

Gregg Schuster



First Selectman

RECEIVED
COLCHESTER, CT
2010 NOV -5 AM 11:58

Nancy A. Bray
NANCY A. BRAY

**Board of Selectmen Regular Meeting Minutes
Thursday, November 4, 2010
Colchester Town Hall**

Meeting Room 1 – 7:00pm

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

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Kevin Kelly, Mark Decker, Nancy Bray, Maggie Cosgrove, Dot Mrowka, OFC Suchecki, Bruce Hayn, Rob Tarlov, Katy Nally, Ryan Blessing, Al Hemingway, 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**
3. **Approve Minutes of the October 21, 2010 Public Hearing**
G. Cordova moved to approve the minutes of the October 21, 2010 Public Hearing, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the October 21, 2010 Commission Chair Meeting**
R. Coyle moved to approve the minutes of the October 21, 2010 Commission Chair Meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
5. **Approve Minutes of the October 21, 2010 Board of Selectmen Regular Meeting**
G. Cordova moved to approve the minutes of the October 21, 2010 Board of Selectmen Regular Meeting, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
6. **Approve Minutes of the October 26, 2010 Board of Selectmen Special Meeting**
R. Coyle moved to approve the minutes, amended to spell Stanley Nolan's name correctly, of the October 26, 2010 Board of Selectmen Special Meeting, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
7. **Citizen's Comments**
Tom St. Louis, Chair of the Youth Services Bureau, commented on staffing and needs of the Youth & Social Services department and delivering services to residents. John Malsbenden commented on the reappointments of Nancy Anderson to the Historic District Commission and Glenn Morron to the Police Commission.

8. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Historic District Commission. Member Nancy Anderson to be reappointed for a term to expire 11/30/2013.**
Nancy Anderson was absent. No action taken.
 - b. **Historic District Commission. Alternate Janice Adam to be reappointed for a term to expire 11/30/2013.**
Janice Adams was absent. No action taken.
 - c. **Police Commission. Member Glenn Morron to be reappointed for a term to expire 11/30/2013.**
Glenn Morron was absent. No action taken.
 - d. **Police Commission. Patrick Mickens to be interviewed.**
Patrick Mickens was absent. No action taken.
 - e. **Parks & Recreation Commission. Member Melissa Kennedy to be reappointed for a term to expire 11/30/2014.**
Melissa Kennedy was absent. No action taken/
 - f. **Board of Assessment Appeals. Resignation of Nancy W. Riella.**
S. Soby moved to accept the resignation of Nancy W. Riella, from the Board of Assessment Appeals, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
9. **Budget Transfers**

G. Cordova moved to approve the budget transfer of \$42,012 (Police Regular Payroll – 12101-40101) and \$37,243 (Police Vehicles – 12101-48467) to \$79,255 (Police Resident Trooper – 12101-44200), seconded by R. Coyle . Unanimously approved. MOTION CARRIED.
10. **Tax Refunds & Rebates**

S. Soby moved to approve tax refunds in the amount of \$34.28 to Calvin Fletcher, \$6.60 to Shenice Clean LLC DBA, \$10.53 to Angela Schweitzer, \$9.54 to Mark Patterson, \$56.40 to Mark & Anita Hill, \$25.07 to Douglas Neumann, \$45.63 to David Ogden, and \$17.80 to Jamie & Richard Henkin, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Bond Reduction for Subdivision on Veccadola Drive**

S. Soby moved to reduce the existing subdivision (#612 Westchester Road LLC, Westchester Road – CT Route 149 – Veccadola Drive) cash bond by \$28,040.00 leaving the bond balance of \$34,590.00, as recommended by the Town Engineer, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Town Street & Road Snow Removal Contract**

S. Soby moved to accept the bids from B&B Superior contracting for two trucks and from Clark’s Landscaping for one truck at the alternate bid prices and to pay the cost differential for the increased insurance requirements and to authorize the First Selectman to sign all necessary paperwork, seconded by G. Cordova. Discussion by J. Ford on the insurance levels and the bidding process. Unanimously approved. MOTION CARRIED.

- 13. Discussion and Possible Action on School Parking Lot Snow Removal Contract**
Presentation by Public Works Director Mark Decker to the Board of Selectmen. S. Soby moved to accept the lump sum annual bid from Bakaj Construction of \$85,000, to hold in reserve the additional two-year option, and to authorize the First Selectman to sign all necessary paperwork, seconded by G. Cordova. Discussion by R. Coyle on process, costs and benefits, and liability of contracting for snow removal service. Unanimously approved. MOTION CARRIED.
- 14. Discussion and Possible Action on Facility Use Policy (2nd Reading)**
S. Soby moved to approve the Facility Use Policy as presented, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
- 15. Discussion and Possible Action on Disposal Policy (1st Reading)**
No action taken.
- 16. Discussion and Possible Action on 2011 Board of Selectmen Meeting Schedule**
R. Coyle moved to adopt the Board of Selectmen 2011 meeting schedule as recommended by the First Selectman, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
- 17. Discussion and Possible Action on 2011 Commission Chair Meeting Schedule**
R. Coyle moved to approve the Commission Chair 2011 meeting schedule as recommended by the First Selectman, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
- 18. Discussion and Possible Action on Virtual Town Hall Contract**
G. Cordova moved to execute the contract with Virtual Town Hall, excluding options, and authorize the First Selectman to sign any and all documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
- 19. Citizen's Comments**
Dot Mrowka commented on the security of Town Hall copiers and the saved digital scans of documents when sold.
- 20. First Selectman's Report**
First Selectman G. Schuster reported that he will be sending a letter to the governor-elect, once reported to congratulate him, that boards and commissions should have next year's meeting schedules submitted to the Town Clerk's Office by this month, the Town received a bulletin updating the issue of Streamflow guidelines, and on October 30, the Town held a simulated emergency exercise at the Emergency Operations Center with dozens of participants.
- 21. Liaison Report**
S. Soby reported that the Planning & Zoning Commission has held three public hearings, two of which were "closed." The first regarding permitting for an existing gravel operation, the second regarding a zone change on Lebanon Avenue, and the third public hearing regarded a new business coming to town that will perform animal rehabilitation.

S. Soby also wanted to recognize the Registrars of Voters, Dot Mrowka and Denise Mizla, as well as the Town Clerk, Nancy Bray, and her staff for all the work they did on Election Day.

G. Cordova reported that the Parks & Recreation Commission finalized the 57 Fest financials and have saved money with potential ideas for saving further money at next year's event, there will be a new holiday ornament soon, there was discussion on field closures, and they will be going out to bid for the concession stand soon.

22. Adjourn

S. Soby moved to adjourn at 8:39 p.m., seconded by. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Resignation Letter from Nancy Riella
- Budget Transfer
- Memo from Town Engineer regarding Bond Reduction
- Memo from Director of Facilities & Operations regarding Facility Use Policy
- Memo from Public Works Director regarding Town Streets & Roads Snow Removal Services
- Memo from Public Works Director regarding School Parking Lot Snow Removal Services
- Memo from First Selectman regarding 2011 Board of Selectmen Regular Meeting Schedule
- Memo from First Selectman regarding 2011 Commission Chair Meeting Schedule
- Memo from First Selectman regarding Virtual Town Hall Contract

Nancy W. Riella
611 Fieldstone Ct
Colchester, CT 06415

RECEIVED
COLCHESTER, CT
2010 NOV -1 PM 3:17
NANCY A. BRAY
TOWN OF COLCHESTER

Greg Schuster, First Selectman
Town of Colchester
127 Norwich Ave.
Colchester, CT 06415

RE: Resignation from Board of Assessment Appeals (BAA)

Dear Greg:

As you are aware, I am heavily involved in Rotary. You may not be aware that in addition to my Rotary commitment in Colchester, I am heavily involved at the state and international level.

I accepted the position of being Chair of the Vocational Training Team (VTT) program for the next 3 years for my Rotary District (7980). This is a new program to Rotary International and basically I am 'writing' the book, the policies and procedures. Under this program, two Rotary Districts exchange VTT Teams for the purpose of alleviating hunger, or improving literacy, health practices or economic practices.

This year, District 7980 (CT) has entered into an exchange with District 9400 (South Africa) to help them set up Early Childhood Education and Development Centers and assist with training and best practices. This grant under Rotary International is the 1st grant of its kind globally and I am the District representative responsible for implementation and oversight. Our CT team leaves for South Africa January 8, 2011 and the South African Team arrives in Mid March, 2011.

Needless to say, the time needed getting this program started and the necessary time to oversight the implementation has become the equivalent of a part-time position.

I fear I will not have the time to adequately fulfill my obligations during the spring BAA hearings. I respectfully resign my position and certainly hope my replacement on the BAA will be found post haste.

Sincerely,


Nancy W. Riella

November 1, 2010

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="12101-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="42,012"/>
<input type="text" value="12101-48467"/>	<input type="text" value="Vehicles"/>	<input type="text" value="37,243"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

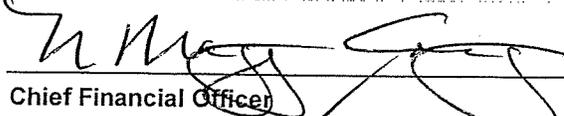
<input type="text" value="12101-44200"/>	<input type="text" value="Resident Trooper"/>	<input type="text" value="79,255"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


 Department Director or Supervisor - Signature

Print Name

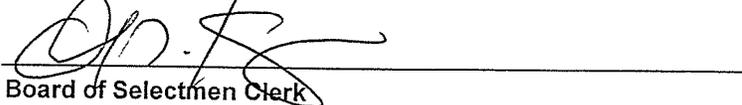
Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved


 Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

October 29, 2010

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: Subdivision for # 612 Westchester Road LLC., Westchester road –
CT. Route 149 Colchester CT - Veccadola Drive
Owner/developer – Claudio Vecchiarino.

The owner of the referenced Subdivision has requested a bond reduction to reflect the public improvements that have been completed to date. As of October 28, 2010, the following items are incomplete:

Item No.	Item	Cost
1	Clearing and grubbing	\$ 1,000
19	Sedimentation control system	3,500
57	Turf establishment	1,440
65	Monuments and iron pins	2,500
66	As-built plans	1,000
67	Underground utilities	10,000
69	Clean sediment from catch basins	450
75	Street trees	14,700

Total cost of remaining incomplete items = \$ 34,590.00

The town is currently holding a Subdivision cash bond in the amount of \$62,630.00.

Recommended motion:

Motion that the Town of Colchester reduce the existing Subdivision cash bond by \$28,040.00, thus leaving a bond balance of \$34,590.00

Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

Gregory J. Plunkett
Director of Facilities and Operations
gplunkett@colchesterct.org

Tel. (860) 537-2296
Fax. (860) 537-1252
Cell (860) 303-0125

October 28, 2010

TO: Gregg Schuster
FROM: Greg Plunkett
RE: Facility Use Policy

Attached is the facility use policy. I have tried to include the modifications requested at the last Board of Selectmen's meeting. Additional language is underlined and in bold while deleted language is in parenthesis. I have also included drafts of the forms identified in the draft policy.

Memo

To: Gregg Schuster
From: Mark Decker
CC: Board of Selectmen, Maggie Cosgrove
Date: 11/4/2010
Re: Bid Recommendations

In accordance with the Town Purchasing Policy, a request for bids for Town Streets and Road Snow and ice Control Services was publically advertised on 16 September 2010, a pre-bid meeting held on 24 September, and bids submitted and publicly opened on 8 October. A copy of the specifications is attached.

Two bids were submitted and are tabulated below:

Clark Landscaping - \$158.50 per hour with an alternate bid of \$140 per hour with the same insurance requirements as 2009

B&B Superior Contracting – Two trucks at \$158 per hour each with an alternate bid of \$140 per hour each with the same insurance requirements as 2009

Both bids were reviewed and are complete. Based on prior experience with both companies, both are considered qualified to perform the proposed work. Based on the actual cost of the increased insurance requirements for the two contracts (\$7,767) and the approximately 145 hours of contracted services in 2009 (145 hours x 54.50/hr = \$7,902.50), it is recommended the Town accept the alternate bids and pay the cost differential of the increased insurance requirements.

Please contact me if you have questions.

Requested action: Motion to accept the bids from B&B Superior Contracting for two trucks and from Clark's Landscaping for one truck at the alternate bid prices and to pay the cost differential for the increased insurance requirements and to authorize the First Selectman to sign all necessary paperwork

Memo

To: Gregg Schuster
From: Mark Decker
CC: Board of Selectmen, Maggie Cosgrove
Date: 11/4/2010
Re: Bid Recommendations

In accordance with the Town Purchasing Policy, a request for bids for School Snow and Ice Control Services was publically advertised on 16 September 2010, a pre-bid meeting held on 24 September, and bids submitted and publicly opened on 8 October. A copy of the specifications is attached.

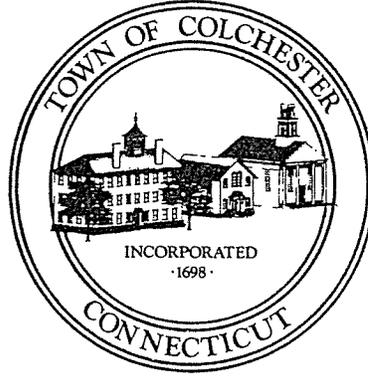
Three bidders responded with the results tabulated on the attached spreadsheet.

All bids were reviewed and are complete. Based on prior experience with all the companies submitting bids, all were considered qualified to perform the proposed work. Based on the results of the bids and the certainty associated with a lump sum annual price, it is recommended the Town accept the low annual lump sum bid by Bakaj Construction for \$85,000 and to hold in reserve the additional two year option.

Please contact me if you have questions.

Requested action: Motion to accept the lump sum annual bid from Bakaj Construction of \$85,000, to hold in reserve the additional two-year option, and to authorize the First Selectman to sign all necessary paperwork.

Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman

Date: 11/1/10

Re: 2011 Board of Selectmen Regular Meeting Schedule

The following regular meeting schedule is recommended for 2011. All regular meetings are the first and third Thursday of the month.

January 6
January 20
February 3
February 17
March 3
March 17
April 7
April 21
May 5
May 19
June 2
June 16

July 7
July 21
August 4
August 18
September 1
September 15
October 6
October 20
November 3
November 17
December 1
December 15

Recommended Motion – “Move to adopt the Board of Selectmen 2011 meeting schedule as recommended by the First Selectman.”

Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman

Date: 11/1/10

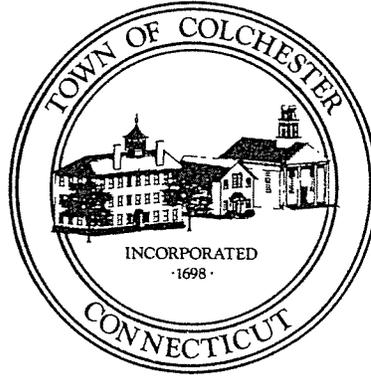
Re: 2011 Board and Commission Chairmen Meeting Schedule

The following regular meeting schedule is recommended for 2011. All meetings will take place prior to the regular Board of Selectmen meeting for that evening.

January 20
April 21
July 21
October 20

Recommended Motion – “Move to adopt the Board and Commission Chairmen 2011 meeting schedule as recommended by the First Selectman.”

Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen
Cc:
From: Gregg Schuster, First Selectman
Date: 11/2/10
Re: Virtual Town Hall Contract

To perform the work previously reviewed with the board, the contract with Virtual Town Hall must be executed. This is a budgeted expense.

Recommended Motion – “Move to execute the contract with Virtual Town Hall, excluding options, and authorize the First Selectman to sign any and all documents.”