



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectmen Minutes
Meeting Minutes
Thursday, January 16, 2020
Colchester Town Hall @ 7:00pm

RECEIVED
COLCHESTER, CT
2020 JAN 21 PM 3:54
Gayle Furman
TOWN CLERK

MEMBERS PRESENT: First Selectman Mary Bylone, Rosemary Coyle, Denise Mizla, Denise Turner, Taras Rudko

MEMBERS ABSENT: none

OTHERS PRESENT: Parks and Recreation Director, Tiffany Quinn

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:** M. Bylone requested to add the new position job description of Secretary for the Board of Assessment Appeals as number 7 on the agenda. R. Coyle moved to add it to the agenda, seconded by D. Mizla. Unanimously approved. **MOTION CARRIED.**
4. **Citizen's Comments** – None.
5. **Consent Agenda** – R. Coyle moved to remove **5 a. Approve Minutes of the January 2, 2020 Board of Selectmen Meeting** to item 5 on the Agenda, to make a correction to the liaison report and make 5 b., Tax Abatements, 5 a. R. Coyle moved to approve the minutes with the change in the minutes to reflect in the liaison report Commission on Aging, that the money raised at the holiday fair was raised by the Senior Center, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**
 - a. Tax Abatements - D. Mizla moved to approve the tax abatements, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**
6. **Boards and Commissions** – Interviews and/or Possible Appointments and Resignations
 - a. Planning and Zoning – Steven Durel was interviewed for a possible term to expire on 12/15/2022

- b. R. Coyle moved to appoint Geraldine Transue to The Commission on Aging for a term to expire on 12/1/2022, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**
- c. R. Coyle moved to approve Sandra Gaetano to The Commission on Aging for a term to expire on 12/1/2020, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**
- d. D. Turner moved to approve Theresa Congdon to the Historic District Commission for a term to expire 11/30/2023, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**

7. Discussion and Possible Action for Approval of the position and job description for The Board of Assessment Appeals Secretary – Previously this position was held by an employee of the Assessor's Office and once they left there has been no employee to hold the position. Changes to the job description are as follows. In work schedule "Must also be available nights and weekends during the months of March and September, number of hours as needed." And to include "Payment: Hourly as needed." D. Mizla moved to approve the job description with the changes, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**

8. Old Business

- a. **Discussion and Possible Action on the Parks and Recreation Department change in Non-Resident program fees** – At the January meeting Parks and Recreation Director Tiffany Quinn was asked if she could report back to the Board of Selectmen regarding enrollment and the possible financial impact of the proposed non-resident fee. T. Quinn distributed the information to the BOS. R. Coyle moved to approve reducing the current \$20 non-resident fee to an additional \$5 above the required program fee and to accept only Colchester resident program registration for the first 2 weeks, opening the program up to non-residents after 2 weeks (with an additional \$5 fee). To accept non-resident Day Camp registrations 1 month prior to the start of camp, allowing a longer enrollment time for Colchester Residents. Seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**

9. CITIZEN'S COMMENTS - None

10. FIRST SELECTMAN'S REPORT –

- A. The Eversource gas line has ceased work for the winter and will resume in April.
- B. Bloom Energy has received their state permits and are in the process of getting town permits. They are on schedule for operations to be completed by December, 2020.

- C. OpenGov – First Selectman has a meeting scheduled with them to find out why data has dropped and why the library's reports were never built in the system. Meanwhile, the town will be looking into ClearGov and another town transparency program in the event OpenGov can't deliver on what they have promised. The First Selectman has requested the BOF provide a list of goals for this type of software.
- D. The special election was January 14. There were a few issues at Bacon with people tripping on the curb at the end of the ramp. The curb will be painted so that it is more visible to all who use that entrance and exit.
- E. There will be a special joint meeting of the Board of Education and Board of Selectmen on Thursday, January 23, to interview two candidates for the Human Resource Director position that will be split between the town and the Board of Education.
- F. First Selectman said that she has been going out to visit businesses.
- G. First Selectman stated that at the current time the town would not be holding an event regarding the recent tragedy of the family in town.

11. LIAISON REPORTS – T. Rudko attended the Planning and Zoning Commission. The Southeastern

Connecticut Council of Governments and the Southeastern Connecticut Housing Alliance did a presentation on Affordable Housing. R. Coyle asked that they send the Powerpoint presentation to share with the Selectmen.

R. Coyle attended the **Chatham Health District**, the Chief Sanitarian is retiring on Feb. 7, and they are in the process of hiring a new Chief Sanitarian. Killingworth has asked for a presentation as they are considering options of joining a health district. The draft of the 2020-2021 budget estimates an \$8,000 increase. The district will no longer continue to subsidize Everbridge, and towns that use it will have to assume the difference if they wish to continue using it. Russell Melmed, the Chatham Health Director will be at the Senior Center on Friday Jan. 17.

R. Coyle reported the **Commission on Aging's** financial report indicates that they have \$108 remaining out of the \$300 in the town budget for printing and publications. There is \$416. 26 in the Commission on Aging's budget which is money they raise for programming. The Commission on Aging, in collaboration with Bacon Academy students and their science teacher will be doing a presentation on environmental issues in April. The Commission on Aging is presenting on Alzheimers Part 2 program in May. The Senior Center delivered 25 Holiday boxes to low income seniors in collaboration with Jack Jackter Intermediate School. The Senior Center raised a total of \$2635.90 at the Holiday Fair, which will

be used for programs and supplies. The Senior Center served 231 meals on site, and 318 via Meals on Wheels. Monthly transports: 784, Monthly attendance: 1,769. Total Membership: 1352 at 142% growth since 2013. 85% of the members are Colchester residents. The Senior Center's Directors Report is attached to the minutes.

R. Coyle attended the **Senior Center Building Committee** where they toured the existing facility to understand programming challenges and assess what is needed. The building committee received 4 RFQs from architectural firms. Phase 1 costs range from \$46,000 to \$164,000 and total architectural costs ranging from \$345,000 to \$812,000. After discussion the highest bid was eliminated and the committee will be interviewing the other three firms on Feb. 4 to choose an architect. The committee is working on an RFQ for an Owner's Representative. A draft timeline projects a referendum in early fall and ground breaking in the spring of 2021. No dates are firm.

R. Coyle attended the **Open Space Commission**. There are 2 vacancies on the Open Space Commission and the commission gave authority to the chair to write a letter to the editor to recruit members. There is interest from an Eagle Scout to add a trail behind Bacon Academy to connect the softball and football field. It had been recommended that the 4 lot subdivision on Scott Hill Road be offered to Norwich Public Utilities, but the Conservation Commission is leaning toward collecting fees in lieu. The 8-lot subdivision on Mahoney and Stanavage has also been contributing into fee in lieu. Currently in the open space fee in lieu account there is over \$100,000. The state will be releasing money for state grants, probably in June. \$5 million in Open Space and Watershed grants, and \$15 million in STEAP grants. The opportunity to do more Open Space in Colchester with grants and fee in lieu money will be reviewed at the next meeting by examining available parcels that complement our greenway and Open Space Plan.

R. Coyle also attend the **Board of Finance Budget Forum** and meeting.

D. Turner reported the **Conservation Commission** has two pending applications that were approved. One was for the Colchester Land Trust for a gravel lot off Bulkley Hill Road and the other was for a 4 lot subdivision. There was a resubmission for an application for 489 Old Hartford Road for a storage unit, the owner asked to have the application fee waived since the owner had submitted the application in the past. The commission said that the decision to waive the fee would have to go before the Board of Selectmen. Further discussion on the matter was tabled. The Commission elected their officers F. von Plachecki was elected to Chair of the Conservation Commission, D. York was elected to Vice Chair.

D. Mizla attended the **Parks and Recreation Committee**. There is an opening for a member and one for an alternate. There was a discussion about the scheduling of the fields.

D. Mizla reported the **Youth Services Advisory Board** is in need of members and so is the Youth Coalition. The Resolution Run had 300 runners and raised \$4,098. The next Community Conversation is on January 29, on Screenagers. The YSAB is working on strategic planning based on a recent survey.

D. Mizla reported that the **Norton Park Committee** has donations coming in for the project. Right now they have gotten \$1,000. The Committee will be presenting the Board of Selectmen with an updated conceptual plan that includes picnic tables, plantings and signage and a parking area. Once the remediation is completed and the grass is seeded and safety issues have been addressed, it will be a park, with possible ribbon cutting. That state approvals have all gone through. It is possible that it could be completed by September. For fundraising they are considering creating a catalog of things that people can purchase from small items, to large items like benches.

D. Mizla reported that the Board of Education has hired a new Director of Educational Operations, Mario Hurtado. Prior Board members were honored for their services. Dr. Hewes and Darren Smith presented the district technology update on the digital conversion five year plan.

First Selectman reported the **Board of Finance** finalized their budget calendar. The forum before the meeting was well attended, with the majority of the conversation around the condition of the fields at the RecPlex.

12. ADJOURN – D. Mizla motioned to adjourn, seconded by R. Coyle. Unanimously approved. **MOTION CARRIED.**

Please see the minutes of future meetings for any corrections hereto.

Respectfully Submitted,

Heide Perham
Executive Assistant to First Selectman



Town of Colchester Job Description

Board of Assessment Appeals Secretary

GENERAL STATEMENT OF DUTIES

Perform a variety of administrative duties for the Board of Assessment Appeals (BAA) with a strong emphasis on computer skills and public relations. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety and personnel policies.

WORK SCHEDULE

Per Diem depending on the number of assessment appeals in a given year. Must also be available nights and weekends during the months of March and September, number of hours as needed.

SUPERVISOR

Work under the direct supervision of the Board of Assessment Appeals Chairperson.

PAYMENT

Hourly as needed

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Organizing meeting dates and times, booking meeting rooms and posting agendas
- Updating appeal applications each year
- Receiving appellants written appeal petitions, verifying their completeness and conformity to state statute
- Prepare meeting packets for board members
- Notifying appellants timely of the date and time of their scheduled appeal hearings or denial thereof
- Taking minutes at each meeting, typing them, and filing timely with the Town Clerk.
- Maintain BAA page on town website
- Receive and respond to Freedom of Information Act (FOIA) requests for documents in existence
- Maintain official records of the Board of Assessment Appeals according to the state records retention schedule.
- Work with Town Departments in order to gather copies/data as requested by the BAA and to schedule inspections

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Ability to work independently and be a self-starter.
- Ability to communicate and work effectively with the public.
- Operate office equipment including appropriate computer, calculating and telephone equipment.
- Understanding of the roles, responsibilities, and deadlines of the Board of Assessment Appeals
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.

2) Must be able to:

- Communicate and work effectively with adversarial individuals
- Exhibit a professional manner with other employees and the public
- Work independently
- Maintain accurate records
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations
- Effectively operate software necessary for the job, such as but not limited to Microsoft Word and Excel

EDUCATION AND EXPERIENCE

- High School Graduate or equivalent.
- Strong computer background
- Completed CAAO workshop on "Board of Assessment Appeals" or ability to do so within one year

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*This job description is not all-inclusive and is subject to change by the BAA or First Selectman at any time.
temporary; non-union; hourly; non-exempt*

COA Meeting-January 13, 2020

25 Holiday Boxes were delivered to low income seniors in Colchester on December 20th through a wonderful, long-standing collaboration with Jack Jackter Intermediate Schools. Rob and Brian Gustafson (from CHA), Sheri Blesso and I hand-delivered the boxes to their recipients. It's always a favorite day of mine.

Noah Lis (a former-Top 20 contestant on NBC's hit show The Voice) put on perhaps the best musical show we've ever had here for our New Year's Brunch n' Bash. Everyone present enjoyed his multi-talented performance and we've gotten requests to have him back, in the future.

On January 15th we are having a Laugh & Learn Lunch with guest speaker Pam Atwood.

We have a new program sponsored by our community partner, Harrington Court. The monthly crafting workshops is called Crafting with "The Court" and will be led by Tricia Velte, Admission Director and provided for our members free of charge. This will replace the previous "Pinterest Craft" monthly workshops.

Russell Melmed, Chatham Health's Director of Health had to reschedule his Meet & Greet. The new date is Friday, January 17th at 10 a.m.

Currently working on year-end statistics and the Departmental Annual Report, in preparation for the budgetary process.

Mary Bylone is holding a series of Community Conversations around town and will be having one at the senior center on Wednesday, January 22nd at 10 a.m.

We're hosting Downton Abbey Day on Friday, January 24th beginning at 11 a.m. with a presentation by Susan Jerome, who is the Historic Textile and Costume Collections Manager at URI entitled "Downton Abbey Style: Influences on Fashion 1912-1925 followed by a light tea luncheon. After the tea, we will be screening the Downton Abbey movie.

We have begun taking AARP Tax Aide appointments, which will be held on Fridays beginning February 7th through March 27th.

Our grand total for our Holiday Fair & Open House was \$2,635.90. Those funds will be used to provide programs and supplies, which are not covered through our operational budget.

On January 17, we will be closing early so that the custodial staff can continue stripping and waxing our floors. The kitchen and hallway will be the next areas completed. This has to be completed on a holiday weekend to insure that they can lay down enough layers of wax, drying time and buffing. The senior center will remain open until 1:00 p.m. all afternoon programs are cancelled.

The senior center will be closed on Monday, January 20th in observation of Martin Luther King, Jr. Day.

Attendance & Meals Served:

- Meals served in November: on site: 231 MOW: 318
- Monthly Transports in November: 784
- Monthly Attendance in November: 1,769
- Total Membership: 1352