement

These conditions were based on the OSAC finding that the town needed some clarity regarding the boundaries of the easement prior to agreeing to accept the easement.

Recommendation

Staff recommends that the Town accept the assignment of the Conservation Easement located in the Heatherwood subdivision, subject to the following conditions:

- A legal description stating all meets and bounds of the easement
- Installation of easement tags (to be provided by the town)
- Notification to the homeowners to which the easement is located on, that the easement will be changing hands

The Mohegan Land Trust will make \$1,000 available to staff to mark the property with conservation tags and establish firm boundary lines.

May 26, 2009

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

To: Colchester Board of Selectmen

From: Salvatore A. Tassone P. E. –Town Engineer

A handwritten signature in black ink, appearing to read "Sal Tassone", is written over the printed name of the Town Engineer.

Re: Phase II, 18-lot Resubdivision, Parum Road (Route 354) for Ventura &
Colburn – **Daniel Drive**

The owner of the referenced Subdivision has requested the release of his road maintenance bond for Daniel Drive. The Town is currently holding a “cash bond” in the amount of \$40,298.00.

Daniel Drive was accepted as a Town Road on October 4, 2007. Based upon a site inspection conducted May 26, 2009, all public improvements appear to be in good condition and the required road maintenance bond has been in place for well over the 1-year period required by the town’s Road Ordinance.

It is therefore recommended that the road maintenance bond in the amount of \$40,298.00 plus accrued interest be released to the owner.