

Gregg Schuster



First Selectman

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**Board of Selectmen Regular Meeting Minutes
Thursday, January 7, 2010
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.**

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Stan Soby, Selectman Greg Cordova, Selectman Rosemary Coyle, Selectman James Ford

MEMBERS ABSENT:

OTHERS PRESENT: Mike Caplet, Kate Byroade, Sylvia Miller, Rob Tarlov, Marc Tate, John Malsbenden, Irene Malsbenden, Jean Stawicki, Gary Avery, Dorothy Mrowka, Katy Naly, Ryan Blessing, Robert Esteve, Val Geato, Alyssa Soby, Jay Cohen, Mary Ellen Mahoney, and other citizens.

1. **Call to Order:** First Selectman G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda:** S. Soby moved to add a new item #10 "Discussion and Possible Action on Joining a Library Consortium", to delete item # 13 "Discussion and Possible Action on Safety Commitment Policy Statement (Anita Pizzutiello)", and to renumber the remaining items accordingly, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the December 17, 2009 Board of Selectmen Regular Meeting:** R. Coyle moved to approve the minutes of the December 17, 2009 Board of Selectmen Regular Meeting as presented, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments:** None
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Commission on Aging (member reappointment; for a new term to expire on 12/01/12): Jean Stawicki (to be interviewed):** The Board of Selectmen interviewed Jean Stawicki.
 - b. **Planning & Zoning Commission (member; filling vacancy left by James Ford for a term to expire on 12/01/11): Linda Hodge (interviewed on 12/17/09):** S. Soby moved to appoint Linda Hodge as a member of the Planning & Zoning Commission filling the vacancy left by James Ford for a term to expire on 12/01/11, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
 - c. **Open Space Advisory Board (member – Fish & Game Representative; filling vacancy left by Robert Misbach for a term to expire on 03/01/11): Theodore Fuini (interviewed on 12/17/09):** S. Soby moved to appoint Theodore Fuini as a member, as the Fish & Game Representative, filling a vacancy left by Robert Misbach for a term to expire on 03/01/11, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

14. **Discussion and Possible Action on Contract for Professional Services By and Between The Town of Colchester and the Senior Services Department and Susan Wyatt (program):** R. Coyle moved to postpone this item until the next meeting, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Two Part-time Grant-Funded Program Supervisors for Friday Night Programs at the Youth Center:** Val Geato presented on the request to hire two part-time grant-funded program supervisors for Friday night programs at the youth center. R. Coyle moved to approve the two part-time grant-funded program supervisors for Friday night programs at the Youth Center, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

R. Coyle moved to approve the program supervisor job description as presented, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
16. **Discussion and Possible Action on Letter Regarding Proposed DEP Streamflow Regulations:** R. Coyle moved to approve the letter regarding proposed DEP streamflow regulations as presented, and to authorize the First Selectman to sign the letter on behalf of the Board of Selectmen, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on Executive Assistant to the First Selectman Job Description:** G. Cordova moved to approve the Executive Assistant to the First Selectman job description as presented, with the amendment to two instances on the top of page two with the phrases "Liaise with" to be replaced with "Work with", and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED. AS AMENDED.
18. **Discussion and Possible Action on Per Diem Meeting Clerk Job Description:** R. Coyle moved to approve the per diem meeting clerk job description as presented, with the amendment to add "#3 Word processing skills" to the "Required Knowledge, Skills, and Abilities" section, and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED. AS AMENDED.
19. **Discussion and Possible Action on Legal Services:** First Selectman G. Schuster discussed his concerns about excessive legal costs and the potential for leveraging alternative services for legal services. The Board of Selectmen discussed options for moving forward and offered suggestions. First Selectman G. Schuster also discussed possible HR services to supplant some services currently charged to the legal line of the budget.
20. **Discussion on Board of Selectmen Packets:** First Selectman G. Schuster initiated a discussion on the Board of Selectmen packets and how they are distributed.
21. **Citizen's Comments:** Mary Ellen Mahoney spoke regarding her compliments for Kate Byroade and her efforts towards exploring solutions including investigating the participation in library consortia.

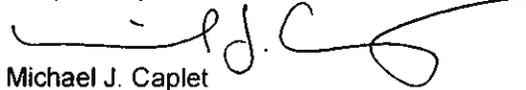
Dorothy Mrowka suggested that the meetings utilize the microphone system so the meeting could be heard by the audience.

22. **First Selectman's Report:** First Selectman G. Schuster reported on anonymous mailings that have been received by some board members, an update on the resident state trooper contact, an update on the snow removal overtime budget, discretionary funds within the budget, the new Department Clerk Sylvia Miller, and his thanks for Mike Caplet's service.
23. **Liaison Reports:** Selectman Soby reported on the Planning & Zoning Commission. Selectman Cordova reported on the Parks & Recreation Commission and the Youth Services Advisory Board.
24. **Adjourn:** R. Coyle moved to adjourn at 8:05 p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Attachments

1. Budget Transfer/ Additional Appropriation Form dated 12/24/09, for Cragin Library, in the amount of \$6,017.⁰⁰
2. Summary and map regarding membership in a library consortium

Respectfully submitted,



Michael J. Caplet
Executive Assistant to the First Selectman

(6)

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Resignation of Library Director, additional hours worked to cover position.

Reason for Available Funds: Resignation of Library Director made funds available

From:	Account Number	Account Name	Amount
	15101-4010	Regular Salaries	6,017

To:	Account Number	Account Name	Amount
	15101-40103	Overtime	6,017
			-

12/24/2009
Date Requested Kate E. Byroade
Department Director or Supervisor - Signature

Print Name Kate Byroade, Library Director

12/30/09
Date Reviewed [Signature]
Chief Financial Officer

12/30/09
Date Approved [Signature]
First Selectman

Date Approved _____
Board of Selectmen Clerk

Date Approved _____
Board of Finance Clerk



Membership in a Library Consortium: The Problems, the Solution, and the Opportunity

The Problem

- The Library's computer system is failing.
- 15-26 staff work hours are lost each month—adding up to 5-9 lost work-weeks per year.
- Increasing frequency of system problems now disrupts Library service hours.
- Many hours are spent researching and fulfilling Inter-Library Loan (ILL) requests.

The Solution

- Joining a consortium to gain a new software product, technical expertise and support, efficiency, and to enhance public services and efficient ILL delivery.
- An RFP has been issued for library automation services through this model.

What's a Consortium?

- A member-governed, non-profit organization providing a shared library network.
- The libraries join together to purchase technology and technical expertise.
- Consortia are a time-tested model for shared resources both in CT and across the country.

Three Major Consortia

Bibliomation

Library Connection (LCI)

LION

- All have at least one member Library in a neighboring town.
- All have served their members for over two decades.
- All provide modern systems and a variety of other services.

The Result

- A more efficient, user-focused Library.
- Enhanced services via automation and increased staffing for public services.
- A Library whose services will match its beautiful building and dedicated staff.

The Opportunity

The Cragin Library's Board of Trustees has endorsed pursuit of consortia membership and will support migration to a new system through expenditure of Trustee-controlled funds. If the RFP process yields bids that match with preliminary offers, the costs for next fiscal year can be found within the Library's existing budget.

