



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Minutes

Regular Meeting via Zoom

Thursday, May 20, 2021 @ 7:00 PM

Members Present: First Selectman Mary Bylone, Selectmen Rosemary Coyle, Denise Mizla, Denise Turner and Taras Rudko

1. CALL TO ORDER: First Selectman Mary Bylone called the meeting to order at 7 p.m.
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA: R. Coyle motioned to make item number 4, Resolution of complaint against a police officer and remove 6 b from consent agenda to number 8, seconded by T. Rudko, MOTION CARRIED UNANIMOUSLY. FS motioned to add a discussion about creating and Ad Hoc Committee for American Rescue Plan Act Funds as number 15, seconded by D. Mizla. MOTION CARRIED UNANIMOUSLY.
4. Resolution of Complaint Against Officer: R. Coyle motioned the Board of Selectmen support the findings of Sgt. Rondinone's investigation of the complaint against a Police Officer and find no facts and no wrongdoings by the officer that supports the allegation, seconded by D. Mizla. MOTION CARRIED 4 – 0 with T. Rudko opposing.
5. CITIZEN'S COMMENTS: Roberta Avery spoke against all Board of Selectmen not having their cameras on for Zoom meetings.
Cathy Russi spoke against all Board of Selectmen not having their cameras on for Zoom meetings.
Deanna Bouchard Sanchez spoke against bullying at public meetings.
Vince Rose spoke in support of Mary Bylone.
6. CORRESPONDENCE: NONE
7. CONSENT AGENDA
 - A. Approve Minutes of the May 6 Board of Selectmen Meeting
 - B. Appointment of Rosanne Tousignant from Alternate on the Parks and Recreation Commission to Full Member with a term to expire 11/1/2021
 - C. Tax Abatements: R. Coyle motioned to approve the Consent Agenda, seconded by D. Turner. MOTION CARRIED UNANIMOUSLY
8. Approve Minutes of the May 18 Special Board of Selectmen Meeting: T. Rudko motioned to amend the minutes to reflect that he made a motion for the removal of James Stavola from the Police Commissioner that

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Rose Turner
COYLE FURNAN
TOWN CLERK

was not supported during both agenda item number three and agenda item number 6, seconded by R. Coyle.

MOTION CARRIED UNANIMOUSLY.

9. Grant for Norton Park from the Community Foundation of Eastern Connecticut: D. Turner motioned to approve the grant agreement for \$15,000 from the Community Foundation of Eastern Connecticut for the Norton Park project "Create safe public access to the Norton Park, Phase 1" and to authorize the First Selectman to sign all necessary documents, seconded by T. Rudko. MOTION CARRIED UNANIMOUSLY.
10. Review and Approval of Policies and Procedures Manual, Colchester Senior Center: R. Coyle Motioned to approve the Policies and Procedures manual for the Colchester Senior Center with the correction on page 4 to reflect "Volunteers, who while serving in an official capacity, such as volunteer receptionist, Making Memories Program volunteer or Meals on Wheels drivers, etc., are privy to personal information about others and shall be held to the same standards of confidentiality as well," and on page 10 to reflect "Reservation requests for out-of-town medical transportation should be made as early as an appointment time is known. Every effort will be made to accommodate an individual's medical appointment; however, there is limited capacity for medical transportation. Service may be denied if the schedule is filled, the appointment is not within our operating hours or service area or if the individual requires hands-on assistance. While we would like to offer transportation to individual citizens for daily medical treatments, we do not have the available resources to provide this service," seconded by T. Rudko. MOTION CARRIED UNANIMOUSLY.
11. Appropriation from General Fund Assigned Fund Balance - Transfer to the Debt Service Fund: R. Coyle motioned to approve the appropriation of \$62,635 from the General Fund Assigned Fund Balance to the Debt Service Fund for future debt payments related to the WJMS Project, seconded by D. Mizla. MOTION CARRIED UNANIMOUSLY.
12. Letter of Intent with Connecticut Green Bank: R. Coyle motioned to authorize the First Selectman to sign the letter of intent with Connecticut Green Bank as presented, seconded by T. Rudko. MOTION CARRIED UNANIMOUSLY.
13. Procurement of Fixed Electricity Generation Contract: D. Mizla motioned that the Town of Colchester enter into a contract with EDF to be the Electrical supplier for the Town of Colchester and Colchester School District facilities for a 47 month year term beginning in January of 2022 and continuing until December of 2025, incorporating the daily confidential price proposal into the contract with the associated conditions and that the First Selectman be authorized to sign any necessary documents as applicable, seconded by R. Coyle. MOTION CARRIED UNANIMOUSLY.
14. Set Town Meeting Date: R. Coyle motioned to set the Annual Town Budget meeting for Thursday June 3 at 6:30 p.m. to take place at Bacon Academy and to set the Budget Referendum Date to June 15, seconded by D. Turner. MOTION CARRIED UNANIMOUSLY.
15. ARPA Ad Hoc Committee Formation: Discussion, No Action Taken.
16. CITIZEN'S COMMENTS: Linda Pasternak spoke about changes in the Senior Center Hours.

Cathy Russi spoke about Senior Center Transportation.

Carol Vaillancourt offered transportation services to seniors in need.

Deanna Bouchard Sanchez spoke in favor of the Ad Hoc Committee for ARPA.

Bernie Dennler spoke in favor of the Ad Hoc Committee for ARPA.

Linda Pasternak spoke about Senior Center Transportation.

17. FIRST SELECTMAN'S REPORT: Hoping for record turnout at the Town Meeting.

The Governor has lifted restrictions, so masks are no longer required at Town Hall if you are vaccinated. The library and the Senior Center will continue to require masks.

18. LIAISON REPORTS: R. Coyle: Commission on Aging – They are working on a community wide health fair.

The COA sponsored Healthy Living for Your Brain and Body on May 18. Attached find the Director of Senior Services Report.

Senior Center Building Committee and Senior Center Building Committee Public Information Subcommittee – Continuing to work on an informational mailer to go to all residents.

T. Rudko: Planning and Zoning Commission – There was discussion about Class 1 and Class 2 Permits and Multi-Family Residential in Suburban Use District.

D. Turner: Conservation Commission – They received an application on Windham Ave. which was tabled. A property on Mill Lane wanted a drain installed due to basement flooding. There were enforcement issues on Amston Road and Old Amston Road.

D. Mizla – Was unable to attend.

19. ADJOURN: R. Coyle motioned to adjourn at 8:26 p.m., seconded by D. Turner. MOTION CARRIED UNANIMOUSLY.

**Director of Senior Services Report
CoA Meeting May 10, 2021**

The Colchester Senior Center reopened to the public, effective Monday, May 3rd for some in-person programs. There are morning sessions from 9-12 and afternoon sessions from 1-4 p.m., we close the building from 12-1 p.m. so staff can eat lunch and disinfect the building between program sessions. Some programs are still being held virtually. There are capacity limits for each program, as furniture is spaced to comply with social distancing guidelines and pre-registration is required for all in-person activities. Mask wearing and social distancing while present in the building is required.

The plan is working exceptionally well. People have been aware and compliant with all aspects of our reopening, and it is wonderful to have our members returning after such a long stretch of closure.

Volunteer Receptionists met for a re-training on April 22nd, in preparation to return to their volunteer duties. Every volunteer is eager to return.

CHD says that indoor dining and fitness programming are still considered high risk activities and are not recommended at this time.

Effective, May 19th, further restrictions will be lifted statewide. Social distancing will be lowered to 3' and mask wearing will still be required for indoor activities. We are planning the June activity calendar to be more inclusive of a broader range of activities, and with reduced social distancing capacity limits will increase in each space and on buses.

We had 150 responses to the digital travel survey, which was more than double the responses to previous annual travel surveys. We definitely have interest in travel. Ruth and I met with our travel vendors over the past 2 weeks to talk about booking some trips in late 2021 into 2022.

The Making Memories Program will begin to run on a shortened schedule in-person, beginning the week of May 17th.

The Colchester Lions' Club has sponsored a Welcome Bag Lunch—Grab & Go style for May 19th—in celebration of our reopening.

CSC received a generous donation from Colchester Cares, in the amount of \$575, and Mel's Downtown Creamery held a fundraiser for us with a portion of their sales given to us, on our opening day. The check was for \$170. We are always grateful for our generous community partnerships.

A new 14 passenger bus, equipped with a wheelchair lift was ordered. Its anticipated delivery will be in the fall. 80% of the purchase price will be funded through a federal grant, which has been approved. The cost to the town will be less than \$15,000.

The senior center will be closed on Monday, May 31st, for Memorial Day.

We are looking forward to the start to the public education for the new senior center project and sharing more with the voters about how a new facility would further enhance our ability to serve our senior community.

Attendance & Meals Served:

- Meals delivered in March: Community Café: 231 MOW: 546
- Monthly transports in March: 620
- Monthly attendance in March: 1,118
- Total Membership: 1,387

Heide Perham

From: Rosemary Coyle
Sent: Thursday, May 20, 2021 2:40 PM
To: Board of Selectmen
Cc: First Selectman; Heide Perham
Subject: Fw: CSC P&P's Manual 2021

Importance: High

Dear BOS members,

After reading the CSC Policies and Procedures Manual, I offered some grammatical corrections and posed some questions for clarification. To assist in our discussion tonight, I am forwarding this information. This includes my questions and Patty's responses.

Rosemary

From: Patty Watts <seniorcitizens@colchesterct.gov>
Sent: Thursday, May 20, 2021 1:22 PM
To: Rosemary Coyle <rcoyle@colchesterct.gov>
Subject: Re: CSC P&P's Manual 2021

Rosemary,

1. I like this wording and do believe it brings better understanding to the issue that our volunteers, while serving, may become aware of private and/or personal information. It is the expectation that they would keep that information confidential for the protection of our members' privacy. Page 4, Privacy Policy, recommend the following: "Volunteers, who while serving in **an official capacity, such as volunteer receptionist, Making Memories Program volunteer or Meals on Wheels driver, etc.,** are privy to personal information about others **and shall be** held to **the same** standards of confidentiality, as well." - **I am in agreement with this suggested language to my first question.**
2. Recommend adding the following language on page 10, under Transportations/Reservations, point 4, "Reservation requests for out-of-town medical transportation should be made as early as an appointment time is known. Every effort will be made to accommodate an individual's medical appointment; however, there is limited capacity for medical transportation. Service may be denied if the schedule is filled, the appointment is not within our operating hours or service area or if the individual requires hands-on assistance. **While we would like to offer transportation to individual citizens for daily medical treatments, we do not have the available resources to provide this service.**" - **I am in agreement with this change and this answers my question #7.**

Respectfully,
Patty

Patricia A. Watts
Director of Senior Services

*Municipal Agent for the Elderly
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95 Norwich Ave.
Colchester, CT 06415
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From: Rosemary Coyle <rcoyle@colchesterct.gov>
Sent: Thursday, May 20, 2021 12:44 PM
To: Patty Watts <seniorcitizens@colchesterct.gov>
Cc: msrmlodzinski@gmail.com <msrmlodzinski@gmail.com>; Geraldine Transue <gkwer1945@gmail.com>; Roberta Avery Frank Zvach <roberta.avery@snet.net>; First Selectman <selectman@colchesterct.gov>; Heide Perham <hperham@colchesterct.gov>
Subject: Re: CSC P&P's Manual 2021

Patty, thank you for taking the time to answer my questions. Some additional thoughts. Rosemary

#1 - I recommend adding the language in red for clarification. Volunteers, who while serving in **an official capacity, such as receptionist, Making Memories or MOW etc.,** are privy to personal information about others **and shall be held to the same** standards of confidentiality, as well.

#7 - I raised this as an issue because I thought you might want clarifying language on the issue since it was raised at a COA meeting. Something that states - **While we would like to offer transportation to individual citizens for daily medical treatments, we do not have the available resources to provide such a service.**

From: Patty Watts <seniorcitizens@colchesterct.gov>
Sent: Thursday, May 20, 2021 12:10 PM
To: Rosemary Coyle <rcoyle@colchesterct.gov>
Cc: msrmlodzinski@gmail.com <msrmlodzinski@gmail.com>; Geraldine Transue <gkwer1945@gmail.com>; Roberta Avery Frank Zvach <roberta.avery@snet.net>
Subject: Re: CSC P&P's Manual 2021

Rosemary,

In response to your inquiries:

1. Grammatical errors noted. In their volunteer capacity (this could be as a Volunteer Receptionist-- hearing about medical information such as who is going to which doctor's office, or a Making Memories Program Volunteer learning about individuals with dementia, a kitchen or MOW driver who has access to personal phone numbers and addresses, etc.) This doesn't just apply to one type of volunteer, but a blanket statement that all volunteers are to abide by expectations of confidentiality.
2. We did discuss and thought doubling the annual cost might be too steep and increase.
3. No issue with changing this to complying.
4. 40 miles is a broad range, as it is 40 miles in all directions from Colchester. I don't remember the genesis of it, but I believe it was a suggestion of Noella. The town website for the senior center does state the 40-mile range, so this will make it consistent in all policy locations. We find that 40 miles

adequately serves the needs of our clients--out as far as Farmington, Hartford, Newington (VA), to New London, but not as far as Yale New Haven. This too is posted on the town website.

5. At the suggestion of Mary Bylone. She reviewed our P&P's and made some suggestions which were integrated in this document. This is one of them.
6. Our drivers drive many people and have frequent stops along their routes. This language helps our riders to know that they have to be ready and waiting for their ride for efficient service for all. This policy has been in existence since it was passed in 2015 and has not proven to be problematic.
7. We do not have available resources to provide one citizen daily medical treatments. That would monopolize the entire system, as we only have 1 medical driver, funded through the grant. We did not discuss this as a committee, but I have discussed this issue with the First Selectman, who agrees that it is unreasonable to expect that our system could manage someone's daily treatment needs (like radiation). We are one part of the solution. Other transportation options can and should be utilized because 1 driver serving 1400 members will have limitations. We do provide alternate resources to our riders.
8. Grammatical errors noted.
9. I give an update to the Executive Assistant of the FS on these days, I believe it has been the practice for her to post these weather-related changes in service.
10. This was a decision of TVCCA, our meals provider, as a way to attract more people to the program.

Patty

From: Rosemary Coyle <rcoyle@colchesterct.gov>

Sent: Thursday, May 20, 2021 10:20 AM

To: Patty Watts <seniorcitizens@colchesterct.gov>

Cc: msrmlodzinski@gmail.com <msrmlodzinski@gmail.com>; Geraldine Transue <gkwer1945@gmail.com>; Roberta Avery Frank Zvach <roberta.avery@snet.net>

Subject: Re: CSC P&P's Manual 2021

Sorry that I wasn't able to attend these meetings, except for one, and I apologize for this late review, but meetings have consumed me. Here are a few questions and corrections I will be raising tonight at BOS.

1. Membership lists are not sold to outside agencies. Volunteers, who while serving in their capacity, are privy to personal information about others are held to standards of confidentiality, as well. - **Missing commas and Serving in their capacity as what?**
2. #3 under Membership - Did you consider making it an even \$20?
3. Personal Conduct #2 - first bullet - I believe this statement can be stated using consistent terminology used throughout the manual - compliance. Repeatedly and intentionally **[disobeying] not complying** with the rules and regulations, as outlined in these policies.
4. Question - Why was the mileage reduced from 45 to 40? Out-of-town bus services provide medical transportation to destinations within a **45 40 mile** radius of the Colchester Senior Center.
5. Question - Also on transportation - Why do we want to make this more restrictive, changing may to cannot? All reservations must be made by 12:00 p.m. (Noon) the previous day. Any reservations made after that time **may cannot** be scheduled for the following day without the approval of the Director of Senior Services
6. Reservations #6 - This time limit seems a little impossible. - Drivers will sound the horn upon arrival and wait for **no more than 3 minutes** before leaving for the next pick-up.

7. Under reservations did you need to address, or did you discuss the use of transportations for daily medical treatments and how they would be addressed?
8. Senior nutrition - believe you need some commas - Meals on Wheels, home-delivered meals, are available for eligible recipients who have registered to receive meals.
9. Senior nutrition - Should you also post on website? Cancellation of the meal program due to storms or emergency will be announced on WFSB under "Colchester Senior Center." Weather closures for meals are determined by TVCCA.
10. What was the rationale for lowering the Community Cafe and Meals on Wheels for \$3 to \$2?

Thanks for all of your hard work.

Rosemary

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