



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Meeting Minutes  
Regular Meeting via Zoom  
Thursday, February 4, 2021 @ 7:00 PM

1. CALL TO ORDER: First Selectman 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 add a presentation by Tax Collector Michele Wyatt as number 10 on the agenda and renumber, accordingly, seconded by T. Rudko. MOTION CARRIED UNANIMOUSLY
4. CITIZEN'S COMMENTS: NONE
5. CORRESPONDENCE: NONE
6. CONSENT AGENDA
  - A. Approve the Minutes of the January 21, 2021 Board of Selectmen Meeting
  - B. Tax AbatementsR. Coyle motioned to approve the consent agenda, seconded by D. Mizla. MOTION CARRIED UNANIMOUSLY
7. Approve Economic Development Commission's amendment for the Colchester Tax Incentive Program Awarded September 9, 2020: D. Mizla motioned to accept the recommendation of the Economic Development Commission to grant a C-TIP property tax abatement to DVI Properties, LLC as proposed in the amounts of 100% in year one, 90% in year two, 80% in year three, 70% in year four and 50% in year 5, of the increase in real property tax for the new construction proposed at 124 Upton Road. Granting of the property tax incentives are contingent on the Certificate of Occupancy for the new construction issued by the Town of Colchester Building Official. The tax relief will be applied to the first full year after the Certificate of Occupancy by the Town of Colchester for each building. The recommended C-TIP package will be brought before the legislative body of the Town, the Town Meeting, on February 25, 2021, for approval, seconded by T. Rudko. MOTION CARRIED UNANIMOUSLY.
8. Approve Independent Contractor Agreement for Planning Department: D. Turner motioned to authorize the First Selectman to sign all necessary documents related to the Personal Service Agreement with an independent contractor to make formatting improvements to the Town of Colchester Land Development Regulations, adopted July 15, 2015, as amended, seconded by R. Coyle. MOTION CARRIED UNANIMOUSLY

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9. Request from Chatham Health District for Additional Monies from the COVID Relief Fund: No Action Taken
10. Presentation by Tax Collector Michele Wyatt addressing methods of payment for taxes and the process of the ten day hold on checks received.
11. CITIZEN'S COMMENTS: Gayle Furman spoke in favor of increasing funds to Chatham Health District for COVID Vaccination clinics.
12. FIRST SELECTMAN'S REPORT: Colchester's COVID Case rate is 54.7%. There are no new cases in our nursing homes. Senior Center vaccine clinic was able to vaccinate over 100 seniors.  
There continues to be an increase in renovations and additions to homes in town. Minimal single home inventory on the real estate market.  
Continuing work on some blight issues in town.  
Grand list is up 1.5%, which will translate to an additional \$620,000 in tax dollars.  
Next Board of Selectmen meeting will discuss beginning the process for the search for the permanent Fire Chief.  
Budget survey results and comments are available on the town website.

### 13. LIAISON REPORTS

**First Selectman:** Police Commission – They are working on the standardization of vehicles, mandates regarding dash and body cameras and trainings and the financial impacts those will have on the department. Corporal Labonte will be retiring on July 30.

Board of Finance – Discussion of the budget survey and upcoming budget.

**R. Coyle:** Long Term Recovery Committee – Continuing to work on ways to help businesses and residents in the wake of COVID.

Chatham Health District – They continue to work on COVID vaccination clinics and contract tracing. The budget is not finalized.

Senior Center Building Committee – They are working on a newsletter to go out to each household and will be working on a landing page on the Town of Colchester website.

**T. Rudko:** Ethics and Planning and Zoning both cancelled.

**D. Mizla:** Parks and Recreation – They are working on day camp for summer. They have offered jobs to those who had been offered jobs for last summer. Playground equipment is out of date and some has been removed, and they are working on ways to replace other pieces.

Youth Services Advisory Board – No quorum, but they discussed the vaping prevention campaign. In addition to the Coalition Coordinator at least one member of the Youth First Coalition will attend the National Coalition Academy later this year.

**D. Turner:** Ad Hoc Committee of Diversity and Inclusion – The committee will be inviting two more speakers to attend. Additionally, they are working on the wording of the charge of the committee.

14. ADJOURN: D. Turner motioned to adjourn at 8:09 p.m., seconded by R. Coyle. MOTION  
CARRIED UNANIMOUSLY

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

Respectfully Submitted by:

Heide Perham, Executive Assistant to the First Selectman

Estimated unfunded costs for COVID-19 Response for approximately 26 weeks

**Table 1: Budget Line Items and Totals**

Contracted Vaccine Clinic Coordinator and Volunteer Manager	\$42,120.00
COVID-19 Response Coordinator	\$14,314.30
Clinic Staff Overtime	\$29,952.00
Clinic Food	\$1,820.00
Clinic Mileage	\$2,912.00
Clinic Laptops/Technology	\$2,000.00
Total estimated for 26 weeks	\$93,118.30

**Justification:**

Allyson Shultz of Quality Perspectives, a full service emergency preparedness and response agency, will be contracted to be the point person to coordinate COVID-19 vaccine clinics. This includes site visits, determining clinic flow and throughput, estimating staff and volunteer resource needs, volunteer mobilization and management, and just-in-time training for Medical Reserve Corp volunteers on clinic days.

Christine Miskell is CHD's part-time COVID-19 Response Coordinator. Christine will be brought up to full time (additional 7.5 hours per week and associate fringe). Christine will lead contact tracing efforts, public messaging, data analysis and reporting, and vaccine management for clinics.

Clinic overtime estimate is based on 2 clinics per week, 3 staff needed per clinic, 6 hours per clinic, with an average hourly rate of \$32.00.

Clinic food is needed to provide snacks and beverages for volunteers at each clinic. The estimate is based on \$35.00 for 2 clinics per week for 26 weeks.

Clinic mileage estimate is based on 5 staff (2 logistics/setup and 3 operating the clinic) driving to 2 clinics per week for 26 weeks, with each round trip estimated at 20 miles.

Clinic laptops are needed to operate a maximum of 10 vaccine stations at large clinics. Laptops must be maintained by Chatham Health District (not partner agencies), to secure protected health information. Basic Chromebooks are estimated to cost approximately \$200 each.