

Gregg Schuster



First Selectman

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NANCY A. BRAY

**Board of Selectmen Regular Meeting Minutes
Thursday, October 21, 2010
Colchester Town Hall**

**Meeting Room 1 –
Immediately Following the
Commission Chair Meeting at 7:00pm**

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

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Rob Tarlov, Al Hemingway, Katy Nally, Ryan Blessing, and members of the public.

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:15 p.m.

2. Additions to the Agenda

None.

3. Approve Minutes of the October 7, 2010 Board of Selectmen Special Meeting

S. Soby moved to approve the minutes of the October 7, 2010 Board of Selectmen Special Meeting, seconded by R. Coyle. First Selectman G. Schuster and J. Ford abstained. All others approved. MOTION CARRIED.

4. Approve Minutes of the October 7, 2010 Board of Selectmen Regular Meeting

S. Soby moved to approve the minutes of the October 7, 2010 Board of Selectmen Regular Meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

5. Citizen's Comments

None

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

- a. **Sewer and Water Commission. Member appointment for a new term previously held by Robert Tarlov to expire 06/30/2011. Ron Silberman to be interviewed.**

Ron Silberman was interviewed.

7. Budget Transfers

R. Coyle moved to approve the budget transfer of \$9,006 from "BOF – Contingency, (11101-50900)," \$5,252 from "Highway – Regular Payroll (13201-40101)," \$2,348 from "Highway – Overtime (13201-40103)," \$10,369 from "Highway – FICA & Retirement (13201-41230)," \$3,014 from "Fleet Maintenance (13202-40101)," \$18,889 from "Parks &

Recreation – Regular Payroll (15201-4101),” \$7,305 from “Parks & Recreation – FICA & Retirement (15201-41230),” \$1,917 from “Snow Removal – Overtime (13204-40103),” \$389 from “Snow Removal – FICA (13204-41230),” and \$4,261 from Snow Removal – Other Purchased Equipment (13204-42340),” to \$47,999 to “Snow Removal – Sand, Salt, and Gravel (13204-42333),” and \$14,761 to “Snow Removal – Professional Services (13204-44208),” \$271 from “Accounting – FICA & Retirement (11301-41230),” \$441 from “Assessor – FICA & Retirement (11304-41230),” \$924 from “Planning & Code Administration – FICA & Retirement (11411-41230),” \$167 from “Highway – FICA & Retirement (13201-41230),” \$336 from “Fleet Maintenance – FICA & Retirement (13202-41230),” \$242 from “Engineering – FICA & Retirement (13301-41230),” and \$171 from “Youth Services – FICA & Retirement (14102-41230)” to \$271 to “Accounting – Employee Related Insurance (11301-41210),” \$441 to “Assessor – Employee Related Insurance (11304-41210),” \$720 to “Planning & Code Administration – Employee Related Insurance (11411-41210),” \$167 to “Highway – Employee Related Insurance (13201-41210),” \$336 to “Fleet Maintenance – Employee Related Insurance (13202-41210),” \$446 to “Engineering – Employee Related Insurance (13301-41210),” and \$171 to “Youth Services – Employee Related Insurance (14102-41210),” \$185 from “Probate – Office Supplies (11702-42301)” to \$83 to “Probate – Indexing and Recording (11702-44207)” and \$102 to “Probate – Postage (11702-44217),” \$9 from “Assessor – Contr, Temp, Occas P/R (11304-40105),” \$10 from “Planning – Contr, Temp, Occas P/R (11411-40105),” and \$14 from “Youth Services – Contr, Temp, Occas P/R (14102-40105)” to \$9 to “Assessor – Regular Payroll (11304-40101),” \$10 to “Planning – Regular Payroll (11411-40101),” and \$14 to “Youth Services – Regular Payroll (14102-40101),” \$900 from “Board of Finance – Overtime (11101-40103)” to \$900 to “Board of Finance – Contractual Temp Occasional P/R (11101-40105),” \$296 from “First Selectman – Regular Payroll (11201-40101)” to \$296 to “First Selectman – Overtime (11201-40103),” \$500 from “First Selectman – Mileage, Trainings, & Meetings (11201-43213)” to \$500 to “First Selectman – Professional Memberships (11201-43258),” \$903 from “First Selectman – Regular Payroll (11201-40101)” and \$1,815 from “Police – Regular Payroll (12101-40101)” to \$2,718 to “First Selectman – Advertising (11201-44231),” \$1,500 from “Board of Finance – Contingency (11101-50900)” to \$1,500 to “First Selectman – Relocation (11201-44263),” \$120 from “Finance – Office Supplies (11301-42301)” to \$120 to “Finance – Contr., Temp Payroll (11301-40105),” \$15,599 from “Board of Finance – Contingency (11101-50900)” to \$15,599 to “Finance – Professional Services (11301-44208),” \$704 from “Assessor – Office Supplies (11304-42301)” and \$484 from “Assessor – Mileage, Training, & Meetings (11304-43213)” to \$1,188 to “Assessor – Professional Services (11304-44208),” \$129 from “Board of Assessment Appeals – Mileage, Training, & Meetings (11305-43213)” to \$122 to “Board of Assessment Appeals – Overtime (11305-40103)” and \$7 to “Board of Assessment Appeals – FICA (11305-41230),” \$21 from “Planning & Code Administration – Other Purchased Supplies (11411-42340)” to \$21 to “Planning & Code Administration – Telephone (11411-45216),” \$1,586 from “Tax Collector - Data Processing (11303-44205)” to \$299 to “Tax Collector – Contractual, Temp, Occasional P/R (11303-40105),” \$221 to “Tax Collector – Mileage, Training, & Meetings (11303-43213),” \$60 to “Tax Collector – Legal Notices (11303-44230),” and \$1,006 to “Tax Collector – Office Supplies (11303-42301),” \$146 from “Town Clerk – Office Supplies (11501-42301)” to \$146 to “Town Clerk – Legal Notices (11501-44230),” \$25 from “Town Clerk – Office Supplies (11501-42301)” to \$25 to “Town Clerk – Telephone (11501-45216),” \$8,783 from Board of Finance – Contingency (11101-50900)” to \$8,783 to “Legal & Insurances – Workers Compensation (11701-41260),” \$6,454 from “Police – Regular Payroll (12201-40101),” \$5,302 from “Police – FICA & Retirement (12201-41230),” \$22,552 from “Police – Resident Trooper (12201-44208)” to \$36,629 to “Legal & Insurances – Legal (11701-44203),” \$5,295 from “Registrar – Contr, Temp, Occas P/R (11601-40105)” and \$3,670 from “Registrar – Printing & Publications (11601-44232)” to \$8,965 to “Legal & Insurances – Legal (11701-44203),” \$5,112 from “Board of Finance – Contingency (11101-50900)” to \$5,112 to “Legal & Insurances – Municipal Insurance (11701-44206),” \$734 from Parks & Recreation – Regular Payroll (15201-40101)” to \$734 to “Legal & Insurances – Unemployment (11701-44243),” \$104 from “Facilities – Fuel/Heating (11901-45221)” to \$104 to “Facilities – Mileage, Trainings, & Meetings (11901-43213),” \$554 from “Facilities – Regular Payroll (11901-40101)” to

\$554 to "Facilities – Service Contracts (11901-44223);" \$1,149 from "Facilities – Fuel/Heating (11901-45221)" to \$1,149 to "Facilities – Telephone (11901-45216);" \$3,673 from "Facilities – Fuel/Heating (11901-45221)" to \$3,673 to "Facilities – Electricity (11901-45622);" \$1,640 from "Facilities – Regular Payroll (11901-40101)" to \$1,640 to "Facilities – Building Repairs (11901-46226);" \$2,539 from "Fire – Overtime (12202-40103);" \$5,092 from "Fire – Contractual, Temp, Occasional P/R (12202-40105);" \$2,234 from "Fire – FICA & Retirement (12202-41230);" and \$2,354 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$11,979 to "Fire – Regular Payroll (12202-40101)" and \$240 to "Fire – Employee Related Services (12202-41210);" \$106 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$106 to "Fire – Physicals (12202-44286);" \$297 from "Fire – Protective Clothing & Safety Equipment (12202-42323)" to \$297 to "Fire – Equipment Repairs (12202-46224);" \$4,519 from "Fire – Mileage/Training (12202-43213);" \$5,481 from "Fire – Service Contracts (12202-44223);" \$1,454 from "Fire – Emer Medical Supp (12202-42345);" and \$1,450 from "Fire – Fire Equipment Supp (12202-42346)" to \$12,904 to "Fire – Vehicle Maintenance (12202-46390);" \$213 from "Fire – Electricity – Company 1 (12202-45622)" to \$213 to "Fire – Electricity – Company 2 (12204-45622);" \$3,445 from "Fire – Revenues – Ambulance Fees (12202-33704)" to \$3,445 to "Fire – Professional Services (12202-44208);" \$571 from "Civil Preparedness – Machinery & Equipment (12301-48404)" to \$571 to "Civil Preparedness – Telephone (12301-45216);" \$900 from "Civil Preparedness – Machinery and Equipment (12301-48404)" to \$900 to "Civil Preparedness – Service Contracts (12301-44223);" \$9,497 from "Highway – Regular Payroll (13201-40101)" to \$9,497 to "Highway – Contractual, Temp Payroll (13201-40105);" \$206 from "Highway – Regular Payroll (13201-40101)" to \$206 to "Highway – Other Purchased Supplies (13201-44340);" \$1,377 from "Highway – Regular Payroll (13201-40101)" to \$1,377 to "Highway – Professional Services (13201-44208);" \$30 from "Highway – Regular Payroll (13201-40101)" to \$30 to "Highway – Equipment Rental (13201-44237);" \$62,279 from "Highway – Regular Payroll (13201-40101)" to \$62,279 to "Highway – Vehicle Repairs (13201-46390);" \$83 from "Fleet Maintenance – Heating Fuel (13202-45221)" to \$83 to "Fleet Maintenance – Uniforms (13202-44238);" \$325 from "Fleet Maintenance – Heating Fuel (13202-45221)" to \$325 to "Fleet Maintenance – Electricity (13202-45622);" \$8,528 from "Transfer Station – Regular Payroll (13601-40101)" to \$8,528 to "Transfer Station – Overtime (13601-40103);" \$497 from "Transfer Station – Other Purchases Supplies (13601-42340)" to \$497 to "Transfer Station – Electricity (13601-45622);" \$69 from "Social Services – Overtime (14101-40103)" to \$69 to "Social Services – Regular Payroll (14101-40101);" \$114 from "Youth Services – Heating Fuel (14102-45221)" to \$114 to "Youth Services – Professional Services (14102-44208);" \$40 from "Youth Services – Heating Fuel (14102-45221)" to \$40 to "Youth Services – Postage (14102-44217);" \$388 from "Youth Services – Heating Fuel (14102-45221)" to \$388 to "Youth Services – Service Contracts (14102-44223);" \$193 from "Health – Regular Payroll (14201-40101)" to \$193 to "Health – Employee Related Insurance (14201-41210);" \$316 from "Health – Office Supplies (14201-42301)" to \$316 to "Health – Telephone (14201-45216);" \$153 from "Cragin Library – FICA & Retirement (15101-41230)" to \$153 to "Cragin Library – Regular Payroll (15101-40101);" \$290 from "Cragin Library – Electricity (15101-45622)" to \$290 to "Cragin Library – Photocopier (15101-42233);" \$1,886 from "Cragin Library – Office Supplies (15101-42301)" to \$1,886 to "Cragin Library – Library Media Supplies (15101-42344);" \$1,051 from "Cragin Library – Electricity (15101-45622)" to \$1,051 to "Cragin Library – Service Contracts (15101-44223);" \$112 from "Cragin Library – Electricity (15101-45622)" to \$112 to "Cragin Library – Telephone (15101-45216);" \$820 from "Cragin Library – Fuel (15101-45221)" to \$820 to "Cragin Library – Water & Sewer (15101-45222);" \$3,381 from "Police – Resident Trooper Overtime (12101-44204)" to \$3,381 to "Police – Overtime (12101-40103);" \$135 from "Police – Regular Payroll (12101-40101)" to \$135 to "Police – Contractual, Temp, Occasional P/R (12101-40105);" \$98 from "Police – Office Supplies (12101-42301)" to \$98 to "Police – Postage (12101-44217);" \$753 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$753 to "Parks & Recreation – Overtime (15201-40103);" \$1,887 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$1,887 to "Parks & Recreation – Contractual/Temporary (15201-40105);" \$232 from "Parks & Recreation – Electricity (15201-45622)" to \$232 to "Parks & Recreation – Copier (15201-42233);" \$56 from

"Parks & Recreation – Electricity (15201-45622)" to \$56 to "Parks & Recreation – Protective Clothing & Safety Equipment (15201-42323)," \$532 from "Parks & Recreation – Grounds Maint Supplies (15201-42334)" to \$532 to "Parks & Recreation – Other Purchased Supplies (15201-42340)," \$246 from "Parks & Recreation – Grounds Maint Supplies (15201-42334)" to \$246 to "Parks & Recreation – Equipment Rental (15201-44327)," \$249 from "Parks & Recreation – Professional Services (15201-44208)" to \$249 to "Parks & Recreation – Telephone (15201-45216)," \$632 from "Parks & Recreation – Professional Services (15201-44208)" to \$632 to "Parks & Recreation – Equip Repairs (15201-46224)," \$297 from "Parks & Recreation – Electricity (15201-45622)" to \$297 to "Parks & Recreation – Other Repair Services (15201-46229)," \$5,916 from "Parks & Recreation – Regular Payroll (15201-40101)" to \$5,916 to "Parks & Recreation – Vehicle Maintenance & Fuel (15201-46390)," \$875 from "Parks & Recreation – Heating Fuel (15201-45221)" to \$875 to "Parks & Recreation – Equipment (15201-48404)," \$840 from "Senior Center – Regular Payroll (15401-40101)" to \$509 to "Senior Center – FICA & Retirement (15401-41230)" and \$331 to "Senior Center – Employee Related Insurance (15401-41210)," \$88 from "Senior Center – Office Supplies (15401-42301)" to \$88 to "Senior Center – Copier (15401-42233)," \$1,000 from "Senior Center – Custodial/Maintenance Supplies (15401-42331)," \$1,000 from "Senior Center – Heating Fuel (15401-45221)," and \$1,000 from "Senior Center – Electricity (15401-45622)" to \$3,000 to "Senior Center – Service Contracts (15401-44223)," \$800 from "Senior Center – Building Repairs (15401-46226)" to \$800 to "Senior Center – Vehicle Maintenance & Fuel (15401-46390);" seconded by S. Soby. Unanimously approved. MOTION CARRIED.

8. Tax Refunds & Rebates

S. Soby moved to approve tax refunds in the amount of \$17.92 for Toby & Maria Cormier, \$26.91 to Richard & Shirley Barber, \$8.27 to Pamela Gonzalez, \$34.59 to Nancy Riella, \$77.71 to Jeffrey Space, \$7.00 to Irene Knapp, \$6.36 to John Dapkus, \$16.55 to Robert & Jennifer Wheaton, \$211.34 to Toyota Motor Credit Corp, \$99.43 to Steven Norman, \$13.04 to Tod & Kristina Swain, \$25.07 to Michael Blake, and \$276.27 to Toyota Motor Credit Corp, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Inland Wetland and Watercourse Fee Schedule

G. Cordova moved to approve the revised Inland Wetland and Watercourse Fee schedule as presented, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Sewer and Water Commission Appropriation Request

R. Coyle moved to accept the recommendation from the Sewer and Water Commission and approve the appropriation of \$28,000 from water capital undesignated fund balance to account 3053210-68110 – Water Capital Meter Replacement, and \$28,000 from sewer capital undesignated fund balance to account 3253209-68110 – Sewer Capital Meter Replacement, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Formation of an Agriculture Commission

Chris Bourque (Birch Pond) and Wayne Budney (New London Farm Bureau) presented to the Board of Selectmen. R. Coyle moved to endorse the concept of an Agriculture Commission and have Town Counsel draft language to form the commission, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Acceptance of LSTA Grant Contract with Connecticut State Library

R. Coyle moved the resolution that Gregg Schuster, the duly elected First Selectman in empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for an LSTA grant in the category of Community Needs Assessment, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

13. **Discussion and Possible Action on Sidewalk Plan**

S. Soby moved to approve the Pedestrian Access Plan (PAP) dated September 16, 2010 and establish the attached priority list in terms of the initial five projects to be constructed, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Acceptance of Open Space from White Oak**

R. Coyle moved to accept the property transfer of 9.2 acres of land (as written in the attached deed) within the White Oak Farm subdivision from the owners Sarah Mazur, Etta Isenberg, Ada Nidzon, and Faye Peltz, and to authorize the First Selectman to sign all necessary documents, prepare forms, and other materials as needed to complete the transfer, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Job Descriptions**

No action taken.
16. **Discussion and Possible Action on Formation of a Joint Facilities Committee**

S. Soby moved to form the Ad-Hoc Facility Committee comprised of two members of the Board of Education, two members of the Board of Finance, and two members of the Board of Selectmen, as selected by their respective boards, seconded by G. Cordova. Unanimously approved. MOTION CARRIED. G. Cordova move to appoint S. Soby and R. Coyle to be the Board of Selectman Liaisons to the Ad-Hoc Facility Committee, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on Police Commission Operating Policy**

S. Soby moved to adopt the Police Commission Operating Policy as Section 5.3 in the Town Policy Manual as amended (attached), seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
18. **Discussion and Possible Action on Facility Use Policy**

G. Cordova moved to accept the Facility Use Policy as presented and incorporate it into the Town Policy Manual, seconded by S. Soby. Discussion on amendments and changes. G. Cordova and S. Soby WITHDRAW THEIR MOTIONS. No action taken.
19. **Citizen's Comments**

None.
20. **First Selectman's Report**

First Selectman G. Schuster commented on Anthem Insurance and Hartford Hospital being considered "out-of-network" if the current contract expires and an agreement between the two entities is not reached by October 31 at 12:00 a.m.; the SCCOG legislative agenda has been approved and there was discussion at the recent meeting regarding a regional ethics board; as part of the SCCOG meeting, area First Selectmen and Mayors toured the Groton Sub Base and submarines; and we recently received a letter from a gentleman in Arizona that contained an old post card with a picture of the Broadway House for donation to the Town (letter and response letter attached).
21. **Liaison Report**

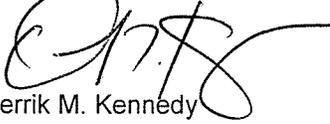
S. Soby commented that the Planning & Zoning Commission has had two hearings regarding the removal of gravel on one farm property and the rezoning of a property on Lebanon Avenue and the Police Commission has been working on a Hiring Policy and an Operating Policy.

J. Ford commented that the Conservation Commission has received two applications, there is an enforcement action pending, and there have been some clarifications to the regulations. The Health District Task Force is close to coming to a decision and reporting it to the First Selectman and Board of Selectmen. Friends of Cragin Library have worked with other boards and commission in the Town along with the Library staff to get best selling author Kathleen Kent to come and have a book signing at the Library on Friday, November 12, 2010 at 5:30 p.m. – 8:00 p.m.

22. Adjourn

G. Cordova moved to adjourn at 8:42 p.m., seconded by J. Ford. Unanimously approved.
MOTION CARRIED.

Respectfully submitted,

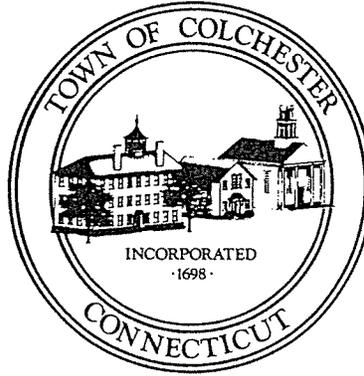


Derrick M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Memo from Jay Gigliotti regarding Inland Wetlands Fee Schedule change
- Memo from Mark Decker regarding Sewer and Water Commission Appropriation request
- Information given to the Board from Chris Bork and Wayne Budney regarding Agriculture Commission
- Memo from Kate Byroade regarding LSTA grant with State Library
- Memo from Adam Turner regarding Sidewalk Plan
- Memo from Adam Turner regarding White Oak Farm property transfer
- Memo from First Selectman G. Schuster regarding Ad-Hoc Facilities Committee
- Police Commission Operating Policy (amended)

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

Memorandum

To: Board of Selectmen

From: Jay Gigliotti, Wetlands Enforcement Officer JRG

Subj: Fee schedule

Date: 10.19.10

RE Update Inland Wetland and Watercourse Fee Schedule

On Wednesday June 9th, 2010, The Colchester Conservation Commission voted to send a revised fee schedule to the Board of Selectman for approval.

The fee schedule was revised to correct inconsistencies with the existing schedule and . The new proposed fees have been established by comparison to other towns similar in size, population and potential development. Amount of time required to review applications was also considered.

Attached is the fee proposed fee schedule. Any changes are highlighted in Red.

Recommended Motion: Motion to approved Colchester's revised Inland Wetland and Watercourse Fee schedule as shown on the attached and proposed by The Colchester Conservation Commission.

Memo

To: Gregg Schuster
From: Mark Decker
CC: Board of Selectmen, Maggie Cosgrove
Date: 10/18/2010
Re: Appropriation Request

At their 13 October regular monthly meeting, the Sewer and Water Commission motioned to appropriate \$28,000 from each of the sewer and water capital undesignated fund accounts to the respective Meter Replacement capital accounts for the purchase of the remaining meters needed to complete the Town-wide meter replacement program. A copy of the minutes and appropriation request are attached.

Please contact me if you have questions.

Requested action: Motion to accept the recommendation of the Sewer and Water Commission and approve appropriation of \$28,000 from water capital undesignated fund balance to account 3053210-68110 – Water Capital meter Replacement, and \$28,000 from sewer capital undesignated fund balance to account 3253209-68110 – Sewer Capital meter Replacement.

The Agriculture Commission shall have the following responsibilities:

A. Information and Education.

- To serve as a conduit of agricultural information among local farmers and Town boards, commissions, and officials, as well as non-profit agencies, civic organizations, and other governmental agencies and officials.
- To serve as a source of information to the public about local agricultural enterprises; for example, by creating an informational website and maps of local farms.
- To provide information to Town agencies and officials about agricultural laws and legal issues regarding farm machinery, buildings and operations.
- To provide information and guidance to Town agencies and officials on agriculture-related issues, including but not limited to zoning, inland wetlands, and public

B. Agricultural Support.

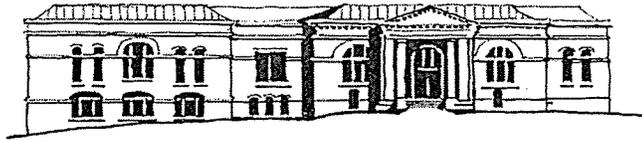
- To support young farmers and new farmers.
- To support local, regional and state vocational agriculture education programs.

C. Conflict Resolution.

- To review regulatory language and practices among Town agencies and, if appropriate, recommend changes to help assure a consistent definition and treatment of agriculture, farming and farms.
- To act as a sounding board and offer guidance, as it deems appropriate, to Town agencies and officials concerning the impact of proposed Town ordinances, regulations and policies on farms.
- To serve as a resource for information and non-binding advice for Town Agencies, officials, residents and taxpayers, concerning the resolution of agriculture-related conflicts.

D. Economic Opportunities.

- To identify innovative opportunities for farming additional lands in Colchester.
- To promote opportunities for residents and local businesses to support and value farming.
- To serve as a conduit between non-profit agencies, funders, and local farmers.
- To work to create a climate that supports the economic viability of farming as a career in Sterling.
- To create a sustainable agriculture community in Colchester.



Cragin Memorial Library
8 Linwood Avenue
Colchester, CT 06415
860-537-5752 ☎ Fax: 860-537-4559

TO: Board of Selectmen, Town of Colchester
FROM: Kate Byroade, Library Director
Date: October 21, 2010
Re: Acceptance of Grant Contract with the Connecticut State Library

Cragin Library submitted an application for an LSTA grant from the Connecticut State Library in the amount of \$1,500 to perform a Community Needs Assessment targeting Colchester's low-income residents, particularly those with children. This grant will pay for the services of a consultant to conduct focus groups and surveys with community service providers and the target population to develop a comprehensive needs assessment for the Library to effectively target its services for this population. The date generated by this assessment will be used next spring to apply for a larger LSTA grant to support any identified needed services. All other costs associated with the Community Needs Assessment will be in the form of in-kind contributions from the Library's staff and donations to cover incidental hospitality costs from the Friends of Cragin Library. The grant has been awarded and the Town of Colchester Board of Selectmen must to pass a resolution authorizing the First Selectman to sign the contract and all grant materials.

Motion:

Resolved, that Gregg Schuster, the duly elected First Selectman is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for an LSTA grant in the category Community Needs Assessment.

TO: Gregg Schuster

FROM: Adam Turner

SUBJECT: 9.2 Acres of Open Space Land located within the White Oak Farm Conservation Subdivision.

DATE: October 14, 2010

MEMO

The Town has been offered a 9.2 acre parcel of land located within the White Oak Farm Subdivision. The parcel, located within an un-developed phase of the subdivision, is completely subject to a Conservation Easement. The owners, Sarah Mazur, Etta Isenberg, Ada Nidzon, and Faye Peltz originally retained the parcel to dedicate it to a passed family member, entitling the parcel with signage, "Jack Nidzon Preserve". The family now offers the land to the town.

On August 9, 2010, the proposed purchase was reviewed and recommended by the Open Space Committee. The Colchester Conservation Commission unanimously recommended the acceptance of the land and the Conservation Easement as proposed in the above referenced subdivision on August 11, 2010 with a condition that the entire parcel be marked with Conservation Easement markers (As stated within the Quit claim Deed) prior to the acceptance from the Town.

Attached are the Quit Claim Deed and a map highlighting the parcel.

The Board of Selectman forwarded these matters to the Planning and Zoning Commission and the Board of Finance for their review under the CT Statutes 8-24 review. Both commissions favorably supported the transfer at their respective meetings on October 8, 2010.

Recommended Motion – Move to accept the property transfer of 9.2 Acres of land (as shown on Map 1 and included within the deed included) within the White Oak Farm subdivision from the owners Sarah Mazur, Etta Isenberg, Ada Nidzon, and Faye Peltz and to authorize the first selectman to sign all documents and prepare form and other materials as needed to complete the transfer.

To: Board of Selectmen

From: Adam Turner

Re: Sidewalk Plan

Date: October 21, 2010

Walkable communities are desirable places to live, work, learn, socialize and play. Providing pedestrian access is a primary tool to promote “smart growth”, a critical element to economic development, and a major goal of the Colchester Plan of Conservation and Development (POCD).

For several months, staff has developed a Pedestrian Access Plan (PAP). The main focus of this Plan is to provide walking pathways to the Town Center which has historically been the main commercial and service hub of Colchester and to provide safe access to schools and bus stops.

While areas outside the Town Center, experienced residential development, most of the non-residential growth has been concentrated in the RT 85/Lebanon Ave/Old Hartford Road/RT 16 corridors. It is important to provide pedestrian opportunities to service these areas.

Colchester remains a primarily rural community whose character is represented by significant environmental assets and large expanses of open space. Placing sidewalks along open areas and rural subdivisions is not recommended as they do not connect to other sidewalks and diminish the natural landscape.

It is also important to offer “safe routes” to local schools. Public schools in Colchester are concentrated on Norwich Avenue therefore sidewalk routing can be done efficiently. It is also essential to provide protected, centralized school bus pickup locations.

In order to determine and address local pedestrian access issues, the following POCD goals relating to pedestrian and bicycle access were reviewed.

- Establish a series of trails as a key element in connecting open space and recreation areas into an integrated system
- Expand and maintain sidewalks in the Town Center and adjacent areas
- Establish pedestrian and bicycle trails in open space areas of Colchester and on open space greenways

In addition to the POCD, the Colchester Board of Education policies which include needs for sidewalks to schools and school bus waiting area were also considered.

In June 2010, the Planning and Zoning Commission (PZC) adopted a revised sidewalk policy. The new policy required mandatory provisions of sidewalks for all new development coupled with

increased flexibility in terms of meeting such provisions. Included was a voluntary option to provide off-site sidewalk funding. Funding could be used to develop off-site sidewalk projects provided they were included in the Town's sidewalk plan and the amount of funding provided was equivalent to any proposed on-site spending for sidewalks.

The Board of Selectman, with the approval of the Board of Finance and Planning and Zoning Commission in this case, is responsible for the establishment of such funding schemes and is for the determination and identification of capital improvement infrastructure including sidewalks.

The PAP was completed in September and was distributed to the BOS at the last meeting (September 15, 2010). The PAP:

- Establishes goals and principals in determining which sidewalks are to be improved over the next ten years
- Identifies 15 pedestrian access projects that were evaluated by staff, the Board of Education and the Planning and Zoning Commission. Each project includes vicinity and aerial mapping and a basic price toward development.

Staff also appeared at the Board of Finance meeting on October 8, 2010 and outlined the Sidewalk Plan and Fee structures.

Staff has prepared an offsite sidewalk fee assessment methodology that is recommended to be considered and adopted separately from the PAP so that it can be amended regularly as conditions change. The assessment methodology is based on the cost of providing a 1 foot square section of sidewalk as prepared by the Town Engineer. We also recommend that the BOS consider applying that cost in the following manner:

- Within 1 mile of the towns center - 100% of the offsite improvement cost given that these areas should be serviced by sidewalks
- Within 2 miles of the town's center - 75% of the off-site improvement cost given that these areas are more rural in nature and would not always require on site sidewalk provision.
- Other property outside of 2 miles from the town center – 50% of the off-site improvement cost. These areas are rural/suburban zones that would not benefit from sidewalks although internal access and school bus waiting areas are to be considered.

Two motions have been included, the first to adopt the sidewalk CIP and establish priorities regarding which projects are completed first and the second to establish a methodology to estimate the voluntary contributions totals for off-site walks and their application to specific properties.

First Motion:

Approve the Pedestrian Access Plan (PAP) dated September 16, 2010 and establish the following priority in terms of the initial 5 projects to be constructed*:

1. Chestnut Hill and Halls Hill Road – link several multi-family developments to central sidewalk grid. Based on 350 lineal feet of sidewalk (\$20,125)
2. Linwood Avenue (South side) – former Stebbins Road to Church entrance driveway. Based on 330 lineal feet of sidewalk (\$18,975)
3. Dr. Foote Road (south side) from S. Main Street to westerly terminus of existing sidewalks. Based on 350 lineal feet of sidewalk and necessary retaining wall section (\$37,375)
4. Norwich Avenue repairs (South Side) – Repair aging sidewalk from Pleasant Street to William Johnston School – heavily traveled routes to school. Based on 1300 lineal feet of sidewalk (\$74,750)
5. Prospect Street between Westerly Terrace and Halls Hill Road – link dense housing area with town center and school zones. Based on 1,600 lineal feet of sidewalk and necessary retaining wall section (\$109,250)

*Cost Estimate by Town Engineer

Gregg Schuster

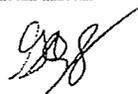


First Selectman

MEMORANDUM

To: Board of Selectmen

Cc: Ron Goldstein, Board of Education Chairman
Bruce Hayn, Board of Finance Chairman

From: Gregg Schuster, First Selectman 

Date: 10/18/10

Re: Ad-Hoc Facility Committee

At the 9/14/10 Board of Education meeting, the board voted to appoint members of an Ad-Hoc Facility Committee with the understanding that the Board of Selectmen would form this committee. The charge of this committee is to review and discuss the needs of the William J. Johnston Middle School as identified in the 2007 Facility Study completed by Lawrence Associates and make recommendations for next steps to the full Board. This committee will be in a position to take input from the Senior Center Study Group and other sources.

Recommended Motion – “Move to form the Ad-Hoc Facility Committee comprised of two members of the Board of Education, two members of the Board of Finance, and two members of the Board of Selectmen as selected by their respective boards.”

Colchester Police Commission Operating Policy

Purpose

The Police Commission, First Selectman, Resident Trooper Supervisor, Board of Selectmen, and Board of Finance all have some role in the makeup and operation of the department. In order to ensure that all parties have a full and complete understanding of their roles, the following policy is adopted.

Administration

1. The First Selectman's office is the Human Resources office for the town.
2. All personnel information including, but not limited to offer letters, disciplinary matters, and grievances shall originate from the First Selectman's office.
3. All personnel information shall reside in the First Selectman's office.

Chain of Command

1. Commissioners shall respect the order of command as set forth in the Colchester Police Rules and Regulations Manual at all times.
2. Individual commissioners have no authority except as stated in ordinance 18-31 which is "Liaison officer to Division of State Police". Only the commission acting as a body has authority.
3. No commissioner shall issue orders or requests to officers. Such requests will be directed to the Resident Trooper Supervisor or his designee.
4. Commissioners shall understand that they do not have any police powers within the town of Colchester.

Communication

1. As stated in the charter, the commission, as a body and as individual officials, reports to the First Selectman.
2. The commission shall respond to any request from the First Selectman as soon as possible by discussing at the next regular commission meeting or by calling a special meeting if necessary.
3. The First Selectman shall respond to any request from the commission in a timely manner.

Rules and Regulations

1. The commission shall keep the rules and regulations governing the police department current and in accordance with applicable laws and best practices.
2. When advised by the Resident Trooper Supervisor that a rule or regulation needs to be changed, the commission shall enact such change within three months or provide a reason why they are not able to do so.
3. The commission shall abide by the Colchester Police Rules and Regulations.

Hiring

1. When an officer vacancy occurs, the commission shall first obtain the authority to hire from the First Selectman. This is to ensure that the funds needed to hire an officer are not needed for some other purpose.
2. The First Selectman's office shall do any necessary advertising for the position.
3. The commission shall designate the hiring process to be followed after consulting with the Resident Trooper Supervisor.
4. The Resident Trooper Supervisor shall oversee the hiring process enacted by the commission including all testing, background checks, and interviews.
5. Any meeting of the commission for hiring purposes must be a warned meeting with agenda and minutes. The commission may enter executive session as provided for in the Freedom of Information Act.
6. The commission shall either vote to make an offer to a candidate or will empanel a subcommittee to make the decision and vote to make an offer. Any vote by the commission or a subcommittee must be done in a warned meeting with an agenda and minutes. The commission or subcommittee may enter executive session as provided for in the Freedom of Information Act.
7. The commission is the sole authority that decides who to hire.
8. All offers shall come from the First Selectman's office after the Police Commission or subcommittee has voted to hire.

Promotions

1. The commission shall only promote officers when there is a budgeted position to be filled.
2. If the commission wishes to promote an officer and there is not a budgeted position, the commission shall obtain the necessary budget transfers from the Board of Selectmen and Board of Finance. Once the transfer is complete, the commission may conduct the promotion.
3. All promotions must be in accordance with the collective bargaining agreement.

Discipline

1. All discipline must be in accordance with the collective bargaining agreement.
2. For any action that may result in discipline greater than a written reprimand, the commission shall immediately inform the First Selectman prior to taking any action so that legal counsel may be consulted.

Collective Bargaining

1. Prior to the commencement of collective bargaining with the police union on successor contracts, the First Selectman shall meet in executive session with the commission. The commission shall make the First Selectman aware of their concerns and recommended changes to the contract.
2. The First Selectman shall negotiate on behalf of the town. The First Selectman may involve others, including commission members, in negotiations.

Annual Budget

1. The commission shall recommend a police department budget to the First Selectman for the next fiscal year by January 1st.
2. The First Selectman shall advise the Police Commission of any proposed changes to the budget and allow them to comment.
3. While the commission may make recommendations, it is ultimately the First Selectman's budget that will be presented to the Board of Selectmen and the Board of Finance.

Budget Management

1. Budget management ultimately rests with the Board of Selectmen and the Board of Finance. The boards have the authority to adjust the budget and staffing as they deem appropriate throughout the budget year as they would with any other department.
2. The Resident Trooper Supervisor shall have daily management of the police department budget.
3. Should a budget transfer be required, the Resident Trooper Supervisor shall make that recommendation to the commission and/or the commission, in consultation with the Resident Trooper Supervisor, shall make the recommendation. The commission shall forward any transfer request to the Board of Selectmen.

All actions shall be governed by sections 18-27 through 18-39 of the town ordinances and sections 7-274 through 7-300 of state statutes.

October 10, 2010

Selectmen Office
127 Norwich Ave
Colchester CT 06415

Good Morning:

I sure hope this letter brightens your day.

I was at an antique store here and found this old circa 1940's picture card from Colchester of a pretty place called the Broadway House.

It's a real old time classic, for sure. I thought to myself, "By golly, I think I'll send it back to folks where it can be appreciated." Our heritage is valuable to all. of us. Lots of changes, too, over the years I'm sure. Enlarged it will make a much-talked-about display.

Well, I gave 4.00. for it so if you want it for 5.00 or 6.00 why that's sure o.k. Throw in a little postage if you want, too.

And my wife says if I hear from you I'll have to take her to lunch. I am eighty-two years old and still going strong.

I like to call my little hobby, "A re-distribution of happiness." Our world sure needs it.

Thank you, and Godspeed in your work.

A handwritten signature in cursive script that reads "Lowell Joerg". The signature is written in dark ink and is positioned above the typed name and address.

Lowell Joerg
6120 W. Rafter Circle
Tucson Arizona 85713

PS: Send along a little about your place today if you want. I enjoy souvenirs, too, if it's o.k. with you. A lady friend looked up your address for me on the net.

Gregg Schuster



First Selectman

October 14, 2010

Mr. Lowell Joerg
6120 W Rafter Circle St.
Tucson, AZ 85713-4367

Dear Mr. Joerg

I am writing to thank you for the old post card with a landmark of our Town on the front. Your thoughtfulness in ensuring that this card returned home after all of these years is very much appreciated. Colchester is a small town that is proud of our past and we are happy that so much of our beautiful history can be seen around the country.

Due to the limitations of our budget and town policies, the town cannot pay you for this item. I will, however, donate the postcard on your behalf to the Colchester Historical Society. As a token of our appreciation, I have enclosed a lapel pin with the official seal of the Town of Colchester.

Again, thank you for the thoughtful gift and for thinking of Colchester.

Sincerely,

Gregg Schuster
First Selectman

P.S. Please take your wife out someplace nice for lunch.